

Risk-Based Compliance Review Log

Department/Area: Finance Compliance

Reviewer(s): J. Smith, L. Gomez

Review Period: Q1 2024

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Compliance Review Entries

Date of Review	Process/Area	Risk Level	Findings/Issues	Action Required	Responsible Party	Status/Deadline
2024-01-18	Vendor Payments	High	Delayed supplier onboarding due to missing documents.	Implement a checklist for document verification.	Accounts Payable Lead	In Progress / 2024-02-15
2024-02-04	Travel Expenses	Medium	Policy deviations: lack of receipts for 15% of claims reviewed.	Remind employees & enforce receipts requirement.	Travel Coordinator	Completed / 2024-03-01
2024-03-20	Client Due Diligence	High	Four client profiles missing updated risk assessment forms.	Update forms & schedule quarterly reviews.	Compliance Officer	Pending / 2024-04-15

Important Notes

- This log helps prioritize compliance efforts based on risk levels identified during reviews.
- It is essential to update the log regularly and track the resolution of identified issues.
- Responsible party assignment and deadlines are crucial for accountability.
- Documentation should be retained for audit and reference purposes.
- A systematic risk-based approach ensures resources are focused on areas of greatest risk.