

**Chesterfield Borough Council – Internal Audit Consortium**

**Report to Standards and Audit Committee**

**Summary of Internal Audit Reports Issued 2017/18– Period 6<sup>th</sup> January 2018 – 9th March 2018**

| Report Ref No. | Report Title                | Scope & Objectives  | Overall Opinion       | Date          |              | Response Received | Number of Recommendations |          |
|----------------|-----------------------------|---|-----------------------|---------------|--------------|-------------------|---------------------------|----------|
|                |                             |   |                       | Report Issued | Response Due |                   | Made                      | Accepted |
| 23             | Accounts receivable         | To ensure that invoices are raised promptly and accurately and that there are debt collection procedures in place   | Substantial Assurance | 15/01/18      | N/A          | N/A               | 0                         | 0        |
| 24             | Corporate Health and Safety | To ensure that there are policies and procedures in place that ensure compliance with legislation and best practice | Inadequate Assurance  | 26/01/18      | 16/2/18      | 12/3/18           | 20 (8H 11M 1L)            | 19       |
| 25             | Payroll System - Arvato     | To ensure that all pay is processed promptly and accurately   | Reasonable Assurance  | 5/02/18       | 26/02/18     | 27/2/18           | 5L                        | 5        |

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| 26             | Payroll System – Support Services     | To ensure that payroll data has been adequately checked for accuracy  | Reasonable Assurance  | 5/02/18       | 26/02/18     |                   | 4 (1M 3L)                 | Note 1   |
| 27             | Property Rents                        | To ensure that rent reviews and tenancy leases expiring are being promptly actioned and that the Mentor system is up to date and accurate | Reasonable Assurance  | 8/02/18       | 1/3/18       | 14/2/18           | 8 (1M 7L)                 | 8        |
| 28             | Sale of Council Houses                | To ensure that all sale prices are calculated correctly, legislation followed, arrears cleared before sale goes through                   | Reasonable Assurance  | 26/02/18      | 19/3/18      | 28/2/18           | 3L                        | 3        |
| 29             | Main Accounting and Budgetary Control | To ensure there are strong budgetary control procedures in place and that accounting practices are observed                               | Substantial Assurance | 1/3/18        | 22/3/18      | N/A               | 0                         | 0        |

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| 30             | Non Housing Property Repairs | To ensure that there are long term plans in place to keep council properties "fit for purpose" and that the funds are available to do this | Limited Assurance    | 1/3/18        | 22/3/18      | 1/3/18            | 4(2H 1M 1L)               | 4        |
| 31             | Money Laundering             | To ensure that the council complies with money laundering legislation  | Reasonable Assurance | 1/3/18        | 22/3/18      | 1/3/18            | 3L                        | 3        |

Note 1 – Response not received at time of writing report