

Internal Audit Progress Report @ 30 November 2018 Audit and Risk Committee – 14 January 2019



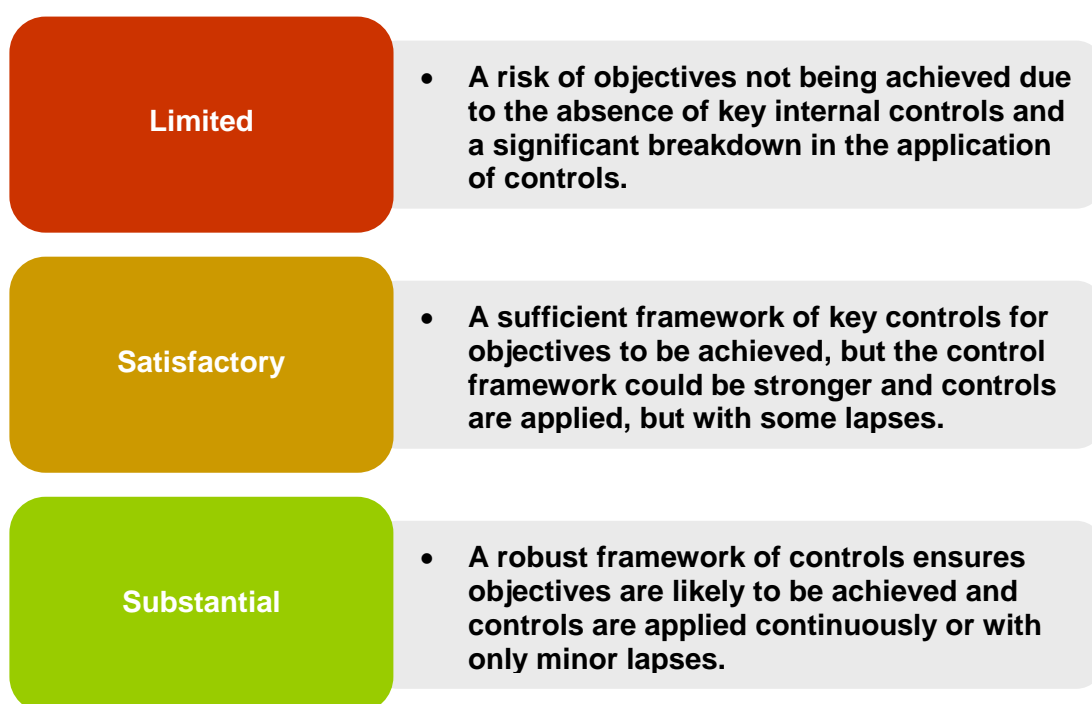
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1 Introduction

The purpose of this report is to bring the Audit and Risk Committee up to date with the progress made against the delivery of the 2018/19 Internal Audit plan.

The information included in this progress report will feed into and inform our overall opinion in our Internal Audit annual report issued at the year end.

Where appropriate each report we issue during the year is given an overall opinion based on the following criteria:



This is based upon the number and type of recommendations we make in each report. Each recommendation is categorised in line with the following:

Priority rating for issues identified		
Fundamental action is imperative to ensure that the objectives for the area under review are met.	Significant requires action to avoid exposure to significant risks in achieving the objectives for the area under review.	Merits attention action is advised to enhance risk mitigation, or control and operational efficiency.

2 Summary of work completed and in progress @ 30 November 2018

Auditable Area	ANA Rating	Suggested/Agreed Actions					Level of Assurance
		Fundamental	Significant	Merits attention	Total	Number accepted	
Completed:							
Procurement*	Medium	0	0	0	0	0	Substantial
Performance Management*	Medium	0	0	0	0	0	Substantial
Accounts Payable	KFS	0	0	0	0	0	Substantial
In progress:							
Fixed Asset Accounting	KFS						
Accounts Receivable	KFS						
Follow up of 2017/18 Action Points	High						

Key: KFS = Key Financial System

ANA = Audit Needs Assessment

* = Reported upon in previous report

3 Issues arising

Accounts Payable

A review of the accounts payable system was undertaken to ensure that adequate key controls were in place. Our review focused on the controls designed to prevent, overpayments, fraud and incorrect accounting. No issues of significance were identified.

4 Other activities

Advice and Guidance

We provide on-going advice and guidance to the authority to assist with the continuous improvement of the overall control environment.

CIPFA – Audit Committee Updates

We continue to present the regular CIPFA Audit Committee Updates to the Audit and Risk Committee.

Audit and Risk Committee – Terms of Reference

We submitted the Audit and Risk Committee Terms of Reference for annual review at the March 2018 meeting of the committee.

Internal Audit Plan 2017/18

We submitted the Internal Audit annual plan for 2018/19 to the committee for approval at the March 2018 meeting.

Internal Audit Annual Report 2017/18

We presented the Internal Audit annual report for 2017/18 to the committee for comment and approval at the June 2018 meeting.

Internal Audit Charter

We submitted the Internal Audit Charter to the committee for annual review at its January 2019 meeting.

Audit and Risk Committee Annual Report

Assistance was provided in the preparation of the Annual Report of the Chair, on the work of the Audit and Risk Committee.

Ad hoc Training

We provided training to the committee on the operation of an effective Audit Committee, in accordance with the guidance issued by CIPFA in its publication “Audit Committees – Practical Guidance for Local Authorities and Police (2018 Edition)”. In addition, we provided training on “Fraud Awareness”. Both took place at the meeting held in November 2018.

Counter Fraud

We continue to lead on the Cabinet Office’s National Fraud Initiative and their other associated fraud related activity (such as the Annual Fraud Survey), on behalf of the authority and to provide the main point of contact for any investigations into potential fraudulent activity.

5 Service quality questionnaire (SQQ) feedback

	Average Score
Overall Satisfaction with Audit Services	No SQQs received to date

Scores range between 1 = Poor and 5 = very good. We have a target of achieving an average score of **4 = good**.