

Agenda Item No: -

Report to: Audit Committee

Date of Meeting: 5 July 2012

Report Title: Chief Auditor's Summary Audit and Risk Report

Report By: Tom Davies
Chief Auditor

Purpose of Report

To inform the Audit Committee of the audit findings of the Debtors audit report.

Recommendation(s)

1. To accept the report

Reasons for Recommendations

The remit of the Audit Committee includes the duties to agree an Annual Audit Plan and keep it under review, and to keep under review the probity and effectiveness of internal controls, both financial and operational, including the Council's arrangements for identifying and managing risk.

Summary Report to Audit Committee - Audit of Debtors

Audit Conclusion: A - Good

Controls are in place and work effectively. There are no significant audit concerns.

Key Findings

- The Debtors system is administered effectively and efficiently.
- The recommendations from the previous audit were addressed by management.
- The debtor balances and the debtors control account had been out of balance on the Agresso system by a static difference of £2,942.19 . During the year the difference has been identified and the correcting entries made. The accounts now balance and continue to be reconciled on a monthly basis.
- All debt is reviewed on a monthly basis by the Revenues and Benefits Service Manager and on a quarterly basis by the Director for Corporate Services, the Head of Finance and a Senior Lawyer. This provides further assurance that the system is operating efficiently and effectively.

Management Response

We thank the Audit Team for their comments and confirm that we agree with their findings.

Summary of Recommendations

Priority classifications

High = Fundamental System Weakness - Action is Essential
Medium = Potential control weakness - Action Required
Low = Advised for Best Practice - these recommendations are given in the detailed report only

Recommendation 1

That the amounts recovered for Administration Penalties in the Northgate system are transferred to the Agresso system to match the invoice raised rather than a credit note being raised against the original invoice.

Priority: Medium

Target date: September 2012

Responsible Officer: Revenues and Benefits Service Manager

Management Comment:

This has now been addressed and a separate code has been set up for Administrative Penalties.

Wards Affected

None

Area(s) Affected

None

Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	Yes
Environmental Issues	No
Economic/Financial Implications	No
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No

Background Information

Internal Audit report of Debtors (March 2012)

Officer to Contact

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