

# Bolton Council

**Report to:** Audit Committee

**Date:** 8th March 2013

**Report of:** Head of Internal Audit & Risk

**Report No:**

**Contact Officer:** John Midlane

**Tele**  
**No:331620**

**Report Title:** Internal Audit Reports December 2012 to March 2013

**Confidential /  
Non Confidential:**

(***Non-Confidential***) This report does **not** contain information which warrants its consideration in the absence of the press or members of the public

**Purpose:**

The purpose of this report is to inform Audit Committee of the reports issued by Internal Audit between December 2012 and March 2013

**Recommendations:**

The Audit Committee is asked to:

- (i) Note the reports issued
- (ii) Comment or ask for more information if required

**Background Doc(s):** Internal Audit reports 2011/12

## **1. INTERNAL AUDIT REPORTS:**

- 1.1. The internal audit service is one of the key areas in providing assurance to those charged with governance and Audit Committee needs to have adequate information about the work of internal audit.
- 1.2. Rather than provide full copies of all internal audit reports to every meeting committee has agreed to receive a summary of the audit opinion and the number of recommendations made. This is supplemented by the detail review of individual internal audit assignments as and when required.
- 1.3. The appendix attached to this report shows all non schools reports issued by Internal Audit for the period December 2011 and March 2012. The appendix also includes a summary of the audit opinion in each case and the number of recommendations made. The recommendations will be monitored in accordance with the agreed process with a summary brought back to this committee.
- 1.4. From the reports issued there are no substantial areas for concern.

## **2. RECOMMENDATIONS:**

- 2.1. The Audit Committee is asked to:
  - (ii) Note the reports issued
  - (iii) Comment or ask for more information if required.

**INTERNAL AUDIT REPORTS DECEMBER 2012 AND MARCH 2013**

**KEY FINANCIAL SYSTEMS:**

None

**ASSURANCE AUDITS:**

**Change Management (CareFirst Information System)**

Audit opinion: Moderate Assurance

Recommendations:

High:	0
Medium:	2
Low:	0

The 2 medium recommendations relate to additional documentation of the system around any changes that are made.

**Mobile Phones - Personal Usage**

Audit opinion: Limited Assurance

Recommendations:

High:	26
Medium:	24
Low:	0

The report highlights the need to have an agreed usage policy that staff are signed up to and comprehensive documentation of processes.

## **Parking Services**

Audit opinion: High Assurance

Recommendations:

High:	0
Medium:	1
Low:	0

The one recommendation relates to the checking of income received.

## **Alexandra Children's Centre**

Audit opinion: High Assurance

Recommendations:

High:	0
Medium:	0
Low:	0

## **The Orchards Children's Centre**

Audit opinion: Moderate Assurance

Recommendations:

High:	3
Medium:	2
Low:	7

The issues in the report relate to the proper recording of procedures at the centre

## **Fostering**

Audit opinion: Moderate Assurance

Recommendations:

High:	0
Medium:	8
Low:	0

The recommendations are concerned with the proper documentation of mileage claims.

## **Inter LEA Claims and Payments**

Audit opinion: Moderate Assurance

Recommendations:

High:	0
Medium:	3
Low:	0

The issues from the audit relate to the proper recording of children from a neighbouring authority.

## **Environmental and Physical Management**

Audit opinion: Limited Assurance

Recommendations:

High:	23
Medium:	8
Low:	3

The recommendations relate to the conditions in the server room.

## **Troubled Families: Initial Result Claim**

Audit of initial grant claim

