

CAIRNGORMS NATIONAL PARK AUTHORITY

Title: INTERNAL AUDIT OUTLINE PLAN

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Purpose

For information – to give the Audit Committee details of the outline plan of audit needs assessment from our internal auditors, setting out the audit coverage for the period 2004-05 to 2006-07. The plan will be subject to regular review and may alter to take account of identified change in risk.

Recommendations

That the committee note the outline plan and initial risk assessment, and in particular:

- The audit coverage is initially proposed at 45 days per year over the next three years.
- There will be a need for an updated audit needs assessment in year 1 to offer a more detailed and informed assessment of the actual internal audit resource required.

Executive Summary

The outline plan of audit needs assessment is issued by Delloite and sets out the programme of work to be carried out over the period 2004-05 to 2006-07.

INTERNAL AUDIT OUTLINE PLAN

Background

1. CNPA's internal auditors Deloitte were appointed in May 2004, following competitive tendering. The main functions of the internal audit service are to:
 - Provide assurance that the processes are in place to support not only the aims of the organisation at present, but also to facilitate the growth envisaged within the Authority's plans.
 - Facilitate the creation and strengthening of governance and management within the Authority, including the furtherance of the risk management process.
 - Assess processes in place and make recommendations to ensure best practice is followed.

Audit Needs Assessment: Outline Plan

2. The following table sets out the proposed programme of audit coverage:

Audit Coverage	2004-05 Audit Days	2005-06 Audit Days	2006-07 Audit Days	Initial Risk Assessment
<i>Probity / Compliance</i>				
Financial Ledger	5		5	High
Purchase Ledger		5		Medium
Payroll	5			Medium
Budgetary Control & Financial Reporting		5		Medium
Financial Policies and Procedures	5			High
Fixed Asset Register			5	Low
	15	10	10	
<i>Value for Money</i>				
Strategic and Operational Planning	7		5	High
Functional Group Reviews		5		Low
Corporate Governance	5		5	High
Project Management / Partnership Working	5	10	10	High
Public Relations		5		Medium
Needs Assessment / Risk Workshop	6			
	23	20	20	
IT Governance / Security		5	5	Medium
Follow-up		4	4	
Contingency	3	2	2	
Contract Management	4	4	4	
	7	15	15	
TOTAL – Internal Audit Days	45	45	45	

3. Following initial discussions with the internal auditors it was agreed that the first priority should be to undertake a risk assessment and thereafter develop a risk register

for CNPA. It is proposed that the auditors will make a start on this work towards the end of August.

4. Once the auditors have carried out their initial risk assessment and prepared the risk register, we will provide details at the next available audit committee meeting.

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