

**Donegal County Council  
Internal Audit Department**



**FINAL AUDIT REPORT**

**DONEGAL COUNTY COUNCIL**

**IA24/01 Machinery Yard – Stores Stocktake  
2019 & 2023**

June 2024

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## **1. Executive Summary**

This audit on the General and Machinery Stores annual stock take was undertaken for a number of reasons:

- The length of time involved since previous audits were carried out on the process.
- The changes in the Agresso system since MS4 was implemented and its effects on the process.
- Staff changes in the machinery yard in recent years.

The audit was then originally added to the 2020 Internal Audit Work Programme. The original audit focused on the procedures involved in the stock take process and the administration of stock and the stock take itself on the Agresso financial system.

The draft audit was circulated to relevant staff on 24<sup>th</sup> January 2020. It should be noted that the extra roles and responsibilities imposed on Stores staff during the Coronavirus pandemic resulted in a delay in a response to the draft audit report.

The relevant responses and comments received were included in the completion of the original report which was presented to the Senior Management Team, (SMT) in 2023. A decision was taken by SMT at that meeting to refresh the audit report and bring it up to date before presenting it to the audit committee.

Since this meeting took place, there has been a change in personnel in the Internal Audit, (IA) Team with the new Internal Auditor joining from outside Donegal County Council, (DCC). As a result, the scope of the current report now includes a more in-depth review of the processes around ordering, receipting and issuance of goods from the general, machinery and bitumen stores.

It should be noted that although the current Internal Auditor did not attend the 2023 stock take, the previous office holder was present at the 2019 year-end stock take and there were no significant issues noted with the stock take process. Internal Audit plans to attend the 2024 year-end stock take as an observer.

For the purposes of this report, Internal Audit has reperformed and documented testing around the 2023 year-end stock take in addition to retaining the findings from the 2019 stock take conducted by the previous Internal Auditor.

The principal findings of this audit are detailed below.

### **1.1 Stores Manual/ Guidance Notes**

There is no formal general stores manual in place that contains guidance notes in the requisite detail of how to perform the common procedures and functions carried out by staff in the stores/ machinery yard. Internal Audit acknowledges that there are

guidance notes for some tasks such as the stock take process, but this is not consistent throughout the area. Detailed guidance notes are a useful tool to help ensure business continuity and best practice during periods of unexpected staff turnover and absence.

Internal Audit recommends that Management create a stores manual/ procedures document with sufficiently detailed guidance notes on how to perform the main functions and tasks performed by staff in the stores and machinery yard.

Internal Audit also recommends that management ensure that going forward the completed manual is reviewed and updated, as necessary, by the relevant staff.

### **1.2 Process Around Receipting Goods Received on Agresso**

Goods received into the General and Machinery stores are not receipted on the Agresso Stores module until the related invoice is subsequently received from a supplier. Instead, they are held in a specific location in the store offices until such time as the invoice is received from the supplier.

Internal Audit recommends that management reviews the processes involved to ensure that goods received are receipted on the Agresso Stores module at the earliest opportunity, in line with best practice.

### **1.3 Stock Accrual Single Account Reconciliation**

Stores staff complete a monthly reconciliation of the stock accrual account 41100 to ensure that all goods received are receipted and paid for correctly and that all reconciling items are resolved. Stores staff are also required to manually close out on Agresso every transaction on the single account reconciliation that has already completed and balanced to zero. This is a time-consuming process for the staff involved.

Internal Audit recommends that management explore with the relevant systems developers whether an automatic reconciliation process could be run on a scheduled basis that would remove the need for stores staff to manually clear down transactions that have completed and balanced to 0.

**Note:** Internal Audit and Finance staff met with two suppliers to investigate whether a script could be devised that would automatically match off and close any transactions on the Single Account Reconciliation with a balance of 0 that related to a finished or terminated purchase order. The consultant at one of the suppliers advised that it is possible to setup such a script and has provided a quote for the development. This may be something management wish to explore further, subject to value for money considerations.

#### **1.4 Stock Issuance Requisition Forms**

On occasion, stock requisition forms in respect of the machinery stores are completed by the [REDACTED] themselves for the items issued rather than the [REDACTED] filling out the forms. Multiple staff completing stock requisition forms increases the potential risk of fraud and error occurring in the process.

Internal Audit recommends that in line with the practice currently in place in the general stores, the [REDACTED] in machinery stores should complete the stock requisition forms for all goods issued.

#### **1.5 Agresso Stores Module**

Staff in DCC have reported to Internal Audit that the current version of the Agresso Stores module has not received any significant updates or improvement in functionality since its original introduction.

Internal Audit recommends that Management continue to liaise with the system supplier to ascertain if any improvements to the functionality of the Agresso Stores module can be developed and introduced, subject to value for money considerations.

**Note:** Through discussions with the relevant staff in Finance during this engagement, Internal Audit were advised that [REDACTED] had previously indicated to Finance staff in late 2023, that he would be willing to meet the relevant DCC stores staff and review the build of the Stores module with a view to identifying potential improvements. This may be something management wish to explore further, subject to value for money considerations.

#### **1.6 Bitumen, (Tar) Issued from the Machinery Yard**

Supplier lorries delivering tar to the machinery yard are weighed on the DCC weighbridge on arrival before they make delivery and weighed again on their way out. The amount of tar delivered in tonnes is then calculated from these readings and recorded in the Agresso Stores module. However, tar issued to a job is calculated by taking a reading from the electronic weight measurement clock on the bitumen tanks before and after a tar sprayer is filled. Stores staff advised internal audit that this electronic weight measurement clock only offered an approximate guide of the tar held in the tanks.

Internal Audit recommends that management should conduct and document ad-hoc tests to ensure the electronic weight measurement clock on the storage yard tanks, is the most accurate method of recording the amount of tar issued to sprayers.

#### **1.7 Spot Checks on Stocks**

Management advised that while spot checks on stock levels held in the stores compared to those recorded on Agresso are being conducted on a regular basis, these are not currently being documented.

Internal Audit recommends that management implements a process ensuring that future checks of this nature are documented and saved accordingly to ensure an appropriate audit trail is retained showing this control in operation.

### **1.8 Detailed Mid-Year Review of Stock Levels**

Management advised that the detailed internal review of stock levels normally carried out once each year in addition to the formal stock take at year-end, was not carried out in August 2023.

Internal Audit recommends that Management ensures that this detailed annual review takes place going forward, especially for Bitumen, to ensure stock levels are correct on Agresso and that any differences are corrected as soon as possible.

### **1.9 Value of Bitumen stock in the Annual Financial Statement at 31 December 2023**

The final stock take report produced by the Machinery Yard recorded a value of €29,255 worth of Bitumen at 15 December 2023. The figure for Bitumen Stocks per the general ledger and Note 4 of the Annual Financial Statement recorded a value of minus €223,719 at 31 December 2023 which is a difference of €252,974. Further analysis of Agresso highlighted that Bitumen stocks have been recorded with a negative balance in the general ledger at each year end since 31 December 2019 and that this figure has been gradually increasing each year.

Internal Audit recommends that an examination is conducted into the negative bitumen stock balance at 31 December 2023 with appropriate controls put in place to ensure that any differences between the value of Bitumen recorded in the Stores Module and that recorded in the General Ledger, are identified and corrected in a timely fashion going forward.

Internal Audit also recommends that, subject to the outcome of this examination, Finance Section completes a journal to reclassify the negative value of Bitumen as a credit to the Income and Expenditure statement. This is in line with the Accounting Code of Practice Section B, paragraph 6.1, which states that Inventory should be included in the Statement of Financial Position at the lower of average cost and net realisable value.

## **2. Assurance Rating**

This audit has been assigned an assurance rating of:

## **Level 2 – Adequate**

See **Appendix 2** for Classification of Audit Assurance.

On the basis of the work carried out in this audit, Internal Audit found that there is a generally adequate system of risk management, control and governance throughout the ordering, receipting, issuance of stock and the stock take process.

For the most part, the systems currently in place are ensuring objectives are achieved. However, there are some weaknesses in the process, primarily in the areas of stock management on the Agresso system and stock reporting. Some improvements have been suggested to enhance the effectiveness of the controls in place.

### **3. Introduction**

Donegal County Council, (DCC) operates both a General Store and a Machinery Store under the Roads Directorate. These stores supply a wide range of products to assist the various Council Directorates in carrying out their duties.

One stock take of the products contained in these stores is now undertaken each year, (at the time of the original audit in 2020 two stock takes were performed each year) in order to properly verify and manage stock levels, analyse stock performance and identify potential problem areas.

### **4. Scope**

The scope of this audit was to examine:

1. The preparation of the general and machinery stores for a stocktake.
2. The processes and controls involved in the carrying out of the stocktake.
3. The processes and controls involved in ordering, receipting, and issuance of stock from the general, machinery and bitumen stores.
4. How issues with stock are identified and dealt with.
5. The change in stock levels between the mid year and end of year stocktakes in 2019.

### **5. Objective**

The main objectives of this audit were:

- To appraise the current stock management system and procedures within stores in Donegal County Council (DCC).
- To test internal controls in order to provide reasonable assurance that stock is managed in an effective and efficient manner.
- To test whether the systems used for stock management and control are adequate.



## **6. Methodology**

- Internal Audit interviewed the relevant Stores staff to gain an understanding of the processes involved in ordering, receipting and issuing stock from the General and Machinery Stores.
- Internal Audit liaised with relevant staff in the preparation for the yearly stocktakes.
- Internal audit interviewed staff in Stores and Finance in respect of the single stock accrual account reconciliation process.
- The processes involved in the 2019 physical stocktake were observed by the Internal Auditor.
- The results of the stocktake were posted to Agresso by stores staff and also sent to Internal Audit for information purposes.
- Any variances in individual products were identified by Internal Audit and a selection were queried with relevant staff.

## **7. Background**

Traditionally, a yearly stocktake took place at year end during the month of December in order for figures to be posted to the Annual Financial Statement (AFS) but in keeping with best practice, in 2015 it was agreed with the Local Government Auditor, (LGA) to carry out a second stocktake during the year in order to identify any issues as they occurred throughout the year. This process changed again in 2021 following discussions with the LGA who suggested that instead of a second full stocktake, management could conduct a detailed review internally without posting the results to Agresso.

Stocktaking in Donegal County Council (DCC) Machinery Yard Stores involves physically counting and recording all of the stock within both the machinery and general stores and comparing the count data to the stock records on the stores module on the Agresso financial system. There are several benefits in carrying out the stocktaking process including:

- To ensure accurate recording of actual stock being held in stores.
- Improve the efficiency of ordering and forecasting stock levels.
- Identify and reduce stock wastage and loss.
- Identify stock that has been held in stores for long periods of time.

Products are brought into stock and recorded in the "Stores module" of the Agresso Financial System used by DCC. Any stock issued is recorded and the volume adjusted accordingly by the system.

During the stocktake process, discrepancies in stock volume are identified. This allows staff to detect any issues, put control procedures in place and improve the overall performance of the stores within DCC.

The current process involves the [REDACTED] running a report on the Agresso system to provide a pre stocktake figure. The actual stocktake is carried out manually and the results entered on control sheets which are printed from Agresso. Any discrepancies are charged to the relevant job codes in order to account for the loss/gain on the system. A second report is then produced showing the post stocktake figures. These figures constitute the new stock levels going forward.

## **8. Findings**

### **8.1 Procedures/ Stores Manual**

Internal Audit was advised that there are no formal policies and procedures documents or stores manual in respect of the General and Machinery Yard Stores. Some elements of policy and procedure are formally documented to a sufficient standard such as the guidance notes on how to carry out the stock take process for example. However, this is not the case in other areas of the stores such as the process for receipting and issuance of goods for example.

### **8.2 Ordering and Receipting Stock – General and Machinery Stores**

Stores staff monitor stock levels on an ongoing basis and raise Purchase Orders, (POs) to order items as required. Once approved, the stores staff member prints off the PO in each case and stores it in a hard copy file as well as writing the PO details on a log sheet which is kept in the respective General and Machinery Store offices. Staff use a manual colour coding system whereby when an order is delivered or part delivered, they mark it off in a certain colour and this allows them a quick mechanism to identify which orders are still outstanding.

When stock that was ordered is delivered by a supplier, the staff member counts the items received and completes a check between the PO, the Goods received note/ delivery note, (GRN) and the invoice, (if the invoice has been received at that point) to ensure all amounts match. Assuming that all amounts match and the invoice has been received at that point, the stores staff will receipt the goods

on the Agresso Stores module which updates the stock levels accordingly and posts the amount into the stock accrual account on Agresso, (Debit stock, Credit stock accrual account 41100).

If goods are received but the supplier invoice remains outstanding, Stores staff do not receipt the stock on the Agresso Stores module at the first opportunity but instead hold the delivery notes in a specific tray in the Stores office until such time as the invoice is received.

### **8.3 The Single Stock Accrual Account Reconciliation – General and Machinery Stores**

The invoices are then sent by Stores staff to Central Invoice Matching Team, (CIM) who process the invoices on Agresso for payment once they have confirmation that the goods have been receipted. CIM processing the invoice does another posting into the stock accrual account on Agresso, (Debit stock accrual account 41100, credit liabilities). The 2 postings into the stock accrual account from the GRN process and the invoice process should balance to 0. Any residual balances are investigated as part of the single account reconciliation process completed by both stores staff and finance staff where required.

Stores staff are also required to manually close out on Agresso every transaction on the single account reconciliation that has already completed and balanced to zero. This is a time-consuming process however it must be completed in order to clear these transactions out of future reconciliations.

### **8.4 Issuing Stock – General and Machinery Stores**

Stock ordered from the Stores is recorded in the general and machinery stores requisition books. The [REDACTED] in each instance should record the date, the product code, the quantity to be issued, a description of the items ordered and the name/section of the council that is ordering the goods in the requisition order book. This is then keyed onto Agresso. Stores staff in the Machinery Stores reported to Internal Audit that on occasion the [REDACTED] who obtain goods from the Machinery Store would fill out the requisition book themselves.

### **8.5 Agresso Stores Module**

Stores staff reported to Internal Audit that the Stores module on Agresso in its current form does not facilitate the usage of more advanced systems of stock management. As a result, all receipts and issuances of stock must be manually keyed onto the system.

Both Stores and Finance staff also reported that the Agresso Stores module has not received any significant upgrades or improvements since it was first introduced in DCC, despite the main Agresso financial system receiving several upgrades during this period. Staff have also reported that on occasion, the Stores module can fall over in the normal course of processing and any issues that do arise with the system, often take a significant amount of time to investigate and resolve.

## **8.6 Recording and Issuing of Bitumen**

Bitumen (tar) used by DCC comes in two forms: Cationic and Polymer and is stored onsite in permanent tanks at the Machinery Yard in Lifford, as well as in a moveable tanker in the Roads Yard located at Laghey, Co. Donegal.

Bitumen is procured on the basis of rates per tonne of emulsion from suppliers in line with the Transport Infrastructure Ireland, (TII) framework which is in place until 2026. However, it is converted into litres on the Agresso system when added as stock to stores. The conversion rate is the delivered amount in kg multiplied by 1.020 (e.g. 25,000kg = 25,500l). This process is carried out in order to co-relate the amount of bitumen stored with the amount used by sprayers in repair and maintenance works – the sprayers are calibrated in litres. In 2019 6.05m litres (5,931t) of bitumen was brought into stock and 6.29m litres (6,166t) were issued from stores to the various roads areas. In 2023 4.12m litres (4,039t) of bitumen was brought into stock and 4.12m litres (4,039t) were issued from stores to the various roads areas.

When tar is ordered for stores, the supplier's lorry is weighed on the DCC weighbridge before and after the delivery is made to calculate the tonnage received. This is then converted into litres and entered into the Agresso Stores Module.

The 3 tar tanks are linked to 3 electronic weight measurement clocks which display the approximate weight of tar in each tank at any given time. When tar is requisitioned, the Stores staff member records the reading on the electronic weight measurement clock before and after the tar sprayer is filled into the yard's tar issuance log book, to calculate the amount dispensed from the tanks. This is then converted to litres.

The tar sprayers record the litres dispensed via an electronic recording system which produces a printout of the amount sprayed each day which the driver then records against various job codes in the vehicle's tar log book. These log books are returned to the [REDACTED] who completes a check to ensure the total litres recorded against each job code matches the sprayer's electronic printout for the day. The [REDACTED] also compares the total litres recorded as sprayed each day by each vehicle in operation to the total amount issued to that vehicle per the yard's tar issuance log book. At least once a month, any discrepancies are

rectified by apportioning the difference amongst the job codes noted by the sprayers on the day in question.

On an annual basis the tar sprayers are sent to a specialist company in Sligo who recalibrate the sprayers and check that the electronic recording system is accurate.

## **8.7 Preparation for stocktake**

At a minimum, 1 stocktake per year must be completed to cover both the General Stores and Machinery Stores. This stocktake is to be completed during the month of December so that stock figures can be posted to the Annual Financial Statement (AFS).

In order to facilitate an accurate stocktake, this procedure is divided into two complementary processes:

1. Housekeeping Process, which details requirements for ongoing spot checks in the General Stores and Machinery Stores over the course of each year.
  2. Stocktaking Process, which details the requirements for completing the annual stocktake (and additional stocktakes if so required).
- Regular spot-checks are conducted of different products to ensure that average values and stock levels are correct, and differences addressed where needed. At a minimum, such checks should be carried out once per month.
  - All bitumen invoices and spraying dockets should be processed in a timely manner. At a minimum these shall be processed by the end of each month, subject to all data having been provided by the relevant Roads Area teams.
  - Open purchase orders should be checked regularly to ensure all outstanding orders are processed and products are taken into stock in a timely manner. At a minimum, such checks should be carried out once per quarter.
  - Stores transactions under Account Element 41100 should be updated regularly in the single account reconciliation on Agresso to account for any variances in order totals.
  - Additional stocktaking process may be completed over the course of the year where the need for such arises. Where an additional stocktaking process is required, the results are not posted into Agresso.

## **8.8 Stocktake process**

- In advance of the stocktake taking place a stock level enquiry must be carried out on the Agresso Financial system in order to obtain the monetary value for the current/existing stock.

The screenshot shows a software interface with a menu bar (File, Edit, Data, Tools, View, Format, Window, Help) and a toolbar. Below the toolbar are tabs for 'Setup', 'SearchC', and 'Results'. The 'Results' tab is active, displaying a table with the following data:

	Column name	Type	M	Value	P
1	Product group	like	<input type="checkbox"/>	15000	<input type="checkbox"/>
2	Company	like	<input type="checkbox"/>	L1	<input type="checkbox"/>

This enquiry is also carried out for bitumen and machinery stores.

To enable a physical stocktake of products in stores to be carried out, a report must be run on Agresso which then produces the control sheets that are used for the physical stocktake. This is the ST01 Report which appears as follows on Agresso:

Variant: Stocktake

	Param name	Value
1	Copies	0
2	Server queue	DEFAULT
3	Priority	0
4	Printer	DEFAULT
5	Send	<input type="checkbox"/>
6	Status	N
7	Start date	
8	Start time	
9	Output type	Auto-select
10	Product group	*
11	Product	*
12	Warehouse	*
13	Location	*
14	Catalogue No.	*
15	Period	Jul 2015
16	Number type	
17	Sort	Product, wareh, loc, lot
18	Blind stocktake	<input type="checkbox"/>

Once generated, the details must then be copied to Microsoft Excel, saved and printed

- When the physical stocktake has been completed, the results should be entered onto the Agresso system on the stocktake entry screen as follows:

Control list		▼ Trans.date		21/07/2015							
	Pos	Warehouse	Location	Product	Batch	SerialNo	Date cntd	Number	Qty	No of dev.	Dev. amount
?											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
Σ											0.00

The relevant control list should be selected from the dropdown menu.

- Where there is a deviation between the information on the system and the actual count, the physical count number should be entered in the "Qty" column.

To record where the difference in stock has been identified, the user is prompted to enter the appropriate overhead job code to account for the difference:

General Stores – M8279010  
 Tar – M8279007  
 Machinery Stores – M8277706

- An enquiry should then be carried out to review the Stocktake results prior to posting them to the General Ledger on Agresso. These details are only available before the results are posted and confirm the expected/actual quantities and any variances. This enquiry should be printed to ensure the correct figures have been entered on Agresso and kept for audit purposes.
- When all necessary adjustments to stock levels have been carried out, the results should be posted to Agresso using the ST09 report, as follows:

Variant		
	Param name	Value
1	Copies	0
2	Server queue	DEFAULT
3	Priority	0
4	Printer	DEFAULT
5	Send	<input type="checkbox"/>
6	Status	N
7	Start date	
8	Start time	
9	Output type	Auto-select
10	Control list	
11	Transaction date	21/07/2015
12	Period	Jul 2015
13	Trans. type GL	SC

The relevant control list (Stores/Bitumen) should be selected from the drop-down menu and the correct posting period should be selected. If more than one control list is being posted there should be a separate Batch ID for each post. The GL07 report should be printed and added to the Stocktake file.

NOTE: After posting the Stocktake results to Agresso it will take some time for the General Ledger (GL) to be adjusted. As a result, any stock issues/returns on the stock module should not be posted until it has been confirmed that the GL has been updated.

### 8.9 August 2019 Stocktake

The mid-year stocktake for 2019 was carried out during the week beginning 6<sup>th</sup> August 2019. The stocktake was overseen by [REDACTED] who acted as the external stocktaker in the process. The following DCC staff were involved in the carrying out of the stocktake:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Internal Audit oversaw the stocktake process from the running of initial reports on Agresso through to the physical stocktake and the updating of figures on the stock module and posting of the final figures on Agresso.

The following are the pre and post stocktake figures for each of the three main stores:

#### Main Stores



Pre-Stocktake	Difference	Post Stocktake
€500,047.70	-€11,455.13*	€491,137.56

\*This figure also included stock from Machinery Stores which was located in the wrong warehouse on Agresso

#### **Machinery Stores**

Pre-Stocktake	Difference	Post Stocktake
€452,690.3	-€353.54*	N/A

\*This figure does not include stock which was located in Main Stores due to warehouse error on Agresso

A final product check was carried out on Agresso following the keying of the deviances in machinery stores and the new post stocktake figure was confirmed by Stores staff. However, inadvertently this report was not provided to Internal Audit who were then unable to confirm the new stock figure for this store for the purposes of this report.

An in-depth check of the products in each store identified the following products as having the biggest difference in recorded numbers on the Agresso system and the actual numbers counted during the stocktake.

Warehouse	Product	Description	No. on system	Qty. counted	No of deviations
Main	Z6PIE10	10" PVC Piping	72	24	-48
Main	Z4CORR1	200mm x 600mm Corriboard sign	1,354	730	-624
Main	Z4600RWR	Rennicks 750mm Road Works Sign	592	512	-80
Main	Z11BOOT4	No Risk/Sixton Dealer boots	235	171	-64
Main	Z4TEMP	Non-Stocked Purchase	147	75	-72

Main	Z4MISWRN	Rennicks Misc Warning Sign	94	166	72
Main	Z4600WRN	Rennicks 600mm Warning Sign	97	183	86
Main	Z4750RWR	Rennicks 750mm Road Works Sign	85	132	47
Main	Z4CORR	Corriboard sign	1,145	1,378	233
Main	Z11GORT3	Gortex Hi-Viz 3 Layer Trousers	16	35	19
M1	ZSCSHAFT	Drive shaft sprayer	3	2	-1
M1	ZPM534	Tyre for paver	2	1	-1
M1	ZBDCREST	Irish/English Crests	524	228	-296
M1	ZVOFF	Volvo Fiscuss Fan	2	1	-1
M1	ZPXRROLL	Phoenix recon roller	5	2	-3
M1	ZVOBRKS	Volvo brake sensor	6	12	6
M1	ZPXRUB1	Phoenix rubber	49	65	16
M1	ZST13037	Spinner Motor Housing	16	20	4
M1	ZSPAP6	AP6 Tar/Pump	1	2	1
M1	ZPXEXTR	Extension Rollers (L&R)	1	5	4

**Bitumen Stores**

Type	Pre stocktakes	Deviation amounts	Post Stocktake
Cationic	€126,095.80 (Lifford)	-€63,523.07	€62,572.73
	€1,424.12 (Laghey)	-€1,424.12	€0
Polymer	€23,376.34	€16,319.42	€39,695.76

As evidenced in the table above there was a significant variance in the amount of bitumen available on Agresso compared to the amount actually stored in the tar tanks in both the main stores in Lifford and the yard located in Laghey. This represented an overall loss of €48,627.77 to stores.

**8.10 December 2019 Stocktake**

The end of year stocktake took place the week beginning 9<sup>th</sup> December 2019; the following staff were involved in the process:

- [REDACTED]

On this occasion, the results of the stocktake were sent to [REDACTED] who analysed the results and carried out a spot check on several stores products.

**Main Stores**

Pre-Stocktake	Difference	Post Stocktake
€454,935.25	€5,736.36*	€460,790.4

\*This figure also included stock from Machinery Stores which was located in the wrong warehouse on Agresso

**Machinery Stores**

<b>Pre-Stocktake</b>	<b>Difference</b>	<b>Post Stocktake</b>
€470,765.5	€13,287.75*	€483,460.5

\*This figure does not include stock which was located in Main Stores due to a warehouse error on Agresso

A small variance in the final posted stock figures for both the main and machinery stores was noted by Internal Audit:

<b>Store</b>	<b>Pre-Stocktake figure</b>	<b>Deviation amount</b>	<b>Post Stocktake figure</b>	<b>Variance</b>
Main	€454,935.25	€5,736.36	€460,790.4	€118.79
Machinery	€470,765.5	€13,287.75	€483,460.5	€592.75

The largest individual product variances were recorded in the following products on this occasion:

<b>Warehouse</b>	<b>Product</b>	<b>Description</b>	<b>No. on System</b>	<b>Qty. counted</b>	<b>No of deviations</b>
Main	Z11JACK1	Long Jacket	221	192	-29
Main	Z2SACKC	Compactor bags	7,960	2,600	-5,360
Main	Z11FLEEC	Hi-Vis Fleece	153	103	-50
Main	Z6SEWRO D	Sewer rods	175	0	-175
Main	Z4600SUR	600mm Sign + Plate	116	97	-19
Main	Z6CLAM10	10" Repair clamp	3	10	7
Main	Z4CORR	Corriboard sign	1,278	1,433	155

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Main	Z11GLOV7	Disposable gloves	353	540	187
Main	Z11JACKP	Bomber/ Ladies Jacket	159	194	35
Main	Z6PIE6	6" PVC Piping	90	294	204
M1	ZSTHOSE1	Hydrau-Hose Angle 90% Salter-motor	29	21	-8
M1	ZAT315	Dunlop Tyre 315/80	3	11	8
M1	ZAE268	Blade Fuse Holder	193	453	260
M1	ZASQF	Push conn Quick-Fitting Brass & Plast	365	307	-58
M1	ZSTHOSE4	Hyd Hose set 1993/RDM5	6	36	30
M1	ZSTM150	Bucher Controller RDSELMR150	6	7	1
M1	ZSTCWR	Castor wheel Romaquip Snowplough	21	19	-2
M1	ZSTROOF2	Roof Operation Valve	1	4	3
M1	ZPXHYCB	Hydraulic control block	3.2	2.2	-1
M1	ZVO72293	ZVO20972293 Fuel Filter	24	11	-13

A more in-depth analysis of these variances for both the August and December audits is included in this report under **Appendix 4**.

**Bitumen Stores**

Type	Pre stocktake	Difference	Post Stocktake
Cationic	€17,867.7 (Lifford)	€8,602.84	€26,470.54
	€0 (Laghey)	€0	€0
Polymer*	€0	€0	€0

\*There is a very small amount of Polymer bitumen recorded on the Agresso system under Product ID: Z14POL1. This is located in Store 2 and totals: 1 litre valued at 72c in August and 68c in December.

**8.11 August 2023 Internal Stock Take**

There was no additional internal stock-take conducted during 2023 by the Stores Team.

**8.12 December 2023 Stock Take**

The end of year stocktake started on 8<sup>th</sup> December 2023; the following staff were involved in the process:

- [REDACTED]

On this occasion, the results of the stocktake were sent to [REDACTED] who analysed the results and carried out a spot check on several stores products.

Internal Audit did not oversee the stock take process in 2023 as the office was temporarily unoccupied. However the previous officeholder had overseen the 2019 stocktake process from the running of initial reports on Agresso through to the physical stocktake, updating of figures on the stock module and posting of the final figures on Agresso. For the purposes of this report, Internal Audit is content to rely on their assurance that the same process was carried out effectively in 2023 and will attend the 2024 stock take as an observer.

The following are the pre and post stocktake figures for each of the three main stores:

**Main Stores**

<b>Pre-Stocktake</b>	<b>Difference</b>	<b>Post Stocktake</b>
€515,090	€843	€514,247

**Machinery Stores**

<b>Pre-Stocktake</b>	<b>Difference</b>	<b>Post Stocktake</b>
€882,863	€573	€883,436

An in-depth check of the products in each store identified the following products as having the biggest difference in recorded numbers on the Agresso system and the actual numbers counted during the stocktake. Stores staff have advised that these differences are mainly due to the incorrect product code used in Agresso; due to similarities in the product code and/ or due to possible keying errors in the Agresso and items not being recorded when issued from stock:

<b>Warehouse</b>	<b>Product</b>	<b>Description</b>	<b>No. on System</b>	<b>Qty. counted</b>	<b>No of deviations</b>
Main	Z11MASK1	Mask (charge per Mask - FFP3, FFP2 & KN95)	2332	2695	363
Main	Z11GLOV2	Maxi Chem/MaxiDryPlus/Welder Gloves	391	536	145
Main	Z11GLOV3	Maxi-flex (144per	1671	1770	99

		case)/A350 Dermiflex Gloves			
Main	Z11GLOV1	Green Gripper, Work Gloves, Cat II, Sold as a Pair	1059	1140	81
Main	Z4POL89	Galvanised Pole 3600*89mm	22	60	38
Main	Z4POLE13	Sign Poles 13ft - 3.96metre	44	13	-31
Main	Z11POLO	Hi-vis polo shirts	292	241	-51
Main	Z11GLOV4	Tiger Grip & Orange Grip	234	175	-59
Main	Z11GLOV4	Tiger Grip & Orange Grip	234	175	-59
Main	Z11GLOV9	Maxi Dry (72per case)/Maxi Therm/AP80 Liquid Pro Gloves	1031	967	-64
M1	ZALLED2	LED Flashing Amber CA9410 24 VOLT	48	18	-30
M1	ZASTERM	Battery Terminal Spray 0890104	57	10	-47
M1	ZAE096	Ford Transit Battery 096	12	5	-7
M1	ZSTQFITT	Quick Fittings S/S	35	15	-20
M1	ZASSILI	Silicone lube	45	19	-26
M1	ZVOCPIPE	Coolant Steel Pipe	3	10	7
M1	ZPXEXTR	Extension Rollers (L&R)	0	3	3
M1	ZSTDMPFRB	Bush Front Roller RDM5	2	52	50
M1	ZVOEBS	Volvo EBS Valve	3	4	1
M1	ZVOSUMP	Volvo Oil Sump	1	2	1

A more in-depth analysis of these variances for the December 2023 audit is included in this report under **Appendix 4**.



**Bitumen Stores**

<b>Type</b>	<b>Pre stocktakes</b>	<b>Deviation amounts</b>	<b>Post Stocktake</b>
Cationic	€29,947	-€693	<b>€29,254</b>
Polymer*	€2,580	-€2,579	<b>€1</b>

\* There was no physical stock of Polymer on hand during the stock take. Polymer stock has been input as 1 unit on Agresso to prevent an error on the system.

Internal Audit ran a query on the Agresso general ledger to compare the value of Bitumen stock held at year-end as per the general ledger and Note 4 Stocks, 'Other Depots' of the Annual Financial Statement, (AFS) to the value of Bitumen recorded as part of the stock take. This query returned a figure of -€223,719 as recorded in the Agresso general ledger for Bitumen stock at 31 December 2023 and differs by €252,974 from the final figure per the stock take of €29,255. Upon further investigation it appears that this negative balance has been increasing on the Agresso general ledger each year since 31 December 2019 when it was recorded as -€58,002.74.

## **9 Conclusions and Recommendations**

It is recommended that the findings in this report be considered, and that appropriate remedial action be taken where necessary.

### **9.1 Stores Manual/ Guidance Notes**

#### Conclusion

There is no formal procedures or stores manual drafted containing guidance on completing the main tasks and functions carried out by staff in the General and Machinery Yard Stores. A comprehensive stores manual with sufficiently detailed guidance notes for each key function reduces the risk of error during times of unexpected staff turnover or long-term absence.

#### Recommendation

It is recommended that a stores manual is drafted with sufficiently detailed guidance notes on how to perform the main functions and tasks performed by staff in the General and Machinery Yard stores. It is also recommended that management ensure that going forward the completed manual is reviewed and updated, as necessary, by the relevant staff.

## **9.2 Receiving Goods on Agresso**

### Conclusion

Goods received into the general stores are not being receipted on Agresso until the invoice is received from the supplier. This increases the risk of cutoff errors as well as other potential stock management issues.

### Recommendation

It is recommended that management review the processes in place and ensure that goods are receipted on Agresso at the earliest opportunity to help prevent potential cutoff and other stock management issues from arising.

## **9.3 Stock Accrual Single Account Reconciliation**

### Conclusion

Stores staff complete a monthly reconciliation of the stock accrual account 41100 to ensure that all goods received are receipted and paid for correctly and that all reconciling items are resolved. Stores staff are also required to manually close out on Agresso every transaction on the single account reconciliation that has already completed and balanced to zero. This is a time-consuming process for the staff involved.

Many financial systems have in built functionality that will automatically check and remove from the reconciliation transactions that have completed and balanced to 0, leaving only those transactions that require further investigation.

### Recommendation

It is recommended that management explore with the relevant system developers whether an automatic reconciliation process could be run on a scheduled basis that would remove the need for stores staff to manually clear down transactions that have completed and balanced to 0.

## **9.4 Stock Issuance Requisition Forms**

### Conclusion

On occasion, stock requisition forms in respect of the machinery stores are being completed by ██████████ themselves for goods they have requested. This is not in line with either best practice or the process currently in operation in the general stores.

### Recommendation

It is recommended that going forward all requisition forms requesting goods from the machinery stores are completed by the ██████████ to ensure stock issued is recorded accurately.

## **9.5 Agresso Stores Module**

### Conclusion

The Agresso Stores module has not received any significant upgrades or improvements since it was first introduced into Donegal County Council. Issues that arise in the Agresso Stores module often take an inordinate amount of time to investigate and resolve, for both staff in Stores and Finance section.

### Recommendation

Management should continue to work with the Agresso system supplier, UNIT4, to ascertain if any improvements to the functionality of the Agresso Stores module can be developed and introduced, subject to value for money considerations.

## **9.6 Bitumen Issued from the Machinery Yard**

### Conclusion

A manual calculation is performed using readings taken from the electronic weight measurement clocks on the 3 bitumen tanks to record the stock issued to jobs. As these readings are approximate, there is a risk that the amount of tar issued to jobs may be recorded inaccurately, especially considering the large volumes involved in the yearly road programmes.

### Recommendation

It is recommended that ad-hoc measurement tests are conducted and recorded on the tar issuance process to ensure the readings are as accurate as possible and that it remains the most appropriate method of recording tar issued to jobs on Agresso.

## **9.7 Preparation for Stocktake - Spot Checks on Stocks**

### Conclusion

In order to ensure an accurate and effective stocktake, best practice suggests that regular spot-checks of products and product codes are carried out and documented accordingly. Whilst management have reported that these checks have been carried out throughout the year, they have not been formally recorded.

### Recommendation

It is recommended that a process is implemented that ensures that future checks of this nature are documented and saved at an appropriate location to ensure an audit trail is retained of this control in operation.

## **9.8 Detailed Mid-year review of Stock Levels**

### Conclusion

The internal, detailed mid-year review of stock levels normally carried out each August was not conducted during 2023. This check helps ensure any issues with stock levels are identified and corrected earlier in the year and reduces the risk of issues arising during the formal stock take at year end.

### Recommendation

It is recommended that this detailed mid-year review of stock levels is carried out at least once a year going forward especially for bitumen, to identify and correct any potential issues at the earliest opportunity.

## **9.9 Value of Bitumen in the Annual Financial Statement at 31 December 2023**

### Conclusions

During the audit it was discovered that the value of bitumen stock recorded at year end in Note 4 of the Annual Financial Statement, (AFS) was -€223,719. This figure taken from the Agresso financial system general ledger differed by €252,974 from the value of bitumen as per the Agresso Stores Module after the 2023 stock take, which was recorded as €29,255. Further analysis of Agresso highlighted that there had been a negative value for bitumen stock in the general ledger at each year end since 2019, and this negative balance had been increasing year on year.

### Recommendations

It is recommended that an examination is undertaken into the negative balance of bitumen in Agresso in order to ensure the accuracy of the value of bitumen stock recorded in the Annual Financial Statement. Going forward, it is recommended that appropriate controls are put in place to ensure that any differences between the value of bitumen per the stores module and that recorded in the general ledger are identified and corrected in a timely fashion.

It is recommended, subject to the outcome of this examination, that finance section completes a journal to reclassify the negative value of Bitumen as a credit to the Income and Expenditure statement. This is in line with the Accounting Code of Practice Section B, paragraph 6.1 which states that Inventory should be included in the Balance Sheet at the lower of average cost and net realisable value.

## **10 Acknowledgement**

I would like to acknowledge the assistance and co-operation of staff from the Machinery Yard Stores during the course of this Audit. I also wish to acknowledge the vital role played by Machinery Yard staff during the Covid-19 pandemic in 2020, especially in the procurement and provision of PPE for council staff.

*Gareth Park*

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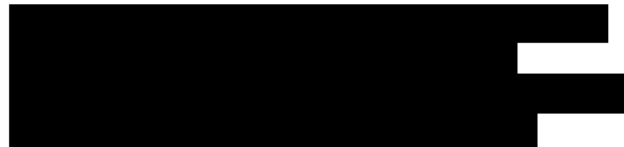
**GARETH PARK,  
INTERNAL AUDITOR**

**Appendix 1 – Circulation List**

**18/06/2024**      **Final Report sent to:**



**22/05/2024**      **Draft Report sent to:**



**Appendix 2 – Audit Classification**

Level	Definition
1. Substantial	Evaluation Opinion: -There is a robust system of risk management, control and governance - The systems in place should ensure that objectives are fully achieved - The control processes tested are being applied consistently
2. Adequate	Evaluation Opinion: - There is a generally adequate system of risk management, control and governance - The systems in place should ensure that essential objectives are fully achieved - The control processes tested are, in general, being applied consistently - However, there are some weaknesses in control that are placing some objectives at risk. There is a risk that some objectives may not be fully achieved - Some improvements are required to enhance the adequacy and/or effectiveness of risk management, control and governance
3. Limited	Evaluation Opinion: - There is a weak system of risk management, control and governance - There is considerable risk that objectives will not be achieved - The control processes that exist are not being applied consistently - There are some significant weaknesses in control in a number of areas - Prompt action is required to improve the adequacy and effectiveness of risk management, control and governance
4. Unsatisfactory	Evaluation Opinion: - There is an inadequate system of risk management, control and governance -The system has failed or there is a real and substantial risk that the system will fail to meet its objectives - Systems/processes are open to significant error or abuse - Urgent action is required to improve the adequacy and effectiveness of risk management, control and governance
5. No Assurance	Evaluation Opinion: - Internal Audit has been unable to form an opinion on the system of risk management, control and governance - Internal Audit has been unable to access or has been prevented from accessing essential information required to form an opinion - Internal Audit has not received the cooperation of staff/management

### Appendix 3 – IA 24/01 – Machinery Yard – Stores Stocktake 2019 & 2023 - Summary Recommendations

	<b>Recommendations</b>	<b>Response from Directorate</b>	Timeline	<b>Responsible Director &amp; Service</b>
1	<p><b><u>Stores Manual/ Guidance Notes</u></b></p> <p>It is recommended that a stores manual is drafted with sufficiently detailed guidance notes on how to perform the main functions and tasks performed by staff in the General and machinery yard stores.</p> <p>It is also recommended that management ensure that going forward the completed manual is reviewed and updated, as necessary, by the relevant staff.</p>	<p>The Stores Manual is currently being drafted and will contain sufficiently detailed guidance notes on how to perform the main functions and tasks performed by the team.</p> <p>The Manual, once completed, will be reviewed following any changes to DCC procurement policy and/or to the Agresso stores system or annually to ensure any positive changes to management processes are captured and recorded.</p>	Complete by end Q3 2024	Director of Roads
2	<p><b><u>Receipting Goods on Agresso</u></b></p> <p>It is recommended that management review the processes in place and ensure that goods are receipted on Agresso at the earliest opportunity to help prevent potential cutoff and other stock management issues from arising.</p>	Review of GRN process will be undertaken and discussed with CIM team with respect to options of multiple invoices against 1 original PO to facilitate partial GRN process.	Complete by end Q3 2024	Director of Roads
3	<p><b><u>Stock Accrual Single Account Reconciliation</u></b></p> <p>It is recommended that management explore with the relevant system developers whether an automatic reconciliation process could be run on a scheduled basis that would remove the need for stores staff to manually clear down transactions that have completed and balanced to 0.</p>	Management will review possible solutions to automatically reconcile stock orders in the single account reconciliation with a view to implementing a solution.	Q4 2024	Directors of Roads and Finance
4	<p><b><u>Stock Issuance Requisition Forms</u></b></p> <p>It is recommended that going forward all requisition forms requesting goods from the machinery stores are completed by the [REDACTED] to ensure stock issued is recorded accurately.</p>	Procedures regarding requisitions will be reviewed and consideration will be given to a possible electronic requisition process being developed to streamline the process.	Initial improvement June 2024 with ongoing improvements during 2024/2025	Director of Roads
5	<p><b><u>Agresso Stores Module</u></b></p> <p>Management should continue to work with the Agresso system supplier, UNIT4, to ascertain if any</p>	Management will engage with the Agresso FMS providers to explore system functionality and improvements.	Q4 2024	Directors of Roads and Finance



	improvements to the functionality of the Agresso stores module can be developed and introduced, subject to value for money considerations.			
6	<p><b><u>Bitumen Issued from the Machinery Yard</u></b></p> <p>It is recommended that ad-hoc measurement tests are conducted and recorded on the bitumen issuance process to ensure the readings are as accurate as possible and that it remains the most appropriate method of recording tar issued to jobs on Agresso.</p>	<p>The Stores Team undertakes "dip-stick" tests as a check on accuracy of readings.</p> <p>Further modern telemetry equipment would enhance the accuracy of records but at significant cost that may not be considered value for money – consider further in due course.</p>	Ongoing	Director of Roads
7	<p><b><u>Preparation for Stocktake – Spot Checks on Stocks</u></b></p> <p>It is recommended that a process is implemented that ensures that future checks of this nature are documented and saved at an appropriate location to ensure an audit trail is retained of this control in operation.</p>	<p>Spot check stock audit requirement is in place. Report will be required to be submitted bi-monthly on checks undertaken and subsequent actions to remedy any discrepancies and recorded at team meetings</p>	Commenced June 2024	Director of Roads
8	<p><b><u>Detailed Mid-year review of Stock Levels</u></b></p> <p>It is recommended that this detailed mid-year review of stock levels is carried out at least once a year going forward especially for bitumen, to identify and correct any potential issues at the earliest opportunity.</p>	<p>In discussion with LGA previously it was agreed that the mid-year stock review was beneficial but that same did not have to be posted – 2023 the review did not take place due to workloads however this was a once off and will be undertaken going forward to assist with stock management.</p>	July / August 2024	Director of Roads
9	<p><b><u>Value of Bitumen in the Annual Financial Statement at 31/12/2023</u></b></p> <p>It is recommended that an examination is undertaken into the negative balance of bitumen in Agresso in order to ensure the accuracy of the value of Bitumen stock recorded in the Annual Financial Statement. Going forward, it is recommended that appropriate controls are put in place to ensure that any differences between the value of bitumen per the stores module and that recorded in the general ledger are identified and corrected in a timely</p>	<p>Appropriate actions will be put in place to resolve the issue identified. Also, Additional checks will be implemented to prevent/mitigate this issuing arising in the future.</p>	Q4 2024	Directors of Roads and Finance

<p>fashion.</p> <p>It is recommended, subject to the outcome of this examination, that finance section completes a journal to reclassify the negative value of bitumen as a credit to the Income and Expenditure statement. This is in line with the Accounting Code of Practice Section B, paragraph 6.1 which states that Inventory should be included in the Balance Sheet at the lower of average cost and net realisable value.</p>			
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**Appendix 4 – Stock Variance query****August 2019**

<b><u>Warehouse</u></b>	<b><u>Product</u></b>	<b><u>Description</u></b>	<b><u>No. on System</u></b>	<b><u>Qty Counted</u></b>	<b><u>No. of Dev.</u></b>	<b><u>Dev. Amt (€)</u></b>	<b><u>Comment</u></b>
Main	Z6PIE10	10" PVC Piping	72	24	-48	-1,564.80	Possible keying error on quantity on sales
Main	Z4CORR1	200mm x 600mm Corriboard sign	1,354	7360	-624	-2,271.36	Similar product code to Z4CORR – possible keying error
Main	Z4600RWR	Rennicks 750mm Road Works Sign	592	512	-80	-3,841.60	Similar in description to other signs – possible keying error
Main	Z11BOOT4	No Risk/Sixton Dealer boots	235	171	-64	-4,369.28	Possible keying error on quantity on sales
Main	Z4TEMP	Non-Stocked Purchase	147	75	-72	-5,021.28	Possibility that keying error occurred where code Z4TEMP was used instead of Z4MISWRN
Main	Z4600WRN	Rennicks 600mm Warning Sign	94	166	72	8,412.48	Similar in description to other signs – possible keying error
Main	Z4750RWR	Rennicks 750mm Road Works Sign	85	132	47	2,960.53	Possible keying error on quantity on sales
Main	Z4CORR	Corriboard sign	1,145	1,378	233	2,411.55	See comment for Z4CORR1
Main	Z11GORT3	Gortex Hi-Viz 3 Layer Trousers	16	35	19	2,034.71	Possible keying error on quantity on sales

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M1 (Machinery)	ZSCSHAFT	Drive shaft sprayer	3	2	-1	-1,872.06	Product not recorded or keyed on sale
M1 (Machinery)	ZPM534	Tyre for paver	2	1	-1	-1,743.00	Product not recorded or keyed on sale
M1 (Machinery)	ZBDCREST	Irish/English Crests	524	228	-296	-1,616.16	Product not recorded or keyed on sale
M1 (Machinery)	ZVOFF	Volvo Discuss Fan	2	1	-1	-1,421.89	Product not recorded or keyed on sale
M1 (Machinery)	ZPXRROLL	Phoenix recon roller	5	2	-3	-1,410.66	Product not recorded or keyed on sale
M1 (Machinery)	ZVOBRKS	Volvo brake sensor	6	12	6	580.74	Product not recorded or keyed on sale
M1 (Machinery)	ZPX RUB1	Phoenix rubber	49	65	16	641.28	Product not recorded or keyed on sale
M1 (Machinery)	ZST13037	Spinner Motor Housing	16	20	4	855.88	Product not recorded or keyed on sale
M1 (Machinery)	ZSPAP6	AP6 Tar/Pump	1	2	1	901.45	Product not recorded or keyed on sale
M1 (Machinery)	ZPXEXTR	Extension Rollers (L&R)	1	5	4	1,279.50	Product not recorded or keyed on sale

**December 2019**

<b><u>Warehouse</u></b>	<b><u>Product</u></b>	<b><u>Description</u></b>	<b><u>No. on System</u></b>	<b><u>Qty Counted</u></b>	<b><u>No. of Dev.</u></b>	<b><u>Dev. Amt (€)</u></b>	<b><u>Comment</u></b>
Main	Z11JACK1	Long Jacket	221	192	-29	-2,117.87	Similar product code to Z11JACKP which may have caused keying error
Main	Z2SACKC	Compactor bags	7,960	2,600	-5,360	-1929.60	Product not keyed into Agresso on sale
Main	Z11FLEEC	Hi-Vis fleece	153	103	-50	-1,524.00	Sales incorrectly keyed into the Agresso
31Main	Z6SEWROD	Sewer rods	175	0	-175	-1,316.00	Sales incorrectly keyed into the Agresso
Main	Z4600SUR	600mm Sign + Plate	116	97	-19	-1,163.94	Sales incorrectly keyed into the Agresso
Main	Z6CLAM10	10" Repair clamp	3	10	7	1,334.20	Sales incorrectly keyed into the Agresso
Main	Z4CORR	Corriboard sign	1,278	1,433	155	1,509.70	Sales incorrectly keyed into the Agresso
Main	Z11GLOV7	Disposable gloves	353	540	187	1,817.64	Sales incorrectly keyed into the Agresso
Main	Z11JACKP	Bomber/Ladies Jacket	159	194	35	3,111.50	See comment for Z11JACK1
Main	Z6PIE6	6" PVC Piping	90	294	204	3,255.84	Possible keying error on qty. on sales

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M1 (Machinery)	ZSTHOSE1	Hydrau-Hose Angle 90% Salter- motor	29	21	-8	-710.72	Possible keying error on quantity on sales
M1 (Machinery)	ZAT315	Dunlop Tyre 315/80	3	11	-8	4469.04	Possible keying error on quantity on sales
M1 (Machinery)	ZAE268	Blade Fuse Holder	193	453	260	2301	Possible keying error on quantity on sales
M1 (Machinery)	ZASQF	Push conn Quick- Fitting Brass&Plast	365	307	-58	-535.34	Possible keying error on quantity on sales
M1 (Machinery)	ZSTHOSE4	Hyd Hose set 1993/RDM5	6	36	30	2214.9	Possible keying error on quantity on sales
M1 (Machinery)	ZSTMR150	Bucher Controller RDESELMR150	6	7	1	1633.78	Possible keying error on quantity on sales
M1 (Machinery)	ZSTCWR	Castor wheel Romaquip Snowplough	21	19	-2	-519.78	Possible keying error on quantity on sales
M1 (Machinery)	ZSTROOF2	Roof Operation Valve	1	4	3	3823.83	Possible keying error on quantity on sales
M1 (Machinery)	ZPXHYCB	Hydraulic control block	3.2	2.2	-1	-723.84	Possible keying error on quantity on sales
M1 (Machinery)	ZVO72293	ZVO20972293 Fuel Filter	24	11	13	-520.65	Possible keying error on quantity on sales

**December 2023**

<b><u>Warehouse</u></b>	<b><u>Product</u></b>	<b><u>Description</u></b>	<b><u>No. on System</u></b>	<b><u>Qty Counted</u></b>	<b><u>No. of Dev.</u></b>	<b><u>Dev. Amt (€)</u></b>	<b><u>Comment</u></b>
Main	Z11MASK1	Mask (charge per Mask - FFP3, FFP2 & KN95)	2332	2695	363	1172.49	There are 6 different product codes for different types of masks which can lead to errors in recording the correct product code for each. The variance between all masks is 100 and amount to €551.95
Main	Z11GLOV2	Maxi Chem/MaxiDryPlus/Welder Gloves	391	536	145	1078.8	See comment for Z11GLOV1
Main	Z11GLOV3	Maxi-flex (144per case)/A350 Dermiflex Gloves	1671	1770	99	363.33	See comment for Z11GLOV1
Main	Z11GLOV1	Green Gripper, Work Gloves, Cat II, Sold as a Pair	1059	1140	81	59.94	The variance between all the different glove codes Z11GLOV1 - Z11GLOV9 is 226 amounting to €75.72 in Euro
Main	Z4POL89	Galvanised Pole 3600*89mm	22	60	38	2390.2	see comment for Z4POLE13
Main	Z4POLE13	Sign Poles 13ft - 3.96metre	44	13	-31	-1824.66	Similar to product Z4POL89. Across the 10 product codes for poles there is a variance of 1 costing €217.30
Main	Z11POLO	Hi-vis polo shirts	292	241	-51	-1162.29	Little in the way of explanation other than to assume 1 x box of 50 polo shirts were not delivered.
Main	Z11GLOV4	Tiger Grip & Orange Grip	234	175	-59	-1420.13	Similar to other glove products. The variance between all the different glove codes is 226

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							amounting to €75.72
Main	Z11GLOV4	Tiger Grip & Orange Grip	234	175	-59	1420.1 3	See comment for Z11GLOV1
Main	Z11GLOV9	Maxi Dry(72per case)/Maxi Therm/AP80 Liquid Pro Gloves	1031	967	-64	-311.68	See comment for Z11GLOV1
M1	ZALLED2	LED Flashing Amber CA9410 24 VOLT	48	18	-30	-1022.4	These are work lights used on gritters, they require regular replacement due to the harsh environment and the deviation is from a failure to record when they are taken from stores.
M1	ZASTERM	Battery Terminal Spray 0890104	57	10	-47	-736.96	This product code is for several items of spray/grease/lubri cation that are used daily by fitters. Deviation again is from failure to record when they are taken from stores
M1	ZAE096	Ford Transit Battery 096	12	5	-7	-733.81	This is a common batter size, used in small vehicles, small plant like rollers, gritters, etc. Deviation again is from failure to record when they are taken from stores
M1	ZSTQFITT	Quick Fittings S/S	35	15	-20	-715.4	Hydraulic fittings for snow ploughs and other hydraulic equipment. Deviation again is from failure to record when they are taken from



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							stores.
M1	ZASSILI	Silicone lube	45	19	-26	-708.76	As line 6 above, code covers several items used everyday. Deviation again is from failure to record when they are taken from stores
M1	ZVOPIPE	Coolant Steel Pipe	3	10	7	1696.17	Could have been entered under different/incorrect product code.
M1	ZPXEXTR	Extension Rollers (L&R)	0	3	3	1668.81	Could have been entered under different/incorrect product code.
M1	ZSTDMFRB	Bush Front Roller RDM5	2	52	50	1103.5	Could have been entered under different/incorrect product code.
M1	ZVOEBS	Volvo EBS Valve	3	4	1	985.66	Could have been assigned to vehicle and restocked afterwards.
M1	ZVOSUMP	Volvo Oil Sump	1	2	1	971.71	This sump was charged to a vehicle and subsequently returned to stock