

By: The Head of Audit & Risk
To: Governance & Audit Committee – 17 September 2008
Subject: INTERNAL AUDIT REPORTING – IRREGULARITIES
Classification: Unrestricted

Summary: This report provides brief details of all irregularity cases completed during the period May, June, July and August 2008.

FOR INFORMATION

Introduction

1. In line with best practice and as agreed by Members of the Audit Committee at their meeting on the 1 March 2005, this report summarises the outcome of irregularity investigations that have been concluded within the period from May 2008 to August 2008.
2. During the period, four new cases of potential irregularity were reported, for which investigations are continuing. Where significant, details of these irregularities are reported separately to the Chairman of the Governance and Audit Committee during informal meetings, to ensure that he is made aware of possible problems as they arise.
3. Appendix 1 summarises the outcomes of completed investigations within the period.

Recommendation

4. Members are asked to note this report.

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Xx September 2008

Ref	Directorate	Nature of Irregularity	Value	Outcome
xx754	CF&E	Loss/missing cash	£5,000	<ul style="list-style-type: none"> ▪ A school discovered a discrepancy in the amount of income collected for school meals to the amount banked. ▪ The police were informed and carried out an investigation but the findings were inconclusive. Internal Audit has made recommendations to improve controls to minimise the risk of future losses occurring.
xx757	CED	Missing Laptop	£1,500	<ul style="list-style-type: none"> ▪ A number of laptops and other equipment was delivered for the TRP rollout. When a stock check was carried out staff realised that a laptop was missing. ▪ An investigation was carried out and Internal Audit have made recommendations to improve the recording and movement of equipment.
xx765	KASS	Loss of client's cash	£160.00	<ul style="list-style-type: none"> ▪ £955 was deposited in an office safe as part of the Protection of Property procedures when a client needed care. The money should have been banked in accordance with the procedures but was not. Consequently when it came to checking the cash several months later, £160.00 was missing from the safe. ▪ Internal Audit carried out an investigation and has made recommendations to improve processes to minimise the risk of similar losses occurring.

Summary of irregularity cases concluded in the period May to August 2008

Appendix 1

Ref	Directorate	Nature of Irregularity	Value	Outcome
xx766	CF&E	Missing cash/receipts	£2,500	<ul style="list-style-type: none"> ▪ A total of £6,500 was provided to a member of staff over a short period of time, to enable emergency purchases to be made on behalf of clients. ▪ The member of staff claimed that he posted receipts to support £2,500 of expenditure made to the local office. However, staff at the local office have stated that they did not receive the receipts. ▪ CF&E staff have introduced processes to reduce the risk of similar losses occurring.