

CAREERS FAIR COSTING

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VALUE FOR MONEY AUDIT REPORT FINAL V1.0

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Lead Auditor Contact Details	
	<p>Helena Bennett</p> <p> helenab@sainthelena.gov.sh</p> <p> 2109</p> <p> Garden Hall Castle Gardens lamestown</p>

EXECUTIVE SUMMARY & OVERALL COSTING

This "fast track" Value For Money audit review of the Careers Fair Costing for 2006, serves as an independent estimation of the full cost to SHG in producing the Careers Fair.

The estimated cost calculated includes departmental costing of labour charges and materials expenditure incurred before and during the event charges.

The scope of the review was simply to estimate true cost – not to consider the wide array of potential benefits for individuals, exhibitors or SHG as a whole. It is to be made clear that these benefits are likely to easily outweigh the costs involved.

As a result of the scope of review, no recommendations are made and the report is provided for information purposes only.

The total estimated cost is shown below:

Careers Fair 2006 Cost	£10,700
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1. INTRODUCTION

1.1 The 'Careers Fair Costing' audit review was a spontaneous exercise initiated by an SHG Councillor and concern from some members of the public during the Careers Fair 2006. It was added to the ongoing VFM review programme on a "fast track" assignment.

1.2 The purpose of the review was to provide an independent calculation of the estimated full cost incurred by SHG in providing a Careers Fair to the public.

1.3 Copies of this Value For Money Report will be made available to Corporate SHG and Heads of Department. The report will also be made known and available to the general public through a press release and publication on the audit website.

2. RESOURCES & SCOPE

2.1 The extent of the audit review was to assess full cost estimate to SHG in producing the Careers Fair only.

2.2 To do this, each department representative for the Careers Fair provided:

- An estimated cost of materials and other items used to produce their stalls, and
- Hours of each staff in the different salary bands who produced the stalls.

2.3 Employment and Social Security who organised the Careers Fair provided (as well as their departmental contribution) an overall costing of materials, hire of venue and other items used to make the actual event happen.

2.4 The potential benefits of the Careers Fair were not assessed, as they are immeasurable and have different value to each individual who visited. For example, the Careers Fair could have provided one individual a new career aspiration, for SHG it could mean several vacancies were filled; the list could go on and on.

2.5 The review was led by Helena Bennett, Value For Money Auditor, whilst guidance and support was given by Andy Bonner, Chief Auditor.

2.6 Saint Helena Audit Service would like to acknowledge and thank the departments for providing the data needed to make this assessment. A list of the persons involved can be seen at Appendix A to this report.

3. FINDINGS

3.1 Missing Data

3.1.1 This review was produced without the data requested from 4 of the 13 departments (OCS, Post Office, ANRD & PWSD) which could not be provided on a timely basis. Therefore a department average was used from the data received to determine the estimate labour, material and other expenditure charges.



3.2 Human Resources Cost

3.2.1 To put a cost to the labour of staff that contributed to producing their department's stall; the average hourly rate for each salary band was calculated and multiplied by the number of hours worked for each salary band staff member.

3.2.2 Whilst the Saint Helena Audit Service is smaller than all of SHG's departments, this office had the highest labour charge of £1,134 (16% of overall labour cost).

3.2.3 At the other end of scale, the Education department spent only £182 on labour.

3.3 Materials & Other Expenditure

3.3.1 7 of the 9 departments that provided their data purchased materials which contributed to producing the colourful stalls at the Careers Fair.

3.3.2 The cost of printer ink and paper was assured to be negligible and was not included in costing.

3.3.3 The Finance department had the highest material and other expenditure (such as printing charges, hire of transport) costing for the Careers Fair, spending £236 or 24% of SHG's overall material and other expenditure.

3.3.4 Personnel proved to be the most resourceful department and did not spend a penny on materials and other expenditure. Quoting their representative 'We used resources that were available to us within our department..'

3.4. Central Costing

3.4.1 The most money spent in producing the Careers Fair was providing refreshment and food to invited officials and personnel manning and promoting their stalls. This amounted to £881 or 51% of the central costing.

3.4.2 It was pleasing to note that other organisations that were involved with the Careers Fair provided their services free of charge, which in turn enabled them to also promote their entity:

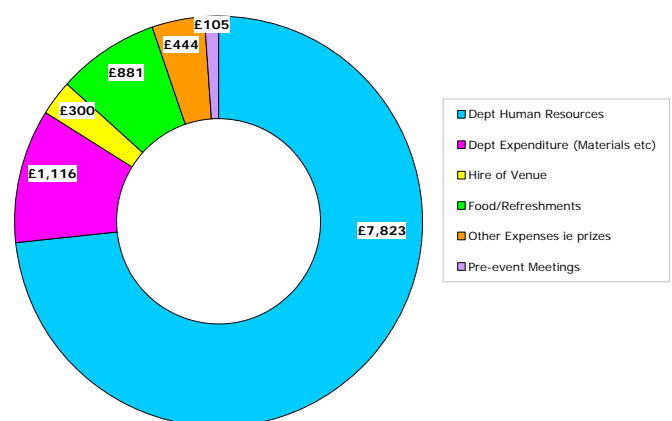
- SHDA provided a 'Skills Training Course' which enabled departments to display their different career paths effectively,
- St Helena News Media Board provided free advertising facilities and
- Saint FM made available a free advertisement recording service.

4. CONCLUSION

4.1 Overall estimated costing of the Careers Fair 2006 amounted to £10,700.

4.2 75% of this cost was attributed to staff time and only 16% was payments made for the actual 2 day event. See Appendix B for detailed costing per department.

SHG's Estimated Costing of £10,700 for Careers Fair 2006



4.3 As mentioned in 2.4 the potential benefits received for individuals, departments and SHG overall could easily outweigh the cost identified.

- 4.4 The Careers Fair encouraged team building within the organisation, gave motivation to staff, it gave visitors the opportunity to think about whether they are achieving job satisfaction in their current role or finding different opportunities such as careers and personnel development on St Helena.
- 4.5 As a result of the scope of the review, no recommendations are made and the report is provided for information purposes only.



APPENDIX A

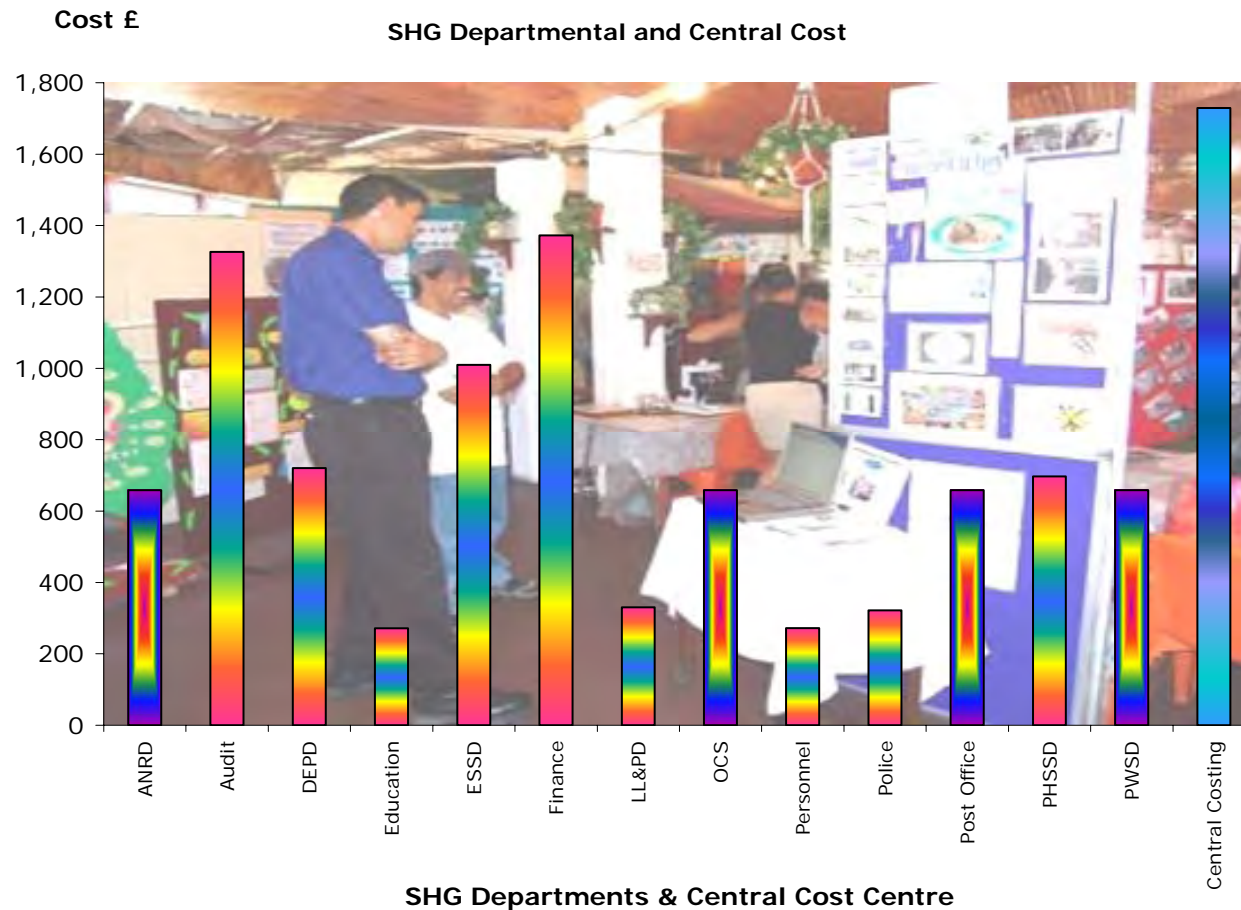
LIST OF PERSONNEL CONSULTED DURING AUDIT

The assistance given to the Audit Service by all those listed below during the course of the audit is acknowledged with appreciation.


<i>NAME</i>	<i>JOB TITLE</i>	<i>SECTION / AREA</i>
<i>Bronwen Yon</i>	<i>Internal Audit Manager</i>	<i>Saint Helena Audit Service</i>
<i>Emma Collins</i>	<i>Health Promotion Coordinator</i>	<i>PHSSD</i>
<i>Tanya Benjamin</i>	<i>Post School Coordinator</i>	<i>Education</i>
<i>Brenda Thomas</i>	<i>Senior Executive Officer</i>	<i>DEPD</i>
<i>Josephine George</i>	<i>Assistant Secretary</i>	<i>Personnel</i>
<i>Dax Richards</i>	<i>Senior Accountant</i>	<i>Finance</i>
<i>Daren Duncan</i>	<i>Acting Inspector</i>	<i>Police</i>
<i>Len Coleman</i>	<i>Lands Assistant</i>	<i>LL&PD</i>
<i>Ronald Coleman</i>	<i>Chief Employment and Social Security Officer</i>	<i>ESSD</i>

APPENDIX B

SHG DETAILED COSTING OF CAREERS FAIR 2006



Note: Central Costing consist of pre-event meetings, hire of venue, providing food and refreshments and prizes.
SHG Departments consist of labour charge, materials and other expenditure.

 Departments – ANRD, OCS, Post Office & PWSD – data was ‘imputed’ (meaning used estimated average from the other departments)