

<b>Status Report - Summary of Findings - Interim Audit &amp; Financial Management Review 2016 / 17</b>
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MOORE STEPHENS REPORT				
FINDINGS	REF	NATURE	RISK	OFFICER STATUS
<b>PURCHASES, PAYMENTS AND PAYABLES (INCLUDING</b>				
Changes to creditor details lack appropriate level of evidence.	4.6	Systems	Significant	Creditor process has been updated. Records for all change requests are kept on file and reviewed by Manager Finance along with the audit trail prior to each payrun.
No evidence that a creditor request to change bank details was appropriately verified.		Systems	Significant	Creditor process has been updated. Records for all change requests are kept on file and reviewed by Manager Finance along with the audit trail prior to each payrun.
Purchase order did not precede the supplier tax invoice.		Systems	Moderate	Finance is developing a new training program for all purchasing officers to complete. Once developed purchasing officers will not be able to have access to raise PO's until program has been successfully completed.
Purchase order did not contain information about verbal quotations.		Systems	Minor	Finance is developing a new training program for all purchasing officers to complete. Once developed purchasing officers will not be able to have access to raise PO's until program has been successfully completed.
Creditor system audit trail report was not reviewed at every pay run.		Systems	Moderate	Review process has been updated, Audit Trail is now viewed and approved by Manager Finance (or authorising officer) prior to each payrun.
<b>PAYROLL</b>				
Payroll system audit trail report was not reviewed at every pay run.	4.7	Systems	Moderate	Review process has been updated, Audit Trail is now viewed and approved by Manager Finance (or authorising officer) prior to each payrun.
<b>FIXED ASSETS</b>				
Inconsistency between depreciation rates and accounting policies.	4.9	Systems	Minor	Significant accounting policies will be reviewed as part of the adoption of the 2016/2017 Annual Financial Report.
<b>FINANCIAL REPORTS</b>				
Annual Financial Report was not sent to the Department of Local Government and Communities within 30 days of receiving the audit report as required.	4.12	Compliance	Minor	Report was submitted on 1 December 2017; due date being 27 November 2016. This requirement has been further highlighted as part of the Year End checklist.
<b>STORAGE OF DOCUMENTS/RECORD KEEPING</b>				
Strong room and Server room are not fire resistant.	4.19	Systems	Moderate	To be reviewed by EMG and included in Budget if considered a risk that requires further mitigation.
<b>FUEL CARDS</b>				
No physical verification of odometer readings provided by fuel card holders.	4.2	Systems	Moderate	Officers to review process for collecting odometer readings and verification.