

*An Internal Audit Report recommended consideration should be given to transferring the responsibility for transmitting payment and DD request files to the Services responsible for the corresponding expenditure and income transactions. Such a transfer would have to be supported by an in-depth handover process by ICT. This recommendation was agreed for implementation in June 2011. Resourcing and implementation issues caused delays to transfer.*

*The transmission of Watford payments to Account Payable customers was transferred to Finance 1 December 2011. The set up included the installation of software and a card reader on a dedicated machine within the Accountancy Section.*

*It was necessary to purchase 9 authorisation cards costing £85 each and to train 9 officers in the administration and control of the process. Internal controls have been maintained and no officer responsible for processing payments has the ability to transfer funds. The implementation took 11 months from the time of ordering the cards to set up to completion.*

*This was due to:-*

- the complexity of getting the files from the FMS in the required format, and the right directories*
- setting up the software and equipment*
- ensuring that staff signing in to either the Watford or Three Rivers domain could access both the files to be sent and the software*
- training the 9 staff at times of other conflicting priorities in both ICT and Finance.*

*The process is currently being repeated for Revenues and Benefits transmissions where the latest situation is that training and card registration has been completed. This allows staff to be able to download payment related reports. The additional BACs cards requested by Benefits have been delayed due to a change in the way banks process these. All forms were returned from the bank as they now require 3 signatories from Finance (previously two signatories). These have now been submitted back to the bank and implementation should be achieved for the commencement of the new financial year.*