

**Appendix 1 - Audit Plan Monitoring 2015-16
January 2016**

	Directorate	Plan Days	Status	Fieldwork started	Report issued to Management	Finalised	Opinion: Level of Assurance	Priority 1 Recs	Priority 2 Recs	Priority 3 Recs
Business Plans	Resources	10	Final report	n	n	n	Substantial	0	0	2
Reprographics	Resources	10	Final report	n	n	n	Substantial	0	1	0
Management of Sickness Absence	Resources	10	Final report	n	n	n	Substantial	0	2	0
Key and Local Performance Indicators	Governance	15	Final report	n	n	n	Substantial	0	1	0
Norway House (hostel)	Communities	10	Final report	n	n	n	Substantial	0	1	0
Homeless Prevention (Bed and Breakfast)	Communities	10	Final report	n	n	n	Limited	2	2	0
Members Allowances	Governance	10	Final report	n	n	n	Substantial	0	1	0
Local Land Charges	Governance	10	Final report	n	n	n	Substantial	0	1	0
Corporate Partnerships	Corporate	10	Final report	n	n	n	Substantial	0	2	2
Grounds Maintenance	Neighbourhoods	10	Final report	n	n	n	Substantial	0	4	1
Council Housebuilding Programme (c/f from 14/15 Plan)	Communities	15	Final report	n	n	n	Substantial	1	2	0
Planning Fees *	Governance	20	Draft report	n	n		Limited	1	0	2
Licensing *	Neighbourhoods	10	Draft report	n	n		Substantial	0	0	2
Local Plan	Neighbourhoods	10	In progress	n						
Business Rates	Key Financial Control	20	In progress	n						
Commercial Property *	Neighbourhoods	10	In progress	n						
Right To Buy *	Communities	10	Scoping							
Private Sector Housing Grants *	Communities	15	Scoping							
Data Protection Act (External Data Transfers) *	Governance	10	Scoping							
Debt Recovery within Legal Services (c/f from 14/15 Plan)	Governance	10	In progress	n						
Corporate Asset Register *	Resources	5	Scoping							
Budgetary Control *	Resources	10	Scoping							
Sundry Debtors *	Key Financial Control	15	Scoping							
Housing Benefits and Council Tax Support	Key Financial Control	20	In progress	n						
Economic Development	Neighbourhoods	10	Scoping							
Langston Road Development (new audit)	Neighbourhoods	10	In progress	n						
Depot Health and Safety (new audit)	Neighbourhoods	10	Scoping							
Corporate Procurement	Resources	15	Scoping							
Car Parking Contract	Neighbourhoods	10	Scoping							
Access Controls	ICT	10	Scoping							
Payroll (incl mileage claims, overtime and committee allowances)	Key Financial Control	20								
Bank Reconciliations (incl cash receipting & income control)	Key Financial Control	15								
Creditors (incl travel and subsistence claims)	Key Financial Control	15	Scoping							
Council Tax	Key Financial Control	20	Scoping							

**Appendix 1 - Audit Plan Monitoring 2015-16
January 2016**

	Directorate	Plan Days	Status	Fieldwork started	Report issued to Management	Finalised	Opinion: Level of Assurance	Priority 1 Recs	Priority 2 Recs	Priority 3 Recs
General Ledger	Key Financial Control	15								
Treasury Management	Key Financial Control	10								
Waste Management and Recycling (c/f from 14/15 Plan)	Neighbourhoods	20								
North Weald Airfield	Neighbourhoods	15								
Housing Rents*	Key Financial Control	20	Scoping							
Email, Internet and Telephone Usage	ICT	10	Scoping							
Housing Repairs Service	Communities	20	Scoping							
Rental Assistance Loans	Communities	10	Scoping							
Risk Management	Resources	10	Scoping							
Recruitment and Selection (c/f from 14/15 Plan)	Resources	10								
Totals	Totals	560		16	13	10		4	17	9
Drop/defer (subject to approval)										
Gifts and Hospitality	Governance	10								
Grants to Voluntary Organisations	Communities	10								
Facilities Management Contracts	Resources	10								
Equalities (c/f from 14/15 Plan)	Governance	10								
ICT Asset Management (was ICT Procurement)	ICT	10								

Key

* Audits being completed by Mazars

Abbreviations

Incl = including

c/f = carried forward