

**ESTIMATED COMPLETION DATES; EXTENSION REQUESTS:**

**A) HIGH RISK AUDIT ISSUE:**

1. Up through 6 months; approval can be made by Audit Manager.
2. After 6 months; A RISK ANALYSIS WORKSHEET MUST BE PREPARED THAT INCORPORATES RISK MITIGATION EFFORTS TO DATE AND PLANNED AND THEIR EFFECTS ON RISK. THIS WORKSHEET IS TO BE APPROVED BY BOTH THE AUDIT COMMITTEE **AND** THE CEO AND CFO.

**B) MEDIUM RISK AUDIT ISSUE:**

1. Up through 6 months; approval can be made by Audit Manager.
2. After 6 months; **APPROVAL IS REQUIRED BY SENIOR MANAGEMENT MEMBERS WITH DOCUMENTATION OF RISK ANALYSIS AND RISK MITIGATION AS NOTED IN (A) ABOVE.**

**C) LOW RISK AUDIT ISSUE:**

1. Up through 6 months; approval can be made by Audit Manager.
2. After 6 months; **APPROVAL IS NEEDED BY SENIOR MANAGEMENT.**