

**SUMMARY OF INTERNAL AUDIT WORK IN 2008/09
AS AT 31st MARCH 2009**

Year	AUDIT TITLE	RECOMMENDATIONS			TOTAL RECS	AUDIT OPINION
		HIGH	MEDIUM	LOW **		
COMPLETED AUDITS:						
<i>Cross Cutting</i>						
2008/09	Comprehensive Performance Assessment Use of Resources					N/R
2008/09	Corporate Governance & Annual Governance Statement					N/R
2008/09	Assessment of the Effectiveness of System of Internal Audit					N/R
2008/09	Proactive Fraud & Corruption Work / Special Investigations					N/R
2008/09	Procurement	5	11		16	IB
2008/09	Governance of Partnerships	11	3		14	IR
2007/08	Local Public Sector Agreements incl. Pump Priming Grants					N/R
2007/08	Business Continuity	3	10		13	IR
2007/08	Security incl Post Opening	13	7		20	IR
2007/08	Capital Accounting/Expenditure Monitoring	2	2		4	IR
<i>Core Financial</i>						
2008/09	Housing & Council Tax Benefits		16		16	IB
2008/09	General Ledger KPMG Controls & Follow Up		2		2	SC
2008/09	Purchase Order Statistics		2		2	N/R
2008/09	Debtors KPMG Controls & Follow Up		9		9	IB
2008/09	Creditors' System KPMG Controls & Follow Up		5		5	IB
2008/09	Treasury Management		10		10	IB
2008/09	Housing & Council Tax Benefits - Fraud Detection	1	17		18	IB
2008/09	NNDR KPMG Controls & Follow Up	5	6		11	IB
2008/09	Cash & Bank Arrangements	5	42		47	IR
2008/09	Cash/Bank Reconciliation		9		9	IB
2008/09	Pensions Investments		6		6	IR
2008/09	Pensions Payroll/Administration	8	30		38	IR
2007/08	Council Tax	3	12		15	IB
<i>Corporate Services</i>						
2008/09	Pensions Governance	7	27		34	IR
2008/09	Members Allowances, Civic & Mayoral Expenses		4		4	IB
2008/09	Mayor's Stocktake					N/R
2007/08	Cash Flow, Investments & Loans	1	8		9	IB
<i>Community Services</i>						
2008/09	Parking - Residents Parking		7		7	IB
2008/09	Street Cleaning & Fly Tipping		3		3	IB
2007/08	S106 Arrangements		19		19	IB
2007/08	Windsor Leisure Centre	2	15		17	IB
2007/08	Building Maintenance & Building Services	2	38		40	IR
2007/08	External Funding incl Arts & Heritage	3	17		20	URR
2007/08	Community Safety		6		6	IB
2007/08	Disabled Facilities Grant		2		2	SC
<i>Learning & Care</i>						
2008/09	Safeguarding Children (Child Protection)	4	21		25	IB
2008/09	Supporting People incl Grants		9		9	IB
2008/09	Newlands Girls School		20		20	IB
2008/09	Churchmead School	6	41		47	IR
2008/09	Furze Platt Senior School		19		19	IB
2008/09	Windsor Boys' School		21		21	IB
2008/09	Charters School	2	12		14	IB
2008/09	Desborough School	8	28		36	IR
2008/09	St Peter's Middle School		13		13	IB
2008/09	Hilltop First		20		20	IR
2008/09	Waltham St Lawrence		26		26	IR

SUMMARY OF INTERNAL AUDIT WORK IN 2008/09

FMSiS & Audit					
2008/09	Woodlands Park Primary		4	4	N/R
2008/09	Eton Wick First	1	15	16	N/R
2008/09	Boyne Hill Infants		2	2	N/R
2008/09	South Grange Nursery	1	5	6	N/R
2008/09	South Ascot Village Primary		18	18	N/R
2008/09	White Waltham Primary		13	13	N/R
2008/09	The Queen Anne Royal Free First		13	13	N/R
2008/09	Kings Court First		5	5	N/R
2008/09	Alwyn Infants		19	19	N/R
2008/09	Lowbrook Primary		6	6	N/R
2008/09	Furze Platt Infants		2	2	N/R
2008/09	Bisham Primary		14	14	N/R
2008/09	Clewer Green First		6	6	N/R
2008/09	Homer First		14	14	N/R
2008/09	Ellington Primary		7	7	N/R
2008/09	Larchfield Primary & Nursery	2	11	13	N/R
2008/09	Cookham Dean		10	10	N/R
2007/08	Receiverships & Appointeeships	1	4	5	IB
2007/08	Meals on Wheels	4	3	7	URR
2007/08	Maidenhead Nursery School		5	5	IB
2007/08	Oakfield Primary	1	15	16	IB
2007/08	Oldfield Primary School	3	12	15	IB
Management Requests					
2008/09	Concessionary Fares				N/R
2008/09	Section 28a & Section 31 Arrangements				N/R
2008/09	Complaints System Health Check				N/R
2008/09	Churchmead School				N/R
Computer Audits					
2008/09	Data Security		5	5	IR
2008/09	Car Parks		4	4	IR
2008/09	Confirm		1	1	SC
2008/09	PARIS		2	2	IB
Other					
2008/09	Regulation of Investigatory Powers Act Policy/Guidance Preparation				N/R
2008/09	Financial Appraisals				N/R
2008/09	Trent Implementation & Integrated HR/Payroll System				N/R
2008/09	Primary Strategy for Change				N/R
2008/09	Personal Social Care Budgets				N/R
		104	790	894	

AUDITS AT DRAFT STAGE AS AT 31 MARCH 2009

Core Financial

Capital Accounting & Expenditure Monitoring

Learning & Care

Assessment / Purchasing / Contract Monitoring

WORK IN PROGRESS/ SPECIFIC PROJECTS**Cross Cutting**National Fraud Initiative Data Matching Exercise
Performance Management & Data Quality**Community Services**

Parking - Decriminalised Parking VFM

Recommendations Key:-

High Risk - Applies to audit findings which are considered to relate to weaknesses in a fundamental control area. May result in breakdown of part/whole of the service, fraud or irregularity and will require urgent action within 3 months by management. A high number of key business risks remain unidentified and/or unmanaged i.e. control systems do not exist or do not operate effectively.

Medium Risk - Applies to weaknesses in the control system which are not considered serious but may have some impact on the service. These will need to be addressed within 6 months to ensure full compliance with expected controls. Not all risks have been identified and/or managed effectively.

Low Risk - Applies in respect of findings which, although relatively minor and may have little impact on the service, provide an opportunity within the next year to improve the control framework to ensure full compliance with expected controls. Low risk recommendations are reported separately.

Audit Opinion

The opinion stated in the audit report provides management with a brief objective assessment of the current and expected level of control over the subject audited. It is a statement of the audit view of whether the objective is being met; it is not a statement of fact. The opinion should be independent of local circumstances but should draw attention to any such problems to present a rounded picture.

AUDIT OPINION DEFINITIONS

Strong controls are in place

- Key/compensating controls exist and are applied consistently and effectively.
- Objectives are being achieved efficiently, effectively and economically.
- Risks are managed.
- Procedures, laws and regulations are complied with.
- Assets are safeguarded.
- Information reliable
- Small number of relatively minor recommendations to address.

(Minimal risk of serious loss or error)

Controls are in place, but improvements would be beneficial:

- Key controls exist but there may be some inconsistency in application.
- Compensating controls are operating effectively and generally procedures are adequate.
- Objectives generally achieved except for some identified weaknesses.
- Some procedures, laws and regulations may not be properly complied with.
- Some assets may not be safeguarded.
- Some information may be unreliable.
- Minor shortfalls in risk management.

(Some risk of loss, fraud, impropriety, or damage to reputation)

Improvements in application of controls are required:

- Key controls exist but they are not applied, or significant evidence that they are not applied consistently and effectively.
- Procedures exist but are inadequate and/or ineffective. Modification required.
- Objectives are not being met, or are being met without achieving efficiency and effectiveness.
- Some assets may be at risk.
- Major shortfalls may exist in risk management.
- Information inaccuracies may occur.

(Increased risk of loss, fraud, impropriety, or damage to reputation)

Urgent system revision is required:

- Key controls do not exist.
- Lack of procedures, or procedures not being followed.
- Council rules and regulations and/or statutory requirements are not complied with.
- Objectives are not being met.
- Information is unreliable.
- Assets are vulnerable.
- Risks are not being effectively identified and managed.

(High risk of loss, fraud, impropriety, or damage to reputation)

Royal Borough of Windsor & Maidenhead
Review of the Effectiveness of the Internal Audit Service

Action Plan – updated for 2008/09

Action	Ref.	Action Required	Responsible Officer	Status
1.	1.1.1	Include a specific reference to the Statement on Internal Control in the Internal Audit Charter (Terms of Reference).	HofAR	Completed
2.	1.1.1	Include specific reference in the Internal Audit Charter (Terms of Reference) to access rights to partner organisation's records, etc.	HofAR	Completed
3.	1.3.2	Include in the Internal Audit Charter (Terms of Reference) a more specific reference to Consultancy work carried out by Internal Audit.	HofAR	Completed
4.	2.1.1	Put in place controls to ensure that the Head of Audit and Review is free from accusations of non-independence for audits of the Benefit Fraud Team, Insurance and Risk Management.	HofAR	Completed
5.	2.5.1	Temporary staff and consultants need to complete Declarations of Interest forms.	HofAR	Completed
6.	3.2.1	Consider updating the Post Audit Questionnaire to include auditor 'trust' and 'confidence' elements.	HofAR	Completed
7.	3.2.2	Consider updating the Post Audit Questionnaire to include auditor 'integrity' element.	HofAR	Completed
8.	5.1.1	Expand the Internal Audit Protocol with regard to working relationships with other internal auditors, external auditors, elected members and other regulators and inspectors.	HofAR	Completed
9.	5.5.1	Identify opportunities to further establish dialogue and interaction with regulatory and inspection agencies.	HofAR	To do – Discussing with HCCIAG re: specific requirements . Target Date - 30/09/09

KEY:

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HCCIAG – Home Counties Chief Internal Auditors' Group Network
HofAR – Head of Audit and Review

Action	Ref.	Action Required	Responsible Officer	Status
10.	6.1.5	Review and update all current job accountabilities / descriptions to reflect each role within the team.	HofAR	In progress – Being updated as part of the current Appraisal process. Target Date – 30/06/09
11.	7.2.1	Link the audit planning process to performance management and to maximise use of other assurance processes.	HofAR	In progress – Audit of Performance Management on-going and to review utilisation of the Balanced Scorecard data. Target Date – 31/07/09
12.	10.2.5	Update the Internal Audit Charter, Protocol and Audit Process Document in regard to reporting of recommendations not agreed by management.	HofAR	Completed
13.	10.3.1	Update the Audit Process Document with the recommendations follow-up procedure.	HofAR	Completed
14.	10.3.2	Agree and document a procedure for escalating non-implemented recommendations.	HofAR and Audit Team	Completed
15.	11.3.2	Consider undertaking a Borough Survey on the Internal Audit Service.	HofAR	Completed

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KEY:

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HCCIAG – Home Counties Chief Internal Auditors' Group Network
HofAR – Head of Audit and Review