

GLOSSARY

<u>Term</u>	<u>Definition</u>
Access control	An Access Control is any mechanism by which a system grants or revokes the right to any one person to access some data, or perform some action
Agresso	The Council's core finance software used to record financial transactions and make payments. Agresso has two tools, a web interface called <i>Self Service</i> , and an application, called <i>Smart Client</i> .
BACS	BACS is the Bank Automated Clearing System. A debit and credit system used to make direct transfers to/from clients' accounts.
Design evaluation	Design Evaluation, in Internal Audit terms, is a systematic determination of whether an internal control system is designed to meet its objectives.
Enhancements	Increments to the basic rate of pay which are subject to eligibility criteria.
Honorarium	An additional payment given to a member of staff for performing additional duties beyond that normally expected of the role.
Internal Control System	Internal control is the integration of the activities, plans, procedures, policies, and efforts of the people of an organisation/team working together to achieve its objectives and mission. Internal controls with a common purpose are grouped together and referred to as internal control systems.
Internal Audit	Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.
Market Supplement	An additional payment, made in accordance with agreed procedures, in addition to the normal rate for a job which recognises the external market rate that exists for some jobs or individuals may not be appropriate.
Opinion	The rating, conclusion and/or other description of results of an individual internal audit engagement, relating to those aspects within the objectives and scope of the engagement.
Risk	The possibility of an event occurring that will have an impact on the achievement of objectives. Risk is measured in terms of impact and likelihood.
Salary protection	A period where the previous salary level is maintained whilst the employee is in a new position within the authority.
Variant report	A variance report is basically a report showing the difference between two data sets e.g. number of staff in one month compared to the following month.