

Audit Committee Action Plan

Date: [Insert Date]

To: [Committee Members/Stakeholders]

From: [Audit Committee Chair]

Subject: Action Plan for Audit Committee Meetings

Action Items

1. **Review of Financial Statements**
 - **Responsible Person:** [Name]
 - **Due Date:** [Insert Date]
2. **Assessment of Risk Management Processes**
 - **Responsible Person:** [Name]
 - **Due Date:** [Insert Date]
3. **Internal Control Evaluation**
 - **Responsible Person:** [Name]
 - **Due Date:** [Insert Date]
4. **Compliance Review**
 - **Responsible Person:** [Name]
 - **Due Date:** [Insert Date]

Next Steps

[Insert any additional steps or follow-up needed.]

Thank you for your attention to these important matters.

Sincerely,

[Your Name]

[Your Title]

[Contact Information]