

AUDIT CATEGORY					%
Total available days less leave etc	620	20		640	
<b>PLANNED AUDITS/ AUDIT WORK</b>					
Systems	225				
Regular & Ad Hoc audit work	35				
Risk Register & V.F.M work	65	325	325		50.78%
<b>CONTINUOUS AUDIT</b>					
a. Routine Checks	2				
b. Small Systems Review	2	4	4		0.63%
<b>SPECIALIST AREAS</b>					
a. Computer					
i. Development	32				
ii. Audit	18				
iii. Specialist Audit	20	70	70		10.94%
b. Contract					
i. Final Account/Procedure Rules	32				
ii. Current Audit	12	44	44		6.88%
<b>MANAGEMENT</b>					
Audit	45				
Other	15	60	60		9.38%
<b>OTHER</b>					
Special Investigations	28				
Contingency	12	40	40		6.25%
<b>TRAINING, FURTHER EDUCATION ETC</b>					
Seminars and Meetings	15	15			
Training -C.P.E	10				
Further Education	0				
In-House	15	25	40		6.25%
<b>ROUTINE DUTIES</b>					
External Audit		8			
General Office Duties		8			
Internal Check-Payroll		1			
Cash Office Duties		4			
Procurement		2			
Paid Cheque enquiries		3			
Security		9			
Other		22	57		8.91%
<b>TOTAL</b>			640		100.00%

AUDIT CATEGORY	Material System	Frequency	Allocated Days	2011/12 Work Plan	SYSTEM EVALUATION & TESTING	NEW SYSTEM DOCUMENTATION AND IAS Work	REGULAR & AD HOC AUDIT WORK	TOTAL	REMARKS
<b>CHIEF EXECUTIVE</b>									
<b>Legal and Democratic Services</b>									
Democratic Services									
Register of Electors		B	5					0	
Elections		B	3	3			3	3	
Legal									
Land Charges		B	5	5	5			5	
Members Allowances		B	3	3			3	3	
<b>COMMUNITY SERVICES</b>									
<b>Planning Services</b>									
Building Control Fees		B	2	2			2	2	
Planning Fees		B	2	2			2	2	
Planning Income		Q	Cash					0	included with Cash
Section 106 Agreements		B	6	6	6			6	
<b>Environmental Services</b>									
Trade Refuse/Recycling		B	2	2	2			2	
Refuse collection		B	2	2	2			2	
Transport		T	6					0	
Vehicle Workshops		T	2					0	
Improvement Grants		B	10					0	
Lullington Gypsy Site		T	2					0	
Licensing		A	8 or 4	4	4			4	Legislation
General (pest control)		Q	1					0	
<b>Leisure and Community Development</b>									
Parks and Open Spaces		B	5	5	5			5	
Grounds Maintenance		T	4					0	
Leisure Centre - Client		T	Contract					0	Contract Audit
Cemeteries		T	5	5	5			5	
Allotments		Q	1					0	
Markets		T	Contract					0	Contract Audit
Civic Halls - Swadincote Town Hall		T	1					0	
Etwell Leisure Centre		A	8	8	8			8	req Annual
Rosliston Forestry Centre		A	5	5			5	5	
Partnerships		A	8	8	8			8	LAA, CCF, WPEG etc
<b>Housing Services</b>									
Rent accounting	M	A	15 or 7	15	15			15	JWA - Material Audit
Housing Administration		B	4					0	
Foston Gypsy Site		T	3	3			3	3	
Warden Controlled Schemes		T	2					0	
Housing Repairs		A	10 or 6	6	6			6	
Sale of Council Houses		Q	2	2			2	2	part incl cash
<b>CORPORATE SERVICES</b>									
<b>Customer Services</b>									
N.N.D.R	M	A	10 or 6	6	6			6	JWA - Material Audit
Cash	M	A	12 or 6	12	6	6		12	JWA - Material Audit
Housing Benefits	M	A	18 or 8	18	18			18	JWA - Material Audit
Bus Passes		Q	1					0	
Council tax	M	A	15 or 8	8	8			8	JWA - Material Audit
Customer Relationship Management		A	6	6	6			6	
Print Facility		T	5					0	
<b>Finance and Property Services</b>									
<b>Finance:</b>									
Sundry Debtors	M	A	12 or 7	12	7	5		12	JWA - Material Audit
Payroll (Salaries)	M	A	10 or 6	10	6	4		10	JWA - Material Audit
Payroll (Wages)	M	A	10 or 6	6			6	6	JWA - Material Audit
Creditors	M	A	18 or 8	18	12	6		18	JWA - Material Audit
H.A.A.		Q	4	2			2	2	
Car Allowances		B	4					0	

