

## SUMMARY

### **Summary of Report 16/2016, relating to Sant Andreu de la Barca Town Council, expenditure groups 1 and 2, year 2014**

*Barcelona, 7 September 2016*

The Public Audit Office for Catalonia has issued Report 16/2016, relating to Sant Andreu de la Barca Town Council's budgetary expenditure groups 1 and 2 in financial year 2014, in accordance with its Annual Programme of Activities.

The report, which was presented by Board Member Mr Joan-Ignasi Puigdollers, was approved by the Audit Office Board at its meeting on 12 July 2016.

The purpose of the audit was to review personnel expenditure and expenditures on goods and services, i.e. budget groups (chapters) 1 and 2, of the Council's budget (excluding its subsidiary entities) corresponding to financial year 2014.

The most significant findings arising from the work carried out are explained in section 3.1 of the report and may be summarised as follows:

- The posts of Comptroller and Treasurer were filled by stand-ins, appointed by a simple mayoral decree. The relevant application to the Directorate-General for Local Government to have two civil servants appointed to these posts had not been made.
- In 2014 the Council's Comptroller's Office (*Intervenció*) did not draw up any report summarizing the results of controls carried out to monitor the corporation's financial management. This report should be sent annually to the Spanish government's Comptroller General's Office.
- Regarding the monthly comptrollership of Council staff payrolls, the Comptroller's Office made no written warning about the legitimacy of complementary pay awards or other pay items not sanctioned by legislation.
- The Town Council does not have the required official Schedule of Staff Positions (*Relació de llocs de treball*). Nor does it have, as an integral part of the approved budget for 2014, a breakdown of staff positions showing their total pay awards.
- The Council does not have a properly constituted Register of Staff. The employee details which should be recorded on this register determine staff salaries and provide the basis for justifying payroll payments.

- As well as their general and specific pay awards, permanent and temporary civil service staff were also awarded a series of additional pay items not sanctioned by basic Spanish State legislation.
- In three of the reviewed contracts for goods and services certain anomalies relating to the purpose of the contracts, and also to the amounts, dates, and contract types, were detected. These constitute a breach of regulations and lead the Audit Office to consider that there may have been an improper splitting up of a contract.
- The contract for telephone services was awarded directly, without using any sort of tendering procedure. Other services, such as advertising and promotion, were also awarded in the same way.
- The insurance policies held were contracted by a tendering procedure in 2004 for a maximum time period ending in 2008. As from 2008, the Town Council's insurance cover should have been put out to tender again.
- The contract for refuse collection, street cleaning, running the rubbish disposal centre and selective waste collection underwent changes relating to the scope, the expiry date and the envisaged cost of the service. These modifications would have required starting a new procurement process, which did not take place.
- As from 20 October 2014 the Council had the service for removing vehicles from the public highway without a proper governmental contract.

This summary is solely for information purposes. The audit report (in Catalan and Spanish) can be consulted at [www.sindicatura.cat](http://www.sindicatura.cat).