

AUDIT PLAN 2010/11

Audit area	Audit type	Days allocated	Completed/ Provisional Timescale	Auditor
FINANCE AND ICT				
Finance				
Bank Reconciliation	system/follow up	15		in house
Sundry Debtors	system/follow up	20		contractor
Creditors	system/follow up	20		contractor
Treasury Management	system/follow up	15		in house
Budgetary Control (capital and revenue)	system/follow up	10		contractor
Risk Management and Insurance	system/follow up	15		in house
Main Accounting and Financial Ledger	system/follow up	15		contractor
Housing Benefits	system/follow up	25		in house
Council Tax	system/follow up	25		contractor
National Non Domestic Rates	system/follow up	15		in house
Cash receipting and Income control	system/follow up	15		in house
Cash receipting IT system	IT	5		contractor
Provision for 'top up' testing	systems	15		in house
Cash Office spot checks	verification	5		in house
ICT				
Environmental controls/backup procedures	system	10		in house
Data and Network Security	system/follow up	20		contractor
IT Procurement	reserve			contractor
Disaster recovery/business continuity	system	10		in house
IT System Logs	follow up	5		in house
TOTAL		260		
PLANNING AND ECONOMIC DEVELOPMENT				
Planning Fees	system	20		in house
Countrycare	system	10		in house
Building Control	follow up	5		in house
Environmental (use of natural resources)	system	15		in house
TOTAL		50		
ENVIRONMENT AND STREET SCENE				
Waste Management and Recycling	follow up	10		in house
Public Health	system	10		in house
Licensing Enforcement	system	15		in house
Car Parking	system	20		in house
Grounds maintenance	system/VFM	20		in house
North Weald airfield	establishment	15		in house
Leisure contract	contract	15		in house
TOTAL		105		
OFFICE OF THE CHIEF EXECUTIVE				
Electoral services – data quality		15		in house

TOTAL		15		
Audit area	Audit type	Days allocated	Completed/ Provisional Timescale	Auditor
Housing Rent Collection and Arrears	system/follow up	25		in house
House Sales and Leaseholder Services	system	20		in house
Depot	system/follow up	15		in house
Norway House	establishment	15		in house
Bed and breakfast contract	contract	5		in house
Homelessness prevention unit	VFM	10		in house
Stores - Depot stock take	stocktake	5		in house
Housing Repairs Working Group	management review	5		in house
Decorating allowance	system	5		in house
TOTAL		105		
PARTNERSHIPS AND VOLUNTARY SECTOR				
Local Area Agreements	system	15		in house
TOTAL		15		
COMMUNITY SERVICES AND CUSTOMER RELATIONS				
Year 2				
TOTAL				
CORPORATE SUPPORT SERVICES				
Human Resources				
Payroll	System/follow up	25		in house
Recruitment and Selection	Follow up	5		in house
Management of Sickness absence	Follow up	5		in house
Travel and Subsistence claims	verification	10		in house
Car Mileage claims	verification	10		in house
Lease Car Scheme	system	15		in house
Health and Safety Policy	system	5		in house
Estates/Facilities Management/Other				
Commercial Property portfolio	system/follow up	20		in house
Licensing	system	15		in house
Asset Management system	system	15		in house
Non-HRA Repairs	verification	5		in house
Fleet Operations income	system	5		in house
Reprographics	Follow up	5		in house
Legal				
Year 2				
TOTAL		140		

Audit area	Audit type	Days allocated	Completed/ Provisional Timescale	Auditor
MISCELLANEOUS				
Key and Local Performance Indicators	verification	15		in house
Business Plans	verification	10		in house
CONTRACTS				
Contract Compliance	System/follow up	15		in house
CORPORATE				
Corporate Procurement	system/follow up	10		contractor
Gifts and Hospitality (Officers)	system/follow up	10		in house
Gifts and Hospitality (Members)	system/follow up	10		in house
Data Protection Act	system	5		in house
Freedom of Information Act	system	5		in house
Follow up of Priority 1 Audit recommendations	follow up	7		in house
CORPORATE MEETINGS				
Governance Statement	management review	5		in house
Use of Resources work plan	management review	5		in house
Review of financial regulations and CSO's	management review	3		in house
FRAUD AND CORRUPTION				
National Fraud Initiative (NFI) - 2008/2010		15		in house
TOTAL DAYS ALLOCATED		805		
Contingency/Spot checks/Minor investigations		30		in house
Corporate/Service Advice		65		in house
TOTAL		900		