

Audit Recommendations current at 16 February 2009			
Recommendations	Responsibility	Target Date	Comments
EONI Management should consider implementing a procedure for the administration of the key aspects of Direction 08/2008:- (a) improving administration processes; (b) improving the efficiency for the monitoring of turnaround times in each of the Area Offices; (c) the checking procedures undertaken by the AEO/AAEO; (d) the processes to ensure appropriate segregation of duties; and (e) the methodology for providing statistics to EONI Management	In addition to the simplified arrangements set out in Direction 15/2008 Assistant Chief Electoral Officer (R) to bring forward proposals for a uniform administrative process to be used by all offices	01-Feb-09	Area Office visits complete. Procedures in draft format.
Business Contingency Plan (including IT Disaster Continuity Plan) should be maintained and tested on a regular basis to ensure that it remains current	Assistant Chief Electoral Officer (Elections) to ensure that tests take place on a regular basis and that results are satisfactory	Tests to be undertaken within 6 weeks of completion of the IT refresh work and at a minimum of 6 monthly intervals thereafter	Plans in place to carry out a test on 23 March 2009.
Standalone Server to be stored in a lockable secure rack	Systems Analyst	15-Dec-08	Delay in IT Project - scheduled for 21 February 2009. Server will be stored in a rack in a keypad controlled room. Access limited to authorised users only.
Finance Office to provide DROs with monthly budgetary reports for the European Election on a parliamentary constituency basis and monthly Information pack for CEO to include cumulative expenditure with total budgeted election expenditure and comments on under/overspends	Finance Officer	15th working day of each month	The election budgetary reports should be presented monthly to the Management Board.
EONI Management should consider prioritising tasks for the European Election using a high/medium/low or "traffic light" system	Assistant Chief Electoral Officer (Elections)	01-Feb-09	Will be completed for the European Parliamentary Working Group meeting on 2 March 2009.
Staff in Area Electoral Offices to ensure that election temporary staff attendance sheets are recorded with the correct start and finish times	Assistant Chief Electoral Officers	During the period of the 2009 European Election	Management checks will be included in the April and July 2009 quarterly reviews by ACEOs.
EONI Management should ensure that correct systems are in place to maintain sufficient cash flow on a timely basis for election accounts	Head of Corporate Services and Finance Officer	01-Feb-09	Ongoing
Policies and procedures in relation to the management of fixed assets should be formally drafted, approved by management, communicated to all EONI Staff and reviewed on an annual basis.	Head of Corporate Services and Finance Officer	31-Dec-08	Currently using FSD Policy and Procedures on management of Fixed Assets. EONI Policy and procedures will be documented in the revised Finance Procedures Manual which is currently being quality assured by ASM Horwath, Internal Auditors.
The revised Financial Procedures Manual should include changes to the budgetary structure and updated purchasing procedures	Head of Corporate Services and Finance Officer	31-Dec-08	The revised Finance Procedures Manual is currently being quality assured by ASM Horwath, Internal Auditors.
CEO continues to discuss the recharging mechanism for District Councils with NIO with a view to reaching an expedient resolution	Chief Electoral Officer	Ongoing until NIO act	Reminders of the need to take action to continue on a regular basis
EONI should ensure that the 2009 European Election account is closed within twelve months of the election	Head of Corporate Services and Finance Officer	04-Jun-10	Supply of marked registers and lists are available for public inspection until June 2010. Post election documentation cannot be disposed off until Mid June 2010. Candidates election expenses are available for public inspection until 20 July 2010. HoCs requests permission to move the target date for closing the account to 31 July 2010
EONI to produce a final cost comparison with initial estimates for the European election to provide guidelines for budget setting procedure for future elections	Head of Corporate Services and Finance Officer	31-Jul-10	

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