

APPENDIX 1

MORAY COUNCIL

INTERNAL AUDIT SERVICE

INTERNAL AUDIT ACTIVITY COMPLETED AND PROPOSED FOR FINANCIAL YEAR ENDING 31 MARCH 2021

WORK PROGRESSED	
Area	Type of coverage
Grampian Valuation Joint Board	Audit work completed sufficient to provide an assurance opinion on the adequacy and effectiveness of systems operated by the Assessor's Services
Moray Integration Joint Board	Report provided on audit work undertaken and contributed to the annual governance statement included within the Joint Board's annual accounts
Annual Governance Statement	Reviewed and updated the annual governance statement published with the council's annual accounts
Payroll	Testing of sample transactions to ensure integrity of this main payment system.
Housing Benefits - Rent Rebates and Rent Allowances	Substantive testing of selected benefit claims to confirm the accuracy of the Council's benefit subsidy claim for 2019/2020 year.
Procurement and Creditor Payments	Continuous auditing of samples of non pay expenditure to test on going compliance with procurement and payment processing regulations.
Main financial ledger	Overview exercise to assess impact on budgets of the pandemic either through increased expenditure or reduction in income.
Stocks and stores - year end valuations	Attendance at stocktaking and reconciliation of stocks held to ledger balances
Covid 19 –business support grants - applications	Assisting with the initial processing of grant applications from businesses
Covid 19 –business support grants -	Consideration and determination of

appeals	appeals lodged by unsuccessful applicants.
Environmental Services: EU Unit /business development budget	Regularity audit of the use of funding assigned to this service area carried forward from 2019/20 audit plan
Environmental Services – Grant Claims	Certification of grant claim for bus service operators' grant for six month period to 31 March 2020
PLANNED WORK PAUSED	
Environmental Services - Public Transport Unit	Audit which focused on procurement /selection of contractors was well advanced on lockdown; subsequent changes in transport requirements will have had an impact on work already done and timing of completion will need to have regard to workload pressures experienced in order to meet changes in service demand
Cyber Security	This topic was included in the 2019/20 plan and preparation work had been done to develop a programme to guide the audit. This review remains a priority subject to recognising workloads in ICT. A more focused audit on issues arising from increased homeworking is being considered
Corporate Services - ICT - Hardware Asset Management	Linked to above this review will have added significance given the volumes of new hardware being acquired but should require less staff ICT staff time to progress.
Education and Social Care - Pupil Equity Fund in Schools	This area had been subject to prior audit and this was scheduled to see how additional funding was being utilised as the Pupil Equity Fund scheme bedded in. It is envisaged that this will need to be taken forward as a desk top exercise if it is progressed in year
PROJECTS SCHEDULED	
National Fraud Initiative	This exercise that the council participates in every two years had added significance with fraud risk elevated and additional data sets (including those for COVID grants) being subject to data matching. Early engagement with services has been made to ensure required council data is available for submission in

	accordance with the established timetable.
Contractor Sustainability payments	Review to ensure compliance with regulations for funding awarded to council suppliers and contractors whose business model was severely impacted by lockdown
Personal Protective Equipment	A review of procurement /sourcing and costs of PPE, stock control and contingency planning looking forward. .
Risk Management	Development of responses to report received from insurers to enhance risk management recording and reporting (to include assessment of business continuity practices)
Payroll and Creditor Payments	Ongoing monitoring of system control processes to provide ongoing assurances relating to validity of expenditure
Scottish Welfare Funds	An audit of expenditure paid out as crisis grants and community care grants.
Integration Joint Board	Programme of work to provide controls assurances on activities under direction of the IJB.
CONTINGENCY	
Further revisions/additions to plan	It is considered prudent to monitor progress and to report on planned activity to future meetings of the Committee on variations to the plan that may arise as emerging issues. An update will be provided to the meeting of this Committee in January 2021.