|  |
| --- |
| Main question of the audit (Level 1):  ***Are the circuits in place in DG BUILD to process financial transactions efficiently and effectively designed and implemented?*** |

| PRELIMINARY SURVEY |
| --- |
| Level 2 questions | Level 3 questions | Risks | Criteria | Testing procedures |
| WHAT DO WE WANT TO KNOW? |  | WHAT STANDARD DO WE MEASURE AGAINST? | WHAT EVIDENCE/INFORMATION IS NEEDED? |
| r  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * 1. *Have the financial circuits been chosen taking into account the risks?*
 | 1.1 Did the AOD perform a regular and comprehensive risk analysis taking account of the type of transactions and the cost-effectiveness of controls when deciding on financial circuits?1.2. Are there different (simplified) circuits for low risks and repetitive transactions? 1.3. Is the hierarchical level/experience of the financial actor processing a transaction proportional to the corresponding risks and amounts concerned? |  |  |  |
| * 1. *Are the circuits cost-effective?*
 | * 1. Is there redundancy in the circuit in terms of:
		+ - similar tasks performed several times,
			- two parallel circuits (electronic workflow and paper file) with no added value.
	2. Are there unnecessary controls/steps in the circuit?

2.3. Are there bottlenecks in the circuit? 2.4. Are differences justified among operational units processing similar types of transactions in terms of financial circuits?2.5. Do the "certified correct" procedures enable the DG to ensure that services/supplies/ work provided for in the contract are properly provided /delivered/carried out?2.6. Is the supporting documentation related to a transaction to be processed easily accessible by the relevant financial actors? |  |  |  |
| * 1. *Are the procedures to handle financial transactions effective?*
 | 3.1. Ae the documents (checklists, manual of procedures): * + - * clear, concise and up-to-date?
			* adequately communicated?

3.2. Are the procedures consistently implemented within the DG?3.3. Is the staff using the latest version of the documentation?  |  |  |  |
| * 1. *Is the knowledge management adequate?*
 | 4.1. Are the financial actors properly trained? 4.2.Is there exchange of information/good practices amongst financial actors (network)? |  |  |  |
| * 1. *Is the performance of the financial circuits monitored?*
 | 5.1. Have SMART[[1]](#footnote-1) objectives been put in place by the management for the processing of the transactions?5.2. Are there RACER**[[2]](#footnote-2)** key performance indicators to measure and monitor the performance of the financial circuits?5.3. Is the management carrying out a comparative analysis among units to ensure:* + - * consistent treatment of transactions;
			* that the number of staff involved in the financial management is in line with the type of contracts and the related risks.
 |  |  |  |

1. **5** Specific, Measurable, Achievable, Relevant, Timed [↑](#footnote-ref-1)
2. **6** Relevant, Accepted, Credible, Easy, Robust [↑](#footnote-ref-2)