

**IEXPENSES
FOLLOW UP
August 2012**

Original 2011/12 Audit Report							
Rec no	Recommendation	Priority	Responsible Officer	Implementation Date	Status (Complete/In Progress/Not Started)	Follow Up Finding	Revised Implementation Date (where applicable)
1	Guidance should be updated to provide staff and managers with clear direction about appropriate claiming and approving of expenses.	M	Head of Finance and Procurement	27th July 2012	In Progress	A draft version of updated guidance has been produced and will be presented to Corporate Management Team for approval in September 2012.	Sep-12
2	A reminder should be sent to all staff to highlight the areas of non compliance identified by this audit and communicate clearly their responsibilities.	H	Group Director Finance and Commerce	27th July 2012	In Progress	A reminder has been drafted but awaits the publication of revised guidance so will be completed at same time as recommendation 1.	Sep-12
3	The purpose of the Audit Manager function of Oracle and the decisions being made in relation to non compliant claims should be considered and guidance provided to relevant staff.	H	Head of Internal Shared Services	20th April 2012	Complete	Clear direction has been provided to staff. Claimants who make claims which are subsequently rejected because they do not comply with policy are sent an email to explain why.	n/a

**IEXPENSES
FOLLOW UP
August 2012**

Original 2011/12 Audit Report							
Rec no	Recommendation	Priority	Responsible Officer	Implementation Date	Status (Complete/In Progress/Not Started)	Follow Up Finding	Revised Implementation Date (where applicable)
4	Management should explore closing the control weakness regarding the use of cost centres without the knowledge of the appropriate officer.	H	Transactional Team Lead/ Business Systems	30th July 2012	Complete	<p>Management have explored this issue and reviewed whether is it technically possible, and also looked at the operational impact of this recommendation.</p> <p>Although it is possible to make the default cost centre non updateable, it has been decided not to close this control weakness in Oracle because the control is covered elsewhere - a) at cost centre manager level via budget monitoring, which will pick up issues after the event; and b) cost centre managers should have control over who has access to approve against their cost centres and the authorisation report James is developing for October will provide this. Operationally, to move to a non updateable cost centre would increase the workload of ISS by increasing the volume of journals having to be processed to allow officers to code expenditure in appropriate cost centres other than the fixed cost centre. <i>Internal Audit will revisit the control environment after other recommendations have had a chance to bed in and consider the risks again.</i></p>	N/a

**IEXPENSES
FOLLOW UP
August 2012**

Original 2011/12 Audit Report							
Rec no	Recommendation	Priority	Responsible Officer	Implementation Date	Status (Complete/In Progress/Not Started)	Follow Up Finding	Revised Implementation Date (where applicable)
5	<p>Management should consider implementing a minimum claim threshold that reflects costs incurred. Depending on cost this could be procedural and monitored by ISS or enforced by the system.</p> <p>Strategic Finance also advise it be beneficial to reduce the 90 time limit to 30 days.</p>	M	Group Director Finance and Commerce	27th July 2012	Complete	This recommendation has been considered and it has been decided that the guidance and reminders will encourage staff and managers to claim in an efficient and effective manner. This will be monitored for 2012/13 before decisions around system changes are made. Some further analysis has been completed re time taken to claim expenses and the report going to Corporate Management Team seeks views on reduction of time limits for claims.	n/a
6	Management should investigate potential solutions to clarify the different screens within iExpenses, in an attempt to reduce the likelihood of purchase card transactions being inadvertently claimed as a personal expense.	H	Transactional Team Lead	30th August 2012	In Progress	An update has been created and tested no date is yet available for implementation into production.	unknown

**IEXPENSES
FOLLOW UP
August 2012**

Original 2011/12 Audit Report							
Rec no	Recommendation	Priority	Responsible Officer	Implementation Date	Status (Complete/In Progress/Not Started)	Follow Up Finding	Revised Implementation Date (where applicable)
7	Cost effective risk based monitoring activity should be undertaken by ISS to ensure that claims are compliant and bona fide.	H	Transactional Team Lead	30th June 2012	Not Started	This recommendation has now been considered and is not agreed. Claims compliance is the role of managers under the principles of Self Service following the implementation of Oracle using the vanilla t-gov solution. The system has pre-set limits and checks built in (value, time) as per the authorities policies should managers approve claims outside of policy. Building in a compliance and correctness checking system within ISS is a duplication of the role of managers, who are responsible for the checking and authorisation/approval. <i>Internal Audit will revisit the control environment after other recommendations have had a chance to bed in and consider the risks again.</i>	n/a
8	A review of purchase card limits should be undertaken on an annual basis to ensure that limits, especially those with increased limits, are still necessary.	L	Transactional Team Lead/ Cost Centre Managers	30th September 2012	In Progress	The report requirements are being specified currently to undertake this review as planned.	n/a
9	Management information to assist in the performance/ monitoring of iExpenses should be produced once recommendations relating to clear roles and responsibilities, raised within this report have been implemented.	M	Head of Internal Shared Services	30th September 2012	In Progress	This recommendation will be implemented after recommendation 1 and 2 have been completed.	n/a