

**PROGRESS REPORT ON INTERNAL AUDIT PLAN 2013 - 2014**

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**1. SUMMARY**

An interim progress report has been prepared covering the audit work performed by Internal Audit as at 2 August 2013. The objective of the report is to advise management of the progress of the Annual Audit Plan. (See Appendix 1).

**2. RECOMMENDATION**

- 2.1 The Audit Committee is asked to note progress made with the Annual Audit Plan for 2013 - 2014.
- 2.2 The Audit Committee is asked to note that contract audit days will be purchased in order to bring the plan back on track.

**3. BACKGROUND**

- 3.1 The progress report contained in Appendix 1 lists the audits scheduled for the financial year 2013 –2014, and are ordered by section and level of completion.
- 3.2 For the purpose of the progress report, audits are deemed to be complete following fieldwork and issue of a Draft Report.
- 3.3 Out of 18 audits listed under Financial Control, 2 are complete and 3 have started. Of a planned 310 direct audit days 41 have been expended. This leaves 269 direct audit days for the remainder of the year.
- 3.4 Out of 9 audits listed under Business Systems, 4 have started. Of a planned 170 direct audit days 11 have been expended. This leaves 159 direct audit days for the remainder of the year.
- 3.5 A total of 215 days have been set aside in the audit plan for Corporate/Departmental Service Plan audit work. As at 2 August 2013, 70 days have been expended on audit work leaving 145 days for the remainder of the year.
- 3.6 A total of 120 direct audit days were set out in the annual internal audit plan for Other Areas. As at 2 August 2013, a total of 32 days have been expended leaving 88 days for the remainder of the year.
- 3.7 The 100 days for special investigations has still to be utilised.
- 3.8 Appendix 1, shows that a total of 154 direct audit days have been

expended as at 2 August 2013. The direct audit days expended to date is in line with that of the same period in 2012- 2013. There remains a balance of 761 audit days for the remainder of the year.

- 3.9 One third of the year has now passed and it would be expected that around 300 days would have been expended by 2<sup>nd</sup> August, however, a vacancy and long term sickness absence has resulted in a shortfall of around 150 days to date. To address this, budget will be vired to Internal Audit allowing additional contract audit days to be purchased.

#### **4. CONCLUSION**

- 4.1 Although progress has been made with the audit plan for 2013 – 2014, some slippage has been experienced and contract audit days will be bought to bring the plan back on track.

#### **5. IMPLICATIONS**

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| 5.1 | Policy:              | None  |
| 5.2 | Financial:           | Budget will be transferred from other areas of Strategic Finance in order to meet cost of contract audit days bought in.                          |
| 5.3 | Personnel:           | None  |
| 5.4 | Legal:               | None  |
| 5.5 | Equal Opportunities: | None  |
| 5.6 | Risk                 | Based on current resources there is a risk the audit plan may not be delivered but this will be addressed by the purchase of contract audit days. |
| 5.7 | Customer Services    | None  |

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11 September 2013.