

REPORT TO THE FINAL ACCOUNTS AND AUDIT COMMITTEE		Report No. 9
Date of Meeting	25/09/2008	
Title of Report	Internal Audit Progress Report	
Link to Corporate Priorities	No links to corporate priorities.	
Public Report	Yes	

<p>Summary of Report</p> <p>To update the Final Accounts and Audit Committee on progress against the 2008/2009 Internal Audit Plan.</p>
<p>Officer Recommendations</p> <p>1. That the update is noted.</p>

Other than those implications agreed with the relevant Officers and referred to below, there are no other implications associated with this report.				
Financial Implications	Legal Implications	Community & Environmental Implications	Human Resources Implications	Equality & Diversity Implications
None	None	None	None	None

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1. Introduction

- 1.1 This report details progress made by Internal Audit against the approved 2008/2009 Internal Audit plan

2. Options and Options Appraisal

- 2.1 Option 1: The report be noted.
- 2.2 Option 2: That a different course of action be considered.

3. Background Information

- 3.1 The Final Accounts and Audit Committee approved the Internal Audit Plan for 2008/2009 at its meeting on 16 April 2007. This plan was updated and reported to this committee on 28 January 2008 and it is progress made against this plan which is reported here.
- 3.2 All outstanding audits from quarter 1 of the 2008/9 audit plan have now been completed and issued in final form. A summary of audit work undertaken to date is shown in Table 1.
- 3.3 The Auditor has had 13 days of non audit work including 3.5 days annual leave within the second quarter. Some of these days were used to attend Wiltshire Council audit meetings as work has been undertaken to produce an Audit Universe document. This was put together by the five audit teams in order to capture everything that could be audited before being assessed in terms of risk. This will form the basis of the Wiltshire Council audit plan. Input into this was vital from a district perspective and has helped to inform the structure of the new audit team by working with other auditors across the County.
- 3.4 Additional resources have been made available to the Auditor from the Finance Team to try and complete the audit plan ahead of schedule. This will not only help the Auditor but will allow other members of the Finance Team to experience working within an audit environment. A fixed asset audit commenced at the beginning of September and is being completed jointly, this will enable skills to be shared and experience to be gained of internal audit work and to provide for professional development for the Finance Officers.
- 3.5 A complete fixed asset review is currently taking place led by the Auditor. This review will establish exactly what the Council owns. It has been split into various areas including Plant and Machinery and I.T equipment etc and will take place over a number of weeks. This review is designed to capture all the assets, with photographic evidence where applicable, and will therefore not be limited to sample testing.

Table 1: Summary of Audit Work Quarter two 2008/09

Audit Work Area	Q2 Budget (Days)	Q2 Actual (Days)	Status
Budgetary Control	5	5	Complete.
Contract Monitoring	15	15	Complete (draft)
Asset Management	10	10	Ongoing.
Bank Reconciliations	10	10	Complete

Depot	15	15	Complete
Training Courses	6	6	
Leave and non-audit time	11	11	
Total days	72	72	

4. Audit Reports 2008/9

- 4.1 Table 2 below lists audits completed since the previous report to the Committee, and the opinions given for each system. Should further information be required on any of the audits undertaken it can be requested from the Head of Finance & Resources.

Table 2: Summary of Opinion and Findings

Audit	Opinion	Comments
Budgetary Control	Good (2)	Simplified budget created. Monitoring carried out at higher level. Budget is effectively controlled.
Contract Monitoring	Limited (4)	This report is currently at draft stage and will be completed by the end of September. (See 4.2)
Bank Reconciliations	Good (2)	Reconciliations were up to date and taking place on a regular basis.
Asset Management		In progress at time of writing this report
Depot		In progress at time of writing his report.

- 4.2 The Internal Audit report for Contract Monitoring is currently in draft form and is awaiting responses from senior management. The report has been given a **Limited (4)** assurance level and once it has been issued in final form will be presented to this committee for review. It was agreed that the committee should receive full copies of any audit reports that have a rating of Limited or below.

Appendices:	<ul style="list-style-type: none"> • None
Background Documents Used in the Preparation of this Report:	<ul style="list-style-type: none"> • None

Previous Decisions Connected with this Report

Report	Committee & Date	Minute Reference
Internal Audit Progress Report	Final Accounts and Audit Committee 30 June 2008	