



## Corrective Action Status Quarterly Report For Audit Findings

<b>SECTION 1 – RECIPIENT ORGANIZATION GENERAL INFORMATION</b>
<b>Name of Entity/Organization</b> <small>Click here to enter name</small>
<b>Audit Performed by</b> <small>Click here to enter name of CPA Firm</small>
<b>Financial Assistance Award Number(s)</b> <small>Click here to enter numbers</small>
<b>SECTION 2 – CORRECTIVE ACTION PLAN IMPLEMENTATION STATUS</b>
<b>1. Audit Finding Number and Title</b> <small>Click here to insert title of the first finding</small>
<b>Planned Corrective Action</b> <small>Click here to enter a detailed version of the corrective action plan. Segregate the proposed plan by milestones, assigning a completion date for each milestone.</small>
<b>Original Due Date to Complete the Implementation of the Corrective Action Plan</b> <small>Click here to enter a date.</small>
<b>Corrective Action Implementation Status</b> <small>Please state whether the corrective action has been implemented or provide a detailed status on the current implementation progress.</small>
<b>If applicable, Revised Due Date to Complete Implementation of Corrective Action</b> <small>Click here to enter a date.</small>
<b>2. Audit Finding Number and Title</b> <small>Click here to insert title of the second finding</small>
<b>Planned Corrective Action</b> <small>Click here to enter a detailed version of the corrective action plan. Segregate the proposed plan by milestones, assigning a completion date for each milestone.</small>
<b>Original Due Date to Complete the Implementation of the Corrective Action Plan</b> <small>Click here to enter a date.</small>
<b>Corrective Action Implementation Status</b> <small>Please state whether the corrective action has been implemented or provide a detailed status on the current implementation progress.</small>
<b>If applicable, Revised Due Date to Complete Implementation of Corrective Action</b> <small>Click here to enter a date.</small>
<b>3. Audit Finding Number and Title</b> <small>Click here to insert title of the third finding</small>
<b>Planned Corrective Action</b> <small>Click here to enter a detailed version of the corrective action plan. Segregate the proposed plan by milestones, assigning a completion date for each milestone.</small>
<b>Original Due Date to Complete the Implementation of the Corrective Action Plan</b> <small>Click here to enter a date.</small>
<b>Corrective Action Implementation Status</b> <small>Please state whether the corrective action has been implemented or provide a detailed status on the current implementation progress.</small>
<b>If applicable, Revised Due Date to Complete Implementation of Corrective Action</b> <small>Click here to enter a date.</small>
<b>SECTION 3 – Signature of Accountable Official</b>
<b>Accountable Official's Name and Phone Number</b> <small>Click here to enter text.</small>
<b>Signature</b> _____
<b>Date Signed</b> <small>Click here to enter a date.</small>

Instructions: Use of the template is highly recommended for tracking and monitoring the resolution of audit findings, e.g., repeat findings. Repeat audit findings are especially high risk, since they reflect inadequate, ineffective, and/or untimely corrective action that remain unresolved from one audit period to the next. The form should be used as a tool by the cognizant contracting officer to assist in ensuring that recipients are taking appropriate and timely corrective actions.