

**To:** Joint Audit Committee  
**Date:** 31<sup>st</sup> March 2015  
**By:** David Taylor, Baker Tilly  
**Title:** Internal Audit Progress Report

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**Purpose of Report/Issue:**

To update the Joint Audit Committee of Internal Audit's progress in achieving the 2014/15 Internal Audit Strategy since the last meeting of the Committee.

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**Recommendation**

The Committee is invited to comment on Baker Tilly's progress to date in achieving the Internal Audit Strategy.

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# **The Office of the Police and Crime Commissioner for Surrey and Surrey Police Force**

[Internal Audit Progress Report](#)

Joint Audit Committee meeting 31 March 2015

## Introduction

The internal audit plan for 2014/15 was approved by the Joint Audit Committee. This report provides an update on progress against that plan and summarises the results of our work to date. We have issued three draft and two final internal audit reports since the last JAC in December.

The Drug and Alcohol Abuse Team (DAAT) report has been included in the Joint Audit Committee papers as a final draft. Whilst we have yet to receive formal responses to the recommendations therein, management have confirmed the factual accuracy of the report and that they are content for the draft to be presented to the Joint Audit Committee.

### Summary of Progress against the Internal Audit Plan

Assignment <i>Reports considered today are shown in italics</i>	Status	Opinion	Actions Agreed (by priority)		
			High	Medium	Low
Forensic Medical Examiners (1.14/15)	Final	Amber/Green	1	0	0
Governance - Stage Two Transfer (2.14/15)	Final	Green	0	0	0
<i>Drug and Alcohol Abuse Team (DAAT) (3.14/15)</i>	<i>Draft Report Issued 22 October 2014</i>	<i>Advisory</i>	<b>2</b>	<b>2</b>	<b>0</b>
Follow up (4.14/15)	Final	Little progress	4	22	0
Covert Bank Account – SOCU Team 1 (5.14/15)	Final	Green	0	0	0
Covert Bank Account – SOCU Team 2 (6.14/15)	Final	Green	0	0	1
Covert Bank Accounts – Surveillance (7.14/15)	Final	Green	0	0	0
Covert Bank Account – Negotiators (8.14/15)	Final	Green	0	0	0
Covert Bank Account – SB DHSU (9.14/15)	Final	Green	0	0	0
Covert Bank Account – DHSU (10.14/15)	Final	Green	0	0	1
<i>Procurement (11.14/15)</i>	<b>FINAL</b>	<i>Advisory</i>	<b>2</b>	<b>3</b>	<b>3</b>

<b>Assignment</b> <i>Reports considered today are shown in italics</i>	<b>Status</b>	<b>Opinion</b>	<b>Actions Agreed (by priority)</b>		
			<b>High</b>	<b>Medium</b>	<b>Low</b>
Crime Recording Audit (12.14/15)	Draft report issued 10 February 2015				
Financial Controls (13.14/15)	Draft report issued 19 February 2015				
<b><i>Project Management (14.14/15)</i></b>	<b><i>FINAL</i></b>	<b><i>Green</i></b>	<b><i>0</i></b>	<b><i>1</i></b>	<b><i>0</i></b>
Proceeds of Crime	Fieldwork completed				
Risk Management	Fieldwork commenced 16 March 2015				
IT Review	April 2015				
Victim Support	April 2015				

## Other Matters

### Planning and Liaison:

We are to meet again with the internal auditors of Sussex Police on 20 March 2015 to discuss a protocol for joint working on areas of joint services. We have also had a phone conversation with the Treasurer at Surrey Police. We will provide a verbal update at the meeting on the outcome of the meeting.

We met with management on 17 February 2015 to discuss the plan for 2015/16. This is a separate agenda item at this Audit Committee Meeting. We also had a quarterly liaison meeting with management on 17 March 2015.

### Client Briefings

We have issued the following e-update electronically since the last Joint Audit Committee:

- Emergency Services News Briefing – February 2015

### Internal Audit Plan 2014/15 – Change Control:

At the request of management, we have included a review of the Surrey DAAT within the internal audit plan. We have used the days originally planned for the PAYE review to complete this audit.

The review of Victim Support has been deferred from quarter 4 at management's request as they do not believe processes have sufficiently moved on from our previous review in this area to warrant a further review at this time. We are currently considering when this review could be completed.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance>.

The matters raised in this report are only those which came to our attention during the course of our review and are not necessarily a comprehensive statement of all the weaknesses that exist or all improvements that might be made. Recommendations for improvements should be assessed by you for their full impact before they are implemented. This report, or our work, should not be taken as a substitute for management's responsibilities for the application of sound commercial practices. We emphasise that the responsibility for a sound system of internal controls rests with management and our work should not be relied upon to identify all strengths and weaknesses that may exist. Neither should our work be relied upon to identify all circumstances of fraud and irregularity should there be any.

This report is supplied on the understanding that it is solely for the use of the persons to whom it is addressed and for the purposes set out herein. Our work has been undertaken solely to prepare this report and state those matters that we have agreed to state to them. This report should not therefore be regarded as suitable to be used or relied on by any other party wishing to acquire any rights from Baker Tilly Risk Advisory Services LLP for any purpose or in any context. Any party other than the Board which obtains access to this report or a copy and chooses to rely on this report (or any part of it) will do so at its own risk. To the fullest extent permitted by law, Baker Tilly Risk Advisory Services LLP will accept no responsibility or liability in respect of this report to any other party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by any person's reliance on representations in this report.

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We have no responsibility to update this report for events and circumstances occurring after the date of this report.

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