

Internal Audit Annual Plan 2007/08 - Proposed Revision, Audit Committee 19/09/07)

Area of Work	2007/08 Planned Days	Work Allocations		
		Job No	Title	Alloc. days
1. ASSURANCE WORK				
CORE FINANCIAL SYSTEMS				
Planned Days	100	07/0674	Housing Benefits (Payments)	10
Allocated	98	07/0680	Housing Benefits (Accounting & Subsidy)	3
Unallocated	2		Main Accounting	10
			Asset Management	5
			Fraud & Corruption	15
			Payroll	10
			Ordering & Payments	10
			Sundry Debtors	10
			Income Management	5
			Treasury Management	5
			Council Tax	5
			National Non-Domestic Rates	5
			Housing Rents	5
CORE MANAGEMENT ARRANGEMENTS				
Planned Days	120	06/0666	Corporate Governance & SIC 2006/07	10
Allocated	105		Performance Management	15
Unallocated	15		Risk Management	10
			Information Management (Records Mgt)	15
			Corporate Governance	15
			Partnership Arrangements	15
			Procurement & Contract Management	15
			Project Management (Review of LAMP)	10
CORE OPERATIONAL SYSTEMS				
Planned Days	70		ICT Facilities and Systems	40
Allocated	40			
Unallocated	30			
RISK BASED ASSURANCE WORK PROGRAMME				
Planned Days	200	07/0658	Licensing	12
Allocated	184	07/0681	Sea & River Defences	10
Unallocated	16	07/0678	Insurances	8
		07/0679	Markets	10
		07/0682	Vehicles & Plant	10
		07/0676	Leisure Centre & Community Pools	12
		07/0675	Housing Advances	3
		07/0683	Storey Institute (Project)	7
		07/0684	Civica Implementation (Project)	5
		07/0685	EDMS Implementation (Project)	5
		07/0686	Sustainable Community Strategy (Project)	5
		06/0634	Elections & Electoral Registration	7
		07/0673	Right To Buy	10
		07/0677	Cemeteries	10
			Fair Pay (Project)	20
			PAYE	10
			External Funding Arrangements	10
			LAA	10
			Enhanced Two-Tier Working	10
			Neighbourhood Management	10
2. CONSULTANCY WORK				
Support Work (projects and other)				
Planned Days	65	06/0628	Project Management Development	12
Allocated	44	06/0630	Procurement Strategy Implementation	5
Unallocated	21	06/0633	Risk Management Strategy Implementation	5
		03/0509	RIPA Monitoring & Central Register	5
		03/0549	News & Views Editorial Team	2
		06/0656	Use of Resources 2006/07	2
		06/0664	NFI 2006	3
		07/0672	Financial Regs & Procedures	3
		07/0691	NFI 2007/08	5
		128/129	Contract Management	2

Internal Audit Annual Plan 2007/08 - Proposed Revision, Audit Committee 19/09/07)

Area of Work	2007/08 Planned Days	Work Allocations		
		Job No	Title	Alloc. days
Ad-Hoc Advice	60			60
Efficiency & VfM				
Planned Days	30	07/0687	VfM Self-Assessment	15
Allocated	15			
Unallocated	15			
3. OTHER				
Non Audit Duties	5			5
4. AUDIT MANAGEMENT				
Planning, Monitoring and Committee Work	45			45
5. CONTINGENCIES				
Provision for Follow Up Reviews	70			70
General Contingency	40			
Investigations				
Planned Days	35	06/0663	Williamson Park	20
Allocated	20			
Unallocated	15			
TOTALS				
Planned Days	840			
Allocated	686			686
Unallocated	154			