



FINAL

Internal Audit Report

Operation Services

Review of Car Allowances

May 2008

4 SUMMARY OF MAIN FINDINGS

- 4.1 The Audit found that there were some omissions made in completing Claim Forms.
- 4.2 The Audit found that policies recommended for implementation in the previous report, dated September 2006, had now been completed.

APPENDIX 2

ACTION PLAN

ACTION PLAN NO	PARAGRAPH	GRADE	WEAKNESSES IDENTIFIED	AGREED ACTION	RESPONSIBLE OFFICER	DATE OF IMPLEMENTATION
2	1.5– 1.11	Material	Journey details and other data to assist in authorisation were not always fully completed.	Where forms are incomplete they should be returned to the claimant for amendment.	Principal Officer	31 May 2008
3	1.12	Material	Some travel claims were being submitted without receipts being provided.	Where expenses are incurred and no receipts have been provided the expenses should be deducted from the claim.	Principal Officer	31 May 2008