

Internal Audit Annual Plan 2007/08 - Update at 27/12/07

Appendix A

Area of Work	2007/08 Planned Days	Work Allocations			Actuals to 27/12/07	Status at 27/12/07
		Job No	Title	Alloc. days		
1. ASSURANCE WORK						
CORE FINANCIAL SYSTEMS						
Planned Days	100	07/0674	Housing Benefits (Payments)	8.4	8.4	✓
Allocated	88.7	07/0680	Housing Benefits (Accounting & Subsidy)	2.3	2.3	✓
Unallocated	11.3		Main Accounting	8	0.0	⚠
		07/0715	Asset Management	5	0.3	⚠
		07/0709	Payroll	8	0.1	⚠
		07/0710	Ordering & Payments	8	0.1	⚠
		07/0711	Sundry Debtors	5	0.1	⚠
		07/0708	Income Management	15	5.0	⚠
			Treasury Management	5	0.0	⚠
		07/0707	Council Tax	6	4.2	⚠
		07/0696	National Non-Domestic Rates	7	6.9	⚠
		06/0660	Housing Rents	11	4.3	⚠
CORE MANAGEMENT ARRANGEMENTS						
Planned Days	120	06/0666	Corporate Governance & SIC 2006/07	13.7	13.7	✓
Allocated	109.5	07/0697	Performance Management	20	6.4	⚠
Unallocated	10.5		Risk Management	10	0.0	⚠
		07/0689	Information Management (Records Mgt)	5.6	5.6	✓
			Corporate Governance	12	0.0	⚠
		07/0704	Partnership Arrangements	15	3.1	⚠
		07/0701	Procurement & Contract Management	15	0.9	⚠
		07/0694	Project Management (Review of LAMP)	6.2	6.2	✓
			Fraud & Corruption	12	0.0	⚠
CORE OPERATIONAL SYSTEMS						
Planned Days	70	07/0712	Civica Financial Implementation	15	1.2	⚠
Allocated	15					
Unallocated	55					
RISK BASED ASSURANCE WORK PROGRAMME						
Planned Days	200	07/0658	Licensing	24.9	24.9	✓
Allocated	189.7	07/0681	Sea & River Defences	15	5.6	⚠
Unallocated	10.3	07/0678	Insurances	8	5.7	⚠
		07/0679	Markets	10	0.3	⚠
		07/0682	Vehicles & Plant	15	8.2	⚠
		07/0676	Leisure Centre & Community Pools	15	6.9	⚠
		07/0675	Housing Advances	6	2.4	⚠
		07/0683	Storey Institute (Project)	7	3.6	⚠
		07/0684	Civica Implementation (Project)	5	4.5	⚠
		07/0685	EDMS Implementation (Project)	8	7.3	⚠
		07/0686	Sustainable Community Strategy (Project)	10	5.6	⚠
		06/0634	Elections & Electoral Registration	6.1	6.1	✓
		07/0673	Right To Buy	9.1	9.1	✓
		07/0677	Cemeteries	8.6	8.6	✓
		07/0714	Fair Pay (Project)	15	0.7	⚠
		07/0688	PAYE	12	7.3	⚠
		07/0706	LAA	15	7.2	⚠

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2. CONSULTANCY WORK						
Support Work (projects and other)						
Planned Days	65	06/0628	Project Management Development	15	15.0	✓
Allocated	83.3	06/0630	Procurement Strategy Implementation	10	8.6	⚠
Unallocated	-18.3	06/0633	Risk Management Strategy Implementation	5	3.8	⚠
		03/0509	RIPA Monitoring & Central Register	5	2.6	⚠
		03/0549	News & Views Editorial Team	1	0.4	⚠
		06/0656	Use of Resources 2006/07	0.8	0.8	✓
		06/0664	NFI 2006	3	3.0	✓
		07/0672	Financial Regs & Procedures	1.7	1.7	⚠
		07/0691	NFI 2007/08	7	6.3	⚠
		07/0693	Business Recovery Team	5	1.5	⚠
		07/0695	Asset Management Working Group	10	7.7	⚠
		07/0700	Corporate Governance Framework Development	12	8.0	⚠
		07/0702	CPA Inspection	1.8	1.8	✓
		128/129	Contract Management	2	1.4	⚠
		07/0716	LAA Officer Group	4	0.5	⚠
Ad-Hoc Advice	60			80.0	60.0	⚠
Efficiency & VfM						
Planned Days	30	07/0687	VfM Self-Assessment	15.4	15.4	✓
Allocated	15.4					
Unallocated	14.6					
3. OTHER						
Non Audit Duties	5	00/0392	Deputy s151 Duties	10	8.2	⚠
4. AUDIT MANAGEMENT						
Planning, Monitoring and Committee Work	45			55	49.8	⚠
5. CONTINGENCIES						
Follow Up Reviews	70			50	26.1	⚠
General Contingency	40					
Investigations						
Planned Days	35		Investgations	80	74.6	⚠
Allocated	80					
Unallocated	-45					
TOTALS						
Planned Days	840					
Allocated	776.6			776.6	480.0	
Unallocated	63.4					

Key: ✓ Completed ⚠ In Progress ? Not Yet Started