

AUDIT CATEGORY - 2011/12	Audit Team	Specialists		%	Qtr 1	Qtr2	Qtr3	Qtr4	Total
Total available days less leave etc	620	20	640						
PLANNED AUDITS/ AUDIT WORK	325		325	50.78%	68	45			113
CONTINUOUS AUDIT	4		4	0.63%	1	1			2
SPECIALIST AREAS:									
a. Computer	50	20	70	10.94%	8	8			16
b. Contract	44		44	6.88%	4	6			10
MANAGEMENT	60		60	9.38%	10	17			27
OTHER:	40		40	6.25%	0	6			6
TRAINING, FURTHER EDUCATION	40		40	6.25%	9	10			19
ROUTINE DUTIES	57		57	8.91%	11	26			37
TOTAL	620	20	640	100.00%	111	119	0	0	230
					17.90%	19.19%	0.00%	0.00%	37.10%
							Checksum	37.10%	230

The Internal Audit Service has completed 37.10% of the planned audit days up to the end of September 2011 against the planned target of 44%.

SUMMARY OF INTERNAL AUDIT WORK 2011/12								Appendix 2	
	Re-allocated days	Planned Days	Quarter 1 Apr-Jun	Quarter 2 Jul-Sep	Quarter 3 Oct-Dec	Quarter 4 Jan-Mar	Actual Days	Difference	
Planned Audits									
Chief Executive									
Elections		3	0	3			3	0	
Land Charges		5	0	5			5	0	
Members Allowances		3	0	0			0	-3	
Community Services									
Building Control Fees		2	0	2			2	0	
Planning Fees		2	0	0			0	-2	
Section 106 Agreements		6	0	0			0	-6	
Trade Refuse		2	0	0			0	-2	
Refuse Collection		2	0	0			0	-2	
Licensing		4	0	0			0	-4	
Parks		5	2	0			2	-3	
Cemetries		5	0	0			0	-5	
Etwell Lesiure Centre		8	0	0			0	-8	
Rosliston Forestry Centre		5	0	5			5	0	
Partnerships		8	2	1			3	-5	
Rent Accounting		15	16	0			16	1	
Foston Gypsy Site		3	0	0			0	-3	
Housing Repairs		6	0	0			0	-6	
Sale of Council Houses		2	0	0			0	-2	
Corporate Services									
NNDR		6	6	3			9	3	
Cash		12	1	4			5	-7	
Housing Benefits		18	0	0			0	-18	
Council Tax		8	8	3			11	3	
CRM		6	0	0			0	-6	
Sundry Debtors		12	3	0			3	-9	
Payroll		16	10	3			13	-3	
Creditors		18	1	0			1	-17	
Car Allowances		0	0	0			0	0	
Subsistence		3	0	0			0	-3	
Treasury Management		6	0	0			0	-6	
Bank Reconciliation		5	4	2			6	1	
Budgetary Control		8	0	6			6	-2	
Accounting System		12	10	2			12	0	
Asset Management		0	0	0			0	0	
Land Sales	-5	0	0	0			0	0	
IT Strategy		1	0	0			0	-1	
IT Disaster Recovery		2	0	0			0	-2	
Data Quality	5	5	5	0			5	0	
Employment Contracts		1	0	1			1	0	
CRB		1	0	1			1	0	
Risk Management		0	0	0			0	0	
Corporate Governance		3	0	0			0	-3	

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	Re-allocated days	Planned Days	Quarter 1 Apr-Jun	Quarter 2 Jul-Sep	Quarter 3 Oct-Dec	Quarter 4 Jan-Mar	Actual Days	Difference
Partnerships/Funding		3	0	3			3	0
Disaster Planning		3	0	0			0	-3
CSPP		20	0	0			0	-20
Misc Audits		2	0	0			0	-2
VFM Specific		30	0	0			0	-30
Risk Register		35	0	0			0	-35
Fraud		3	0	0			0	-3
Inventories			0	1			1	1
			0	0			0	0
			0	0			0	0
			0	0			0	0
			0	0			0	0
			0	0			0	0
			0	0			0	0
			0	0			0	0
			0	0			0	0
			0	0			0	0
			0	0			0	0
			0	0			0	0
			0	0			0	0
Sub Total	0	325	68	45		0	113	-212

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	Re-allocated days	Planned Days	Quarter 1 Apr-Jun	Quarter 2 Jul-Sep	Quarter 3 Oct-Dec	Quarter 4 Jan-Mar	Actual Days	Difference	
Continuous Audit									
Routine Checks		2	0	0			0	-2	
Small Systems Review		2	1	1			2	0	
Sub Total		4	1	1			2	-2	
Specialist Audits									
Computer									
i. Development		32	2	8			10	-22	
ii. Audit		18	6	0			6	-12	
iii. Specialist Audit		20	0	0			0	-20	
Contract									
i. Final Account/Cons Rules		32	1	0			1	-31	
ii. Current Audit/Contract Sys		12	3	6			9	-3	
Sub Total		114	12	14			26	-88	
Management									
Audit		45	8	17			25	-20	
Other		15	2	0			2	-13	
Sub Total		60	10	17			27	-33	
Other									
Special Investigations		28	0	6			6	-22	
Contingency		12	0	0			0	-12	
Sub Total		40	0	6			6	-34	
MTGS, TRAINING, ETC									
Seminars and Meetings		15	4	4			8	-7	
Training -C.P.E		10	0	0			0	-10	
Further Education		0	0	0			0	0	
In-House		15	5	6			11	-4	
Sub Total		40	9	10			19	-21	
ROUTINE DUTIES									
External Audit		8	0	3			3	-5	
General Office Duties		8	3	6			9	1	
Internal Payroll Check		1	1	0			1	0	
Cash Office Duties		4	0	1			1	-3	
Procurement		2	0	0			0	-2	
Paid Cheque Enquiries		3	1	1			2	-1	
Security		9	2	3			5	-4	
Unison		18	2	4			6	-12	
Other		4	2	8			10	6	
Sub Total		57	11	26			37	-20	
TOTAL DAYS		640	111	119			230	-410	