

Systems Review Action Plan: Main Accounting S.006.12a

Action Plan 1

Date Issued : Dec. 2011

Ref. No.	Finding	Recommendation	Priority	Management Comment	Manager Responsible	Date of Action
1.	<p><u>Journals Not Lined Off</u> From a sample of 30 journals tested, it was noted that journals had not been lined off after the last entry in 6 of the test sample.</p>	<p>Staff who complete journals should be advised that where appropriate, the journal should be lined off after the last entry to prevent any unauthorised entries being recorded.</p>	Low Risk	<p>A reminder will be issued to appropriate staff by e-mail. This will also be highlighted at the Accountancy Management Group.</p>	<p>Alistair Johnston Business Partner</p>	31.1.12
2.	<p><u>No Page Totals</u> From the same sample of 30 journals tested, totals were not recorded, nor was the journal lined off after the last entry in 1 of the test sample.</p>	<p>Staff preparing journals should be reminded that they should be fully completed to prevent manipulation i.e. totalled and blank lines scored off.</p>	Medium Risk	<p>A reminder will be issued to appropriate staff by e-mail. This will also be highlighted at the Accountancy Management Group.</p>	<p>Alistair Johnston Business Partner</p>	31.1.12
3.	<p><u>Journal Not Authorised</u> From the same sample of 30 journals tested, the journal had not been authorised in 1 of the test sample.</p>	<p>Staff should be reminded that all journals must be authorised appropriately prior to passing to the Business Support Section for input. Where Journals are received by the Business Support Section unauthorised, these should be returned to the originator.</p>	Medium Risk	<p>A reminder will be issued to appropriate staff by e-mail. This will also be highlighted at the Accountancy Management Group.</p>	<p>Alistair Johnston Business Partner</p>	31.1.12

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4.	<p><u>Incorrectly Ledgered</u> From the same sample of 30 journals tested, an entry was incorrectly ledgered in 1 of the test sample.</p>	<p>The Accountant responsible for the department concerned should be informed to ensure that this is rectified and ledgered correctly.</p>	Low Risk	<p>This will be picked up as part of the BCR process.</p>	<p>Alistair Johnston Business Partner</p>	31.1.12
5.	<p><u>Authorised Signatory Records</u> Authorised signatory lists were found to be incomplete and do not include all persons authorised to approve journals and were not up to date.</p>	<p>A full and complete record of all staff authorised to sign journals should be compiled and kept up to date and a copy held by the Business Support Section.</p>	Low Risk	<p>The list will be updated and regularly reviewed</p>	<p>Alistair Johnston Business Partner</p>	31.1.12
6.	<p><u>Separation of Duties</u> From a sample of 30 BIF (Batch Input Format) Journals tested, the journal was originated and input by the same employee in 6 of the test sample.</p>	<p>To ensure separation of duties exists, BIF journals should not be originated and input by the same employee.</p>	Low Risk	<p>This would only happen occasionally, however management will ensure procedures are in place to prevent this occurring.</p>	<p>Alistair Johnston Business Partner</p>	31.1.12
7.	<p><u>Separation of Duties</u> From a sample of 30 BIF (Batch Input Format) Journals tested, one journal was originated and authorised by the same employee in 1 of the test sample.</p>	<p>To ensure separation of duties exist, BIF journals should not be originated and authorised by the same employee.</p>	Low Risk	<p>Management will take steps to avoid this.</p>	<p>Alistair Johnston Business Partner</p>	31.1.12

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8.	<p><u>BIF Authorisation</u> From the same test sample of 30 BIF journals, some journals were issued electronically, however a copy of the e-mail confirming appropriate authorisation was not held in the file for 6 of the test sample.</p>	<p>A copy of the e-mail sent to the Business Support section which accompanies the BIF journal should be filed along with the journal to ensure that there is evidence of appropriate authorisation.</p>	Low Risk	<p>A copy of the e-mail will be filed along with the journal.</p>	<p>Alistair Johnston Business Partner</p>	31.1.12
9.	<p><u>Photocopy of Control Schedule</u> From the same test sample of 30 BIF journals, the control schedule which documents the originator and authoriser was a photocopy in 3 of the test sample.</p>	<p>The Business Support section should only process BIF Journals which have appropriate authorisation documented on an original control schedule. Where a photocopy is received, this should be returned to the originator.</p>	Low Risk	<p>Staff will be advised that the original control schedule should be issued along with the Journal to the Business Support Section, and that a photocopy will not be accepted.</p>	<p>Alistair Johnston Business Partner</p>	31.1.12

Systems Review Action Plan: Licensing Income S.010.12

Action Plan 2

Date Issued : Nov 2011

Ref. No.	Finding	Recommendation	Priority	Management Comment	Manager Responsible	Date of Action
1	<p><u>Office Manual</u></p> <p>There is no office manual that staff can refer to in order to ensure that they are complying with the Council's policies and procedures.</p>	<p>An office manual should be prepared and be accessible to all relevant staff.</p>	Low	<p>The Admin Assistants are writing a set of procedures for all types of licenses. These will be included within an office manual which will also refer to corporate policies and procedures e.g. Audit Guidance Circulars.</p>	<p>David McCulloch Sect Head Trading Standards & Licensing</p>	31.5.12
2	<p><u>Security of Premises</u></p> <p>The door to the licensing office, where the cash box is held, is not kept locked at all times in order to restrict access to authorised persons.</p>	<p>The door to the licensing office should be kept locked at all times.</p>	Medium	<p>The door to the corridor is locked and the cash drawer is locked, however I accept the need to lock the office door as well. We plan to relocate the team to the third floor, hopefully early in 2012. However if that does not happen we will install a combination lock.</p>	<p>David McCulloch Sect Head Trading Standards & Licensing</p>	31.1.12
3	<p><u>Payments</u></p> <p>There are no clearly visible notices displayed at the point of payment that state:</p> <ul style="list-style-type: none"> - an official receipt must be obtained for any payments made - cheques must be made payable to West Dunbartonshire Council. 	<p>Sufficient advice should be displayed at the point of payment that says:</p> <ul style="list-style-type: none"> - an official receipt must be obtained for any payments made - cheques must be made payable to West Dunbartonshire Council. 	Medium	<p>A notice will be displayed.</p>	<p>David McCulloch Sect Head Trading Standards & Licensing</p>	31.12.11

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4	<p><u>Receipt Book Stock Record</u> There is no record maintained showing the numbers of WDC receipt books received and used to ensure that all books have been accounted for.</p>	<p>A record should be maintained showing the numbers of receipt books received and used</p>	<p>Low</p>	<p>A record will be created to control the issue of receipt books.</p>	<p>David McCulloch Sect Head Trading Standards & Licensing</p>	<p>31.12.11</p>
5	<p><u>Control of License Numbers</u> Licenses are printed using a Word document where the numbering is manually adjusted to be the next number in sequence. This does not give adequate controls over the numbers of licenses issued and therefore any reconciliation of licenses issued and income collected would not be reliable.</p>	<p>A dedicated system should be used that gives adequate control over the numbers of licenses issued.</p>	<p>Medium</p>	<p>The team will be using Civica 'Flare' software to administer licenses. The system has been purchased and installed, and staff are undergoing a familiarisation process with it. Licenses will be input by the end of March and the system will thereafter allocate a unique number to each license we issue.</p>	<p>David McCulloch Sect Head Trading Standards & Licensing</p>	<p>31.3.12</p>
6	<p><u>Separation of Duties</u> The same person collects income and prepares the banking at the end of the day. There is no independent check to ensure that the total amount receipted is the same as the amount written on the bank pay in slip and the amount put into the bank pay in bag.</p>	<p>Income should be independently checked to ensure that the total amount receipted is the same as the amount written on the bank pay in slip and the amount put into the bank pay in bag. There should be a record that shows who has done the checks.</p>	<p>Medium</p>	<p>The rota will be revised to ensure that the duties are separated.</p>	<p>David McCulloch Sect Head Trading Standards & Licensing</p>	<p>31.12.11</p>

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7	<p><u>Postal Remittance Log</u></p> <p>The Daily Postal Remittances Log is not checked by someone independent of the process to ensure that:</p> <ul style="list-style-type: none"> - a receipt has been written for each entry. - the receipt number is recorded on the log. 	<p>The Daily Postal Remittances Log should be checked by someone independent of the process to ensure that:</p> <ul style="list-style-type: none"> - a receipt has been written for each entry. - the receipt number is recorded on the log. 	Medium	<p>I understand this refers to receipting of income.</p> <p>A system of monthly checks will be introduced to ensure that this is being done.</p>	David McCulloch Sect Head Trading Standards & Licensing	31.12.11
8	<p><u>Credit Card Income Not Checked to Ledger</u></p> <p>There is no check to ensure that the credit card income collected at the licensing office is posted correctly to the ledger. The Administrative Officer does not receive a copy of the print analysing the income in order that this can be done.</p>	<p>The Administrative Officer should obtain a copy of the print of credit card income in order that it can be checked to ensure that it has been posted correctly to the ledger.</p>	Medium	<p>The Admin Officer will obtain the printout and will check that the income has been correctly coded.</p>	David McCulloch Sect Head Trading Standards & Licensing	31.12.11

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9	<p><u>Income Received Not Checked to Leger</u></p> <p>Vehicle Testing Unit Income received at the licensing office and recorded on the Income Return Form is not checked to the ledger to ensure that it has been recorded correctly. The income is collected on behalf of the Transport section within HEED however they are not advised of the amounts collected.</p>	<p>The transport section within HEED should be advised of the amounts collected in order that it can be checked to the ledger to ensure that it has been recorded correctly.</p>	<p>Low</p>	<p>The Admin Officer within HEED at Richmond Street will be given a copy of the daily income return form so that she can check that VTU income has been correctly recorded.</p>	<p>David McCulloch Sect Head Trading Standards & Licensing</p>	<p>31.12.11</p>

