

**INTERNAL AUDIT- MONITORING REPORT JUNE – SEPTEMBER 2006
AND WORK PLAN OCTOBER - DECEMBER 2006**

The Committee is requested to note the following issues arising from the Internal Audit Team's second quarter monitoring report for 2006/07:

- (a) The reports issued between July and September 2006 and significant findings (Appendix 1);
- (b) The Audit follow up status report (Appendix 2);
- (c) The Work plan October - December 2006 (Appendix 3); and
- (d) The 2006/07 Audit Plan status report (Appendix 4)

Introduction

1. This report provides a summary of the work undertaken by the Internal Audit Unit between July and September 2006, and details the overall performance to date against the Audit Plan for 2006/07. The report also contains the Internal Audit work plan for the third quarter 2006/07.

2.	Resources Available:	3 months Jul-Sept 06	12 months orig. estimate 06/07
	Number of days required to meet the audit plan	<u>248</u>¹	<u>990</u>¹
	Number of days available based on staff in post	303	1430
	Less statutory and annual leave	(49)	(166)
	Sick leave	(10)	(32)
	Vacancy factor	-	(30)
	Training	(1)	(35)
	Planning, supervisory, management and non-chargeable	<u>(25)</u>	<u>(177)</u>
	Available audit days	218 ²	990 ²
	Add Bought in Days	25	0
	Total Audit Days	<u>243</u>	<u>990</u>

Note¹ audit days available if full establishment achieved

Note² actual audit days in period

Current Staffing Position

3. The Unit has an establishment of 5.5 full time equivalent (fte) posts. The Audit Assistant half post is vacant, leaving 5 fte staff available during the first half of 2006/07. The Audit Assistant half post is being held vacant for the time being to provide some budget flexibility to meet the cost of specialist auditors and external contractors, who undertook specific audits within the approved Plan during the second quarter.

4. Sickness during the second quarter amounted to 10 days compared to 35, 9.5 and 2 days respectively in the preceding three quarters. The majority of the sickness in the first half year related to the certificated long term sickness of one member of the Team. Therefore, whilst the average level of sickness per member of staff over the last 12 months has been 11.3 days and is of concern, the half year figures are explained by this factor. Sickness continues to be monitored and managed in accordance with the Council's management of absence policy.

Work carried out in the period

5. The audit reports issued in the second quarter are listed in paragraph 11 below. The audit opinions and main conclusions flowing from these reports are attached at Appendix 1.
6. Some of the audits completed during 2005/06 require follow up audits to be carried out during 2006/07. These are being phased during the year according to risk and other prioritisation factors, and are being combined with finance systems audits where appropriate. A number of systems audits were carried out across a range of Services in the second quarter, and some of the main finance systems audits were completed.
7. The Audit Team has also provided support to management on a number of corporate issues and has performed a range of tasks including standing membership of project teams. Topic areas include participation in the officer Use of Resources and Value for Money project teams. There is also a growing advisory role on ICT Project Boards supporting new system developments, and preparations have begun for the Council's participation in this year's National Fraud Initiative.
8. Supervision and management time has included the normal management and review functions undertaken by the Chief Internal Auditor, who has also been involved in the corporate activities referred to in the previous paragraph.
9. The time taken on investigation work during this quarter amounted to just one day and related to a specific issue concerning a sundry debtor account. A small amount of investigative work is also carried out occasionally in the course of systems audits and where this occurs is included in the reported time spent on that particular audit.
10. The Audit Commission has been consulted with on the content of this report and the third quarter audit plan for 2006/07.

Reports Issued and Significant Observations

11. The following audit reports were issued in the second quarter:

- Local Performance Indicators
- Accounting and General Ledger*
- Payroll
- Creditors
- Housing Rents
- Planning Enforcement
- Leisure Contract management arrangements
- Licensing Follow Up
- Building Control Follow Up
- Recruitment and Selection Follow Up

* denotes audit undertaken by contractors under supervision

In addition to the audits listed above, audits of the Council's bank reconciliation system and external funding processes were substantially complete by 30 September, but the reports had not been finalised. These audits are not included in the performance figures in paragraph 16.

12. The reports submitted to Service Management in the second quarter identified a number of recommendations for improvement across Service areas, including performance management, contract management and system reconciliation.

Some of the key findings from these audits are outlined below:

Performance Management – verification of data

Services need to be reminded that data needs to be accurate, reliable and consistent if assurance is to be provided in the process...20% of LPIs could not be verified due to the lack of adequate documentation and 15% were calculated incorrectly. This indicates a lack of data quality within the process.

Outcome: Management Board has reiterated to all Heads of Service the requirement to make improvements in the quality of data submitted in support of BVPI and LPI calculations.

Licensing

The majority of the earlier recommendations had not been implemented at the start of the audit, and the licensing system still contained serious control weaknesses. The continuing lack of monitoring and reconciliation of income meant that the risk of misappropriation still existed at that point.

During the course of the audit good progress was made and the basic system weaknesses have been addressed, which reduces the risk of misappropriation.

Outcome: System reports are being developed and reconciliation processes have been implemented.

Payroll

Controls within the payroll system are generally operating effectively. An employee left the Council in March 2006, but continued to be paid for five months after this date, as a result of failures by Planning Services, Human Resources and Finance to follow various procedures which should have picked the error up earlier. The estimated cost to be recovered is £8,260.

Outcome: Immediate steps were taken to recover the overpaid salary. The Council is receiving co-operation from the former employee. At the time of drafting this report the sum still outstanding was less than £2,900.

Managers will be reminded of the importance of the establishment list verification process, and that leavers' forms must always be completed and sent to Payroll and HR in advance of the employee's leaving date.

Creditors

Controls within the Invoice Section are operating satisfactorily, but it is of concern that there are still examples of departures from Financial Regulations, and other system weaknesses. This is despite reminders to staff and the introduction of a specifically tailored training course, which many Officers have attended.

Outcome: The breaches of Financial Regulations will be brought to the attention of the individuals concerned, and management's expectations regarding the avoidance of a recurrence will be emphasised.

13. When following up previous audits it is normally found that the majority of recommendations are being implemented by Service management. However it is sometimes found that not all previously agreed recommendations have been carried out within the agreed timescales. Attached at Appendix 2 is a summary schedule designed to monitor the follow up of audits carried out in 2006/07, as an aid to ensuring timely and adequate follow up both by Internal Audit and Service Management.

Three-month work plan (Appendix 3)

14. The Audit Commission requires all of the Council's main financial systems to be audited during 2006/07, and the majority of these audits will be completed by the end of the third quarter. It is recognised that audit coverage is also required within Council services other than Finance. For this reason the Audit Plan for the third quarter covers a broad range of Service areas.

Audit Plan 2006/07 (Appendix 4)

15. The current status of the planned audits in this year's Audit Plan, as approved in April 2006, is set out at Appendix 4, and reflects the work carried out to date and the work plan for the third quarter. Provisional dates have also been set for the audits to be undertaken in the final quarter.

Performance Management

16. The Internal Audit Team has local performance indicator targets to meet in 2006/07. The specific LPs for Audit are set out below:

	Actual 2004/05	Actual 2005/06	Target 2006/07	Actual Apr-June 2006/07	Actual July- Sep 2006/07	Cumulative Apr- Sept 2006/07
% Planned audits completed	86%	86%	85%	72%	67%	69.5%
% chargeable "fee" staff time	64%	67%	65%	68%	74%	71%
Average cost per audit day (including contractors)	£297	£292	£285	£304	£308	£306
% User satisfaction	80%	85%	80%	75%	86%	80.5%

17. The percentage of planned audits completed in the second quarter does not include two substantially completed audits referred to in paragraph 11 of this report. There has been some slippage in the achievement of the target in the first half of the year, but the position is expected to be recovered later in the year.
18. The high unit cost figure for the first and second quarters was also caused by a combination of the effect of sickness and seasonal holiday factors respectively, which affected the recovery of fixed overhead unit costs, and prevented the target of £285 per day from being met. Contractors were used, within budget, to undertake some planned audits, and the associated costs and days are reflected in the overall unit cost of £306 per audit day for the first half year.

Training

19. The Chief Internal Auditor has arranged for refresher training in risk based auditing to be provided to all members of EFDC's Audit Team, and others across Essex, during November. Part of the cost will be recharged to other Districts. The training will be facilitated by an external trainer, and will address a gap in this area of training identified in the EFDC Audit Team's business plan.

**Summary of audits completed during Quarter 2
July - September 2006**

Report No.	Title	Service	Assurance Rating/Audit Opinion	Main Conclusions
387	Leisure Contract Monitoring	Leisure	<p><i>Limited Assurance</i> This audit provides satisfactory assurance in the procedures set up for the monitoring of the contract, but limited assurance in the operation of the contract due to the lack of data provided by the contractor for monitoring purposes at the time of the audit.</p>	<p>While the situation is improving Leisure Management should continue to apply pressure on the contractor to provide the required data by the deadlines as stated in the contract. The procedural framework is in place but internal control procedures are ineffective without accurate and timely data from the Contractor.</p>
398	Licensing follow up	Environmental	<p><i>Limited Assurance</i> Most of the earlier recommendations had not been implemented at the start of the audit, and the licensing system still contained serious control weaknesses. The risk of misappropriation still existed at that point.</p> <p>However, good progress was made during the course of the audit and the basic system weaknesses have been addressed, which significantly reduces the risk of misappropriation.</p>	<p>The earlier audit found that the reports produced from the IT system were not adequate for management purposes. A new report is now being developed and it is important that the system is developed further and used in a way to facilitate the control measures now being implemented.</p> <p>New procedures have now been introduced to improve data quality, and it is important that management undertakes random checks to ensure compliance.</p>
392	Local Performance Indicators	All	<p><i>Limited Assurance</i> Some improvement has been made in compliance with the agreed procedures, in particular the submission of Control Forms. However 20% of LPIs could not be verified due to the lack of adequate documentation and 15% were calculated incorrectly. This indicates a lack of data quality in the process.</p>	<p>The collection of data and verification of its quality should be part of the day to day Service planning and monitoring. The new 'TEN' performance monitoring system needs to be reviewed to ensure that it is flexible in meeting the monitoring and reporting requirements of the full range of LPIs, whether reported on an accumulative or discrete quarterly basis.</p>

Report No.	Title	Service	Assurance Rating/Audit Opinion	Main Conclusions
393	General Ledger	Finance	<p><i>Satisfactory Assurance</i></p> <p>A sound system of control in place. Key controls were generally found to be operating satisfactorily.</p>	Some improvement areas were identified, including the reconciliation of the payroll control accounts within the E-financials system, and the monitoring of certain holding accounts.
395	Payroll	Finance/All	<p><i>Satisfactory Assurance</i></p> <p>The lack of reconciliation of the payroll system to the general ledger (also dealt with in the General Ledger audit) represents a weakness in the overall control system. In addition, there needs to be improved corporate control in the verification of the staffing establishment.</p> <p>An employee left the Council in March 2006, but continued to be paid for five months after this date, as a result of failures by Planning Services, Human Resources and Finance to follow various procedures which should have picked the error up earlier. The estimated cost to be recovered is £8,260.</p>	<p>The audit involved testing based on an extract of the Payroll as at June 2006. A sample of 30 employees' records were reviewed to ensure they are being paid the correct amounts in 2006/07. A further sample of 25 records were tested to ensure that deductions are processed correctly. The audit concluded that payments and deductions are made at the correct rate, correctly calculated and supported by documentary evidence.</p> <p>There are weaknesses in the application of established corporate systems for administering staff leavers, and for verifying the establishment list. Controls need to be in place to reduce the risk of avoidable costs arising in the future.</p>
396	Creditors	Finance/All	<p><i>Limited Assurance</i></p> <p>Controls within the Invoice Section are operating satisfactorily, but it is of concern that there are still examples of departures from Financial Regulations, and other weaknesses. This is despite reminders to staff and the introduction of a specifically tailored training course, which many Officers have attended. The audit can therefore only provide limited overall assurance in the creditors systems.</p>	<p>The following weaknesses were identified (the first item is a breach of Financial Regulations, the others are departures from good practice which can lead to increased risk of error etc):</p> <ul style="list-style-type: none"> - Orders and invoices for the same item are sometimes authorised by the same Officer. - Incomplete orders exist, where sometimes there is no price quoted, or the supplier's address is incomplete. - Orders are written and authorised by the same Officer. - Order forms are frequently completed on receipt of the invoice rather than at the time of placing the order. - The budget position is not always checked prior to placing the order.

Report No.	Title	Service	Assurance Rating/Audit Opinion	Main Conclusions
400	Housing Rents	Housing	<p><i>Satisfactory Assurance</i></p> <p>Rent transactions for all payment methods are legitimate and have the documentary evidence to support a full audit trail. Some minor improvements are required in certain areas, to assist in strengthening controls further.</p>	<p>A sample of 45 rent accounts were reviewed for cash payments and all were correctly posted and daily totals reconciled to the Financial Statement maintained in Housing Services. Direct debit, Internet and 'Allpay' transactions were also reviewed, and testing identified that the system is satisfactory with adequate documentation and procedures being in place.</p>
392	Building Control follow up	Planning	<p><i>Limited Assurance</i></p> <p>Whilst there have been some process improvements since the systems audit, there remain some control weaknesses particularly in the area of income reconciliation and under and overpayments recorded on the IT system.</p>	<p>The level of sundry debtors indicates that management action is required to pro-actively monitor building control debts and assist with recovery procedures. The reconciliation of building control fees has not yet been carried out, to ensure that all income has been paid into the correct income code in a timely manner.</p>
399	Recruitment and Selection follow up	Human Resources	<p><i>Satisfactory Assurance</i></p> <p>Some improvements have been made since the previous audit. However, high-risk areas such as police and other validity checks still need to be monitored.</p>	<p>The updating of job descriptions and person specification on personal files has improved. A sample of 5 posts requiring CRB checks showed that 2 of the successful candidates were permitted to commence employment prior to being cleared, subject to restrictions agreed by HR (e.g. no access to children).</p>
394	Planning Enforcement	Planning	<p><i>Satisfactory Assurance</i></p> <p>Procedures are in place for the correct investigation of complaints and the recording and authorisation of the action taken. The transfer of the records from a manual system to the recently implemented MVM system has partially taken place but needs to be reviewed to make full use of the new system.</p>	<p>The sample reviewed during the audit consisted of a brief scan of all closed cases to ensure data quality on the new MVM system. Complaints are generally recorded, investigated and signed off in a formal manner with adequate supervisory review. However, a number of cases were identified, which should be signed off by the Assistant Head of Planning Services to ensure separation of duties.</p>

Internal Audit Report Control Sheet – Follow Up Audits

Appendix 2

Ref.	Report Title	Client	Date Issued	Agreed Actions	Agreed Actions in place	Time of Follow up	Outstanding Issues post follow up
	Main Audits 2005/06						
320	Waste Management	Environmental	05/05	9		Qtr 4	
328	Sundry Debtors	Finance	06/05	10	8	Qtr 1	Procedures, credit rating of debtors outstanding
329	Asset Register/inventories	Corporate	06/05	5		Qtr 3	
331	Planning fees investigation	Planning	06/05	4	3	Qtr 2	Reconciliation yet to be produced
333	Contract Systems	Corporate	06/05	6		ongoing	
330	Car Leasing	HR, Finance	06/05	8		Qtr 4	
332	Stores Stocktake	Works Unit	06/05	4		07/08	
338	Accounting & Ledger	Finance	07/05	12	7	Qtr 2	System reporting, virement levels, data cleansing
335	E-Financials Application	ICT, Finance	06/05	8		Qtr 4	
336	OHMS Application	Housing	07/05	9	9	Qtr 1	Good progress
339	Local PIs	HR	09/05	4	3	Qtr 2	Insufficient evidence to justify some LPI calculations.
340	Members Allowance	Corporate	08/05	4		Qtr 4	
344	Cash Receipting & Income Control	Finance	09/05	5	3	Qtr 1	Integrated cash management reports (to include Allpay and internet), yet to be developed
341	Office Service Contracts	Legal & Admin	10/05	4		Qtr 3	
343	Procurement	Corporate	10/05	9		Qtr 4	
342	Creditors	Finance	10/05	29	25	Qtr 2	Key systems control issues have been addressed in training for staff but there remain concerns regarding corporate compliance with their application.
347	Building Control	Planning	10/05	10	8	Qtr 2	Reconciliation of income is outstanding
346	Freedom of Information	Corporate	11/05	4		Qtr 4	

Ref.	Report Title	Client	Date Issued	Agreed Actions	Agreed Actions in place	Time of Follow up	Outstanding Issues post follow up
349	Grants to Voluntary Organisations	RDS	12/05	11		Qtr 4	
351	Housing Rents	Housing	12/05	7	6	Qtr 2	Suspense account process could be improved
356	Recruitment & Selection	HR	12/05	4	4	Qtr 2	High risk posts to be monitored
362	Works Unit Investigation	Works Unit	12/05	7		Qtr 4	
358	Housing & Council Tax Benefits	Finance	12/05	14		Qtr 3	
360	Treasury Management	Finance	12/05	8		Qtr 3	
352	Cash Offices	Finance	12/05	3		Qtr 3	
353	Budgetary Control	Finance	12/05	8		Qtr 4	
350	Payroll	Finance	01/06	6	5	Qtr 2	Sample checks of increments awarded
357	Licensing Investigation	Environmental	01/06	9	9	Qtr 2	Good progress during the follow up audit
376	North Weald Airfield	Leisure	05/06	8		Qtr 4	
363	Works Unit	Works Unit	02/06	5		Qtr 4	
366	Estate Management	Legal & Admin	03/06	8		Qtr 4	
368	NDR Collection & Refunds	Finance	03/06	8		Qtr 3	
370	Risk Management & Insurance	Finance	03/06	3		Qtr 4	
374	Rechargeable Works	Environmental	03/06	3		Qtr 4	
373	Capital Financing	Finance	03/06	7	-	07/08	
372	Housing Repairs & Maintenance	Housing	03/06	4		Qtr 4	
348	Bank Reconciliation	Finance	10/05	7		Qtr 3	
369	Council Tax	Finance	03/06	6		Qtr 3	

INTERNAL AUDIT WORKPLAN OCTOBER – DECEMBER 2006

Appendix 3

Week	Chief Auditor		Senior Auditor		Auditor		Auditor		Term time auditors (1xfte)		p/t Audit Assistant (vacant)	
	audit	days	audit	days	audit	days		days	audit	days	audit	days
2.10.06	Monitoring report/ Investigation	5	Grounds Maint'ce/ Investigation	5	Office Contracts follow up/NFI	3	Corp. Training/ Investigation	4	Housing Benefits/ Cash Offices	6	n/a	0
9.10.06	Monitoring report/ Investigation	4	Grounds Maint'ce/ Investigation	5	OfficeContracts/ NFI	4	Corp. Training/ Investigation	5	Housing Benefits/ Cash Offices	6	n/a	0
16.10.06	External Funding/ Fin Regs Training	5	Grounds Maint'ce/ Fleet Ops.	5	NNDR	4	Corp. Training/ Housing rents supp.	4	Housing Benefits/ Council Tax	6	n/a	0
23.10.06	External Funding/ Fin. Regs review	5	Fleet Ops.	5	NNDR	5	Treasury Management	5	Holiday	0	n/a	0
30.11.06	External Funding/ Fin. Regs review	5	Fleet Ops.	5	NNDR	5	Treasury Management	5	Housing Benefits/ Council Tax	6	n/a	0
6.11.06	Fin Regs review	4	Fleet Ops.	5	NNDR	5	Treasury Management	5	Housing Benefits/ Council Tax	6	n/a	0
13.11.06	Reports/file reviews	5	Fleet Ops	5	NNDR	5	Treasury Management	5	Housing Benefits/ Council Tax	6	n/a	0
20.11.06	Reports/file reviews	4	Member Services	3	NNDR	4	Treasury Management	4	Housing Benefits/ Council Tax	5	n/a	0
27.11.06	Fin. Regs Audit Plan	5	Member Services	5	Establishment list	5	Rechargeable works follow up	5	Housing Benefits/ Council Tax	6	n/a	0
4.12.06	Audit Plan/ Review files	5	Member Services	5	Establishment list	5	Rechargeable works follow up	5	Housing Benefits/ Council Tax	6	n/a	0
11.12.06	Audit Plan/ Review files	5	Member Services	5	Establishment list	5	North Weald A'field follow up	5	Car Leasing/ Council Tax	6	n/a	0
18.12.06	Monitoring report/ Review files	4.5	Network security follow up (continue)	4.5	Inventory foll. up (to continue)	4.5	North Weald A'field follow up	4.5	Car Leasing/ Council Tax	3	n/a	0

Notes:

- Annual leave and training has been allocated where booked
- Team meetings and other non-chargeable work have not been included in the schedule
- The Audit Commission has been consulted on the above plan

Audit Plan 2006/07
Half Year Status Report at 30 September 2006

Appendix 4

Audit area	Audit type	Days allocated	Days spent 1 Apr- 30 Sept	Status at 30 Sept 2006	Risk (impact) Indicator l/m/h
FINANCE					
Bank Reconciliation	system/follow up	20	10	in progress	h
Sundry Debtors inc IT	system/follow up	30	15	complete qtr 4	h
Creditors IT	IT/follow up	10		Qtr 4	h
Creditors	system/follow up	30	29	completed	h
Treasury Management	verification/follow up	20		Qtr 3	h
Payroll	system/follow up	30	33	completed	h
Budgetary Control (capital and revenue)	follow up	10	1	Qtr 4	h
Risk Management and Insurance	system/follow up	15		Qtr 4	h
Main Accounting and Financial Ledger	system	25	14	completed*	h
Asset Register and Inventory control	follow up	10		Qtr 4	h
Housing Benefits inc IT	system/follow up	35	9	in progress	h
Benefit Fraud Investigation	system	15	15	completed	h
Council Tax inc IT	system/follow up	30	1	Qtr 3	h
National Non Domestic Rates	system/follow up	25		Qtr 3	h
Cash Offices	verification	5		Qtr 3	h
Cash receipting system and Income control	system/follow up	20	25	completed	h
* by contractor					
TOTAL FINANCE		330	152		
PLANNING SERVICES					
Enforcement / planning fees follow up	system/follow up	25	26	completed	h
Section 106 Agreements	follow up	10		Qtr 4	h
Building Control	follow up	10	15	completed	h
Cash receipting	system	10	8	completed	h
TOTAL PLANNING		55	49		
ENVIRONMENTAL SERVICES					
Car Parking	system/follow up	25	15	completed	h
Licensing	follow up	10	13	completed	h
Rechargeable Works	follow up	5		Qtr 3	h
Waste Management	follow up	10		Qtr 4	h
TOTAL ENVIRONMENTAL		50	28		
WORKS/DSO					
Fleet Operations	system	15		Qtr 3	h
Depot	system/follow up	22		Qtr 4	h
Stores (stocktake)	stocktake	3	4	completed	h
TOTAL DSO		40	4		
HOUSING					
Housing Rent Collection	system/follow up	25	26	completed	h
Norway House (inc rent administration)	establishment	20	21	completed	h
OHMS IT system	IT/follow up	15	8	completed	h
Housing Repairs	follow up	5		Qtr 4	h
Partnering Arrangements	reserve	-		-	m
TOTAL HOUSING		65	55		

Audit area	Audit type	Days allocated	Days spent 1 April-30 Sept	Status at 30 Sept 2006	Risk Indicator l/m/h
POLICY					
Grants to Voluntary Organisations	follow up	10		Qtr 4	h
Committee & Member Services Civic Support	system/follow up	15		Qtr 4	m
External Funding	system	30	16	in progress*	h
Safer Communities Team Investigation	investigation	-	12	completed	h
* by contractor					
TOTAL POLICY		55	28		
LEISURE SERVICES					
Contract Monitoring	system	20	21	completed	h
Grounds Maintenance	system	20	9	in progress	m
North Weald Airfield	follow up	5	1	Qtr 3	h
District Museum	establishment	-	reserve	-	m
TOTAL LEISURE		45	31		
HUMAN RESOURCES					
Establishment list	system/follow up	15	3	Qtr 3	h
Corporate Training	system	10	1	Qtr 3	m
Recruitment and selection processes	follow up	5	5	completed	h
Car Leasing (days allocated from contingency)	follow up	10		Qtrs 3/ 4	h
TOTAL HUMAN RESOURCES		40	9		
LEGAL, ADMINISTRATION AND ESTATES					
Estates Management	system/follow up	25		Qtr 4	h
Repairs and Maintenance (non HRA)	system	-	reserve	-	m
Local land charges	system/ IT	20		Qtr 4	h
Office Services contracts	follow up	5	6	in progress	h
TOTAL LEGAL AND ADMINISTRATION		50	-		
MISCELLANEOUS					
CPA and BEST VALUE					
Best Value / Local Performance Indicators	system/follow up	35	39	completed	h
Review of Service business/ best value plans	follow up	10		Qtr 4	h
CONTRACTS					
Contract/systems Audits (see attached plan)	system	15		ongoing	h
CORPORATE					
Corporate Procurement	system	25		Qtr 4	h
Review of financial regulations and internal controls	management review	5		ongoing	h
Use of consultants	system (c/fwd)	5	8	completed	h
Freedom of Information	follow up	5		Qtr 4	h
FRAUD AND CORRUPTION					
National Fraud Initiative (NFI)	biennial review	35	3	Qtr 4	h
COMPUTER SERVICES					
I.T.					
Network Security/E-financials	follow ups	15		Qtrs 3/4	h
E-mail and Internet usage	IT Security/follow up	15	1	completed	h
IT Procurement 05/06	c/fwd	-	7	completed	h
IT Procurement 06/07	follow up	5		Qtr 4	h
TOTAL DAYS ALLOCATED		900	420		
Contingency/ Spot checks/ Minor investigations		40	4	ongoing	h
Corporate/Service Advice		50	43	ongoing	h
TOTAL		990	467		