

Internal Audit Reports Issued November 2010 - January 2011 (Appendix B)

This appendix lists only those Internal Audit reports with findings of a medium or higher risk

Audit Opinion / Area	Issues Raised In Report	Severity
Business Rates (2010/11)		
Satisfactory		
1B Follow Up of Previous Audit Findings	Previously agreed reconciliation of composite properties had not yet been completed. In progress at time of audit.	3 - Medium Risk
	Previously agreed review of access levels incomplete at time of audit. Delayed due to software issues.	3 - Medium Risk
3F Liability	No monitoring of reports regarding properties with no liable party.	3 - Medium Risk
	Planned property inspections behind schedule. This was a consequence of workload resulting from legislative changes.	3 - Medium Risk
Cashiers (2010/11)		
Satisfactory		
1B Follow Up of Previous Audit Findings	Sample checking of monthly monitoring reports of transfers and reversals, and the checks required of the daily export files, previously reported not yet implemented.	2 - High Risk
	Inadequate monitoring of shared pc user records.	3 - Medium Risk
3E Cash Office Security	System controlling access to Cash Office had not been updated regarding leavers.	3 - Medium Risk
Cemeteries and Crematorium (2010/11)		
Minor Exceptions		
3C Documented Procedures	No operational procedure notes or guidance manuals available to staff for computer system in use	3 - Medium Risk
3D Data Security	Shared user access being used for operational reasons, but not formally approved.	3 - Medium Risk
	No awareness of password parameter functionality within computer system	3 - Medium Risk
3E Cremations	The process followed was found to be inconsistent, and the paper trail incomplete regarding contact made with the bereaved regarding uncollected ashes.	3 - Medium Risk
	Computer system incomplete regarding disposal of ashes records, although such data held within paper records	3 - Medium Risk

Audit Opinion / Area	Issues Raised In Report	Severity
	No evidence to demonstrate compliance with Contract Procedure Rules regarding supply of memorabilia - suppliers at time of audit had been used for many years.	3 - Medium Risk
	No check on correctness or completeness of entries added to Book of Remembrance	3 - Medium Risk
3F Charges	Incorrect charge shown on TDC website.	3 - Medium Risk
	One charge found to be in use was shown as discontinued in the scale of charges - discontinued following audit. Charges for memorials did not always match to scale of charges - to be approved in accordance with delegated powers in future.	2 - High Risk
3G Income	Crematorium staff only made aware of unpaid debts when over 6 months old. Debt recovery could be improved if information was made available earlier.	6 - Efficiency

Clacton Leisure Centre and Lifestyles (2010/11)

Satisfactory

3D Data Security	Paperwork regarding direct debit runs not stored as securely as it could be.	3 - Medium Risk
3F Use of Facilities and Income Collection	Inadequate debt recovery procedures in place	3 - Medium Risk
	Block bookings in contravention of VAT rules	3 - Medium Risk
	Credit card receipts retained displayed detail that should have been hidden / blanked out. This issue has now been resolved.	3 - Medium Risk
	Transfer of data from Leisure Management system to Cash Receipting system requires manual input into Cash Receipting.	3 - Medium Risk
	No service checks of floats or leisure vouchers	3 - Medium Risk
	Inadequate evidence retained to validate refunds made	3 - Medium Risk

Community Services Timesheets and Allowance Claims (2010/11)

Minor Exceptions

3D Data Security	Records transferred between sites in inefficient manner.	6 - Efficiency
3F Allowance Claims	Mileage claims authorised by unauthorised officers	3 - Medium Risk
	Checks undertaken on eligibility to claim mileage allowances excluded insurance cover	3 - Medium Risk
3G Timesheets	Timesheet summaries authorised by unauthorised officer	3 - Medium Risk
3H Absence and Flexitime	Annual leave records unnecessarily duplicated	6 - Efficiency

Audit Opinion / Area	Issues Raised In Report	Severity
Follow Up of Previous Audits - Housing Services (2010/11)		
Minor Exceptions		
D Follow Up of Previous Audit Findings - Housing Services Purchasing & Invoice	Lack of segregation of duties between order and invoice approval	3 - Medium Risk
F Follow Up of Previous Audit Findings - Housing Services Staffing - Anti Fraud	Lack of evidence of management check on mileage claims	3 - Medium Risk
	Undetected errors found on mileage claim forms	3 - Medium Risk
Members Allowances (2010/11)		
Satisfactory		
3D Data Security	Data not held as securely as it could be	3 - Medium Risk
	Inadequate awareness of Members' Allowance officer regarding data security	3 - Medium Risk
	Data retained beyond retention period	3 - Medium Risk
3F Claims Made By Members	Schedule of Commitments not completed in accordance with requirements of Constitution	3 - Medium Risk
	Processes split between services making process less efficient than it could be	6 - Efficiency
Tendring Careline (2010/11)		
Satisfactory		
3C Documented Procedures	No written operational procedures in place	3 - Medium Risk
3D Data Security	Computer system access control not fully compliant with requirements of IT Security Policy	3 - Medium Risk
3E Charge Setting	Error found in charges advertised on Internet - corrected during audit.	3 - Medium Risk
3F Dispersed Alarm Database	Some case files not available during audit	3 - Medium Risk
	Available system reports not used for monitoring and actioning outstanding debts	3 - Medium Risk

Audit Opinion / Area	Issues Raised In Report	Severity
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Treasury Management (2010/11)

Satisfactory

3J Lending	Reconciliation of investments between treasury management system and main accounting system had not been undertaken	3 - Medium Risk
3L Records and Reconciliations	Reconciliations did not include data from Treasury Management system	3 - Medium Risk

Vyntner House Refurbishment Works (FA 943)

Satisfactory

CON3 CONTRACT FINAL ACCOUNT AUDIT - CURRENT CONTRACT	Variation incorrectly omitted a non existant provisional sum	3 - Medium Risk
CON4 CONTRACT FINAL ACCOUNT AUDIT - POST CONTRACT	Omission incorrectly added instead of deducted in final account	3 - Medium Risk

Window and Door Replacement 2009/10 (FA 957)

Satisfactory

CON4 CONTRACT FINAL ACCOUNT AUDIT - POST CONTRACT	The costs included on the final account for two properties added to the contract varied from the prices quoted by the contractor.	3 - Medium Risk
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