

# APPENDIX A

## INTERNAL AUDIT PLAN 2008/09

<b>AUDIT AREA</b>	<b>Strategic Risk Ref</b>	<b>Inherent Risk Rating</b>	<b>Residual Risk Rating</b>	<b>Anticipated Completion</b>
<b><u>CORE BUSINESS</u></b>				
Tendered Subsidised Services	SR 02, 08	High	Moderate	Mar 09
Prepaid Tickets & Concessionary Fares	SR 03, 04, 08	High	Moderate	Feb 09
Main Accounting System	SR 06, 08	High	Moderate	Jan 09
Creditors Payments System	SR 06, 08	High	Moderate	Jan 09
Debtors System	SR 06, 08	Moderate	Low	Jan 09
Payroll & Personnel Records	SR 06, 08	High	Moderate	Sept 08
Purchasing & Procurement	SR 06, 08	High	Moderate	Oct 08
Capital & Development Projects	SR 06, 08, 10	High	Moderate	Oct 08
MyBus	SR 02, 05	High	High	Nov 08
Bus & Train Surveys & Monitoring	SR 02	High	Moderate	Dec 08
PTA - Financial Management Systems	SR 06, 08	High	To Be Assessed	Mar 09
Legislative Compliance	SR 05	High	Moderate	Nov 08
Health & Safety Metro Properties	SR 05	High	Moderate	Dec 08
Realtime Information Systems	SR 02	Moderate	Moderate	Feb 09
Operator Farebox Revenue Claims	SR 02, 10	High	Moderate	Mar 08, Sept 08
Risk Management Arrangements	SR 05, 07, 08	High	To Be Assessed	Dec 08
Travel Centre Procedures	SR 06, 08	High	To Be Assessed	Mar 09
Concessionary Fares 2008 Scheme	SR 04	High	To Be Assessed	Feb 09
AccessBus	SR 08	Moderate	Low	Nov 08
I.T. Administration & Management	SR 08	High	Moderate	Nov 08
Petty Cash		Low	Low	June 08
VAT Records	SR 06, 08	High	Moderate	Dec 08
Sundry Income	SR 06, 08	Low	Low	Sept 08
Corporate Governance – Executive	SR 09	High	To Be Assessed	July 08

<b><u>VALUE FOR MONEY</u></b>				
Contingency – review to be identified		To Be Assessed	To Be Assessed	Mar 09
<b><u>FRAUD &amp; CORRUPTION</u></b>				
Disclosure of Interests, Gifts & Hospitality		High	Moderate	Aug 08
Scrutiny & Governance Arrangements		Moderate	To Be Assessed	Nov08
Fraud Investigation - Contingency		High	High	-
<b><u>SAFEGUARD ASSETS</u></b>				
Stock Verification		High	Moderate	Jun 08, Dec 09
Inventory of Equipment & Furniture		High	Moderate	Jun 08