

Kilkenny County Council

Internal Audit Report Motor Tax End of Year Stocktake 2024

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Report Distribution

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Introduction

Motor Tax in Ireland is a charge imposed by the Irish Government on motor vehicles. Some Vehicles are exempt but all must display a current tax disc if used in a public place. You can pay your motor tax through your local Motor Taxation Office or online at www.motortax.ie.

Objectives

The purposes of the physical inventory check in the Motor Tax office is to determine that:

- (1) the inventory actually exists
- (2) the methods of inventory taking are effective in obtaining accurate counts
- (3) the inventory is in a usable and salable condition in the normal course of business
(e.g., not damaged or obsolete)
- (4) Verify that the cash floats are correct

Approach

Internal Audit physically checked the stock held and verified the cashier's floats on 23rd December 2024.

Co-operation of Management and staff

Internal Audit received full co-operation from Motor Tax Management and Staff throughout the course of this review and would like to thank them for their assistance.

Internal Audit Opinion

Internal Audit's findings and recommendations are detailed below. Based on this review the audit opinion for stock in Motor Tax is reasonable assurance. There is a sufficient framework of key controls for objectives to be met. Risks are managed. Controls are generally applied but some lapses in the application of controls have been observed.

This report was distributed to the Finance Directorate and includes their Management Action Plan.

The report was approved by the Management Team on 28th February 2025.

The Audit Committee reviewed the Audit Report at their meeting of 3rd March 2025.

Brigid Webster, Internal Auditor

Findings & Recommendations

The stock in the Motor Tax office was physically counted and was reconciled to the Supervisors End of Year Stock Report dated 23/12/2024. This report is generated from the NVDF IT system. Inventory items were arranged in an orderly manner which facilitated ease of counting. All quantities were determined by actual physical counts performed by Internal Audit.

<i>Findings</i>	<i>Implication</i>	<i>Recommendation</i>	<i>Management Action Plan & Timeframe</i>
Duplicate Registration Books -R. F 120 Brown Books 1. Three Registration Books numbered [REDACTED] were noted in the safe during the Stocktake. When the Annual Stock Report was printed and checked these books did not appear on the report as being in stock. This was also an issue in the 2023 Stocktake.	Registration Books not registered on the NVDF System as being in stock.	Internal Audit notes that there are three Registration Books which did not appear on the End of Year Stock Report for 2024. These are the same books that did not appear on the Stock Report for 2023. However, upon further investigation it was noted that the relevant book numbers could be seen on the live NVDF System on the day. I would recommend that Kilkenny County Council contact the Department of Transport, Tourism and Sport to rectify this anomaly.	On the 8 th January 2025 customer support at the Department of Transport advised that “they are unable to explain or rectify the position in relation to the 3 registration books not appearing on the end of year annual stock report (2023/2024 period)”. However, the 3 registration books were acknowledged October 2022 to our stock and will show on a supervisor stock report. The books are therefore recorded on our system and can be accounted for and assigned to cashiers when needed.

<i>Findings</i>	<i>Implication</i>	<i>Recommendation</i>	<i>Management Action Plan & Timeframe</i>
Receipts 2. Receipt Number [REDACTED] appeared on the End of Year Stock Report as being in stock. When the stock was checked by Internal Audit it noted that this receipt was not in stock.	Incorrect information on stock report	I would recommend that Kilkenny County Council follow up with the IT Section in the NVDF to query why Receipt Number [REDACTED] is appearing on the Stock Report.	On the 3 rd of January 2025 customer support at the Department of Transport advised that “receipt no. [REDACTED] has been removed from the stock balance table” (Unissued Stock).
Annual Trade License Plates 3. There were 91 old Trade Licence Plates in the safe during the Stocktake. These were old Plates ranging in years from 2021 – 2024.	These Plates have to be renewed annually therefore they have no value and cannot be reused.	I would recommend that Kilkenny County Council securely destroy these plates and provide proof of destruction to Internal Audit for the Audit File.	On the 30 th January 2025 the trade plates totaling 91 pairs were destroyed at Kilkenny Council’s Dunmore Recycling Centre. A schedule of destruction was signed and witnessed by the Facility Manager and the Authorised Officer.
Floats 4. The cashier’s floats were checked and the following were verified; Motor Tax Cashier Float’s [REDACTED] Motor Tax safe Float [REDACTED]. Traffic/receipts Float’s [REDACTED] Spare Float used by motor tax staff when covering traffic/receipts counter [REDACTED].	No issues noted.		Noted.

