

APPENDIX 3



Internal Audit Report

FINAL

Review of Grants 2008/09

Operational Services & Development Services

October 2008

SECTION		PAGE
1	Introduction	1
2	Review Objectives	1
3	Main Findings	2
4	Acknowledgements	2
Appendix 1	Detailed Findings	3

1 INTRODUCTION

This report has been prepared as a result of the Internal Audit review of grants and funds received by Operational Services and Development Services as part of the 2008/09 Internal Audit programme.

Operational Services receives funds for the following:

- Concessionary Travel, from Strathclyde Partnership for Transport (SPT)
- 20 MPH Speed Limits around Schools, Safer Routes to Schools and Development of Home Zones (20 MPH) , from Scottish Government

Development Services receives funds from Scottish Government for the following:

- Demand Responsive Transport Project (DRTP)
- Cycling, Walking and Safer Streets (CWSS)
- School Travel Co-ordinator (STC)
- Rural Transport Grant (RTG)

Development Services also receives funds from SPT for the following:

- Improvements to A82 Transport Corridor
- Cycle Networks
- Improvements of Walking Routes to Buses
- Bus stop Infrastructure
- Developing Marine Access to National Park

2 REVIEW OBJECTIVES

This review is in response to requests from SPT and Scottish Government that Internal Audit confirm the amounts claimed were accurate.

The broad objectives of the review were to ensure:

- All Government Grants are identified and applications made in accordance with grant requirements;
- Grants are only applied to the purposes provided;
- Amounts receivable / received are complete;
- The use of Government Grants is planned and controlled;
- Adequate monitoring and reporting mechanisms are in place for management information

3 MAIN FINDINGS

Internal Audit met with the staff responsible for monitoring each grant and carried out sample checks to evidence the claims.

3.1 OPERATIONAL SERVICES

SPT – Concessionary Travel: It was found that the section had made errors in the returns for the Lismore Ferry and the Cuan Ferry. Internal Audit reviewed the whole year and found that the claims had been overstated. The claim for the quarter analysed was for a total of £2,922. The total claim for the year had been overstated by £243. The sums overclaimed were deducted from the next claim as agreed with SPT

Scottish Government - 20 MPH Speed Limits around Schools, Safer Routes to Schools and Development of Home Zones: The claim in respect of grant of £209,000 was found to be in order.

3.2 DEVELOPMENT SERVICES

The claims in respect of the following funds were found to be in order:

- Scottish Government - Cycling, Walking and Safer Streets
- Scottish Government - School Travel Co-ordinator
- Scottish Government - Rural Passenger Transport
- SPT – Improvements to A82 Transport Corridor (£29,035)
- SPT – Cycle Networks (£10,000)
- SPT – Improvements of Walking Routes to Buses (£15,000)
- SPT – Bus stop Infrastructure (£10,000)
- SPT – Developing Marine Access to National Park (£30,000)

For the Demand Responsive Transport Project grant (Scottish Government) it was found that while condition 13 of this grant offer was not met, it appears that the Scottish Government do not require the full compliance provided the final evaluation report is submitted.

4 ACKNOWLEDGEMENTS

The assistance and co-operation received during the course of the grant reviews is gratefully acknowledged.

Argyll & Bute Council's Internal Audit section has prepared this report. Our work was limited to the objectives in section 2. We cannot be held responsible or liable if information material to our task was withheld or concealed from us, or misrepresented to us.

This report is private and confidential for the Council's information only and is solely for use in the provision of an internal audit service to the Council. The report is not to be copied, quoted or referred to, in whole or in part, without prior written consent.