

An Garda Síochána

Oifig Saoráil Faisnéise
An Garda Síochána
Teach áth Luimnigh
Lárionad Gnó Udáras Forbartha Tionscail
Baile Sheáin
An Uaimh
Contae na Mí
C15 DR90



Freedom of Information Office
An Garda Síochána
Athlumney House
IDA Business Park
Johnstown
Navan
Co Meath
C15 DR90

Teileafón/Tel: (046) 9036350

Láithreán Gréasain/Website: www.garda.ie

Bí linn/Join us  

Ríomh-phoist/Email: foi@garda.ie

Re: Freedom of Information Request FOI-000012-2016 Request Granted.

Dear

I refer to the Freedom of Information Act 2014 and your submission to this body dated and received on the 12th January 2016.

Part 1(n) of Schedule 1 of the Freedom of Information Act 2014 states that An Garda Síochána is listed as a partially included agency “*insofar as it relates to administrative records relating to human resources, or finance or procurement matters*”. Therefore, only administrative records that relate to human resources, finance or procurement shall be considered.

Your request is as follows:

‘I’d like to amend my request to ask for a list of the titles of all IA reports carried out since 2010.

As per my initial request, I would also like a copy of the report into the Garda GP system whereby serving gardai can reclaim GP expenses. I understand a report was carried out on this service around 2012/2013.’

I wish to inform you that your request has been **granted**.

The following records are provided as outlined in the attached Schedule.

1. A list of all Internal Audit Reports carried out within An Garda Síochána since 2010.
2. ‘Audit Report Payment Process July 2014’ - An Garda Síochána did not conduct a specific internal audit of the Doctors Payment Scheme. However, the prompt payment process of Doctor’s services was addressed within the attached Audit Report.

Within the 'Audit Report Payment Process July 2014', the Garda Internal Audit Section conducted an analysis of the time taken to make a payment for Doctor's services, using the prompt payment threshold as a benchmark. The invoices for Doctor's services can be broken down further into the following two categories:

1. Medical Services provided to persons detained
2. Doctor Payments Scheme (DPS)

Medical Services provided to persons detained

An Garda Síochána require the services of a Doctor on many different occasions, for example, where a detained person requires medical assistance due to:

- illness
- administering medication
- conducting examinations of persons in custody in relation to their fitness to be interviewed
- taking of forensic samples
- assessment of detainees for alcohol and drug intoxication
- crime related examinations such as sexual assaults

Doctor Payments Scheme (DPS)

Since the 1st January 2012, a centralised payment scheme to administer this charge from the Garda Vote was introduced.

Each time a member of An Garda Síochána attends or is attended to by their Doctor they must complete a medical services form at the time of consultation. The Doctor attaches an invoice to this form and submits it to Garda Human Resource Directorate for payment.

The Doctor Payments Office of An Garda Síochána processes the invoices from the relevant practices, verifies that the person who attended the Doctor is a serving member of An Garda Síochána and that the Doctor is registered for the Scheme. The claim is then forwarded to the Financial Shared Services, Department of Justice & Equality for payment.

The Doctor Payments scheme applies to serving members of An Garda Síochána only.

The scheme does not apply to the spouse, children, or other relatives of serving members nor does it apply to retired members.

Doctors are paid a consultation fee only. Invoices for items such as injections, drugs, medicines, blood tests, etc, are not paid under the Doctor Payment Scheme.

Special medical examinations, and associated reports, carried out at the request of the Gardaí are not covered under the Doctor Payments Scheme.

Doctors who expressed an interest in joining the Doctor Payment Scheme were invited to register on the panel of Doctors throughout December 2011. In excess of 1,300 doctors registered on the panel.

The Management Response to the recommendations made by the Garda Internal Audit Section within this report are highlighted on Pages 12, 13 & 15. The Prompt Payment Declarations (2011 to 2015) are available on the Finance FOI Publication Scheme at the following URL:

<http://www.garda.ie/Controller.aspx?Page=55&Lang=1>

Right of appeal

In the event that you are not happy with this decision you may seek an Internal Review of the matter by writing to the address below and quoting reference number **FOI-000012-2016**.

Freedom of Information Office,
An Garda Síochána,
Athlumney House,
IDA Business Park,
Johnstown,
Navan,
Co. Meath.
C15 DR90.

Please note that a fee applies. This fee has been set at €30 (€10 for a Medical Card holder). Payment should be made by way of bank draft, money order, postal order or personal cheque, and made payable to Accountant, Garda Finance Directorate, Garda Headquarters, Phoenix Park, Dublin 8.

Payment can be made by electronic means, using the following details:

Account Name: Garda Síochána Finance Section Public Bank Account
Account Number: 10026896
Sort Code: 900017
IBAN: IE86BOFI90001710026896
BIC: BOFIE2D

You must ensure that your FOI reference number is included in the payment details.

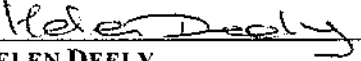
You should submit your request for an Internal Review within 4 weeks from the date of this notification. The review will involve a complete reconsideration of the matter by a more senior member of An Garda Síochána and the decision will be communicated to you within 3 weeks. The making of a late appeal may be permitted in appropriate circumstances.

Please be advised that An Garda Síochána replies under Freedom of Information may be released in to the public domain via our website at www.garda.ie.

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

Should you have any questions or concerns regarding the above, please contact me by telephone at (046) 9036350.

Yours sincerely,

 **SUPERINTENDENT**
HELEN DEELY
FREEDOM OF INFORMATION OFFICER

8TH FEBRUARY 2016

List of Internal Audit Reports for 2015

1. Report to the Commission in relation to Financial Controls in 2014
2. Audit Report Cork North Division
3. Review Audit Report Mayo Division
4. Audit Report Cavan Monaghan Division
5. Review Audit Report National Bureau of Criminal Investigation
6. Review Audit Laois Offaly Division
7. Review Audit Roscommon Longford Division
8. Audit of the Regional Support Unit Eastern Region
9. Audit of the Regional Support Unit South Eastern Region

Audit Reports Completed in 2014.

1. Report to the Commissioner in relation to Financial Controls in 2013
2. Report to the Commissioner in relation to Financial Controls in 2014
3. Fixed Charge Processing Office – Non Discretionary Cancellations January 2014
4. Report of Fixed Charge Penalty System September 2014
5. Audit of Laois Offaly Division
6. Audit of Mayo Division
7. Audit of National Self Assessment of Warrant Administration
8. Audit of Payment Process
9. Joint Audit with GPSU of DMR South Division
10. Joint Audit with GPSU of the Serious Crime Review Team
11. Audit of NBCI
12. Review Audit Kerry
13. Review Audit Meath
14. Review Audit Clare
15. Review Audit Louth
16. Audit of Waterford Division
17. Audit of DMR South Central
18. Audit of DMR North Central
19. Audit of Non Public Duty at Race Meetings
20. Expenditure Review 2013 Vehicle Maintenance Contract
21. Expenditure Review 2014 GoSafe Camera Contract
22. Audit of Cork North Division
23. Review Audit Mayo.

Audit Reports Completed in 2013.

1. Report to the Garda Commissioner in relation to Financial Controls in 2012
2. Audit of Procurement
3. Audit of Salary and Pension Overpayments
4. Audit of Sickness Absence Management
5. Audit of Superannuation and Pensions
6. Joint Audit with GPSU of Property Management in DMR Northern Division
7. Joint Audit with GPSU of Property Management in the Kildare Division
8. Audit of the Offices of the Regional Assistant Commissioners
9. Audit of Garda Band
10. Audit of Longford Roscommon
11. Audit of the Serious Crime Review Team following Allegations of Financial Irregularities.
12. Audit of Operational Support Unit
13. Audit of Internal Affairs
14. Audit of Meath Division
15. Audit of Clare Division
16. Audit of DMR South
17. Audit of Kerry Division
18. Audit of Louth Division
19. Second Review Audit Donegal Division
20. Review Audit Sligo Leitrim Division
21. Review Audit Galway Division
22. Review Audit Limerick City Districts
23. Review Audit Garda Central Vetting Unit
24. Review Audit DMR East

Audit Reports Completed in 2012.

1. Report to the Commissioner in relation to Financial Controls in 2011
2. Internal Audit Annual Report 2011
3. Audit of Cork City Division
4. Audit of DMR East Division
5. Audit of DMR North Division
6. Audit of DMR Traffic Division
7. Audit of Galway Division
8. Audit of Sligo Division
9. Audit of Portlaoise District
10. Audit of Compensation Claims
11. Audit of Procurement
12. Audit of Controls in the Fixed Charge Penalty Office
13. Audit of Risk Management Framework
14. Audit of Sick and Absence Management
15. Audit of Tranman System
16. Review Audit Appropriations in Aid
17. Review Audit Carlow Kilkenny Division
18. Review Audit Cork City
19. Review Audit DMR West Division
20. Review Audit Donegal Division
21. Review Audit Garda Clothing and Accessories (B Subhead)
22. Review Audit Garda Technical Bureau
23. Review Audit Payment Process
24. Review Audit Tipperary Division
25. Review Audit Travel and Subsistence (A2 Subhead)
26. Review Audit Waterford Division
27. Review of CCTV Systems
28. Review of Limerick City Districts
29. Review of Payroll Reconciliation and HRM Procedures
30. Second Review Report Training

Audit Reports Completed in 2011.

1. Report to the Commissioner in relation to Financial Controls in 2010.
2. GIAS Annual Report 2010
3. Audit of Donegal Division
4. Audit of Limerick Division
5. Audit of DMR West
6. Audit of Security and Intelligence Unit
7. Audit of Garda Central Vetting Unit (GCVU)
8. Audit of Garda Bureau of Fraud Investigation (GBFI)
9. Audit of Crime Policy and Administration Section
10. Audit of Liaison and Protection Unit
11. Audit of the Technical Bureau
12. Audit of Transport Section
13. Audit of the Payment Process
14. Audit of Payroll Reconciliation
15. Audit of CCTV Projects
16. Audit of Regional Offices
17. Audit of the Garda Reserve
18. Audit of Change Management
19. Audit of Rent & Lodging Allowances
20. Audit of Procurement Database
21. Review Audit Community Relations – Youth Diversion Projects
22. Review Audit Non Public Duty
23. Review Audit Road Traffic Act Expenses
24. Review Audit Cavan Monaghan Division
25. Review Audit West Cork Division
26. Review Audit DMR South Central
27. Review Audit Bridewell District
28. Review Audit Procurement Processes
29. Review Audit Wexford Division
30. Review Audit Kildare Division
31. Review Audit Westmeath Division
32. Second Review Audit Meath Division
33. Review Audit Training Expenses
34. Review Audit Warrant Management on PULSE
35. Review Audit Louth Division
36. Review Audit Roscommon Division
37. Review Audit Wicklow Division
38. Review Audit Expenses of Persons Detained
39. Review Audit on Fuel Contract

Audit Reports Completed in 2010.

- 1 Report to the Commissioner in relation to Financial Controls in 2009.
- 2 GIAS Annual Report 2009
- 3 Audit of Expenses on Persons Detained (A3)
- 4 Audit of Clothing and Accessories (B)
- 5 Audit of Road Traffic Act Expenses
- 6 Audit of Youth Diversion Projects
- 7 Audit of Appropriations in Aid
- 8 Audit of Asset Register
- 9 Audit of Non Public Duty
- 10 Audit of Wexford Division
- 11 Audit of Cavan/Monaghan Division
- 12 Audit of Kilkenny/Carlow Division
- 13 Audit of Kildare Division
- 14 Audit of National Digital Radio Service Project
- 15 Audit of Service Level Agreement with the FSSC
- 16 Audit of DMR Traffic Division
- 17 Audit of Warrant PULSE Reports
- 18 Audit of Wicklow Division
- 19 Audit of Tipperary Division
- 20 Audit of West Cork Division
- 21 Review Audit Meath Division
- 22 Review Audit Laois Offaly
- 23 Review Audit Clare Division
- 24 Review Audit DMR Northern Division
- 25 Review Audit DMR Southern Division
- 26 Review Audit DMR Eastern Division
- 27 Review of Procurement Procedures
- 28 Review of Payroll Controls FSSC (Mazars)
- 29 Review of Payroll Controls in An Garda Síochána (Mazars)
- 30 Audit of Capital Expenditure (Mazars).

Audit Report

Payment Process



July 2014

Executive Summary

INTRODUCTION

GIAS must be satisfied that appropriate controls are in place in An Garda Síochána to ensure that payments are made only to legitimate suppliers, on valid invoices, for goods and services which are delivered to the specified quality/standard. These controls must be effective from the point of placement of orders for goods and services to the final payment. They must also assist An Garda Síochána in maintaining a reputation for being a responsible purchaser by ensuring that payments are made in a timely fashion in compliance with the Prompt Payment of Accounts Act 1997.

In the course of auditing Garda Divisions/Business Units Garda Internal Audit Section (GIAS) examine the payment process and also test for compliance with the Prompt Payments of Accounts Act 1997. This testing must routinely be made on photocopies of invoices as usually originals are forwarded to either the Finance Directorate or the Financial Shared Services Centre (FSSC). Also such audits are unable to fully consider the global control environment across the Organisation. This audit aimed to overcome these constraints by testing a sample of original invoices from across the Organisation.

AUDIT OPINION

GIAS can provide **reasonable assurance** that the management and control systems in place to manage the payment process are adequate.

In relation to the specific audit objectives GIAS can provide reasonable assurance;

1. that payment only issues for goods/services which were actually provided on foot of original invoices. This represents **low risk**.
2. that that there is evidence that the invoices are been checked and are appropriately authorised. This represents **low risk**.
3. that payments are made for the correct amount. This represents **low risk**.
4. that transactions are accurately recorded on Oracle and are charged to the correct expenditure code. This represents **low risk**.
5. that there is sufficient traceability through audit trails. This represents **low risk**.

6. We are reasonably satisfied that An Garda Síochána is compliant with Prompt Payments of Account Act 1997. This represents **low risk**.

MAIN FINDINGS and Priority 2 Recommendations:

Overall Controls

As a result of the audit tests, GIAS are satisfied that the overall administration of the payments process is operating effectively; payments are being made on original invoices, are properly authorised confirming that the goods and services are actually delivered.

Compliance with Prompt Payments Act and Non-Statutory 15 Day Payment Requirement

GIAS examined 154 invoices for prompt payments. 68% of invoices were found to be paid within 30 days and 49% paid within 15 days.

The majority of invoices which appeared not to be compliant with the Prompt Payments of Accounts Act were for doctors services. GIAS discussed this with the Finance Directorate and were informed that legal advice was received to the effect that the doctors services paid for by An Garda Síochána were not subject to the provisions of the Act. The grounds for this advice are that the service is not provided directly to An Garda Síochána but to a third party (a detained person or a Garda member). Excluding invoices from doctors, the remaining sample of 78 invoices indicates that 92% of payments are made within 30 days and 78% paid within 15 days.

Examining invoices for doctors services. GIAS found that 43% of invoices were paid within 30 days and 18% within 15 days.

It is GIAS's view that regardless of the legal advice the Prompt Payment of Accounts represents best practice and the Finance Directorate must make every effort to comply with its provisions.

Garda Internal Audit Section

Audit Report

This Audit Report considers risks found as a result of the audit testing undertaken. The Report examines the levels of control that exists and offers an overall opinion on the effectiveness of the control systems, so as to provide the necessary assurance to management. This Report recommends corrective actions in order to improve the control systems and to mitigate the risks found. The opinions of management on the findings will be incorporated into the Report.

Audit Methodology and Scope

Methodology

GIAS examined 154 payments made in June 2013. For this GIAS received original invoices from the Finance Directorate, the Financial Shared Services Centre (FSSC), and Garda Human Resource Management (HRM) and a number of District Offices.

The audit methodology is in accordance with the Standards for the Professional Practice of Internal Audit as set out by the Chartered Institute of Internal Auditors.

Audit Scope

The audit examined payments made in the month of June 2013 from the A3, A4, A5, A6, A7, A8, B, D, E and F subheads. These are the main sub-heads where payments are made to suppliers of goods and services. In 2013, payments from these sub-heads totalled €165m representing approximately 12% of the total budget of the Organisation for 2013.

General Audit Objective

To provide assurance to management concerning the robustness, adequacy, application and effectiveness of payment processes in An Garda Síochána

Audit Resources

The audit was carried out by Frank Lowry under the direction of Lawrence Byrne, Professional Accountant.

Payment Process Description

Typically an invoice is received in a Garda Station/Section/Unit for services provided. The invoice is locally authorised by Form A8 which requires 3 signatures of ascending rank/grade to verify an expense. The invoice is then passed to the local Finance Officer for processing.

Finance Officers pay for the following items directly from the District Imprest Account: repairs on mountain bikes, prisoner's meals, prisoner's conveyance fees, prisoner's clothes, hire of equipment/buildings/rooms, newspapers, certain doctors' invoices etc.

If the invoice is related to towing, cleaning and waste disposal and certain doctors' services it is not paid locally but forwarded to the Finance Directorate for processing. FMS 1 Forms are completed by Local Management which verifies the invoice.

Some invoices for services are received centrally by the Finance Directorate and are processed there. Such services include vehicle fuel, utilities, vehicle repairs, stationery, janitorial supplies, interpreter's fees, IT consumables, etc. Once authorised, notification is provided to FSSC who arrange payments to vendors.

Invoices for members' doctors visits are administered and authorised by HRM. Once notified FSSC arrange payments to doctors.

Payment details are recorded on the Oracle system.

Audit Issues & Recommendations

1. Compliance with Prompt Payments of Account Act 1997 and Non-Statutory 15 Day Payment Requirement

Background

Payment of invoices by An Garda Síochána is governed by the Prompt Payment of Accounts Act, 1997 as amended by the European Communities (Late Payment in Commercial Transactions) (S.I. No. 580 of 2012). The regulations provide an automatic entitlement to interest and compensation if payment for commercial transactions is late.

If the date or period for payment is not fixed in the contract, the creditor is entitled to interest for late payment upon the expiry of any of the following time-limits:

- 30 calendar days following the date of receipt of goods or services, or date of receipt of the invoice or an equivalent request for payment, whichever is the later
- The standard deadline for public authorities to business payments is 30 days. Payment can be extended up to 60 days only if it is “expressly agreed” and justified in light of the nature or feature of the contract

In the event of an incorrect or inadequate invoice being received from a supplier, the purchaser has 10 working days to return the invoice, with a written statement identifying the defects that prevent the payment being made. In the case of a disputed invoice, any goods or service included in the invoice that are not disputed must be paid for by the due date.

Interest must be paid in respect of the period beginning on the date after the due date of payment and ending on the date on which the payment is received by the supplier. The interest payment cannot be waived by the supplier. Under the terms of the Act, An Garda Síochána is required to furnish an Annual Review to the Department of Jobs, Enterprise and Innovation regarding payment practices and the number and value of late payments.

The European Communities (Late Payment in Commercial Transactions) (S.I. No. 580 of 2012) abolished the €5 minimum interest payment. Small amounts of interest for late payment can now be charged.

In addition to receiving interest on late payment the supplier is also entitled to automatic compensation (without the need to issue a reminder) of a minimum of €40 if the invoice is less than €1,000.

The schedule to the Statutory Instrument provides for the amount of compensation payable under regulation 9 as follows:

Ag obair le Pobail chun iad a chosaint agus chun freastal orthu
Working with Communities to Protect and Serve

Garda Internal Audit Section

- Not exceeding €1,000 €40
- Exceeding €1,000 but not exceeding €10,000 €70
- Exceeding €10,000 €100

The legislation does not oblige payment to be made to a supplier who has failed or refused to comply with a request to produce a tax clearance certificate and it expressly extends the statutory time limit for payment where there are delays in furnishing a tax clearance certificate. Also the Act does not affect the deduction of withholding tax from any payment to a supplier.

The Government introduced a (non-statutory) requirement in June 2009 to reduce the payment period by Government Departments and Offices to their suppliers from 30 to 15 days.

GIAS Prompt Payments Findings

When testing invoices for compliance with the Prompt Payments Act GIAS used the following criteria:

- The date of receipt used was the earliest evident date of receipt of invoice. For example if an A8 form was signed and dated earlier than the invoice date received stamp then that date was used for testing purposes. The date of receipt used by Finance Directorate and recorded on the Oracle system is when the invoice is received in that office whether forwarded from a District Office/Section/Unit or directly from the supplier.
- Where there was no evidence of a receipt date the invoice date was used for testing purposes
- The payment date as recorded on the Oracle system was compared to the date of receipt to calculate the days it took to make payment.

The following table records GIAS's analysis of the payment period for all invoices included in the audit sample of 154 invoices:

Table: - Analysis of all invoices included in the audit sample

Testing for Payment within 30 days		
Invoices paid	within 30 days	outside 30 Days
	68%	32%
Testing for Payment within 15 days		
Invoices paid	within 15 Days	outside 15 Days
	49%	51%

Source – GIAS working papers

Garda Internal Audit Section

GIAS were informed by the Finance Directorate that advice from the Head of Legal Affairs is that prompt payment legislation applies to commercial transactions and not to invoices relating to staff and reimbursement expenses; such invoices are for services to third parties which are being paid for by An Garda Síochána. On this basis the Finance Directorate assert that the Act does not apply to payments for the following:

- Doctors and Consultants who provide a medical service either for a Garda member or a prisoner and medical reports requested by legal Counsel for both the prosecution and the Defence.
- Suppliers who provide expert witness evidence including downloading of CCTV, copying of evidence and transcripts of legal documents for discipline enquiries. This information is required by legal counsel for both the prosecution and the Defence.
- Lawyers who provide legal services to Garda members and members of the public in compensation cases.

The following table analyses the payment periods in respect of invoices in our sample which are accepted by Finance Directorate as being within the scope of the Act (i.e. excluding invoices for doctors' services):

Table: - Analysis of sampled invoices excluding those for doctors' services

Testing for Payment within 30 days		
Invoices paid	within 30 days	outside 30 Days
	92%	8%
Testing for Payment within 15 days		
Invoices paid	within 15 Days	outside 15 Days
	78%	22%

Source – GIAS working papers

Garda Internal Audit Section

GIAS conducted an analysis of the time take to make payment for doctors' services, using the prompt payment thresholds as a benchmark:

Table: - Analysis of sampled invoices for doctor's services

Testing for Payment within 30 days		
Invoices paid	Doctors Invoices paid within 30 days	Doctors Invoices Paid outside 30 days
	43%	57%
Testing for Payment within 15 days		
Invoices paid	Doctors Invoices paid within 15 days	Doctors Invoices Paid outside 15 days
	18%	82%

Source – GIAS working papers

GIAS were informed by the Finance Directorate that invoices from doctors frequently have vital information absent and time is lost correcting this. The invoices for doctors services can be broken-down further into the following two categories:

- Medical services provided to persons detained (subhead 035001)
- Doctors Payment Scheme (subhead 84001)

Medical Services provided to persons detained

These payments are for visits by doctors to examine persons detained in Garda Stations. Invoices for this service are received by local stations or District Offices, where payment is authorised.

Doctors Payment Scheme (DPS)

All members of An Garda Síochána are entitled to medical attention and to be treated by a doctor of their own choice. The cost of ordinary medical attendance for members is a charge on the Garda Síochána Vote. The Doctors Payment Scheme (DPS) is administered by Garda HRM. Invoices under the DPS can be processed individually through Oracle or by batch processing (CSV upload).

Payments through Oracle are made to process one-off invoices. The payment is authorised by Garda HRM and processed by the FSSC. HRM informed GIAS that this is a quicker method to process payments.

The majority of invoices under the Scheme are processed through CSV uploads. The process is for the invoices to be batched and converted to a CSV document which is then sent to FSSC for payment. While FSSC prefer

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this method, HRM find some elements problematic. These result in invoices been returned for clarification. Issues that arise include the following:

- Suppliers using the same invoice number for different visits
- Invalid vendor name
- Vendor number and site code provide an invalid combination
- Vendor name and vendor number is an invalid combination
- Issues regarding Net and VAT amounts
- Other issues regarding information not matching

As well as inputting errors the above issues occur due to incorrect details and omissions on invoices provided by doctors.

At the time of onsite visit GIAS were informed there was a month's backlog of invoices. As well as the issues highlighted above the delays can be attributed to HRM administering a scheme that used to be performed by each District/Section/Business Unit but which is now handled by a staff of five.

GIAS acknowledge that HRM are making extensive efforts to reduce this backlog. One member of the team is in touch with Doctors regarding the required detail on invoices. Instructions were sent to doctors outlining the requirements to assist the processing of a payment. HRM are considering reissuing these instructions.

GIAS were also informed that the invoice received date recorded on Oracle reflects when the invoice is submitted to FSSC as opposed to when it is first received by HRM.

The following table, using the prompt payment thresholds as a benchmark, compares the payment periods for the two categories of doctors services:

Table: - Comparison payment days for doctors' services

	Attending Persons Detained		Doctors' Payment Scheme	
Invoices paid	Paid within 30 days	Paid outside 30 days	Paid within 30 days	Paid outside 30 days
	61%	39%	30%	70%
	Paid within 15 days	Paid outside 15 days	Paid within 15 days	Paid outside 15 days
	30%	70%	9%	91%

Source – GIAS working papers

Prompt Payment Returns

An Garda Síochána produce quarterly reports which sets out in percentage terms compliance with Prompt Payments Act and the non-statutory 15-day payment requirement.

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On the basis of the legal advice given, i.e. that invoices for doctors attending detained persons or Garda members, the Finance Directorate exclude doctors' invoices from the Prompt payment Return. The following table is a comparison of the return with GIAS findings:

**Table: - Comparison Prompt Payment Return to Audit findings
(excluding doctors' invoices)**

An Garda Síochána Prompt Payment Quarterly Return			GIAS Audit Findings (excluding doctors' invoices)	
Date of Quarterly Return	% No. of payments within 15 days	% No. of payments within 30 days	% No. of payments within 15 days	% No. of payments within 30 days
Jun-13	62%	80%	78% ¹	92% ¹

Source – GIAS working papers

A satisfactory correlation between the Prompt Payment Return and the audit findings (adjust to exclude the doctors' invoices) is apparent.

However, if the invoices from doctors are to be included the analysis is:

**Table: - Comparison Prompt Payment Return to Audit findings
(including doctors' invoices)**

An Garda Síochána Prompt Payment Quarterly Return			GIAS Audit Findings (including doctors' invoices)	
Date of Quarterly Return	% No. of payments within 15 days	% No. of payments within 30 days	% No. of payments within 15 days	% No. of payments within 30 days
Jun-13	62%	80%	49% ²	68% ²

Recommendations

Priority 2

The Prompt Payments of Accounts Act represents the benchmark for best practice and the Finance Directorate should endeavour to apply the thresholds to the invoices from doctors. In the event of an invoice being deficient the practice should be, within 10 working days, to return the invoice, with a written statement identifying the defects that prevent the payment being made.

The date of receipt should be the date when the invoice is first received in the Organisation not only when the invoice is received by the District Finance Officer or when received in Finance Directorate.

¹ GIAS sampled invoices for the month of June. The Prompt Payment Return is for April, May and June

² GIAS sampled invoices for the month of June. The Prompt Payment Return is for April, May and June

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All invoices must be date stamped upon receipt within An Garda Síochána. When entering the invoice details on Oracle care should be taken to ensure that the date of the invoice and not the date of the doctor's visit is entered.

Instructions should reissue to doctors on the DPS list (and to those joining the scheme) informing them of the requirements when submitting invoices. When invoices are received by HRM they should be date stamped upon receipt and this date should be recorded on Oracle as the received date. HRM should also meet with FSSC to explore ways of improving the DPS payment process to reduce incidents of invoices been returned for clarification.

In the event of an incorrect or inadequate invoice being received the procedure is for the invoice to be returned within 10 working days with a written statement identifying the defects that prevent the payment being made. In the case of a disputed invoice, any goods or service included in the invoice that are not disputed must be paid for by the due date. If invoices are under query this should be noted on the invoice.

Members and Staff should be reminded of their responsibilities in processing invoices in a prompt fashion. Invoices when received should be verified and forwarded to the Finance Officer as soon as possible.

Management Response

The Finance Directorate endeavours to ensure that all invoices are promptly processed and forwarded to the FSS for payment. District Officers and District Finance Officers have been issued with a number of notifications detailing the requirements associated with the prompt payment of accounts. The Finance Directorate will issue a reminder notification for prompt payment requirements.

The following table outlines the compliance of An Garda Síochána with late payment legislation in Q1 & Q2 2014.

PROMPT PAYMENT QUARTERLY RETURNS BY GOVERNMENT DEPARTMENTS 2014

Table 1 AGENCY: Garda Síochána

Quarter Ended	% of overall Total value paid within 15 days	Value Payments within 15 days	of % payments within 15 days	No. of Payments within 15 days
March	92%	€28,211,746	84%	13,866
June	87%	€30,035,847	81%	13,098

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Table 2 AGENCY: Garda Síochána

Quarter Ended	% of overall value paid within 30 days	Total	Value of Payments within 30 days	% No. of payments within 30 days	No. of Payments within 30 days
March	99%		€30,240,850	99%	16,276
June	100%		€34,342,768	98%	15,833

The late payment legislation relates to commercial transactions and therefore excludes all staff expenses and reimbursement type expenses. In this regard and following legal advice taken certain payments have been excluded from the penalty provisions of the late payment legislation under S.I 580 of 2012. However, the Finance Directorate endeavours to ensure that all invoices including doctor invoices are processed in a timely fashion to comply with the 30 day requirement under the late payment legislation and the Government 15 day prompt payment administration requirement.

In the event of an error with an invoice Garda Finance query the invoice with the supplier by phone or email in order to have the invoice resubmitted or additional information provided. The majority of queries are easily rectified and it would therefore be inefficient in terms of prompt payment to return invoices with written statements in all cases. Where there is a significant query, invoices are promptly returned outlining the issues that prevent payment been made.

The Finance Directorate will also send out a direction to District Finance Officers reminding them that doctor's invoices should be processed promptly and to enter in the correct date on the oracle system.

The payment of invoices under the Doctor Payment Scheme is administered by HRM and the Finance Directorate has provided training and assistance as requested by HRM.

2. Payment Process Administration

GIAS examined the administration of payments for services/goods provided. The Audit found the following areas were indicative of a sound payment process system:

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- Payments only issued for goods/services which were actually provided
- Payments were made on foot of original invoices
- Most invoices were authorised with the appropriate level of management signing off on payment. There were some minor exceptions which included sergeants signing and recommending A8 forms (6 instances) and no recommendation on A8 form (1 instance).
- GIAS found that all payments reflected what was billed on sampled invoices
- Expenditure was found to be classified under the correct subheads and cost centres

For the most part transactions on Oracle were recorded accurately except for the following:

- Invoice received date and authorising officer was not recorded for doctors invoices
- Invoice received date sometimes reflects date invoice received in Finance Directorate rather than the receipt date in the relevant local office
- The “Header Description” column gave varying descriptions of the service provided. The descriptions used were invoice numbers, description of service or subhead description. GIAS were unable to discern what information this column is meant to record due to the inconsistent details recorded there.
- The “Line Description” column had more detail on the substance of the invoice. There were a few instances where the column just repeated the invoice number and Header Description.
- In general GIAS found that between the “Header” and “Line” Description columns there was sufficient information regarding payments.

Local Offices were found in some instances not to be keeping copies of delivery dockets for goods provided.

Recommendations

Priority 3

The recording of information on Oracle should reflect all the relevant detail associated with the payment. Invoice received dates should reflect when the invoice is first received within the Organisation and should be recorded for doctors invoices.

A consistent approach should be used when recording information in the Header Description column and should not be a repeat of information relayed in other columns.

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Copies of delivery dockets should be retained in the relevant local office for audit purposes.

Management Response

The Finance Directorate will issue an instruction to the Finance Officers reminding them to file delivery dockets for audit purposes and to record sufficient information in the header field.

The Finance Directorate will also issue a reminder notification for prompt payment requirements.

Acknowledgement

Garda Internal Audit Section would like to express our gratitude to the staff of the Finance Directorate, HRM, FSSC Killarney and District Offices for their courtesy, co-operation and assistance during the course of this audit.

Niall Kelly

Niall Kelly
Head of Internal Audit
Date: 13/10/2014

APPENDIX 1 - Categorisation of Audit Findings

The findings in this report have been categorised using a formalised risk assessment process as follows;

Priority 1/High Risk: Where both the impact of the risk on the operations of the Organisation and the likelihood of occurrence is considered to be high.

Priority 2/Medium Risk: Where either the impact of the risk on the operations of the Organisation or the likelihood of occurrence is considered to be medium or high.

Priority 3/Low Risk: Where both the impact of the risk on the operations of the Organisation and the likelihood of occurrence is considered to be low.