

WORK PLAN

AUDIT	DAYS
Managed Audits	
Shared Services	
Treasury Management – application of TM strategy	10
Creditors – inc. ordering	15
Debtors – inc. proof of debt	15
Payroll – review of input/output	25
Benefits – inc. data checks	30
Council Tax	15
NNDR	15
FMS:	
Data Transfer Reconciliations	25
Bank Reconciliations	5
Budgetary Control	10
Radius/ Cashiers/cash/banking/CSC use of cards	20
	185
Other	
Asset Management – review	15
acquisition/disposal/recording/insurance	15
Other - High Risk	
Performance Indicators – accuracy check	25
Partnerships – implementation of toolkit/monitoring performance	10
Fraud Awareness – various measures	10
Benefit Subsidy Claim – accuracy and variances check	20
Corporate Governance – review governance framework	10
Risk Management	10
Data Quality – implementation of policy, follow up issues raised by Grant Thornton	10
Use of Natural Resources – pre UoR review/evidence gathering	15
	110
Other – Medium Risk	
Cemeteries – follow up	6
Community Centres – income controls	10
Disabled Facilities Grants – review controls	10
Development Control – income controls	6
Recruitment – secure processes	8
IT – Network Controls	10
IT – back up and testing	10
IT – Data Security/CoCo/Data Transmission	15
Licensing – Income controls/Externally funded projects	15
Leisure Centres – final account process	4
H&S –Review framework for managing H&S	10
T H Security – access controls etc	8
National Fraud Initiative – follow up data matches + issues	8

arising from the exercise	
FOI – review framework for managing FOI	6
Data protection – as above	6
Fraud Team – review against DWP best practice standards	10
Shared Services – devising/approving common policies/strategies	10
Commercial Properties – rent collection	10
Procurement – review strategy, tender process, contract letting, performance monitoring	10
Members Allowances – accuracy check	2
Shared Services accounts – expenditure check	5
	179
41 audits	489
Contingencies	
Fraud Investigations/Follow up	15
General	20
	35
	524