



FINAL

Internal Audit Report

Community Services Department

**Review of Car Allowances –
Community Services**

May 2008

4 SUMMARY OF MAIN FINDINGS

- 4.1 Internal Audit found that staff classified as casual car users had particularly high annual mileages for that classification of user.
- 4.2 The Audit found that there were omissions in completing Claim forms.
- 4.3 The Audit found that there was some material errors in terms of claims wrongly stated.
- 4.4 The Audit found that the claims submitted by one employee consistently had errors in terms of calculating mileage due to be paid.

APPENDIX 2

ACTION PLAN

ACTION PLAN NO	PARAGRAPH	GRADE	WEAKNESSES IDENTIFIED	AGREED ACTION	RESPONSIBLE OFFICER	DATE OF IMPLEMENTATION
1	1.1 – 1.2	Material	There was a high level of mileage being incurred by casual users.	This has now been addressed by the Single Status agreement.		Completed
3	1.11 – 1.12	Fundamental	An employee home to work mileage was not correct in all the claim forms viewed. The number of miles to be deducted from the claim was understated.	Further investigation is required on this individual employee's expenses claims.	Head of Planning and Performance	Immediate