

Appendix 1

Auditable Areas	2016/17
Key Financials	
Governance and Regulation	
Main Accounting System inc bank reconciliation	15
Treasury Management	5
Accounts Payable	15
Asset Management	15
Resources	
Payroll (inc NFNPA testing) (includes T&S, Members Allowances & Expenses)	25
Income	10
Economy, Planning and Housing	
Accounts Receivable	15
Council Tax	15
National Non Domestic Rates	10
Benefits & Fraud Investigation (inc subsidy grant work for external audit)	10
Landlord services (rents)	15
Sub total of Key Financials	150
Governance and Regulation	
Procurement Strategy and Corporate Process and Waivers	15
Procurement - Contract Management audit	15
Procurement - Contract Payments and Financial Assessments	30
Information Governance (DPA/FOI/Performance/Data Quality/Transparency/Retention & Disposal/Information Assets)	15
Governance and corporate risks	15
Creditors exception testing	20
Safeguarding	10
Estates and Valuation	10
Environmental Health - Commercial and Pollution	15
Elections	15
Resources	
IT Audit (PSN/Security/DR) Network and Other systems	20
IT Audit (Inventory/Purchases/Contracts/Maintenance/Licences etc)	15
Stock takes, cash ups & Petty cash	5
Building Works - Reactive and Gas Servicing	15
Property Services and Building Works (Housing and Non Housing Stock)	15
Economy, Planning and Housing	
Benefit Subsidy (for external audit)	45
Leader (on third party behalf)	2
Housing Needs/Homelessness/Housing Register/B&B	15
Land Charges	10

Operations	
Health and Leisure Centres	15
Domestic Refuse and Commercial Waste and Recycling - inc special collections, garden waste & Street Cleansing	15
Engineering Design and Land Drainage	15
Engineering Works	15
Grounds Maintenance	15
Beach Huts	10
Cemeteries and Amenities	10
Stock takes, cash ups & Petty cash	5
Keyhaven Income Returns	2
Health and Leisure Income Returns	10
Car Park Income Reconciliation	4
Environmental Health - Pest Control	10
Environmental Health - Dog Wardening	10
Business Continuity & Emergency Planning	15
Health and Safety	15
Landscape and Open Spaces	10
Sub total of other audits	478
Counter Fraud to include; Policy review, training, prevention work, NFI overview, general monitoring tools	20
Counter Fraud Work inc NFI and Analytics	30
Counter Fraud Investigation	20
Projects/Consultancy work/VFM	75
Advisory (Financial Regulations)	20
Section 151 Officer support and Contingency	20
	185
NFDC Productive Total	813
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	250
Total NFDC Days	1063
Third Party Work	270
Total Days	1333