



ANDALUSIAN OFFICIAL AUDIT OFFICE

2009 ACTIVITIES REPORT AND 2010
ACTION PLAN

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I. ACTIVITY OF THE ANDALUSIAN OFFICIAL AUDIT OFFICE DEPARTMENTS

The Bill 1/1988 of 17 March created the Andalusian Official Audit Office as a functionally independent external control body, although directly answerable to the Andalusian Parliament. It is in charge of the external control of the economic, financial and accounting management of the public funds of the Autonomous Region of Andalusia. Being a Regional Government Body, the Office is one of the bodies that allow measuring the level of integration of the region's faculties and powers.

Its field of action comprises all bodies and agencies forming part of the Andalusian Public Sector, that is to say:

- The Andalusian Regional Government Administration and the autonomous agencies, public companies and all other bodies answerable to it.
- The Local Authorities in the Andalusian territory, as well as the autonomous agencies and public companies answerable to them.
- The Andalusian Public Universities.
- The Andalusian Chambers of Commerce and other institutions mostly financed by public funds.

Another way of defining the field of action of the Official Audit Office, from a material viewpoint, refers to public funds as all those managed by the public sector, including all grants, loans, guarantees and any type of aids granted to whatever individual or legal entity of public or private nature.

The highest collegiate governing body is the **Plenum**, composed by seven Counsellors, elected through voting by a majority of three fifths of the members of the Andalusian Parliament. All political groups represented in the Andalusian Parliament, with the exception of the Mixed Group, have the right to propose at least one of the elected members. The **Chief Counsellor** is appointed by the Prime Minister of the Regional Government of Andalusia at the proposal of the Plenum of the Official Audit Office for a three-year mandate, with the possibility to get re-elected.

The Counsellors direct the control and inspection activities, from proposing the work to be included in the action plans to the submittal to the Plenum of both the drafts and final versions of the entrusted scheduled reports and in view of the counterclaims presented by the audited entity. The Counsellors direct the auditors and necessary auxiliary audit staff for them to perform their work efficiently.

The Andalusian Official Audit Office consists of three main Departments: one corresponding to the Regional Government of Andalusia, controlling and inspecting the Regional Administration; another one to public bodies and companies, controlling and inspecting this type of bodies created by both the Regional Administration and the local authorities and one corresponding to Local Authorities, controlling and inspecting municipal governments and county councils.

Staff, specialised in auditing and controlling public funds, performs the work. Staff members are selected in accordance with the general Government Employment regime.

As such, the Official Audit Office is organized in homogeneous audit areas, not only considering the nature of the audited entities, but also other circumstances such as their number, the managed budget volume, etc. Moreover, this division allows a balanced allocation of the institution's human resources, with each department practically receiving one third of the staff. Two Counsellors, who are responsible for the work performed by the Audit Office auditors and technical staff, head each Department.

The **Coordination** Department, placed under the direct responsibility of the Chief Counsellor, is in charge of the follow-up of the Action Plan and of the processing of approved reports.

The coordination tasks are completed by the **Technical Committee**, composed by four Auditors, advising the Plenum and supervising the quality of the control and inspection work, both in the planning and in the final drafting phase.

The following is a list of the members of the different Official Audit Departments at the end of 2009:

Coordination Department:

The Chief Counsellor Mr. Rafael Navas Vázquez

Andalusian Regional Government Control and Inspection Department:

Counsellors Messrs. Eduardo Rodríguez Melgarejo
D. Ricardo Sánchez Virués de Segovia

Local Authorities Control and Inspection Department:

Counsellors Mrs. Carmen Iglesias García de Vicuña
D. Antonio Marmolejo Ledesma

Public Bodies and Companies Control and Inspection Department:

Counsellors Messrs. Rafael Rodríguez Bermúdez
Mr. Mariano Pérez de Ayala y Conradi

To constitute the **Plenum** of the Official Audit Office, the presence of at least five counsellors is required, one of them the Chief Counsellor or his legal substitute. Its basic faculty is the provisional and final approval of the control and inspection reports. Each year the Plenum previously approves the next Action Plan and the institution's proposed budget, as well as the preceding year's activities report and budget outturn. As to the personnel, the Plenum approves the proposed staff and salaries for their submittal to the Parliament's Presiding Committee, agrees on public job vacancies and in regard to disciplinary measures, decides on the possible dismissal of Audit Office personnel.

Throughout 2009 a total of **fourteen meetings** took place, adopting in all **eighty-nine** agreements. Most of these agreements referred to auditing issues and the remaining ones tackled various subjects: budgetary, human resources, contracting or institutional relations, all of them issues for which the Plenum is empowered.

The **Executive Committee**, the other collegiate governing body established in the Official Audit Office Bill, has faculties with regard to personnel issues. It approves for example the selection test announcement bases and job reserve procedures, has disciplinary powers and performs a comprehensive monitoring of the General Secretariat's human resources management.

Throughout 2009 the Executive Committee held **five** ordinary and **five** extraordinary meetings, adopting in all **forty-five** agreements.

Throughout 2009, the following members composed the committee:

The Chief Counsellor	Mr. Rafael Navas Vázquez
The Counsellors Mrs.	Carmen Iglesias García de Vicuña D. Eduardo Rodríguez Melgarejo Mr. Antonio Marmolejo Ledesma

The Secretary-General of the Official Audit Office, designated by the Plenum, Mrs. Milagros Carrera García, attends all meetings of both the Plenum and the Executive Committee. She also acts as Personnel Manager and is responsible for the internal regulations of the Audit Office services and sections, without prejudice to the superior authority of the Plenum and the Chief Counsellor and the powers of the Executive Committee and the Counsellors.

II. AUDIT ACTIVITY

Public auditing has its peculiarities, not only because of its focus on compliance with legality, but also because it should be a tool for improvement of management practices, through the inclusion in our reports of useful guidance or indications for managers. All this without forgetting its instrumental character at the service of the Andalusian Parliament's comprehensive political control.

The definition of the Andalusian Official Audit Office as a technical body, also assumes the performance of its activities in full accordance with the references and parameters applicable on the financial, budgetary and accounting reality it has to analyse.

The control and inspection reports issued by the Andalusian Official Audit Office state the following:

- Compliance with the legal regulations governing the economic and financial activities of the Public Sector and with the applicable accounting principles.
- The level of achievement of the set targets and of the principles of effectiveness, economy and efficiency in public management performance.
- The detected existence of infringements, abuses or irregular practices.
- The corrective measures to be taken to improve the economic and financial management of the inspected bodies.

Based on the data included in the statements of accounts, the Audit Office approves every year general reports on each of the sub-areas of the Andalusian public sector. Three reports of this type are specifically drawn up:

- The report on the Autonomous Region's General Account, including the control and inspection of the Interterritorial Compensation Fund and of Administrative Contracting by the Regional Government of Andalusia. This report serves as a basis for discussion and approval by the Andalusian Parliament of the statements of accounts submitted by the Regional Government Cabinet, as well as for the adoption of resolutions aimed at improving public management.
- The general report on the Andalusian Local Public Sector.
- A report on the statements of accounts of County Councils and city Governments of towns with more than fifty thousand inhabitants.

Like all reports approved by the Audit Office, these three are sent to the Court of Auditors and then included in the latter's reports to the Spanish parliament about Autonomous Regions and Local Authorities.

Moreover, the Official Audit Office approves each year a set of specific reports linked to its medium and short-term programming policy. The Audit Office's aim is to achieve a balanced action in all areas of the Andalusian public sector through an adequate distribution in both space and time and to enable it to assess the quality and regularity of its economic and financial management.

The reports are limited to an objective description of the obtained evidence, avoiding value judgments and seeking to achieve clear and concise statements.

They contain a brief introduction of the inspected body or issue and the pursued scope and targets, as well as a reference to the applied methodology, possible limitations of the scope of work and doubts on some aspects that could not be fully clarified, a sorted description of the obtained information and a chapter with conclusions and recommendations.

Concerning the most relevant actions carried out by the institution's different control and inspection departments, the following should be highlighted:

Regional Government of Andalusia

The scope of external control and inspection of the economic and financial activities of the public sector of our autonomous region is much broader and varied than a simple audit of accounts in the private sector. In the strict sense, the auditing of accounts is integrated in a much more ambitious and complex concept, consisting of the draw-up of reports, aimed at improving the work entrusted to the management bodies, without impairing its final goal: to serve the Andalusian Parliament in its task of controlling the Executive.

Pursuant to the aforementioned, throughout the year the Regional Government Control and Inspection Department drew up a report on the compliance with the recommendations in the control and inspection report with regard to the application of the SEC95 on the Andalusian regional public sector. The aim was to assess the influence of these reports and more particularly their recommendations on management practices and on the eventual adjustment of practices and methods that should be avoided.

The economic scenarios of the two reports are highly different, because it is absolutely impossible not to refer to the financial crisis, which didn't exist yet at the time the first report was drawn up and had an impact on the magnitudes figuring in the second one. In spite of the abovementioned, we'd like to stress that most of the recommendations were taken into consideration and implemented.

The tax revenues of the Regional Government of Andalusia, with special reference to the duties receivable, were also subject of a report in 2009. It analyses the taxes that finance part of the activities of the Regional Government of Andalusia, differentiating between the regional government's own taxes and those transferred and focusing on the duties receivable. This aspect is undoubtedly relevant in the current economic situation, characterized by a stagnation of economic activity and unemployment increase.

In order to continue with the work started in previous years, the Department went on with the control and inspection of grants to families, private businesses and non-profit institutions, this time in the 0.3 to 0.6 million € bracket. The fact that public aid beneficiaries are conscious of the possibility of an eventual control of these aids is in itself already an efficient regularity control tool.

The fact that budgets are structured in budget programmes shows the will to provide for specific public policies with well-defined aims. In this sense, an adequate and correct budgeting of the activities, targets and indicators of these programmes is absolutely necessary for a correct and efficient spreading of the available resources. In order to know the adequate budgeting of the programme and eventually remedy certain omissions or mistakes in its design, the Department made a report on the budget programme "Family guidance service", which lists the possible improvements that the management centres could introduce in the budget for this relevant social policy.

Just as in the previous years, the Department drew up a report on the Autonomous Region's General Account, this time for the year 2008. This report springs from the own bill that created the Andalusian Official Audit Office and refers to both the General Administration of the Regional Government of Andalusia and its autonomous bodies, agencies, business entities and foundations. The report also includes the control and inspection of administrative contracting and of the interterritorial compensation funds.

Local Authorities

Continuing with the Institution's effort of previous years to incorporate new technologies in the control, inspection and statements of accounts, a working group was created to adapt the Telematic Submittal of Accounts application for telematic submittal of the accounts of Local Companies, using the PGC-2007 taxonomy based on the XBRL format. This project also includes the submittal of the accounts of Public Companies and Foundations of the Regional Government of Andalusia.

Throughout 2009 we complied with the **Collaboration Agreement with the Court of Auditors**, which materialized in the exchange of information between the two institutions, the sending of letters to the city governments, reminding them about their lack of submittal of accounts and in the standardization of auditing procedures for the submitted accounts. By virtue of this agreement, the accounts submitted to the Andalusian Official Audit Office shall be considered as well submitted to the Court of Auditors, avoiding the hitherto mandatory double submittal by local authorities. This Agreement establishes a sole statement of accounts, safeguards the powers of both control bodies, simplifies the submittal of accounts by local bodies, avoids the duplication of control and inspection proceedings and guarantees knowledge by both control bodies of the submitted accounts.

In order to continue with the concept of previous years of carrying out control and inspection actions in city governments, which repeatedly failed to comply with the mandatory submittal of their accounts, two reports with a final character were approved, one that covers city governments with a population between 5,000 and 10,000 inhabitants and one for those comprised between 10,000 and 50,000 inhabitants.

With regard to the analysis of public service performance by local administrations, on which the Local Authorities Department has been focusing its attention over the last years, we analysed the Home Help Service provided by city governments with a population between 50,000 and 100,000 inhabitants. A total of sixteen city governments in all provinces of our autonomous region were analysed. All functions of this public service were studied, the organization and management of its staff and the outcome of its activities, referring to the years 2006 and 2007.

We defined a set of indicators that allows verifying and comparing the performance of the service among the different city governments. These indicators refer to the population covered by the service; to the staff supplying this service and the cost for each city government; to the number of users and the total amount of interventions throughout 2006 and 2007 and the cost of the service in each town, measured in price/hour.

Concerning the analysis of public policies set up by the administration, the Plenum of the Official Audit Office approved a control and inspection report on Financial Tutelage of various city governments in the Autonomous Region.

Within the framework of the faculty of financial tutelage of local entities, which the Andalusian Statute of Autonomy grants to the Autonomous Region, the Regional Government has carried out various actions over the last years, aimed at the financial stabilizing of Andalusian local finances. These actions have benefited 350 city governments and the cost for the Regional Government of Andalusia amounted to approximately 130 million euros. Two consortiums were created to execute these measures, one for Municipal Financial Stabilizing and one for the Improvement of Local Finances. The city governments, integrated in these consortiums, ceded the ownership of their financial debts and committed themselves to contribute to the amortisation of the operations. These consortiums refinanced the assumed debts.

This public policy saved 25.2 million euros for the twenty-six analysed city governments and 3.2 million euros for the regional administration. The debt volumes of the analysed city governments and the average terms of maturity of the operations have diminished.

With regard to town and country planning, the most relevant control and inspection report was the one on the adaptation of the General Town Planning Schemes to the Bill 7/2002 of 17 December (ATPB), aimed at reaching conclusions on the actions undertaken by the municipalities of more than 50,000 inhabitants of the Autonomous Region to adapt their town planning schemes to this Bill. Whenever possible, the report also tries to determine the cost of this adaptation process for the city governments.

Of the 28 audited municipalities with more than 50,000 inhabitants, 16 had completely or partially adapted their scheme to the Andalusian Town Planning Bill. In the other 12 the adaptation process had started, but was not yet completed.

In any case, it should be taken into account that the review-adaptation procedure is complex and laborious and takes a lot of time, due to all the steps established in the town planning and sectorial regulations. As such, the average time between the approval of a general town planning scheme until its review and substitution by a new one, is at least 12 years and 3 months. This means that their drawing-up and review take more time than their execution.

Due to this circumstance, the general town planning schemes of Andalusian municipalities are rather old. On the date of completion of the fieldwork of this report, 27 % of the general planning schemes were more than 18 years old, 50 % were between 18 and 9 years old and the remaining 23 % were below this figure.

The excessive antiquity of the schemes means that many of their aspects are not updated and obsolete and that in order to continue developing the municipality, the city councils have to subscribe town planning covenants in order to modify specific aspects of the old scheme. The city government of Marbella for example, a town whose general scheme is more than 22 years old, signed more than 900 town planning covenants, according to the information handled by the team that has to set up a new general scheme.

On the other hand, we tried to find out the cost of adaptation of their general schemes to the Andalusian Town Planning Bill for municipal corporations. Nevertheless, it is impossible to compare the obtained information, because in some cases the costs recorded by the Entity were computed and in others, only those corresponding to contracts subscribed with external firms. Seville for example created a technical office for the review-adaptation, called "Town Planning Scheme Office", with a cost amounting to 7,431,997 € and on the other hand, the city government of Linares only booked costs for an amount of 275,000 €, corresponding to the amount of the review-adaptation agreement subscribed with an external firm.

This situation is produced because only the city governments of El Puerto de Santa Maria, Estepona and Seville have created a project with a specific cost, in order to control the costs allocated to the review-adaptation. Sanlucar de Barrameda - through its Town Planning Office - included both the direct and the indirect costs in the supplied information.

The costs assumed by the city governments for the review of their schemes were in principle financed by the internal cash generation of the respective local entities. Nevertheless, the municipalities of San Fernando, Linares and Roquetas de Mar have used loan operations to finance the necessary work for the adaptation of their general scheme.

The city governments of Sanlucar de Barrameda, Linares, Marbella and Torremolinos received grants of the Regional Government of Andalusia for the

drawing-up of the advance document and in the case of Marbella, for the initial approval. It is significant that only 4 of the 28 audited municipalities obtained Regional Government aids for the review of their general scheme. In any case, this situation changed with the latest Decree of 8 July 2008, since 11 of the 23 municipalities with more than 50,000 inhabitants that had not yet adapted their schemes, have applied for grants since then.

Public Bodies and Companies

As decided by the Plenum of the Official Audit Office, the Public Bodies and Companies Department is in charge of the control and inspection of the bodies and entities run by the Regional Government of Andalusia and by Local Authorities and of the Andalusian Public Universities.

Making use of these faculties, throughout 2009 the Department carried out both regularity audits, referring to economic and financial activities, and operating audits on the adaptation of public activities to the principles of economy, effectiveness, efficiency and equity.

Among the regularity audits of local public entities, the following definitive regularity audit reports got approved:

- The Municipal Company for Business Projects and Initiatives of Malaga, (PROMALAGA), answerable to the City Government of Malaga.
- Jaen Town Planning Department.
- The Tourism Development Company of the Province of Seville. PRODETUR, S.A., run by the Seville County Council.

We started other control and inspection projects within the same scope, of which the most relevant are:

- Regularity audit of the Public Company for Council Houses of Granada (VISOGSA), run by the County Council (definitively approved in January 2010).
- Regularity audit of the Huelva Town Planning Department.

Concerning entities run by the regional administration, we approved definitive regularity audits of the activities developed by the group of companies formed by SANDETEL (Andalusian Telecommunications Development Company) and its subsidiaries SADESI (Andalusian Information Society Development Company) and CITANDALUCIA (Andalusian Innovation and Technology Transfer Centre). We are working on other reports, among them the audits of the following regional public companies: Canal Sur Radio, the Public Educational Infrastructures Company and the Public Andalusian Sports Company.

Apart from strictly defined regularity audits, we also performed operating audits, this time focused on the health sector and others of identical social interest.

This classification includes the definitive reports corresponding to the “Comparative management analysis of the local hospitals of Riotinto (Huelva) and Montilla (Cordoba)” and the “Report on the purchase and implantation of surgical prostheses”. The reports corresponding to “Andalusian Youth Institute Grants”, “Grants to the Andalusian Institute for Women”, “Management of funeral services in Andalusia” and the “Comparative management analysis of the public hospitals Virgen de Valme (Seville) and Costa del Sol (Marbella)” are still being drawn up. These last projects are horizontal audits, referring to activities performed in the same period by different entities or centres.

The control and inspection of funeral services in Andalusia focuses on the companies that supply these services in the provinces of Malaga, Cordoba and Granada; we are also auditing the management of these services, provided by the Seville City Government and the Association of Cadiz Bay Municipalities.

The report on the “Comparative management analysis of the public hospitals Virgen de Valme and Costa del Sol” is the continuation of the work performed within the framework of the 2008 action plan, finishing with the approval of the definitive comparative report between the hospitals of Riotinto (Huelva) and Montilla (Cordoba). The goal of the work is to determine whether there are differences in terms of healthcare effectiveness, efficiency, economy, equity and quality between two hospitals belonging to the Andalusian Public Health System, but with a different legal regime and functional dependence.

Throughout 2009, the Plenum of the Andalusian Official Audit Office approved the following **definitive** control and inspection audits:

REGIONAL GOVERNMENT OF ANDALUSIA

- Control and inspection of the Service Charters offered by the Andalusian Regional Government Administration.
- Andalusian Regional Government grants to private companies, families and non-profit institutions. Beneficiaries in the 0.3 to 0.6 million segment.
- Poniente Hospital in Almeria.
- Control and inspection of the INFOCA Plan.
- Control and inspection of the 2007 General Account, Administrative Contracting and Interterritorial Compensation Funds.
- The tax revenues of the Andalusian Regional Government. Special reference to balances outstanding.
- Compliance with the recommendations about the subsidy granted to “Andalusian International Solidarity” in the report on grants to private companies and non-profit institutions (beneficiaries in the 0.6 to 1.8 million € segment).

- Compliance with the recommendations included in the control and inspection report about the application of SEC95 on the Andalusian Public Regional Sector.
- Compliance with the recommendations included in the Audit report on aids granted for the modernization and promotion of agribusiness.
- Comparative management analysis between the local hospitals Empresa Publica Alto Guadalquivir and Riotinto.
- Comparative audit on the purchase and implantation cost of surgical prostheses.
- Regularity audit of the group of companies formed by Sandetel, Sadesi and Citandalucia.

LOCAL AUTHORITIES

- Control of city governments with a population comprised between 10,000 and 50,000 inhabitants, which did not submit their 2002 to 2004 accounts.
- Regularity audit of certain areas of the City Government of Roquetas de Mar (Almeria).
- Financial tutelage operations in City Governments of the Autonomous Region of Andalusia.
- Control of city governments with a population comprised between 5.000 and 10.000 inhabitants, which did not submit their 2003 to 2005 accounts.
- Statements of accounts of County Councils and City Governments with more than 50,000 inhabitants. 2006.
- 2006 Annual Report on the Andalusian local public sector.
- Home help service in city governments with a population between 50,000 and 100,000 inhabitants.
- Adaptation of the General Town Planning Schemes to the Bill 7/2002 of 17 December (LOUA) in municipalities with more than 50,000 inhabitants.
- Integral audit of the Jaen North primary healthcare district. 2006.
- Regularity audit of the Association of Municipalities of the Lower Guadalquivir area. 2006.
- Regularity audit of the Jaen Town Planning Department. 2006
- Regularity audit of the Municipal Company for Business Projects and Initiatives of Malaga. (PROMALAGA).

- Regularity audit of the Tourism Development Company of the province of Seville, PRODETUR S.A.

Moreover, between the end of 2009 and the submittal of this report, **the Plenum also approved the following definitive reports:**

- Regularity audit of the Provincial Company for Housing, Land Management and Equipment of Granada. (VISOGSA).
- Control and inspection of the 2008 General Account, Administrative Contracting and Interterritorial Compensation Funds.
- Control and inspection of the budget programme 31P “Family Assistance Service”.
- Regularity audit of certain areas of the City Government of Mojacar (Almeria).

The provisionally approved reports, awaiting counterclaims by the audited entities or the Official Audit Office’s analysis of the latter, are:

- Regularity audit of the Instituto Andaluz de Investigación y Formación Agraria, Pesquera, Alimentaria y de la Producción Ecológica (IFAPA).
- Regularity audit of the Huelva Town Planning Department.
- Regularity audit of the Andalusian Heritage Foundation.
- Regularity audit of the Andalusian Public Educational Infrastructures and Services Agency.
- Consulting, assistance and service contracts in city governments with a population between 25.000 and 50.000 inhabitants.

The programmed audits in different stages of progress are:

- Electronic Administration in city governments with more than 100,000 inhabitants.
- Regularity audit of the City Government of San Fernando (Cadiz).
- Grants to private companies, families and non-profit institutions. Beneficiaries in the 0.1 to 0.3 million € segment.
- Contracting and management of Hydraulic Infrastructures by the Andalusian Water Agency.

- Control and inspection of the programme “Actions for the fostering of equality and empowerment of women”, set up by the Andalusian Institute for Women.
- Preliminary study for the control and inspection of personnel contracts in the Andalusian Public Sector.
- Annual Report on the Andalusian local public sector. 2007.
- Statements of accounts of County Councils and City Governments with more than 50,000 inhabitants. 2007
- Internal instructions about public contracts approved by the awarding bodies of city governments in province capitals.
- Equal Opportunities Policy in certain County Councils and City Governments.
- Control and inspection of Public Levies and Tariffs in certain city governments.
- Regularity audit of the City Government of Andujar (Jaen).
- Capital transfers in the Andalusian Regional Government Budget.
- Effectiveness and efficiency of the management of MAC 2000-2006 European Funds. Control and inspection of a programme financed by ERDF funds.
- Human resources management of the Regional Government of Andalusia. Special reference to the SIRHUS system.
- Assessment and follow-up of Andalusian Regional Governments warrants awaiting clearance.
- Funeral services management in Andalusia. Public companies of Malaga, Cordoba and Granada. Seville City Government and Association of Cadiz Municipalities.
- 2006-2010 Investment Plan Universities of Seville, Granada and Malaga.
- Comparative management analysis of two local hospitals.
- Analysis and follow-up of government-assisted officially approved healthcare services in the Andalusian Public Health System.
- Andalusian Youth Institute grants.
- Investment programme in renewable energies and energy efficiency of the Andalusian Energy Agency.
- Regularity audit of the Andalusian Public Sports Company.

- Grants of the Three Mediterranean Cultures Foundation.
- Regularity audit of the Canal Sur Radio Public Company.
- Compliance with the recommendations included in the control and inspection report about pharmaceutical expenses in Andalusian Public Health Service hospitals. 2002.
- Compliance with the recommendations included in the control and inspection report on ALJARAFESA. 2004.

III.- JURISDICTIONAL ACTIVITY

The Court of Auditors, although exclusively in charge of accounting jurisdiction, that is to say of the judgement of the accountability of those handling public property or effects, can nevertheless delegate the preliminary proceedings prior to jurisdiction to the Official Audit Office. In this sense, in regard to the last year we can highlight the following:

1).- Preliminary proceedings started in previous years and completed in this fiscal year.

No. 89/03, referring to the Town Planning Department of the City Government of Sanlucar de Barrameda. The main proceeding was referred and a corresponding separate seizure proceeding was started, awaiting confirmation of the performed seizure distrains in order to refer the dossier as soon as possible to the Court of Auditors.

No. 47/07, deriving from the Control and Inspection Report about the city government of Arcos de la Frontera. After the negative provisional assessment, jurisdictional proceedings started on 15 October 2009.

No. 111/07, deriving from the Control and Inspection Report about the Lebrija City Government, fiscal years 2000 and 2001. After the positive provisional assessment and payment of the required amount, the proceedings were referred to the Court of Auditors on 22 October 2009.

No. 120/07, deriving from the Control and Inspection Report on the International Circus School Consortium in Granada. After the positive provisional assessment, the corresponding separate seizure proceeding was started and completed, after which it was referred on 10 November 2009 to the Court of Auditors.

No. 146/07, deriving from the control and inspection report about the municipal government of Jodar, fiscal year 2003. After the positive provisional assessment and reference of the main proceeding to the Court of Auditors, the corresponding separate seizure proceeding was started and completed, after which it was also referred to the aforementioned Court. Both proceedings are now in their jurisdictional phase.

2).- Preliminary proceedings started or prepared in 2009:

Nos. 110/08, 118/08 and 119/08, all deriving from the control and inspection report on subsidies granted by the Regional Government of Andalusia to private companies, families and non-profit institutions in the fiscal year 2003. After the negative provisional assessment in all three chapters, these proceedings were referred to the Court of Auditors, respectively on 3, 4 and 5 November 2009.

Nos. 137/08, 146/08 and 155/08, deriving from the control and inspection report on municipal land resources, fiscal year 2004. After the negative provisional

assessment in the three proceedings, they shall be very soon referred to the Court of Auditors.

No. 95/08, deriving from the control and inspection report of land resources management by the mixed company SOMIXUR S.A., created by the Algeciras City Government, fiscal years 1996-2004.

No. 138/08, deriving from the control and inspection report on the Andalusian Employment Agency, fiscal year 2004. The provisional assessment shall follow very soon.

No. 154/08, deriving from the control and inspection report on the Cadiz Tourism Agency, fiscal year 2005. The provisional assessment shall follow very soon.

No. 156/08, deriving from the control and inspection report on the Jaen County Council, fiscal year 2003. The provisional assessment shall follow very soon.

No. 157/08, deriving from the control and inspection report on the University of Cadiz, fiscal year 2003. The provisional assessment shall follow very soon.

No. 182/08, deriving from the horizontal audit report on environmental issues in certain city governments, fiscal year 2005. The provisional assessment shall follow very soon.

No. 183/08, deriving from the control and inspection report on specific areas of the Cordoba City Government, fiscal year 2004. The provisional assessment shall follow very soon.

No. 198/08, deriving from the regularity audit report on the company Gerencia de Compras y Contratación de Marbella S.L., fiscal year 2004-2005. This proceeding is now in the phase of investigation of facts and alleged perpetrators.

No. 199/08, deriving from the control and inspection report on the Third Andalusian Research Plan, fiscal years 2000-2003. This proceeding is now in the phase of investigation of facts and alleged perpetrators.

No. 208/08, deriving from the control and inspection report on the Municipal Government of Illora (Granada), fiscal year 2004. The provisional assessment shall follow very soon.

No. 40/09, deriving from the control and inspection report on the Cadiz Bay Transport Consortium, fiscal year 2005.

No. 41/09, deriving from the control and inspection report on certain areas of the city government of Benalmadena (Malaga), fiscal year 2005.

No. 54/09, deriving from the control and inspection report on specific areas of the Huelva County Council, fiscal year 2004. The provisional assessment shall follow very soon.

No. 55/09, deriving from the regularity audit report of the Andalusian Railway Company, fiscal year 2006.

No. 121/09, deriving from the regularity audit report on Canal Sur Televisión S.A., fiscal year 2006.

All these proceedings were carried out by the Legal Department of the Official Audit Office.

On the other hand, with regard to judicial issues, the state of the actions undertaken is the following.

- In the appeal filed by the trade union CCOO before the administrative disputes chamber of the Superior Court of Justice of Andalusia against the resolution of the Plenum of the Official Audit Office, which partially set aside the right of appeal formalized against the resolution of this institution's Chief Counsellor, announcing a specific competition for posts, the sentence rejected the appeal.

- In the appeal filed by the trade union CCOO before the administrative disputes chamber of the Superior Court of Justice of Andalusia against the resolution of the Plenum of the Official Audit Office, which regulated the working hours, the sentence rejected the appeal.

- In the appeal filed before the administrative disputes chamber of the Superior Court of Justice of Andalusia against the resolution of the Plenum of the Official Audit Office, which set aside the right of appeal against the resolution dismissing a freely appointed official, conclusions are currently being presented.

- In the appeal filed before the administrative disputes chamber of the Superior Court of Justice of Andalusia against the resolution of the Plenum of the Andalusian Official Audit Office, which set aside the right of appeal against the resolution, which denies the acknowledgement of an administrative situation of special service to an official, conclusions are currently being presented.

- In the appeal filed before the administrative disputes chamber of the Superior Court of Justice of Andalusia against the resolution of the Andalusian Official Audit Office, which set aside the right of appeal against the resolution that denies the acknowledgement of an administrative special service situation to an official, the answer to the demand was presented.

- In the appeal filed before the administrative disputes chamber of the Superior Court of Justice of Andalusia against the resolution of the Official Audit Office, which set aside the right of appeal against the resolution of dismissal of a freely appointed General Administration Service Manager, the answer to the demand is currently being prepared.

Moreover, the legal department backs the work of both the Institution as a whole and the specific Control and Inspection Departments, in relation to their

tasks. In this sense, the department issued ten legal reports and resolved consultations of the aforementioned departments.

In regard to administrative contracting, the Official Audit Office checked six deeds, reported on eight Administrative Clause Specifications and participated in administrative contract award tables, mainly related to computer projects.

The Audit Office also signed seven Collaboration Agreements with other institutions and reported on various contracts.

Likewise, the post of General Secretariat Coordinator was created, of which the Documentation, Computer and General Administration Services depend. This coordinator shall be the General Secretariat interlocutor in all issues related to the working of the aforementioned services. Among other functions, the coordinator shall coordinate the services at her charge to supervise and assess their performance, in order to reach a common viewpoint with the other coordinators at their meetings.

Finally, due to the fact that more functions have been assigned to the legal department, its staff was reinforced with an auditor and an audit assistant.

Therefore, the department's organization chart is now as follows: General Secretariat Coordinator and Chief Legal Counsel, Auditor level 28, General Administration Specialist, level 25, Audit Assistant, level 22 and Administrative Unit Manager, level 20.

IV.- RELATIONS WITH THE ANDALUSIAN PARLIAMENT

After their definitive approval by the Plenum, the control and inspection reports drawn up throughout the year by the Official Audit Office are submitted to the Andalusian Parliament and sent to each of the audited institutions. These reports include any detected infringement, abuse or irregular practice, as well as the advisable corrective measures for improved economic and financial management.

They get published in the Official Bulletin of the Parliament so that all Groups can read them and then submitted to the corresponding Committee, depending on the report's contents.

The Groups can propose resolutions for submittal to approval by the Committee and eventually by the Parliamentary Plenum, in case they refer to the General Account. The resolutions are published in the Official Bulletin of the Parliament and also sent to the Official Audit Office and the audited entity. Parliamentary Plenum agreements, which refer to the General Account, are also published in the Official Bulletin of the Regional Government of Andalusia.

Throughout 2009 the following appearances took place:

- **Appearance on 4 February 2009, before the Tourism, Trade and Sports Committee:**
 - Fostering of sports activities in municipalities with more than 100,000 inhabitants, fiscal year 2005.
 - Compliance with the targets of the budget programme "Sports activities and promotion", fiscal year 2006.
- **Appearance on 5 February 2009, before the Innovation, Science and Business Committee:**
 - Compliance with the recommendations included in the control and inspection report on grants to private companies, related to the programme 62.A Industrial Development.
- **Appearance on 19 February 2009, before the Education Committee:**
 - Music schools in Andalusia. Year 2002-2003.
- **Appearance on 24 February 2009, before the Economic Affairs and Finance Committee:**
 - Joint debate on Reports about the compliance with recommendations and the control and inspection of City and County Councils.
- **Appearance on 3 March 2009, before the Housing and Town and Country Planning Committee:**
 - Certain specific town planning agreements of the city government of Almonte (Huelva).
- **Appearance on 31 March 2009, before the Economic Affairs and Finance Committee:**
 - Joint debate on Reports about Andalusian Universities (2001-2002).

- Joint debate on Reports about the Statements of Accounts of County Councils and City Governments with more than 50,000 inhabitants (2004).
- **Appearance on 1 April 2009, before the Public Works Committee:**
 - Railways managed by the Regional Government of Andalusia, fiscal year 2006.
 - Cadiz Bay Transport Consortium, fiscal year 2005.
- **Appearance on 3 June 2009, before the Tourism, Trade and Sports Committee:**
 - Empresa Pública Turismo Andaluz, S.A., fiscal year 2006.
- **Appearance on 16 June 2009, before the Economic Affairs and Finance Committee:**
 - 2008 Activities report of the Andalusian Official Audit Office and 2009 Action Plan.
 - General Account, Administrative Contracting and Interterritorial Compensation Fund, fiscal year 2007.
- **Appearance on 2 July 2009, before the Justice and Public Administration Committee:**
 - Service Charters offered by the Andalusian Regional Government Administration.
- **Appearance on 7 July 2009, before the Interior Committee:**
 - Fire-fighting services in city governments with a population comprised between 10,000 and 50,000 inhabitants, fiscal year 2006.
- **Appearance on 27 October 2009, before the Economic Affairs and Finance Committee:**

Joint debate on reports about:

 - The Jaen Town Planning Department, fiscal year 2006.
 - The Municipal Company for Business Projects and Initiatives of Malaga, (PROMÁLAGA), 2006 and 2007
 - 2006 Statements of accounts of County Councils and City Governments with more than 50,000 inhabitants.
 - Certain areas of the Roquetas de Mar city government.
- **Appearance on 3 December 2009, before the Innovation, Science and Business Committee:**
 - Aid programme for special action areas, fiscal year 2006.

V.- EXTERNAL RELATIONS

Several years ago, the Andalusian Official Audit Office set up an information policy, establishing close relations with mass media and institutions and citizens in general.

The Official Audit Office is now considered much closer to citizens and an interesting source of information for mass media.

Hereunder we list some of the most relevant aspects in 2009:

Relations with other external control bodies and the Court of Auditors

The close relations of the Official Audit Office with the other regional external control bodies are specified in a collaboration agreement, establishing among others two basic lines of cooperation: training and dissemination.

Throughout 2009 we participated in several events and conferences, organised by several of the country's external control bodies. We highlight our participation in several meetings of the conference of chairmen, the Maspalomas seminar on e-government, conferences on control, inspection and auditing in the local public sector, the Anniversary of the Basque Country Court of Auditors...

Throughout the year we had several meetings with the Court of Auditors to coordinate various actions.

Master's Degree in Public Auditing

Throughout 2009, the Official Audit Office, the Regional Ministry of Economic Affairs and the Andalusian Federation of Municipalities and Provinces (FAMP) organized the First Master's Degree in Public Auditing. The aim of this initiative is to promote know-how of the economic, financial and control scope of public administration.

The Master's Degree Course, with a 500-hour duration and a highly practical approach, is aimed at bachelors of law and economics with accounting knowledge, as well as civil servants with economic and financial management experience.

The Master's Degree Course is structured in three different blocks, with the first one containing legal issues, which outline the legal public sector regime, a second one about the accounting framework of the administration - state, regional and local - and the field of activity of public companies and a third block going deeply into audit practices.

Summer course of the International University Menendez Pelayo

In June 2009, the Andalusian Official Audit Office organized a conference in Santander during the summer courses of the International University Menendez Pelayo, titled "Transparency and external control bodies". The conference analysed the relations of these institutions with different external partners.

The main objective of this conference, organized with the collaboration of Unicaja, Cajasol and the review Auditoria Publica, was to inform about the structure and functions of external control bodies and to foster a debate among the main partners who intervene in control and inspection work (control and inspection bodies, audited entities and legislative power) and the people in charge of the dissemination of this work towards public opinion (mass media), about how to make people understand and assimilate auditing.

Some of the participants in this conference were **Manuel Nuñez Perez**, Chairman of the Court of Auditors; **Isabel Pozuelo Meño**, Chairwoman of the Mixed Committee for Relations with the Court of Auditors; **Juan Ramallo Massanet**, Spanish member of the European Court of Auditors; **Rafael Navas Vazquez**, Chief Counsellor of the Andalusian Official Audit Office and **Manuel Angel Martin**, economic analyst.

Stylebook

The Andalusian Official Audit Office has published its stylebook, a pioneer project in our country, which shall serve as a consultation book for audit teams in charge of the drawing-up of our control body's control and inspection reports.

The authors of the book, which was coordinated by our control body's chief counsellor, are professors Julio Ariza Conejero and Juan Antonio Gonzalez Romano. This project was one of the objectives established by the institution's plenum for 2009, concluding an idea, which developed during some courses on the correct use of language.

This publication, edited by Civitas, is the result of a huge project, with its authors trying to establish rules and guidelines for the correct use of our language, in order to avoid errors and above all achieve clearer, better and simpler reports.

Our stylebook is just another element of a broad series of proposals made by the Andalusian Official Audit Office to homogenize its reports, harmonize its tools and procedures and publish the criteria that should guide its work. This project has a double goal: be a guideline in case of doubt and an efficient tool for an adequate drawing-up of the control and inspection reports.

Review Auditoria Publica

This review is a joint publication of all the country's external control bodies (Navarra, Catalonia, Valencia, Galicia, the Basque Country, Andalusia, the Canary Isles, Castile - La Mancha, Madrid, the Balearics, Castile - Leon and Asturias). The review offers articles, information and interviews on public management auditing and control, accounting, legality and in general, all aspects of public management and their control. Its website received a total of 156,900 visits throughout 2009.

Signing of an agreement with the Parliament for the use of bibliographic funds.

In December, the Chairwoman of the Parliament, Fuensanta Coves, and the Chief Counsellor of the Official Audit Office, Rafael Navas, signed a collaboration agreement between both institutions in order to establish a procedure, allowing using the bibliographic funds of the libraries of both institutions as a loan. Its beneficiaries would be the senior officials and staff of both institutions.

The information resources of the Andalusian Official Audit library focus on issues related to the institution's function: Auditing, Public Accounting, Administrative Law and Public Economy

The Parliamentary Library's information resources on the other hand focus on more general issues, above all in social sciences.

Renewal of the agreement with Cajasol for the granting of scholarships and the prize award for the best doctoral thesis

The Chief Counsellor of the Andalusian Official Audit Office, Rafael Navas and the President of the Cajasol savings bank, Antonio Pulido, signed an agreement at the Cajasol head office in Seville for the renewal of the existing agreement for contribution and participation in the financing of training and dissemination activities, which form part of the educational, research and development areas of the Social Activities Fund of the bank. The agreement aims at the granting of scholarships, the award of a prize for the best doctoral thesis, as well as at the editing of publications and training courses in both the Official Audit Office and the Cajasol Social Activities Fund.

Visits by Andalusian judges and magistrates

Last November, a delegation of judges and magistrates coming from different Andalusian provinces visited the premises of the Official Audit Office.

The participants in the meeting, held within a seminar organized by the Andalusian Public Administration Agency, got to know the most relevant aspects of our institution through various interventions.

Signing of an agreement with FIASEP

At the end of the year, the Audit Office renewed its agreement with the Public Sector Auditing Training and Research Institute (FIASEP), to develop training and research activities aimed at Public Auditing professionals.

New website

The website of the Andalusian Official Audit Office, www.cuentas.es, was redesigned throughout 2009 to make surfing through the web contents easier.

Among the information offered by the site, we would like to highlight the **Introduction**, informing about the main functions of the Audit Office. The same link also displays the current composition of the Plenum of the Institution.

The **Reports** make it possible to get to know almost immediately the last control and inspection reports issued by the Audit Office, as well as their summary. This way, both the mass media and public opinion get direct access to the work we perform.

Likewise, we kept the **tool for telematic statements of accounts**, a pioneer project in our country, allowing the local authorities to send the information of their accounts via the Internet, which contributes to improving the quality of the accounts on which the Official Audit Office bases its annual reports.

Throughout 2009, the website of the Official Audit Office received a total of 217,000 visits, a daily average of 534 visits. Most visitors are interested in the reports, which contain our control and inspection work.

Conferences

The members of the Plenum frequently participate in conferences, dealing with various aspects related to the control and inspection of public funds.

Last year, an example of this activity were the different conferences in various institutions, on subjects like sampling applied in auditing; control and inspection of town planning; public sector audits; the budget of the autonomous region, etc.

Third-world aid

Just as every year, the Plenum of the Andalusian Official Audit Office decided to assign 0.7 % of the 2009 budget to non-governmental organizations and feasible third-world aid projects. This way, the institution continues to give economic support to the most disfavoured.

VI.- MANAGEMENT OF THE ANDALUSIAN OFFICIAL AUDIT OFFICE SERVICES

HUMAN RESOURCES

• **Jobs list**

Throughout the year the Institution's Jobs List changed, in order to adapt it to the current needs, with the following result:

- Newly created jobs, 2
- Modified jobs, 6
- Suppressed jobs, 2

This modification was entirely financed with the appropriations allocated to the suppressed jobs.

With regard to the occupancy of the posts, on 1 January 2009, 79 % of the posts on the Jobs List were occupied. At the end of the year, the level of occupancy was 81 % of the aforementioned Jobs List.

• **Job reserve**

A specific competition for posts was announced to cover four posts. In regard to freely appointed posts, a total of six vacancies were announced.

On the other hand, due to the urgent and pressing need for personnel in the Control and Inspection and Computer services, three vacancies were filled with two officials from other public administrations and a Computer Engineer from the Andalusian Employment Agency.

Finally, two officials definitively left their employment, one because she reached the retirement age and one due to permanent disability.

• **Measures to stimulate performance and improve the organization**

The Andalusian Official Audit Office adopted measures to improve the performance of its officials, achieving an increase and optimisation of work performance with a decrease in the work performed outside working hours and an increase in the intensiveness of the work performed within working hours.

Therefore, the Institution established a more flexible distribution of working hours, co-existing with continuous working hours. On 31 December 2009, 84.29% of the personnel of the Andalusian Official Audit Office used this system.

- **Work-life balance**

Among the measures aimed at improving the work-life balance, throughout 2009 six officials took parenthood leave and a 50 % reduction of working hours was allowed to another official, who had to take care of a relative, pursuant to the Public Employees Statute.

Moreover, with regard to the Concilia project, which our institution applies, this year six officials modified their fixed working hours, because of issues directly related to a better work-life balance.

DOCUMENTATION SERVICE

The Documentation Service is in charge of information and documentation management, a process that is absolutely necessary for a high-quality administrative management.

- **File management**

- Administrative File Qualifying Committee

The Institution's Plenum approved its creation in the last quarter of 2008. The committee met twice and approved the organization and operating procedure and the update of the document classification table, a key corporate tool for any file management system in an official body (Moreq.3), (ISO 15489-1.9.5.3).

- **Digital record**

This project is integrated in the 2009-2010 Systems Plan and comprises all functional areas of the Institution. Throughout this year we activated the digital record, backed by a file management system, in which electronic files were beginning to be captured in a structured way.

In this project, designed to capture files, priority was granted to "original" electronic documents, for example the accounts referred to by public companies and not integrated in a database, like the one for local authorities.

In 2010, we foresee to extend this project, including the preliminary accounting responsibility proceedings, digitalized from the General Archive. This allows faster and more efficient localization and management, due to the multiple-access functionalities, as well as the full text search of the file and the possibility to follow-up the actions undertaken on them.

- **Register**

We completed the migration and parameterisation of the updated version of the software application used to manage the General Register and the Department Registers, making the maximum possible use of their functionalities.

- **Library**

The most important activities with regard to the Library were the following:

- Purchase and testing of a multimedia module, allowing us to create a digital library, giving access to the contents of electronic publications through the library's catalogue.
- An agreement was signed with the Parliament to borrow publications and get access to its information resources.
- On this occasion, the need to review the fund of monographic hard copy publications was mentioned, to improve their use and monitoring, certainly of those kept in different departments and services.

- **Publications and information dissemination**

The contents of the Service website in the Intranet were restructured, being an absolutely necessary and useful information work tool for our users and we are now completing the update of the contents of the Internet website.

- **External activities**

The Andalusian Official Audit Office participated in the Third Technological Forum of the External Control Bodies in Vitoria, explaining our experience in the creation of a digital record, the dissemination of knowledge about the Andalusian Official Audit Office and file management. On the other hand, we participated in a roundtable in the Second Andalusian Archive Conference in Seville.

- **Some activity figures**

REGISTER AND RECORD	2003	2004	2005	2006	2007	2008	2009
No. of recorded and distributed incoming files	2.271	3.292	3.205	3.161	3.114	3.656	4.157
No. of recorded outgoing files	2.264	3.738	2.740	1.774	1.964	1.261	1.365
Total	4.535	7.030	5.945	4.935	4.078	4.917	5.522
Total electronic register input						935	1.148
Electronic registers of Local Authorities						862	1.067
Electronic registers of the Regional Government of Andalusia						73	81
No. of hard copy file boxes transferred to the Central Archive and inventoried					463	209	280

INFORMATION AND DOCUMENTATION	2007		2008			2009	
No. of published internal information alerts			508			1.146	
No. of newsletters	144		146			149	
Internet website access	4.539		15.070			18.235	
No. of Internet downloads			23.294			30.256	
No. of internal queries *	2003	2004	2005	2006	2007	2008	2009
	262	379	470	620	1290	1266	1237

+ Includes the queries that were resolved with book loans.

COMPUTER SERVICE

Hereunder we list the most relevant activities performed by the Computer Service of the Andalusian Official Audit Office throughout 2009, for compliance with the targeted aims. Their classification is based on their work environments: Systems and Operations and Development and Implementation of Applications.

In 2009 the Andalusian Official Audit Office set up and approved a Systems Plan, establishing a reference framework for its medium-term and short-term activities.

For the Andalusian Official Audit Office, the Systems Plan is a fundamental element for the achievement of a well-structured and easy-maintenance Information System.

We set up a Follow-up Committee for the Systems Plan, which shall perform a regular analysis of the state of the projects and possible programming deviations and shall propose strategic decisions, which it deems necessary, to the Institution's Plenum.

We defined three areas, in which the following activities were carried out:

- Electronic audits: Allows the implementation of new technologies and supplies new tools, which support and complete the audit work of the control and inspection teams.
- Proceedings Computerization: We reviewed our administrative procedures in order to computerize them, establishing a workflow in which all actions get validated.
- Public resources management: The aim is to put all information in the hands of the Andalusian Official Audit Office at the citizens' disposal.

Systems and Operations:

1. **New Permanent Power Supply System**: New equipment was installed for permanent power supply to the institution's equipment. This new equipment extends its autonomy and supplies power to all CPD circuits.
2. **New Communications equipment**: New communications equipment was installed for remote user access. This way connections get securer, a better use is made of the bandwidth and access technology with electronic signatures and ID cards is introduced.
3. **Communications and Wiring**: The CPD room was extended with 16 fibre ports, installing an optic fibre network in all servers.

4. Extension of the Disc Booth: Starting from 2007, the Andalusian Official Audit Office uses a disc booth for storage of user files and general documentation. This equipment was increased with 6 new units, meaning that we have enough storage space for the next three years.
5. Antivirus: The antivirus application was extended by adding new security modules, which increase the protection of the Institution's equipment, both in the local network as in remote Internet connections.
6. [W@rda](#) File Manager: The [W@rda](#) file manager for the management, distribution and control of the Institution's documentation started working.

Development and Implementation of Applications:

1. Remote technical support for Sorolla: A remote technical maintenance support tool was developed for the Sorolla software, property of the Ministry of Economic Affairs and Finance, for management and control of extra-budgetary expenses. This software application is integrated in the Accounting Information System.
2. @ries new Web version: The @ries register and telematic register, both meant to record all documentation of the Andalusian Official Audit Office, were updated.
3. Update of the Telematic Submittal: Throughout 2009, the Andalusian Official Audit Office continued its actions towards the Local Administration, in order to make the submittal of statements of accounts through the Internet easier and to adapt them to legal regulations.
 - a. Adaptation to the new 2008 XML model, published by the State Office of the Comptroller.
 - b. Generation of new XML models for the manual input of statements of accounts and generation of incidences, for referral to the State Court of Auditors.
 - c. New data capture screens for public companies for their statements of accounts, adapted to the new regulations.
4. New Telematic Submittal: Continuing with its strategic plan for the incorporation of innovative solutions and collaboration with Public Bodies that submit their statements of accounts, the Andalusian Official Audit Office has signed a contract for the analysis, development and implementation of a new telematic accounts submittal application. This application uses a XBRL taxonomy, property of the Institute for Accounting and Accounts Auditing and shall be operational in 2010.

VII.- TRAINING AND DISSEMINATION ACTIVITIES

One of the main concerns of the Andalusian Official Audit Office is to give its staff a comprehensive, full quality training, which assures the citizen and makes it clear to him that the Administration is controlled by trained and qualified personnel.

To do this, it is necessary to adapt personnel management to the newest requirements, which means that we have to foster the motivation and training of our staff. Therefore, our annual Training Scheme takes into account the training needs expressed by all of the Departments and Services of the Institution and contributes to an efficient and authentic training that meets the real needs of the staff working in this control body.

TRAINING

The 2009 Training Scheme, approved by the Plenum of the Office on 22 July, included the execution of activities classified in two different groups:

- IN-HOUSE TRAINING ACTIVITIES, comprising all activities related to the Financial, Accounting and Audit Departments, as well as to the Computer Department;
- EXTERNAL TRAINING ACTIVITIES, including activities for the General Administration and Documentation Departments, all courses, seminars or conferences without any direct relation with the areas mentioned in the previous paragraph or offered by the Andalusian Public Administration Agency or any other official body and the listed Specific Activities.
- Furthermore, the Training Scheme also included LANGUAGE TRAINING.

In all, 37 training activities were performed in the first group; 31 in the second group, 1 in the third and 5 related to language training.

The IN-HOUSE TRAINING ACTIVITIES totalled 3,347 training hours, of which 3,163 correspond to courses or activities related to the Financial, Accounting or Audit Department and 184 to the Computer Department.

Financial, Accounting and Audit Department:

- The new Law on Public Sector Contracts. Control of administrative contracting.
- XBRL Training.
- Practical ACL application (2 editions).
- Advanced ACL.
- The new General Chart of Accounts.
- Practical course on public subsidies.
- Practical seminar: Consolidation in the public sector. Special reference to public companies.

- Audit software tool for companies.
- Advanced ACL script programming course.
- Seminar on the new European Fund programmes period 2007 - 2013: management, certification and auditing.
- Practical seminar: current approach of internal control and quality management in public sector audits.
- Practical seminar: operating audits in public entities.
- Conference on XBRL-PGC 2007.
- Seminar: Consequences of the Bill on Citizens' Electronic Access to public services, approved by the Regional Government of Andalusia.
- Conference on Public Audits.
- Advanced subsidies management and control course (online).
- Second ICT 09 business forum.
- Conference on current governance and local administration issues in Spain.
- In which situations can accounting responsibility exist? (online).
- The budget of local entities.
- Presentation and analysis of economic and financial information in public entities.
- Conference on the preliminary draft Andalusian Water Bill.
- Public and budgetary accounting (online).
- E-government. Adaptation to the Bill 11/2007 and the Bill 30/2007.
- Seminar on internal control and audits in hospitals.

Computer Department:

- Conference on Storage.
- Oracle Technology day: Data storage infrastructure.
- Seventh Ceres Conference. LAECSP: new forms of identification.
- Technical seminar on applications integration with the @firma platform.
- Virtualisation workshop.
- Electronic Administration in the Regional Government of Andalusia.
- Development of applications in public key environments.
- Fourth ASIMELEC Congress on electronic invoicing and certified digitalisation.
- Creation and design of web services with Java technology.
- E-government. Adaptation to the Bill 11/2007 and the Bill 30/2007.
- Microsoft TechNet: innovation tour, launching of Windows 7, Windows server 2008 R2, Exchange server 2010.

The group IN-HOUSE TRAINING ACTIVITIES comprises activities for the General Administration Department, the Documentation Department and the rest of the staff, as well as the activities offered by the Andalusian Public Administration Agency and other Specific Activities listed hereunder. Included were 30 activities, totalling 3,015 training hours.

Their breakdown shows that 208 hours belonged to courses or activities attended by the Documentation Department personnel. We highlight the online

courses on File Digitalisation and Library Services via the Internet, the Digital Libraries Planning and Management course, the Fourth Conference on Local Administration archives and archive management in electronic environments. 1,974 hours correspond to training activities for the General Administration staff and the rest of the personnel, with, among others, the following highlights: a course on Comprehensive human resources management in the public sector and registration of administrative actions in the general personnel register (through the SIRHUS software application), the different editions of the course on Migration from Office 2000 to Office 2007, attended by all staff members of the Institution, totalling 1,148 hours, the second edition of the first-aid course for personnel of the Parliament, the Office of the Ombudsman and the Official Audit Office, the IAAP course on ICT for the secretaries of senior officers, a course on job assessment, on public management in times of crisis and a remote training course on the new Contract Law.

Within the Specific Activities, we realized our annual visit to the European Court of Auditors; some members of our staff attended the Third Technological Forum of External Control Bodies in Vitoria. One expert participated in the Tenth remote ROAC access course and one auditor in the Expert Course on town and country planning and law in Andalusia, organized by the Instituto García Oviedo.

As to LANGUAGES, we continued with the academic course at the British Institute, with a second-level course at the Audit Office itself, the Speaking course attended by some Counsellors of the Institution and the superior-intermediate Speaking course, which already started last year. Moreover, one person participated in the academic course of the British Institute in Huelva. Language training totalled 1,577 hours in 2009.

DISSEMINATION

Staff members of the Official Audit Office have participated in a great many forums, seminars and events, of which the following are highlighted, apart from those already mentioned in some chapters of this report:

- Sampling techniques in auditing, organized by the Valencia Official Audit Office in January 2009.
- Control and inspection of town and country planning, organized by the Navarre Official Audit Office and FIASEP in Pamplona.
- Control of Public Administrations, organized in Seville by the Cajazol Institute for Studies.
- Management function of Public Administrations, organized by the Andalusian Public Administration Agency.
- First conference on public sector control and auditing, in October in Valencia.
- Conference on current aspects of Internal Audits in the public sector, in Cadiz, organized by the local university.

VIII.- 2010 ACTION PLAN

- Control and inspection of the General Account, Administrative Contracting and Interterritorial Compensation Funds. Fiscal year 2009.
- Analysis of the average payment period of debts recorded in the Budget of the Regional Government of Andalusia.
- Evolution of the indebtedness of the Regional Government of Andalusia.
- Andalusian Regional Government grants to private companies, families and non-profit institutions (beneficiaries in the segment 10,000 to 30,000 €).
- Real investments in the Andalusian Regional Government Budget. Special reference to infrastructure policy.
- Compliance with the recommendations included in the Audit report on Andalusian Regional Government grants to private companies, families and non-profit institutions (beneficiaries in the 0,6 to 1,8 million € segment).
- Andalusian Regional Government grants to private companies, families and non-profit institutions (beneficiaries in the 30,000 to 100,000 € segment).
- Compliance with the conclusions on Administrative Contracting contained in the report on the General Account, Administrative Contracting and Interterritorial Compensation Funds.
- Annual Report on the Andalusian local public sector. 2008.
- Statements of accounts of County Councils and City Governments with more than 50,000 inhabitants. 2008.
- PROTEJA Scheme.
- Municipal powers with regard to the defence of consumers and users in certain city governments.
- Personal income tax and Social Security debts in certain city governments.
- City government of Linares (Jaen).
- Town and country planning in the Province of Granada.
- Regularity audit of the City Government of Velez-Malaga (Malaga).
- City government of Fuengirola (Malaga).
- Control and inspection of healthcare agreements managed by the Andalusian Health Service.

- Comprehensive Oncology Scheme: comprehensive breast cancer scheme.
- Operating audit of the Health Management Service in the Gibraltar region.
- Public contracting and human resources management in companies of the Regional Government of Andalusia.
- Control and inspection of the aids for business innovation and development granted by the Andalusian Innovation and Development Agency (IDEA).
- Control and inspection of the aids managed by the Andalusian International Development Cooperation Agency.
- Control and inspection of the Employment Fostering Scheme of the Regional Government of Andalusia (PROTEJA), organized by the Andalusian Training and Employment Fund (FAFFE).
- Regularity audit of the Empresa Pública Inversión y Gestión de Capital Riesgo de Andalucía, SAU. (INVERCARIA).
- Operating audit of the Cadiz Bay, Granada, Malaga and Seville Transport Consortiums.
- Control and inspection of the Granada Town Planning and Municipal Works Department.
- Control and inspection of the Sociedad de Planificación y Desarrollo SA. (SOPDE).
- Control and inspection of the Seville Exhibition and Conference Centre.
- Compliance with the recommendations of the report on Specific Areas of the Andalusian Employment Agency, fiscal year 2004.
- Compliance with the recommendations of the Report on old people's homes partially subsidised by the Andalusian Social Services Agency. 2002.

IX.- 2009 BUDGET OUTTURN OF THE OFFICIAL AUDIT OFFICE

In accordance with article 35 of the Andalusian Official Audit Office Bill, this report includes our budget outturn for the fiscal year 2009. Hereunder you will find a summary of its main aspects:

The initially allocated appropriations in the 2009 Budget of the Andalusian Official Audit Office amounted to 9,921,996.00 €, an amount equal to the initial 2008 budget.

If we compare the total appropriations allocated to each expense item, we see that they are alike, with the exception of Item II (Current goods and services expenditures) and IV (Current transfers), so that in 2009 Item II decreased with 7,552.00 euros and Item IV saw an increase for the same amount, both in comparison with 2008.

The definitive appropriations amounted to 9,872,446.05 €, decreasing with 49,549.95 € in comparison with the initial appropriations, due to the following modifications:

1. Generation of appropriations, for a total amount of 93,171.05 €, due to different revenues, broken down as follows:

- 48,000.00 from the CAJASOL contribution, in accordance with the Collaboration Agreement signed on 11 November 2008, earmarked for the co-financing of training and dissemination activities organized by the Andalusian Official Audit Office. Of this amount, as per 31/12/08 24,000.00 € figured as earmarked treasury carryover.
- 26,571.05 € from refunds of advances granted to employees in previous years and collected during the first months of 2009. The generated appropriations were allocated for the granting of new refundable advances.
- 18,600.00 €, part of the funds supplied by the Regional External Control Bodies for the administrative expenses of the review Auditoria Publica, pursuant to the fifteenth collaboration agreement signed among these bodies. The generated appropriations got earmarked for the productivity bonus for the work carried out for this review, whose management and publication is currently responsibility of the Andalusian Official Audit Office.

2. Appropriation transfers to Section 02 "Andalusian Parliament" for a total amount of 142,721.00 €, broken down as follows:

- 73,750.00 € to contribute to the payment of power supply expenses for the "Hospital de las Cinco Llagas" building, in which both the Andalusian Parliament and Official Audit Office are housed. Payments are normally done by the Andalusian Parliament.

- 68,971.00 €, stemming from the participation of the Andalusian Official Audit Office in the annual announcement of the Andalusian Parliament for contributions to the financing of third-world projects.

Throughout the settled fiscal year, we recorded net liabilities for a total amount of 9,119,112.50 €, a 92.37 % execution of the expense budget, compared to the definitive appropriations. The included table shows the degree of execution for each Item.

With regard to current operations, the amount of recorded liabilities throughout 2009 represents 96.16 % of the definitive appropriations of Items I to IV of the expense budget.

The Andalusian Official Audit Office co-finances the maintenance costs of the Hospital de las Cinco Llagas, which houses both the Office and the Andalusian Parliament, in accordance with the agreed percentages by the Executive Committee of the Collaboration Agreement signed between both Institutions. The biggest expenses correspond to the cleaning and safety of the building, with a smaller amount for maintenance of the building and its installations.

We also paid 15,960.00 € to the University of Granada in the settled fiscal year, pursuant to the specific agreement signed among this university, the Andalusian Official Audit Office and the Andalusian Federation of Municipalities and Provinces, for the execution of a research project, called Design of a Standardized Management Indicators System, applicable on Municipal Administrations (SINIGAL 50).

We also paid 7,800.00 € as monthly allowances to the beneficiaries of a research scholarship, pursuant to the corresponding announcements for the granting of these scholarships.

The rest of the payments carried out under Item IV, are:

- 7,812.00 € as contribution the travel and transport costs of persons who, due to the agreement signed with the Albatros Andalusian Association, work as interns in our institution,

As to the execution of Expense Item VI, the biggest investments throughout 2009 were the following:

- Purchase of software licenses, for an amount higher than 62,000 €.
- Adaptation of the Telematic Submittal of Accounts platform in XBRL format to local and regional public companies, awarded for a total amount of 140,000.00 €. In 2009 a sum of 46,714.41 € was imputed to the corresponding appropriation.
- Technical adaptations of the Telematic Submittal of Accounts application, concerning the submittal forms for the accounts of companies and accounting data, for a total amount of 24,055.00 €.

- Installation of a new Permanent Power Supply System for an amount higher than 22,000.00 €.
- Partition wall repairs in the Institution's head offices, exceeding 13,000 €.
- Purchase of various laptop computers for a total amount higher than 12,000.00 €.
- Purchase of a computer tool for control and inspection of public companies, for an amount of 8,468.00 €.

As to the revenue budget, the total amount of recorded net dues is 9,950,242.28 €.

The Andalusian Official Audit Office is basically financed through quarterly transfers received from the Regional Government of Andalusia, consisting of current and capital transfers, according to the type of operation they're meant for. The revenues received by the Treasury through these transfers during the considered period and corresponding to the 2009 Budget amounted to 8,816,115.00 € and 704,771.05 €.

The amount of 165,810.00 € (current transfers) figures as an outstanding receivable, corresponding to the complementary appropriation for the 4th quarter and the amount of 26,571.05 € (capital transfers) figures as an outstanding payable, due to a revenue refund caused by excess payment of funds.

Likewise and apart from the revenues mentioned in the paragraph on appropriations generated by other covenants and agreements with entities, the Institution's treasury received the following quantities throughout 2009:

- 17,500 € from CAJASOL for the financing of training and dissemination activities (Agreement of 2 December 2009).
- 5,855.00 € from transfers made by the review Auditoria Publica, to compensate administrative expenses, since the Andalusian Official Audit Office was in charge of the management of the Fifteenth Agreement of Regional External Control Bodies.
- 10,000.00 € as a contribution to the Andalusian Official Audit Office for the financing of a technical conference in June.

As to bank interests, the revenues booked in 2009 amounted to 82,162.09 €.

Within the heading Miscellaneous revenues. Fortuitous means, the following operations are included:

- 10,081.12 € from the participation in profits of life and accident insurance policies of the Institution's personnel, corresponding to the year 2008.
- 6,000.00 €, which as per 31 December 2008, had not yet been definitively allocated.

The income statement shows a positive result of 608,301.30 €.

The year's budget outturn shows a positive result of 831,129.78 €, with the Treasury carryover at the end of the year amounting to 1,917,790.42 €, of which 17,500.00 € are earmarked for activities included in the Agreement with the financial institution CAJASOL.

The Cash Statement at the end of the year presents a balance of 2,523,368.53 €.

Throughout the year refundable advances were granted to the personnel (Expense item VIII) for an amount of 91,495.00 €, with cash refunds over the same period (Revenue Item VIII) amounting to 87,992.65 €.

After the reclassification at the end of the fiscal year of the long-term advances, which become due next year, into short-term advances, their balances as per 31/12/2009 respectively amount to 64,082.36 € and 14,342.16 €.

The quantity figuring as budget creditors balance at the end of the fiscal year, amounting to 548,709.99 €, corresponds on the one hand to recorded liabilities stemming from expense management, which are payable (522,138.94 €) and on the other hand to the outstanding revenue refund (26,571.05 €).

As to closed budgets, the outstanding liabilities, amounting to 695,314.87 €, have been fully wiped out.

**2009 BUDGET OUTTURN CHART OF THE ANDALUSIAN OFFICIAL
AUDIT OFFICE
(IN THOUSANDS OF EUROS)**

	Definitive appropriations	Recorded liabilities	% Recorded liabilities / Definitive appropriations
ITEM I	7.116,98	7.063,07	99,24%
ITEM II	2.023,18	1.732,58	85,64%
ITEM IV	27,51	20,41	74,19%
ITEM VI	608,70	211,55	34,75%
ITEM VIII	96,07	91,50	95,24%
TOTAL	9.872,44	9.119,11	92,37%