

For publication

Summary of Internal Audit Reports Issued 2019/20

Meeting:	Standards and Audit Committee
Date:	5th February 2020
Cabinet portfolio:	Governance
Report by:	Internal Audit Consortium Manager

For publication

1.0 Purpose of report

1.1 To present for members' information a summary of Internal Audit Reports issued during the period 2nd November 2019 to 10th January 2020 in respect of reports issued relating to the 2019/20 internal audit plan.

2.0 Recommendation

2.1 That the report be noted.

3.0 Report details

3.1 The Public Sector Internal Audit Standards require that the Internal Audit Consortium Manager reports periodically to the Standards and Audit Committee in respect of performance against the audit plan. Significant risk and control issues should also be reported.

3.2 Attached, as Appendix A, is a summary of reports issued covering the period 2nd November 2019 to 10th January 2020, for audits included in

the 2019/20 internal audit plan. This period 5 reports have been issued 4 with Substantial assurance and one with reasonable assurance.

- 3.3 Appendix A shows for each report a summary of the scope and objectives of the audit, the overall conclusion of the audit and the number of recommendations made / agreed where a full response has been received.
- 3.4 The conclusion column of Appendix A gives an overall assessment of the assurance that can be given in terms of the controls in place and the system's ability to meet its objectives and manage risk in line with the definitions below.

Assurance Level	Definition
Substantial Assurance	There is a sound system of controls in place, designed to achieve the system objectives. Controls are being consistently applied and risks well managed.
Reasonable Assurance	The majority of controls are in place and operating effectively, although some control improvements are required. The system should achieve its objectives. Risks are generally well managed.
Limited Assurance	Certain important controls are either not in place or not operating effectively. There is a risk that the system may not achieve its objectives. Some key risks were not well managed.
Inadequate Assurance	There are fundamental control weaknesses, leaving the system/service open to material errors or abuse and exposes the Council to significant risk. There is little assurance of achieving the desired objectives.

3.5 In respect of the audits being reported, it is confirmed that there were no issues arising relating to fraud that need to be brought to the Committees attention.

3.6 The production of this report ensures that Members charged with governance are aware of any internal control weaknesses or fraud identified by internal audit.

4.0 **Alternative options and reasons for rejection**

4.1 The report is for information.

5 Recommendation

5.1 That the report be noted.

6 Reasons for recommendation

6.1 To inform Members of the internal audit reports issued in order that the strength of the internal controls in place can be assessed.

Decision information

Key decision number	N/A
Wards affected	All
Links to Council Plan priorities	This report links to the Council's priority to provide value for money services.

Document information

Report author	Contact number/email
Jenny Williams - Internal Audit Consortium Manager	01246 345468 Jenny.williams@chesterfield.gov.uk
Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
Appendices to the report	
Appendix A	Summary of Internal Audit Reports Issued

Chesterfield Borough Council – Internal Audit Consortium**Report to Standards and Audit Committee****Summary of Internal Audit Reports Issued 2nd November 2019 to 10th January 2020**

Report Ref No.	Report Title	Scope & Objectives	Assurance Level	Date			Number of Recommendations	
				Report Issued	Response Due	Response Received	Made	Accepted
015	Land Charges income	To ensure that fees and charges are levied correctly, that banking is prompt and to review a sample of searches.	Substantial	13/11/19	4/12/19	Report Accepted	0	0
016	Housing Benefits / Council Tax Support	To ensure all payments are accurate and timely in line with benefit regulations	Substantial	21/11/19	2/12/19	Report Accepted	0	0
017	Cash and Bank	To ensure that all income is receipted and banked promptly and accurately	Substantial	26/11/19	17/12/19	Report Accepted	0	0

Report Ref No.	Report Title	Scope & Objectives	Assurance Level	Date			Number of Recommendations	
				Report Issued	Response Due	Response Received	Made	Accepted
018	Accounts Receivable	To ensure that invoices are raised in a timely manner and that adequate debt collection procedures are in place.	Substantial	6/12/19	30/12/19	18/12/19	1L	1
019	Accounts Payable	To ensure that all invoices are paid in an accurate and timely manner and are supported by an official order.	Reasonable	18/12/19	14/01/20	15/01/20	4L	4

H = High Priority

M = Medium Priority

L = Low priority

Note 1 Response not due at time of writing report