

INTERNAL AUDIT WORK PLAN FOR 2015/16 FINANCIAL YEAR

Audit/Task	Number of Days	Quarter 1 Apr to Jun	Quarter 2 Jul to Sept	Quarter 3 Oct to Dec	Quarter 4 Jan to Mar
Core Audits	170				
Council Tax/NNDR/Recovery	35		X	X	
Income and Cash Collection	15			X	
Main Accounting System incl deeds testing	25			X	
Housing Benefits	20			X	
Creditors	15			X	
Housing Rents	20		X		
Treasury & Cashflow Management	5			X	
Payroll	15		X		
Car Parking Income/Trade Waste	15				X
ICT Core	5			X	
Systems Audits	200				
Listed Buildings & Conservation Areas	10	X			
Grants, Subscriptions & donations	10	X			
Vehicles & Fuel (including inventory & maintenance)	10	X			
Emergency Planning	10	X			
Legal Services	10	X			
Leisure (Culm Valley)	15	X			
Recruitment, Selection and JE	10	X			
Insurance/VAT	10		X		
Gifts & Hospitality/Register of Interests (annual)	5			X	
Appraisals and Training	10				X
Freedom of Information	10				X
Corporate Health & Safety incl Homeworking/Loneworking (2yrs)	10				X
Private Sector Housing	10				X
Procurement/Contracts	20				X
Electronic payments/online forms	10				X
Voids	5				X
Refuse & Recycling (2 yearly)	20				X
Service Charges	5				X
Cemeteries & Bereavement Services	5				X
Stores	5				X
Corporate Work	50				
Spar	30	X	X	X	X
DAP peer review	5				X
Data Quality Assurance Checks	15	X	X	X	X
Other Work	85				
Fraud/Irregularity/Consultancy/Contingency	85	X	X	X	X

Completed /started	245	75	65	105	
Scheduled	115				115
Not scheduled yet	10				10
	100%	20%	18%	28%	34%