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RSM Tenon

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Internal Audit Progress Report

Corporate Governance Committee Meeting: 30 September 2011

Recommendation: That the Committee **Notes** the Internal Audit Progress Report

RSM Tenon

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The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required. Whilst every care has been taken to ensure that the information provided in this report is as accurate as possible, based on the information provided and documentation reviewed, no complete guarantee or warranty can be given with regard to the advice and information contained herein. Our work does not provide absolute assurance that material errors, loss or fraud do not exist.

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1. INTRODUCTION

1.1 The periodic internal audit plan for 2011/12 was approved by the Corporate Governance Committee in March 2011. This report summarises the outcome of work completed to date against that plan. Appendices A and B provide cumulative data in support of internal audit performance for the 2011/12 plan to date.

2. FINAL REPORTS ISSUED

2.1 We have finalised four reports since the last Committee meeting; these are in the areas of:

- Supported Housing (2.11/12);
- Housing Maintenance - Planned and Cyclical (including Voids) (3.11/12);
- Information Governance (4.11/12); and
- Housing Rent (5.11/12).

2.2 Appendix A summarises our opinions and the number of recommendations made during 2011/12 to date.

3. KEY FINDINGS FROM INTERNAL AUDIT WORK

3.1 The Corporate Governance Committee should note that any negative assurance opinions will need to be noted in the annual report and may result in a qualified or negative annual opinion. We have not identified any issues from our 2011/12 work to date that will impact negatively on this year's annual opinion.

3.2 No common weaknesses have been identified within our reports for 2011/12.

4. WORK IN PROGRESS OR PLANNED

4.1 We have issued one draft report since the last Committee meeting; this is in the areas of:

- Project Management (6.11/12).

4.2 We are currently at the fieldwork stage of the following reviews:

- General Ledger; and
- Allocations and Voids.

5. LIAISON WITH MANAGEMENT AND EXTERNAL AUDIT

- 5.1 Since the last Corporate Governance Committee we have met with Management to discuss the progress of the audit plan and to scope a number of 2011/12 audits.

6. CHANGES TO OUR PLAN

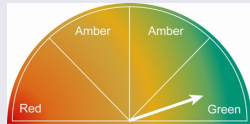
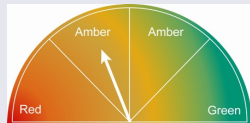
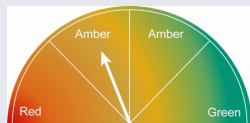
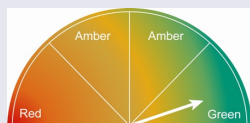
Since the last Corporate Governance Committee, we have agreed with management to delay the Partnerships review due to the changes which are currently taking place. Therefore this has been rescheduled for February 2012.

7. CLIENT BRIEFINGS

- 7.1 There have been no relevant client briefings issued since the last Corporate Governance Committee.

APPENDIX A: 2011/12 WORK COMPLETED TO DATE INCLUDING SUMMARY OF ASSURANCE LEVELS AND RECOMMENDATIONS

Reports being considered at this Committee are shown in italics.

Auditable Area	Start Date	Debrief date	Draft report issued	Responses received	Final report issued	Corporate Governance Committee	Assurance level given	Number of Recommendations Made				
								Actual (Planned)	High	Medium	Low	In Total
HR – Absence Management including the Impact of Redundancies (1.11/12)	18/04/11	21/04/11	16/05/11	27/05/11	27/05/11	June 11		0	0	5	5	5
<i>Supporting Housing (2.11/12)</i>	<i>18/04/2011</i>	<i>28/04/2011</i>	<i>19/05/2011</i>	<i>13/07/11</i>	<i>13/07/11</i>	<i>September 11</i>		0	0	1	1	1
<i>Housing Maintenance – Planned & Cyclical (3.11/12)</i>	<i>10/06/2011</i>	<i>17/06/2011</i>	<i>13/07/11</i>	<i>28/07/11</i>	<i>29/07/11</i>	<i>September 11</i>		2	3	2	7	7
<i>Information Governance (4.11/12)</i>	<i>25/07/2011</i>	<i>01/08/11</i>	<i>16/08/11</i>	<i>21/09/11</i>	<i>21/09/11</i>	<i>September 11</i>		0	6	6	12	12
<i>Housing Rents (5.11/12)</i>	<i>08/08/2011</i>	<i>15/08/11</i>	<i>25/08/11</i>	<i>26/08/11</i>	<i>26/08/11</i>	<i>September 11</i>		0	1	3	4	4
Totals to date:								2	10	17	29	29

APPENDIX B: 2011/12 WORK IN PROGRESS OR YET TO START (INCLUDING REPORTS STILL IN DRAFT)

Auditable Area	Start Date	Debrief date	Draft report issued
Project Management (6.11.12)	15/08/2011	16 Aug 2011	1 Sept 2011
General Ledger (including Budgetary Control)	05/09/2011	13 Sept 2011	
Housing Allocations and Voids	13/09/2011	21 Sept 2011	
Taxation	26/09/2011		
Creditors	03/10/2011		
Contract Services	10/10/2011		
Corporate Governance	10/10/2011		
Payroll (including Expenses & Pensions)	12/10/2011		
NNDR	20/10/2011		
Income & Debtors	03/11/2011		
Cash, Banking & Treasury Management	14/11/2011		
Capital Expenditure and Asset Management	17/11/2011		
Proactive Fraud Work	November 2011		
Reconciliation	05/12/2011		
Risk Management and Assurance Stocktake	19/12/2011		
Council Tax	09/01/2012		
Performance Management	16/01/2012		
Environmental Health	16/01/2012		

Auditable Area	Start Date	Debrief date	Draft report issued
Follow Up	16/01/2012		
Housing Benefits	23/01/2012		
Partnerships	08/08/2011 Now 06/02/2011		
Top Up Testing	19/03/2012		
Annual Governance Statement	March 2012		