



AUDIT CASE STUDY USING THE TOOL Xémélios



AVAILABLE DATA : DEMATERIALIZED MANAGEMENT ACCOUNT

Dematerialized management account

■ Activated arrangements and general principles

- Letter of the Public Finances Directorate General (DGFIP) of 27 May 2009 and additional note of 22 June 2009
- Initiative launched in 2009
 - Management accounts on figures 2008 from Hélios
 - All local accounting except for the budgetary and accounting instructions M21 (hospitals) and M31 (public housing offices)
 - Progressive implementation
- Initiative approved by the French Court of Audit (see the dematerialization charter signed on 7 December 2004 in Bercy and the national framework agreement on paperless procedures)
 - No need to sign a local dematerialization convention
- Arrangements refer to the copy of the management account which is addressed to
 - Regional Audit Chambers (CRC): initially the dematerialized management account is burned onto a CD ROM by the accountant
 - Inter-regional Centres of Administrative Auditing and Verifying of Accounts (PIAA) : the Centre provides PIAA an access to the computer application CDG-D
- Developments in 2011
 - Transmission to the server of the Court of Audit (more CD ROM)


Dematerialized management account

- The developed dematerialized management account on figures includes:
 - management account on figures itself
 - budget sheets
 - Cash flow statements, statements of outstanding amounts to be recovered (ERAR), statements of amounts being due (ERAP), statements of development of amounts (EDDS)
 - LACTF ; third-party and financial accounts books
- Accounting data resulting from Hélios programme are:
 - Dematerialized in the form of data files in XML format
 - Collected in an electronic archive made available to accountants through the CDG-D computer application
 - Analyzed with the XÉMÉLios tool
- The triggering event is
 - The closure of the financial year and the transfer of opening balances in Hélios

Dematerialized management account



- **Impacts of the new scheme on the management accounts based on documents and records**
 - The dematerialized management account replaces the management account on paper
 - ✓ Developed dematerialized expenditure account: expenditure account in figures, budget sheets, outstanding commitments, EDDS
 - Titles, warrants and vouchers dematerialized in the form of PES flow
 - Documents supporting expenditure and income dematerialized and transferred through the Hélios PES
 - Statements/documents which are not dematerialized at this stage and are produced in paper form
 - ✓ Balance of inactive values
 - ✓ Statements C1 to C4 of the management accounts of the accounting system M22
 - ✓ Signature sheet
 - Statements/documents which continue to be printed and produced in paper form
 - ✓ Management accounts not available in CDG-D
 - ✓ Management accounts, statements of outstanding commitments and balances development changed manually by the accountant
 - ✓ Budget sheets to facilitate classifying documents by allocation



OPERATION OF THE MANAGEMENT ACCOUNT DEMATERIALIZED USING XéMéliOS

Dematerialized management account



➤ Consultation

- Net assets
 - ✓ Summary balance sheet
 - ✓ Detailed balance sheet
 - ✓ Summary profit and loss account
 - ✓ Profit and loss account
 - ✓ Statement of operations on behalf of third parties

- Budget implementation
 - ✓ Budgetary outcome of the year (general budget and subsidiary budgets)
 - ✓ Budgetary outturn
 - ✓ Statement of consumption of budgetary appropriations
 - ✓ Completion of operations (warrants and securities issued)

- Cash and securities accounting
 - ✓ Account position
 - ✓ Situation of inactive values
 - ✓ Comparative presentation by nature/function

- Cash flow statements
 - ✓ Outstanding amounts to be recovered
 - ✓ Amounts remaining due
 - ✓ Statement of development of amounts

- Budget sheets

Dematerialized management account



➤ Possible export to a spreadsheet

➤ Some examples of possible audits

- Exploitation of the statement of outstanding amounts to be recovered
 - ✓ To verify the procedures implemented by the public accountant (personally and financially responsible for revenue collection)
- Research on overlapping mandates via budget sheets
- Audit of the accuracy of budget estimates $[BP/CA]$ and the accuracy of budget implementation $[(BP+DM)/CA]$



INTRODUCTION TO THE EXPLOITATION OF PAY INPUT DATA USING XéMÉLIOS

DEMATERIALIZED PAYROLL

➤ A unique national framework convention

- version 3 of 28 January 2010
- about 8000 conventions signed

➤ A framework concluded for the regional or local authorities and local public bodies (CEPL)

- The preferred solution: exchange of a monthly pay data file standardized according to a XML schema
- A XML edition available for most RH software
- An common operating tool for all these data: Xémélios

DEMATERIALIZED PAYROLL

Decree No 2007 - 450 of 25 March 2007 on “supporting documents” requires before the payment the production of:

1. An individual or collective nominal roll outlining, if necessary, the following information for each staff member:

- degree, level, index, indication of the workload, hourly rate;
- the period in respect of which compensation is due and the number of working hours;
- gross monthly salary;
- allowances for residence;
- family income supplement (SFT);
- new index-related bonus (NBI) ;
- each premium or compensation individually;
- extra hours;
- standby duty allowances or permanence allowances;
- amount of compensations subject to withholding tax;
- amounts of these withholding taxes;
- net monthly salary;
- net sum payable

2. An overall summary statement with references to budget chapters and articles.



EXPLOITATION OF PAY DATA

Dematerialized management account



➤ Consultation

- Of remuneration statements
 - ✓ Use of research criteria, with operators (ET, OU,)
 - ✓ Possible export to a spreadsheet

➤ Some examples of possible audits

- ✓ Validity of the receipt of an allowance (NBI) or a benefit (SFT)
- ✓ Selection of beneficiaries of a type of allowance (benefit in kind, for instance)
- ✓ Detection of fixed-rate bonus payments: extra hours
- ✓ Allowances for non-permanent staff