

**Slough Borough Council**

**Internal Audit Plan**

**First Quarter 2011/2012 Progress**

## SUMMARY

With the significant changes happening within the Council it has been a difficult first quarter with significant numbers of audits deferred and delayed at the request of Auditees. However, internal audit have worked with management to facilitate changes to the audit plan as well as timings of individual assignments. This has impacted upon the delivery of the internal audit plan and the associated Performance Indicators. However, at this stage we are confident that the PIs will be achieved by the deadlines quoted.

## PERFORMANCE INDICATORS

Part of the Head of Audit function is to monitor the performance of Internal Audit. It was agreed at the Cabinet meeting (11<sup>th</sup> April 2011) to report on a quarterly basis against the following key performance indicators.

Ref	Performance Indicators	Target	Q1 Outcome
1	% of deliverables completed by 31/3/2012 (Deliverables include management letters, summary reports and draft audit reports)	95%	There have been significant changes to the timings of many quarter one audits. These have been facilitated and should not at this stage impact upon the delivery of this performance indicator by 31/3/2012.
2	% of agreed audit briefs issued no less than 10 working days before the start of the audit (This is to allow managers sufficient notice and time to consider the proposed work. Any exemptions due to urgency or management request will be agreed by the HOIA)	95%	87.5%. One Audit brief missed the target deadline, but the PI should be achieved for the year.
3	% of planned audit days delivered by 31/03/2012 (It is intended that as far as possible the audit plan will be delivered evenly through the year.)	95%	Currently behind target with the number of audits delayed and deferred by management. However, this will not impact on the delivery of this PI by 31/03/2012.
4	% of draft reports issued within 10 working days of exit meeting (This is ensure that management actions can be undertaken on a timely basis)	95%	100%

## Internal Audit Plan 2011/12 – 1<sup>st</sup> Quarter Progress to 13<sup>th</sup> July 2011

Auditable area	Estimated Days to be delivered		Type of Audit	Risk	Progress
<b>ANNUAL ASSURANCES</b>					
Annual Governance Statement	5	Q1	Verification	N/A	WIP
<b>Total Annual Assurances – ¼ 1</b>	<b>5</b>				
<b>CENTRAL FINANCIAL SYSTEMS</b>					
Housing Rents	10	Q1	Key	High	Delayed at auditees request started 12/07/2011
Debtors Management	10	Q1	Key	High	Field work completed draft report to be issued shortly
<b>Total Central financial systems – ¼ 1</b>	<b>20</b>				
<b>CORPORATE ISSUES</b>					
Business Continuity	10	Q1	Key	High	Field work completed draft report to be issued shortly
Quarterly Reconciliation Checks	5	Q1	Key	High	Auditees request to delay into 2 <sup>nd</sup> quarter as accounts completion in progress
Virement within Directorate Budgets	15	Q1	Key	High	Auditees request to delay into 2 <sup>nd</sup> quarter as accounts completion in progress
<b>Total Corporate Issues – ¼ 1</b>	<b>30</b>				
<b>IT AUDITS</b>					
GIS	8	Q1	Systems	High	Deferred at auditees request. Exit meeting held 13/07/2011
Off Site Working	10	Q1	Systems	High	WIP
DR and Back Up	10	Q1	Systems	High	Deferred at auditees request to Q2
IT Strategy	8	Q1	Systems	High	Deferred at auditees request to Q4
<b>Total IT Audits – ¼ 1</b>	<b>36</b>				
<b>RESOURCES AND REGENERATION DIRECTORATE</b>					
Slough Enterprise	5	Q1	Key	High	Deferred to Q2
<b>Total Resources and regeneration Directorate – ¼ 1</b>	<b>5</b>				
<b>CUSTOMER AND TRANSACTIONAL</b>					
None due to take place in 1 <sup>st</sup> quarter	0	Q1			

<b>Total Customer and Transactional – ¼ 1</b>					
<b>EDUCATION &amp; CHILDREN'S SERVICES</b>					
<b>Contingency Budget for high risk schools</b>	5	As Required			A request form Khalsa Primary School Governing Body to undertake an urgent financial review has been undertaken and the draft report was issued on the 8/07/2011
<b>Schools Financial Support</b>	15	Q1	Systems	High	WIP
<b>Review of effectiveness of recruitment appointment procedures of schools where HR support is outsourced and internally by the council.</b>	15	Q1	System	High	WIP
<b>Total Education &amp; Children's Services – ¼ 1</b>	30				
<b>COMMUNITY AND WELL BEING</b>					
<b>None due to take place in 1<sup>st</sup> quarter</b>	0				
<b>Total Community and Well Being - ¼ 1</b>	0				
<b>FOLLOW UPS</b>					
<b>Follow Ups</b>	6		Follow Up		Limited audits not yet followed up from 2011-11 have been identified and a timetable put in place. Contact has been made with managers to audit the limited reports and a random selection of other high level recommendations will be reviewed. A report will be made to the next audit committee on progress. And reports to be prepared for directorates to monitor their own progress.
<b>Management Days</b>	25				Quarter Progress Report delivered , Q2 audit plan prepared
<b>Other work Delivered :</b> (1) Play Capital Grant (2) Milan Centre (3) Respond – Adult Respite Service					(1) Declaration required from the Chief Executive and the Head of Audit by the Department of Education to confirm grant expenditure (2) Review of financial processes and procedures (3) Imprest account processing and reconciliation issues