

## INTERNAL AUDIT PERFORMANCE MEASUREMENTS

### 1.1 Input performance measures

Ref	Performance indicator	Target	Achieved	Comment
1.	Percentage of audit work carried out by qualified and specialist staff.	65%	67%	Out of 6 staff audits completed by 4 qualified.
2.	Issue of draft reports within 10 working days of work being completed.	10 days – 100%	100%	17 out of 20 Draft Reports were issued within 10 days but in overall terms the target was achieved.
3.	Issue of final reports within 5 working days of management responses being received.	5 days – 100%	100%	13 out of 19 Final Reports were issued within 5 days but in overall terms the target was achieved.
4.	Reports display: <ul style="list-style-type: none"> <li>■ clear opinion;</li> <li>■ action plan of prioritised recommendations and management responses;</li> <li>■ person responsible; and</li> <li>■ date for completion</li> </ul>	All reports (100%) state a clear conclusion/opinion, contain an action plan, prioritised recommendations, allocated responsibility and target dates for completing recommendations.	100%	All quality issues met.
5.	Management's feed back on audit planning and fieldwork.	To achieve 'average' or better in questionnaire ratings. (ie: a mean score of '3' or more for each question)	Score 3.5	There were no scores recorded less than 3.
6.	Percentage of time direct audit time	67%	67%	Achieved

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### 1.2 Output performance measures

Ref	Performance indicator	Target	Achieved	Comment
1	Audit operational plan to be submitted to the audit committee by 31 March each year.	31 March of each year (100%)	100%	2003-04 Audit plan submitted to Audit Committee on 21 February 2003.
2	Follow-ups to be performed within one year of the audit taking place.	100% of recommendations followed up in following year	100%	Complete.
3	Completion of every assignment in the annual plan (in budgeted time), subject to variations agreed by audit committee, and if appropriate, audit managers.	100%	100%	Audit Assignments were completed within the overall budgeted time.
4	Recommendations accepted compared to recommendations made.	Fundamental – 100%	100%	Achieved.
		Material and minor - 80%	100%	Achieved.
5	Internal audit costs are within budget (including in-year budget variations)	100% (Total costs within budget)	100%	Achieved.