

REPORT TO: AUDIT AND RISK MANAGEMENT SUB-COMMITTEE

REPORT ON: INTERNAL AUDIT PLAN 2003/04

REPORT BY: CHIEF INTERNAL AUDITOR

REPORT NO: 642 -2003

1. PURPOSE OF REPORT

To submit to Members of the Audit and Risk Management Sub-Committee the Internal Audit Plan for the 2003/04 financial year as detailed at Appendix A.

2. RECOMMENDATIONS

The Sub-Committee Members are asked to note the information contained herein.

3. FINANCIAL IMPLICATIONS

None

4. LOCAL AGENDA 21 IMPLICATIONS

None

5. EQUAL OPPORTUNITIES

None

6 BACKGROUND

6.1 The Internal Audit Plan is prepared on an annual basis and provides an outline of the proposed audit work to be discharged by the Internal Audit Service during the financial year. One of the prime purposes of this plan is to advise and inform Members and Management of the planned areas of activity.

6.2 During the 2003/04 financial year, a total of 1282 audit days are available. These have been allocated across the range of audit activities and services, details of which are given in Appendix A. In undertaking the work included in the plan, the Internal Audit Service aims to add value to the areas examined and provide an effective service which offers sound practical advice to clients in a positive and constructive manner.

6.3 Within the resources available the plan attempts to provide a satisfactory level of internal audit coverage across the Council. Internal audit work will also be undertaken for the Tay Road Bridge Joint Board and the Tayside Valuation Joint Board. Such services will be recharged to the appropriate Board. In addition, given the nature of internal audit work there is a provision built into the plan to react to requests to provide advice or assistance.

6.4 As part of the planning and scoping of the specific audit reviews to be undertaken, cognisance will be taken, as appropriate, of relevant background. This may be derived from a number of sources including the work of the Council's External Auditor, Audit Scotland, external review agencies such as the Benefit Fraud Inspectorate and Council policies and internal studies e.g. best value reviews.

- 6.5 Whilst the plan is based on the best information available at the time of drafting, it may be subject to amendment depending on the issues arising during the financial year. It should also be noted that Report No. 495-2003, approved by the Personnel and Management Services Committee on the 18 August 2003, agreed changes to the organisational structure of the Council's Internal Audit Service in order to meet the increasing demands being placed on the Service. Material amendments to the planned work will be reported back to the Audit and Risk Management Sub-Committee

DAVID K DORWARD
DEPUTE CHIEF EXECUTIVE (FINANCE)

BACKGROUND PAPERS

No background papers as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any confidential or except information) were relied on to any material extent in preparing the above Report.

INTERNAL AUDIT PLAN 2003/04		
Analysis of Audit Days Available		Days
Corporate Reviews		
Use of Personal Computers		29
Access to Computerised Systems		29
Completion and Submission of Returns		29
Management Information		29
Payroll and Employee Expenses - Overtime		38
Payroll and Employee Expenses - Starters and Leavers		37
Ordering, Receipting and Creditor Payments		34
Debtors and Debt Management		29
Value Added Tax		24
2003/04 Year End Stocks		6
Departmental Reviews		
Education	Devolved School Management	29
Education	Teacher Supply Cover	29
Education	Establishment Reviews	34
Finance	Revenues	18
Finance	Council Tax	29
Finance	Housing and Council Benefits	24
Finance	Bank Reconciliation	29
Housing	Allocations and Voids	29
Leisure & Arts	Cash Receipting	29
Neighbourhood Resources & Development	Social Inclusion Projects	29
Planning & Transportation	Compulsory Purchase Orders	29
Planning & Transportation	Car Parking	29
Social Work	Charges	29
Social Work	Aligned Budgets	10
Joint Boards		
Tay Road Bridge	Internal Audit Needs Assessment	15
Tay Road Bridge	Specific Audit Review	15
Tayside Valuation	Internal Audit Needs Assessment	15
Tayside Valuation	Specific Audit Review	15
Finalisation of 2002/2003 Audit Assignments		
Corporate Reviews		186
Departmental Reviews		249
Miscellaneous		
Systems Advice		29
Contingency and Follow-up Reviews		38
Fraud and Irregularity Investigations and Advice		60
Total		1282