



WALES **AUDIT** OFFICE
SWYDDFA **ARCHWILIO** CYMRU

Certification of Grants and Returns 2011-12

Isle of Anglesey County Council

Audit year: 2011-12

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Status of report

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We certified 29 grant claims and financial returns for 2011-12 with a total value of £56,212,148 – 1 less claim than 2010-11 with a total value approximately £2,751,484 lower.

1. Under Paragraph 20 of Schedule 8 to the Government of Wales Act 2006 the Auditor General shall, if required by a local government or other grant-receiving body, make arrangements for certifying claims and returns (referred to hereafter as grant claims).
2. The aim of our work was to certify individual claims and to answer the question:
'Does Isle of Anglesey County Council (the Authority) have adequate arrangements in place to ensure the production of co-ordinated, accurate, timely and properly documented grant claims?'
3. The following table summarises the value of the different claims and returns we certified:

Description	Value Claimed
Welsh Government grants	£14.8 million
European grant claims via WEFO	£1.9 million
National Non Domestic Rates – Contribution to the Pool	£14.6 million
Housing and Council Tax Benefit – Total Subsidy Claimed	£ 22.9 million
Housing Revenue Account Subsidy	£ 2.0 million (payable)
Total:	£56.2 million

We also certified 5 claims relating to earlier financial years. These had a total value of £23,588,208.

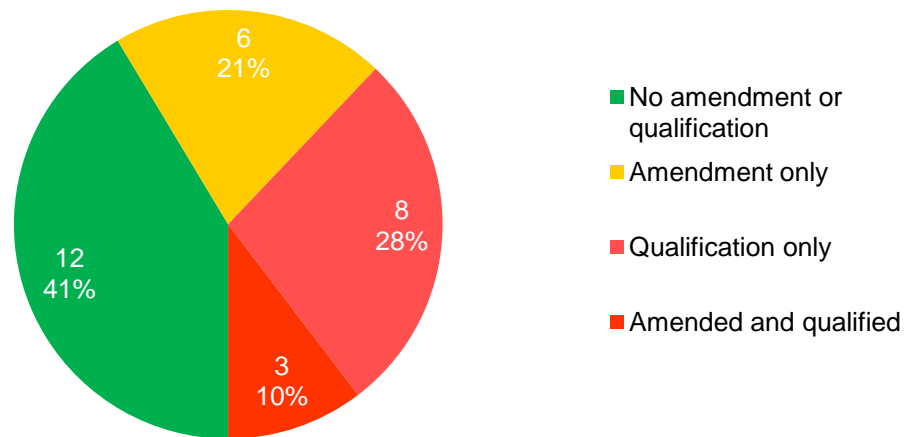
4. A full list of the claims and returns we audited during this year's programme of work is presented in Appendix 1.
5. A list of work that is still remaining is set out in Appendix 4.

Our total fee for the certification of grants and returns was £137,319 – £22,360 lower than 2010-11.

6. During our programme of work in 2011-12, we certified claims worth 5% less than our work in 2010-11. However, the total fee charged for our 2011-12 programme of work was 14% lower.
7. Appendix 1 shows an analysis of the fees we charged for each of the claims we certified.

We certified 12 claims without any qualifications or amendments. 6 claims were amended following our audit, 8 claims were certified with a qualification, and 3 claims were amended and qualified.

8. The chart below summarises the results of our audit:

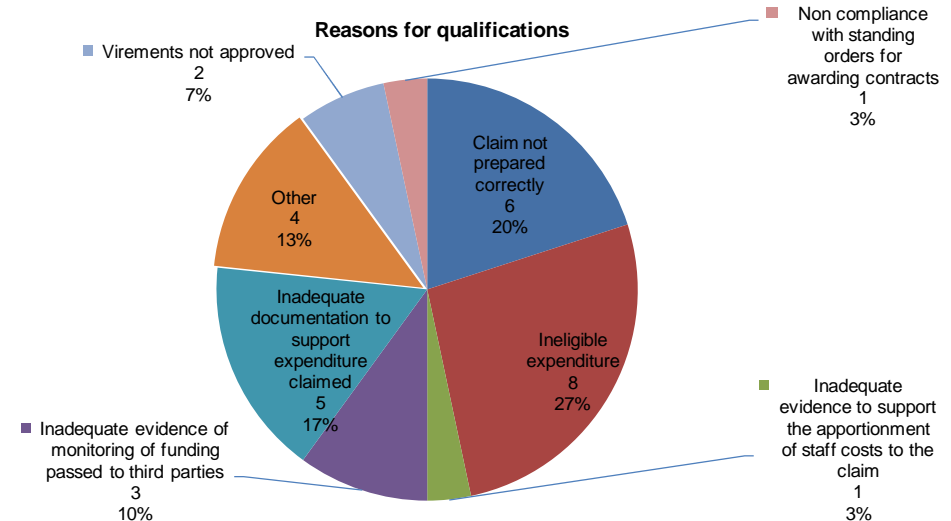
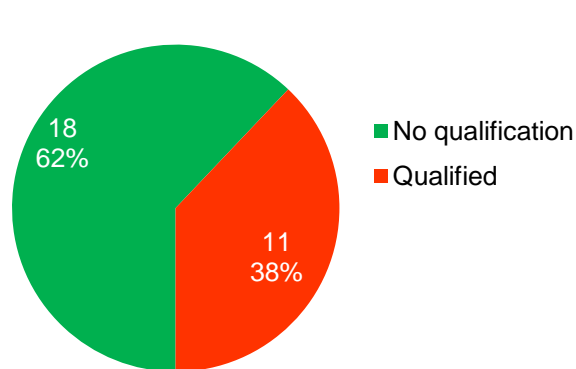


9. A detailed list of the claims we certified and the results of our audit work is provided in Appendix 1.

38% of total claims certified received a qualification. There were a number of reasons for our qualifications. The qualifications we raised have a potential value of approximately £336,827.

10. The charts below summarise the reasons why we issued qualifications:

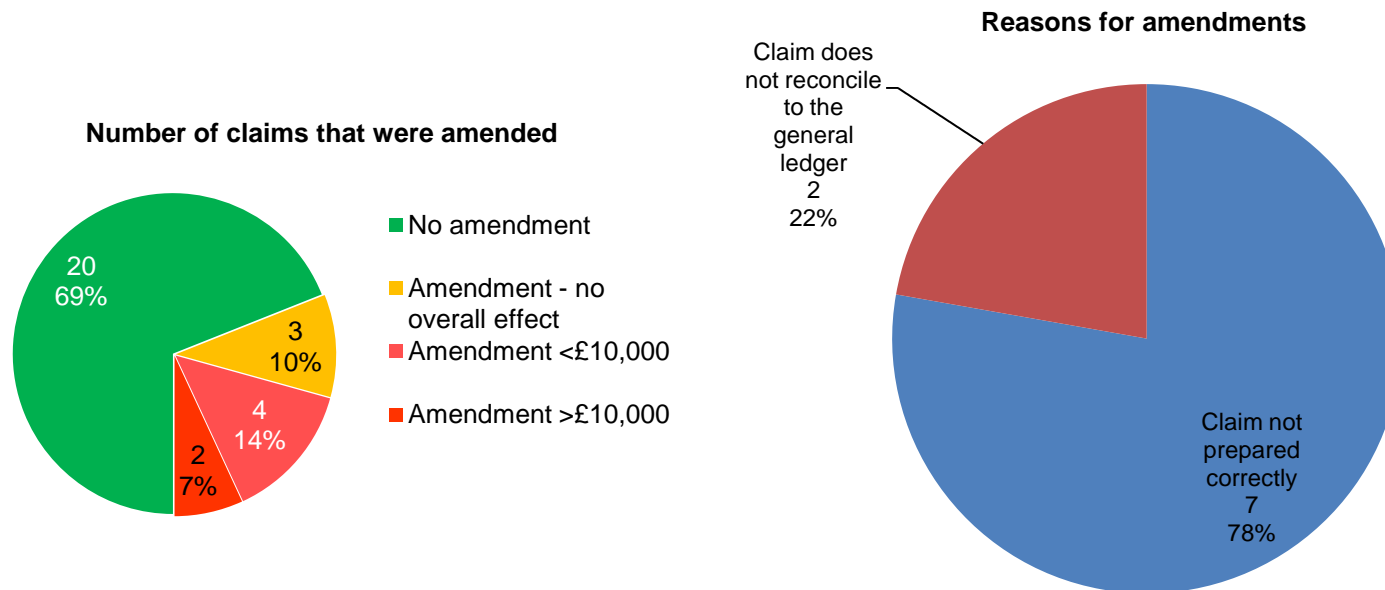
Number of claims that were qualified



11. 11 of the 29 claims certified were qualified. The qualifications covered claims with a value of approximately £336,827. A more detailed analysis of the qualifications raised on each claim is provided in Appendix 2.

31% of total claims were amended. The most common reason was because the claim was not prepared correctly. 2 claims were amended by over £10,000. The net effect of all amendments was an increase of £88,106 in the amounts claimed.

12. The charts below summarise the reasons why we amended claims:



13. 4 of the amendments led to an increase in the amount claimed by the Authority, totalling £88,114. 2 of the amendments led to a reduction in the amount claimed, totalling £8. 3 amendments had no effect on the amount claimed. The net effect was an overall increase of £88,106. A more detailed analysis of the amendments made to each claim is provided in Appendix 2.

The Authority had generally improved the arrangements in place for the production and submission of its 2011-12 grant claims. There is room for further improvement.

14. The Authority had a grants coordinator on site who worked closely with us to ensure that an accurate and up-to-date schedule of 2011-12 grants was in place throughout the year.
15. A joint working protocol was put in place prior to the start of the audit.

61% of claims were submitted on time.

16. 17 out of the 28 2011/12 claims were submitted by the submission deadline or earlier. 11 claims were submitted late, of which 7 were still completed by the certification deadline. 2 claims were certified after the certification deadline. The remaining 2 claims have not been submitted to date and are noted in appendix 4.

There were 2 less qualifications and the same number of amendments compared with 2010-11.

17. The Authority's performance is generally improving and the number of significant findings is low.

We recommend that the Authority reviews the areas where qualifications and amendments were made this year.

18. We have made 8 recommendations for the Authority to further improve performance in managing grant schemes and their associated claims.
19. The recommendations address the areas where we qualified or amended claims in 2011-12:
 - R1. All claim forms should be completed in full, in accordance with the completion guidance and independently checked to supporting documentation.
 - R2. Controls should be implemented to ensure that only eligible expenditure incurred within the claim period is included within the claim.
 - R3. All contracts to be funded by grant funding should be awarded in accordance with the Authority's standing order. A full contracts listing should be maintained for each grant claim together with copies of tender awarding documentation.
 - R4. A reconciliation should be performed prior to every audit to confirm that the figures in the claim agree to the general ledger and a copy of the reconciliation should be held on file.
 - R5. Timesheets should be completed and retained for all staff costs apportioned across a number of grant claims to ensure the accuracy of the time spend by each individual in respect of the relevant activity.
 - R6. Robust monitoring arrangements should be put in place to ensure that all funding passed to third parties is spent in accordance with the terms and conditions of the grant.
 - R7. The Authority should ensure that all invoices are appropriately filed to ensure adequate security whilst also ensuring that they are readily available for future reference. All internal re-charges should be supported by appropriate calculations.
 - R8. The Authority should ensure that the terms and conditions of the grant funding are carefully reviewed to identify any additional/specific requirements which must be complied with. Systems and processes should be implemented as appropriate to help to ensure that these requirements are satisfied.
20. We will continue to work with the Authority to make these improvements for 2012-13.
21. A detailed table of our recommendations is presented in Appendix 3.

Appendix 1

List of the grants we certified

2011-12 claims and returns

Ref	Name of grant or return	Value of claim or return	Change in value from 2010-11	Submitted on time	Audit result for 2011-12	Comparison with audit result from 2010-11	Audit fee 2011-12	Change in fee from 2010-11
1	Communities 1st Tudur (Core)	£150,363	+3.77%	On time	No amendment or qualification	Qualified	£1,881	-4.47%
2	Communities 1st Amlwch Port Ward (Core)	£153,544	+8.45%	On time	Amended	No amendment or qualification	£1,710	-3.12%
3	Communities 1st Central Office (Core)	£46,430	22.53%	On time	No amendment or qualification	Qualified	£1,965	-3.53%
4	Communities 1st Porthyfelin (Core)	£138,217	+6.36%	On time	No amendment or qualification	No amendment or qualification	£1,333	+0.76%
5	Communities 1st Morawelon (Core)	£145,007	-2.40%	On time	No amendment or qualification	No amendment or qualification	£1,608	-13.32%
6	Communities 1st Amlwch (Outcomes)	£64,012	+206.74%	On time	No amendment or qualification	No amendment or qualification	£1,412	-5.43%
7	Communities 1st Porthyfelin (Outcomes)	£20,938	+443.90%	104 days late	Qualified	Qualified	£1,484	-7.19%

Ref	Name of grant or return	Value of claim or return	Change in value from 2010-11	Submitted on time	Audit result for 2011-12	Comparison with audit result from 2010-11	Audit fee 2011-12	Change in fee from 2010-11
8	Transport grant	£345,100	-9.66%	On time	Qualified	Qualified	£3,220	-13.81%
9	Housing benefit and council tax benefit subsidy 2011/12	£23,467,913	+2.60%	Ongoing – refer to appendix 4	Ongoing – refer to appendix 4	Qualified	£30,237 – ongoing	-62.89%
10	NNDR	£14,669,193	+16.97%	On time	Amended and qualified	Amended and qualified	£9,631	-3.49%
11	Teachers pension return	£4,507,615	-0.82%	On time	Amended	No amendment or qualification	£3,317	-0.18%
12	Land drainage schemes	£1,204,938	N/A	On time	No amendment or qualification	N/A – new claim	£3,611	N/A
13	School effectiveness grant	£951,790	+50.59%	Ongoing – refer to appendix 4	Ongoing – refer to appendix 4	No amendment or qualification	N/A – ongoing	N/A
14	14-19 Learning pathways	£720,706	-0.19%	On time	Amended	No amendment or qualification	£2,395	-7.92%
15	Flying start	£563,466	-11.16%	On time	Amended	Qualified	£3,157	+5.98%

Ref	Name of grant or return	Value of claim or return	Change in value from 2010-11	Submitted on time	Audit result for 2011-12	Comparison with audit result from 2010-11	Audit fee 2011-12	Change in fee from 2010-11
16	Cymorth	£696,833	-40.81%	On time	Amended and qualified	Qualified	£3,997	+47.98%
17	Substance misuse action fund	£526,921	+0.96%	On time	No amendment or qualification	Qualified	£3,397	-0.85%
18	Welsh government learning disability strategy resettlement	£967,771	+0.90%	On time	Qualified	Qualified	£3,313	+49.37%
19	HRA subsidy	£2,000,522	-6.52%	On time	Amended	Amended and qualified	£4,675	+1.63%
20	Sustainable waste management	£1,911,343	-2.72%	On time	No amendment or qualification	No amendment or qualification	£2,631	+8.32%
21	Strategic regeneration areas	£130,000	-89.47%	On time	No amendment or qualification	No amendment or qualification	£3,963	-30.98%
22	Regional transport consortia grant	£538,000	N/A	On time	No amendment or qualification	N/A – new claim	£2,076	N/A
23	Free concessionary travel	£687,323	+5.10%	On time	Amended	Qualified	£2,428	+69.91%

Ref	Name of grant or return	Value of claim or return	Change in value from 2010-11	Submitted on time	Audit result for 2011-12	Comparison with audit result from 2010-11	Audit fee 2011-12	Change in fee from 2010-11
24	Anglesey airport	£331,732	+8.88%	On time	No amendment or qualification	No amendment or qualification	£1,051	+37.21%
25	Social care workforce development programme	£212,672	-33.03%	On time	No amendment or qualification	No amendment or qualification	£2,350	+2.66%
26	The development of Anglesey's coastal environment - EU convergence	£1,891,294	-9.23%	16 days late	Qualified	Amended and qualified	£5,536	+16.40%
27	Local investment fund EU convergence	TBC	-	Not started - refer to appendix 4	Not started - refer to appendix 4	Amended and qualified	N/A	N/A
28	Strategic sites and premises project	TBC	-	Not started - refer to appendix 4	Not started - refer to appendix 4	N/A - new claim	N/A	N/A

Claims and returns relating to earlier financial years:

Ref	Name of grant or return	Year of claim	Value of claim or return	Audit result	Audit fee	Reason for late certification
29	Communities 1st Maeshyfyd (Core)	2005/06	£137,377	Qualified	£2,288	Identification of numerous errors in the claim form resulting in additional audit work.
30	Communities 1st Maeshyfyd (Core)	2006/07	£120,084	Qualified	£1,495	Identification of numerous errors in the claim form resulting in additional audit work.
31	Capital Road Maintenance Fund	2009/10	£453,358	Qualified	£2,751	Identification of numerous errors in the claim form resulting in additional audit work.
32	Housing benefit and council tax benefit	2010/11	£22,873,539	Amended and qualified	£81,470 *(£30,237 incurred in 2011/12)	Identification of numerous errors in the claim form resulting in additional audit work.
33	Communities 1st - Porthyfelin (Outcomes)	2010/11	£3,850	Qualified	£1,599	Submitted late

Appendix 2

Schedule of amendments and qualifications

Ref	Name of grant or return	Reason for qualification	Potential value of qualification	Reason for amendment	Value of amendment
1	Communities 1st Amlwch Port Ward (Core)	N/A	-	Typographical error in columns 2 and 5 in the co-ordinator salary line.	No impact on amounts spent or received

Ref	Name of grant or return	Reason for qualification	Potential value of qualification	Reason for amendment	Value of amendment
2	Communities 1st Porthyfelin (Outcomes)	<ul style="list-style-type: none"> No supporting documentation could be provided to support one of the three petty cash during testing. No approval had been sought from the Welsh Government for the disposal of all assets in the claim period. No proceeds were obtained from the disposals of assets as they had either been scrapped or were deemed obsolete. The actual match funding amount used per the transaction listing provided does not agree to the amount noted in column 15 of the claim form. The actual match funding amount used is still below the original amount agreed in the offer letter. In addition, the match funding element of the claim represents 58% of the total amount spent, above the 50% benchmark as stated in paragraph 48 in CI RG01. Both expenditure amounts are below the amounts stated in the offer letter agreed with the Welsh Government. 	£1,232.13	N/A	-

Ref	Name of grant or return	Reason for qualification	Potential value of qualification	Reason for amendment	Value of amendment
3	Transport grant	<ul style="list-style-type: none"> • During testing of prime documents we selected an expenditure item with a value of £88,839.61 which represented the original quote for a piece of work relating to an approved scheme. This amount was claimed in full as part of the grant, however only £72,378.02 was subsequently invoiced, resulting in a difference of £16,461.59. • In addition, it was noted that only £12,124.80 of the total amount invoiced of £72,378.02 related to the year 2011/12, with the remaining amount of £60,253.22 being attributable to the year 2012/13. The Authority has not amended the 2011/12 return. 	£76,714.81	N/A	-

Ref	Name of grant or return	Reason for qualification	Potential value of qualification	Reason for amendment	Value of amendment
4	NNDR	<p>Errors noted with implementation of the following reliefs;</p> <ul style="list-style-type: none"> • Mandatory charitable relief. • Community Amateur Sports Club (CASC) – Lines 6.5 and 6.6. • Empty premises – Lines 11 and 12 • Discretionary top-up relief – Lines 17 and 18 	£8,412.80	The authority has not included amounts in respect of adjustments from payments deferred from 2009/10	£3,003.00
5	Teachers pension return	N/A	-	Amendment in respect of a calculation error in the total actual contributory salary – other payroll providers line (line 3) and has no impact on the overall balance in lines 5a and 5b.	(£5.38)
6	14-19 Learning pathways	N/A	-	Amendments in respect of the analysis of grant allocation between the Welsh Medium and Welsh Medium Forum categories, which has been changed to reflect the analysis in the completion instructions. The total of the two remains unchanged and has no impact on the amounts spent or received.	£NIL

Ref	Name of grant or return	Reason for qualification	Potential value of qualification	Reason for amendment	Value of amendment
7	Flying start	N/A	-	Amendment in respect of correcting the allocation of the total expenditure across each funding stream recorded within column B of the Table of funding streams. The total actual eligible expenditure 2011-12 is unchanged from the original submission.	£NIL
8	Cymorth	<ul style="list-style-type: none"> The work performed for this year's claim included confirmation that signed SLAs were agreed with all Cymorth partners. However, the SLAs were completed between June and September 2011, which does not cover the full period of the claim. Consequently, SLAs were not in place for all expenditure incurred within this claim. It was noted that one item of expenditure tested was incurred in August 2012, after the claim period end of 31 March 2012. The Authority investigated this exception and identified two further instances. The total of these exceptions is £55,569.50. 	£55,569.50	Correcting the total expenditure across each project recorded within column B of the table of projects. The total actual eligible expenditure 2011-12 has increased by £33,901.64 from the original submission to £696,832.64.	£33,901.64

Ref	Name of grant or return	Reason for qualification	Potential value of qualification	Reason for amendment	Value of amendment
9	Welsh government learning disability strategy resettlement	<ul style="list-style-type: none"> The total claimed expenditure includes £65,960 relating to the apportioned salary costs of four officers. The percentage of total salary apportioned is not supported by timesheets and we have not therefore been able to confirm that the percentage allocated to the grant is a fair reflection of the actual time spent by the officers on the grant project. We have therefore been unable to conclude whether or not the apportionments are on a fair basis. This issue was also raised following our audit of the prior year claim. Expenditure for this claim is incurred by the authority and one third party organisation. The authority was not able to supply to us a signed copy of this Service Level Agreement with the partner. Consequently, we are unable to confirm whether a SLA was in place at the time that the expenditure included within this claim was incurred. 	£NIL	N/A	-

Ref	Name of grant or return	Reason for qualification	Potential value of qualification	Reason for amendment	Value of amendment
10	HRA subsidy	N/A	-	<ul style="list-style-type: none"> Opening capital funding requirement should be used as basis to calculate cell 0385 rather than opening subsidy capital financing requirement. The authority used the average rather than an actual number of dwellings to calculate a number of cells. Various amendments were made due to incorrect values picked up from working papers and from the prior year claim. 	£3,657.00
11	Free concessionary travel	NIL	-	We note that the total being claimed by the authority was originally £687,324.00. The authority's underlying records indicate this amount should be £687,322 and so an amended form has been completed.	(£2.00)

Ref	Name of grant or return	Reason for qualification	Potential value of qualification	Reason for amendment	Value of amendment
12	The development of Anglesey's coastal environment - EU convergence	<ul style="list-style-type: none"> • Expenditure transactions not defrayed by the end of the claim period, and as such did not constitute eligible expenditure. • Targeted match funding income not received during the claim period. • Classification error within the marketing and promotion expenditure sub-categories 	£46,401.09	N/A	-

Ref	Name of grant or return	Reason for qualification	Potential value of qualification	Reason for amendment	Value of amendment
13	Communities 1st Maeshyfyrd (Core) 2005/06	<ul style="list-style-type: none"> • A number of virements over £2,000 are recorded on the claim form. Retrospective approval of these virements was obtained in 2011, however the Authority was unable to provide evidence to demonstrate that the prior written agreement of the Assembly was obtained prior to the virements being processed. • Non compliance with standing order for awarding contracts - contracts awarded without obtaining three quotations. • Ineligible expenditure. • Inadequate documentation to support expenditure claimed (mislaidd invoices). • Inadequate documentation to support expenditure claimed (internal recharges without adequate supporting documentation). • Asset register has not been maintained for assets purchased under this grant. 	£17.909.00	N/A	-

Ref	Name of grant or return	Reason for qualification	Potential value of qualification	Reason for amendment	Value of amendment
14	Communities 1st Maeshyfyrd (Core) 2006/07	<ul style="list-style-type: none"> • One virement of £3,450 is recorded on the claim form, however the Authority was unable to provide evidence to demonstrate that the prior written agreement of the Assembly was obtained prior to the virement being processed. • Ineligible expenditure. • Inadequate documentation to support expenditure claimed (internal recharges without adequate supporting documentation). • Asset register has not been maintained for assets purchased under this grant. 	£7,667.00	N/A	-
15	Capital Road Maintenance Fund 2010/11	We noted two items of expenditure as part of our testing of prime documents which related to projects not either initially or subsequently approved by the Welsh Government. The total of these items of expenditure is £75,111.01.	£75,111.01	N/A	-
16	Housing benefit and council tax benefit 2010/11	<ul style="list-style-type: none"> • Claim not prepared correctly. • Ineligible expenditure. 	£46,254.38	Claim not prepared correctly.	£47,552.00

Ref	Name of grant or return	Reason for qualification	Potential value of qualification	Reason for amendment	Value of amendment
17	Communities 1st - Porthyfelin (Outcomes) 2010/11	Inadequate evidence of monitoring of funding passed to third parties.	£1,554.90	N/A	-
Total:			£336,826.62		Total: £88,106.00

Appendix 3

Table of recommendations

We have given each of our recommendations a rating from the following scale:

Priority 1	Priority 2	Priority 3
Issues that are fundamental and material to your overall arrangements for managing grants and returns or compliance with scheme requirements. We believe that these issues might mean that you do not meet a grant scheme requirement or reduce (mitigate) a risk.	Issues that have an important effect on your arrangements for managing grants and returns or complying with scheme requirements, but do not need immediate action. You may still meet scheme requirements in full or in part or reduce (mitigate) a risk adequately but the weakness remains in the system.	Issues that would, if corrected, improve your arrangements for managing grants and returns or compliance with scheme requirements in general, but are not vital to the overall system. These are generally issues of best practice that we feel would benefit you if you introduced them.

Recommendations:

Ref	Issue	Implication	Recommendation	Priority Level	Management Comment	Responsible officer and target date
R1	Claim not prepared correctly.	<ul style="list-style-type: none"> • Arithmetic errors. • Transposition errors between expenditure breakdown and claim. • Empty cells. • Claim completion guidance not adhered to. • Incorrect classification. 	All claim forms should be completed in full, in accordance with the completion guidance and independently checked back to supporting documentation.	2	There is a procedure that requires that all final claims submitted for audit are independently reviewed. This existing procedure will be updated for issues raised and reissued to the team. There is an expectation that audit working papers have to be compiled at this point to ensure that supporting documentation is checked and reconciled to claim and to the grant conditions and certification instructions. This will be highlighted in the revised procedure document.	Grants Coordinator 30 September 2013

Ref	Issue	Implication	Recommendation	Priority Level	Management Comment	Responsible officer and target date
R2	Ineligible expenditure included.	<ul style="list-style-type: none"> Activity outside the claim period. Items of expenditure not related to the intended purpose of the grant. 	Controls should be implemented to ensure that only eligible expenditure incurred within the claim period is included within the claim.	1	<p>The issue of claiming grant on expenditure made in the following year related to a particular contract and the underlying cause has been resolved.</p> <p>Difficulties remain on grants where their year end cut-off is different from the accounting cut-off. The procedure will be updated to reflect this issue (see R1).</p>	Grants Coordinator 30 September 2013
R3	Non compliance with standing orders for awarding contracts.	<ul style="list-style-type: none"> Contract listings not maintained. Contracts awarded without obtaining three quotations / tenders. 	All contracts to be funded by grant funding should be awarded in accordance with the Authority's standing order. A full contracts listing should be maintained for each grant claim together with copies of tender awarding documentation.	1	Audit Workshop to be delivered on an annual basis to provide advice to Project Managers and reinforce the compliance issues. Grants Protocol to be issued which also outlines the need to comply with contract procedure rules. Heads of Service to ensure compliance.	Grants Coordinator 30 September 2013 Heads of Service Ongoing

Ref	Issue	Implication	Recommendation	Priority Level	Management Comment	Responsible officer and target date
R4	Claim does not reconcile to the general ledger.	<ul style="list-style-type: none"> • Use of estimated figures. • Manual adjustments made to claim forms but not reflected in the general ledger. 	A reconciliation should be performed prior to every audit to confirm that the figures in the claim agree to the general ledger and a copy of the reconciliation should be held on file.	1	Full reconciliation to ledger and supporting documentation will be carried out prior to submission of the final claim and will be checked as part of the review process as outlined in R1.	Grants Coordinator 30 September 2013
R5	Inadequate evidence to support the apportionment of staff costs to the claim.	Lack of staff timesheets.	Timesheets should be completed and retained for all staff costs apportioned across a number of grant claims to ensure the accuracy of the time spend by each individual in respect of the relevant activity.	2	Issue of staff time recording will be raised with Departments on an individual project level. The issue will also be taken up with WG. Recording of staff time is also covered in the Grants Protocol.	Grants Coordinator 30 September 2013

Ref	Issue	Implication	Recommendation	Priority Level	Management Comment	Responsible officer and target date
R6	Inadequate evidence of monitoring of funding passed to third parties.	Monitoring arrangements not in place or inconsistent.	<p>Robust monitoring arrangements should be put in place to ensure that all funding passed to third parties is spent in accordance with the terms and conditions of the grant. These should include:</p> <ul style="list-style-type: none"> • Signed SLA's in place with all partners; • Quarterly monitoring reports to be provided by the partner to the Authority; • Periodic visits to partners and spot checking of eligibility on a sample basis; and • Agreement of targets and key performance indicators with partners to monitor outcomes. 	1	Where there are failures in monitoring systems it will be raised with the Project Managers and monitoring systems put in place by the Grants Co-ordinator. 3rd Party Monitoring is also covered within the Audit Workshop and the Grants Protocol. Project Managers to ensure compliance.	<p>Grants Coordinator 30 September 2013</p> <p>Project Managers Ongoing</p>

Ref	Issue	Implication	Recommendation	Priority Level	Management Comment	Responsible officer and target date
R7	Inadequate documentation to support expenditure claimed.	<ul style="list-style-type: none"> Mislaid invoices. Internal re-charges without adequate supporting evidence / justifications. 	The Authority should ensure that all invoices are appropriately filed to ensure adequate security whilst also ensuring that they are readily available for future reference. All internal re-charges should be supported by appropriate calculations.	1	<p>It is rare that invoices are mislaid as there is an adequate filing system, however the introduction of a new ledger system will ensure that all invoices are scanned and retained electronically as a pdf. Storage of paid invoices for previous years will be part of the corporate information governance project.</p> <p>It is also rare that internal recharges cannot be evidenced but internal recharges will be checked for appropriateness before being included in the final claims.</p>	<p>N/A In place April 2013</p> <p>Grants Coordinator In place April 2013</p>

Ref	Issue	Implication	Recommendation	Priority Level	Management Comment	Responsible officer and target date
R8	Non compliance with specific terms and conditions of individual grants.	Inadequate attention given to the specific requirements of individual grant claims.	The Authority should ensure that the terms and conditions of the grant funding are carefully reviewed to identify any additional/specific requirements which must be complied with. Systems and processes should be implemented as appropriate to help to ensure that these requirements are satisfied.	1	The Grants Protocol requires Project Managers to review grant terms and conditions prior to acceptance by an authorised officer. These will also be risk assessed by the Service Accountant or Grants Co-ordinator and any potential areas of risk identified will be followed up with the Project Managers. This topic is also covered in the Grants Audit Training.	Grants Coordinator 30 September 2013

General – Internal Audit Review of Grants Processes has been commissioned the recommendations of which will be implemented over the next 6 months which will also help to address the issues raised in the report.

Appendix 4

Remaining work

Ref	Name of grant or return	Year of claim	Value of claim or return	Current status
1	Housing benefit and council tax benefit subsidy 2011/12	2011-12	£23,467,913	Ongoing following late submission of the 2010/11 grant due to significant additional audit work required following the identification of numerous errors in the claim form.
2	School effectiveness grant	2011-12	£951,790	Ongoing due to the significant additional audit work required following the identification of numerous errors in the claim form.
3	Local investment fund EU convergence	2011-12	TBC	Submitted late
4	Strategic sites and premises project	2011-12	TBC	Submitted late



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