

Appendix 3

Internal Audit Plan 2015/16	
Audit Class and Titles	Allocated Time (Days)
Main Financial Audits	
Main Accounting System inc bank reconciliation	15
Treasury Management	2
Accounts Payable	10
Accounts Receivable	10
Income	15
Payroll (inc NFNPA testing) (Inc T&S, Members Allowances & Expenses)	25
Council Tax	10
National Non Domestic Rates	15
Benefits & Fraud Investigation	15
Landlord services (Rent Accounting)	10
Asset Management	10
IT Audit	
IT Audit (PSN/Security/DR) Network and Other systems	20
IT Audit (Inventory/Purchases/Contracts/Maintenance/Licences etc)	15
Contract Audit	
Procurement Strategy and Corporate Process and Waivers	reduce to 10 days 30
Procurement - Contract Management audit	15
Procurement - Contract Payments and Financial Assessments	30
Governance	
Information Governance (DPA/FOI/Performance/Data Quality/Transparency/Retention & Disposal/Information Assets)	15
Governance and corporate risks inc new standards	15
Compliance	
Health and Leisure Income Returns	10
Car Park Income Reconciliation	4
Keyhaven Income Returns	2
Creditors exception testing	20
Stock takes, cash ups & Petty cash	10
Other Services	
Estates and Valuation	10
Central Purchasing/Stores	15
Development Control (inc planning enforcement and appeals)	15
Housing Development inc Affordable Housing & Private Sector Leasing & Empty Properties	15
Building Control	15
Estates Management	15
Health and Safety	15
Environment Health - Pollution	15
Licensing	15
Community Grants/Ward Budgets/Other Grants	15
The Design Room	10
Electoral Services	15

Coastal & Regional Monitoring	10
Clinical Waste	10
Landscape and Open Space	10
Customer Access - Contact Centre/Helpdesk/Support Service etc	10
Fraud	
Counter Fraud; Policy review, training, prevention work, NFI overview, general monitoring tools	20
Counter Fraud Work inc NFI and Analytics (separate action plan being developed)	30
Counter Fraud Investigation	20
Consultancy/VFM	
S151 Requests and Contingency	30
H&L Queries	10
Projects/Consultancy work/VFM	50
Advisory (Financial Regulations)	50
Work with Partners	
Benefit Subsidy (for external audit)	45
Leader (on third party behalf)	2
Safeguarding reviews	10
Total NFDC Audit Days	800
Management and Training	282
Audit Management (inc Performance Management, Planning, Supervision/signing off of audits, Meeting and Committee attendance, annual reporting, liaison with external audit etc.) and Team training and development, office routine, meetings and Contingency	
Fee Earning	236
Fee Earning Third Party Work (NFNPA/Dorset/T&P Councils)	
Total Resource Days	1318