AUDIT PLAN SCHEDULE 2011/2012 (As at 4 January 2011)

APPENDIX 2

PLANNED AUDITS

JOINT	PRIORITY	April 1	2	3	4	5	May 1	2	3	4	June 1	2	3	4	5	July 1	2	3	4	August 1	2	3	4	September 1	2	3	4	5	October 1	2	3	4	November 1	2	3	4	December 1	2	3	4	5	January 1	2	3	4	February 1	2	3	4	March 1	2	3	4	5
Brown Bins	High																																																						
Capital Accounting	High																																																						
Council Tax	High																																																						
Creditor Payments	High																																																						
General Ledger	High																																																						
Housing & Council Tax Benefits	High																																																						
NNDR	High																																																						
Payroll	High																																																						
Pro-Active Anti-Fraud Review	High																																																						
Sundry Debtors	High																																																						
Treasury Management	High																																																						
Car Parks	Medium																																																						
Concessionary Fares	Medium																																																						
Elections Payments	Medium																																																						
Equalities and Diversity	Medium																																																						
Establishment Listing	Medium																																																						
Groupwise/Microsoft Office Procurement	Medium																																																						
Housing Allocations	Medium																																																						
Licensing	Medium																																																						
Ocella/Uniform ICT Procurement	Medium																																																						
Planning Fees	Medium																																																						
Travel & Subsistence	Medium																																																						
Verification of Budget Savings	Medium																																																						
Verification of Performance Indicators	Medium																																																						
Waste Management and Recycling	Medium																																																						
Building Control	Low																																																						
Facilities Management	Low																																																						
Gifts and Hospitality	Low																																																						
Grounds Maintenance	Low																																																						
HR Pro System & Annual Leave Entitlement	Low																																																						
Petty Cash Spot Checks	Low																																																						
Stationery System	Low																																																						
SODC	**PRIORITY**																																																						
Leader Project Grant Verification	Medium																																																						
VWHDC	**PRIORITY**																																																						
Cash Office	Medium																																																						

ACGC

FOLLOW UP AUDITS

JOINT	PRIORITY	April 1	2	3	4	5	May 1	2	3	4	June 1	2	3	4	5	July 1	2	3	4	August 1	2	3	4	September 1	2	3	4	5	October 1	2	3	4	November 1	2	3	4	December 1	2	3	4	5	January 1	2	3	4	February 1	2	3	4	March 1	2	3	4	5
HR Grievance																																																							
HR Recruitment																																																							
Leisure Centres																																																							
Health and Safety																																																							
ICT																																																							
Time Management																																																							
Gifts and Hospitality																																																							
Stationery System																																																							
Facilities Management																																																							
Ocella/Uniform																																																							
Project Management																																																							
Car Parks																																																							
SODC																																																							
Leader Project Assurance																																																							
Cornerstone EP,DR and BCP																																																							
Pest Control																																																							
VWHDC																																																							
Car Loans																																																							
Petty Cash Procedures																																																							
Mortgage Administration																																																							
Cash Office																																																							
Stray Dogs Contract																																																							

ACGC

UNPLANNED AUDITS

JOINT	PRIORITY	April 1	2	3	4	5	May 1	2	3	4	June 1	2	3	4	5	July 1	2	3	4	August 1	2	3	4	September 1	2	3	4	5	October 1	2	3	4	November 1	2	3	4	December 1	2	3	4	5	January 1	2	3	4	February 1	2	3	4	March 1	2	3	4	5
Housing Debt Management																																																							
Carbon Management Programme																																																							
Harmonisation of HR Pro																																																							
Physical Transfer of Valuable Items																																																							
SODC																																																							
Investigation																																																							
VWHDC																																																							
Payment of Car Loan (Creed)																																																							
Travel and Subsistence Receipt Spotcheck																																																							

ACGC

Key

- Project Start Date
- In Progress
- Draft Issued
- Complete