

Template 21: Audit Committee Monitoring

The audit committee minutes should reflect the information discussed in the audit committee quarterly meeting and categorised as follows for ease of tracking;

**A. ISSUES NOT IMPLEMENTED**

(Where no action has been taken in response to issues raised in the audit reports)

No.	Finding	Action to be taken by management and status	Audit committee Recommendation to the Management if any
Report title and date: Auditor General Report 20xx/xx			
1.	Finding in summary form	<p>Actions to be taken by management to resolve issues reported.</p> <p>Initial Target Implementation date: ( as agreed with the audit committee)</p> <p>Expected completion date:</p> <p>Responsibility: (Head of department)</p>	
2.			
Report title and date: Internal Audit Report Quarter 1 20xx/xx			
1.			

**B. PARTIALLY IMPLEMENTED ISSUES**

(Where action has been taken in response to issues raised in the audit reports but issue has not been fully resolved)

No.	Finding	Action taken or to be taken by management	Audit committee Recommendation to the Management if any
Report title and date: Auditor General Report 20xx/xx			
1.	Finding in summary form	<p>Actions taken</p> <p>Additional action to be taken in response to issues reported.</p> <p>Initial Target Implementation date: ( as agreed with the audit</p>	

		committee) Expected completion date: Responsibility: (Head of department)	
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**C. ISSUES REPORTED DURING THE QUARTER**

No.	Finding	Update on action taken by management	Audit committee Recommendation to the Management if any
Report title and date:			
1.	Finding in summary form	Include actions taken or to be taken in response to issues reported  Target Implementation date: ( as agreed with the audit committee) Responsibility: (Head of department)	