

APPENDIX A - PROPOSED INTERNAL AUDIT PLAN 2012/13

ENTITY CODE	ENTITY NAME	Days	Entity Type	RISK SCORE	2012/13 Planned days
H/BENE	Benefits	5	FF	2.2	
H/LOTA	Local Taxes	5	FF	2.1	
H/DEBT	Debtors	10	FF	2.0	
H/PAEB	Payroll & Employee Benefits	5	FF	1.9	
H/FIXA	Fixed Assets	5	FF	1.9	
H/TRMA	Treasury Management	5	FF	1.9	
H/MACA	Main Accounting System	8	FF	1.8	
H/CRED	Creditors	8	FF	1.8	
H/BUBC	Budgeting & Budgetary Control	8	FF	1.7	
H/CABA	Cash & Banking	8	FF	1.4	
					67
H/FIMA	Financial Management and VFM	10	MF	3.0	
H/TAX	Accounting for Tax	5	MF	2.0	10
H/EXFU	External Funding Management	5	MF	1.8	
H/MTFP	Medium Term Financial Planning	5	MF	1.7	
		92			
H/ENRM	Enterprise Risk Management	5	GP	2.7	
H/PROC	Procurement	10	GP	2.5	
H/MCON	Managing Capital / Revenue Contracts	10	GP	2.5	
H/MCHA	Managing Change	10	GP	2.4	
H/SDML	Strategic Decision Making & Leadership	5	GP	2.4	
H/ASSM	Asset Management & Maintenance	15	GP	2.4	
H/CFGA	Counter-Fraud Arrangements (general)	5	GP	2.3	
H/BUSC	Business Continuity	5	GP	2.3	
H/HESA	Corporate Health & Safety	10	GP	2.3	
H/PUCO	Public Consultation and community engagement (inc. Communications)	10	GP	2.3	
H/RERE	Recruitment & Retention & Redeployment	10	GP	2.2	95
H/CUSE	Customer Services arrangements	10	GP	2.1	
H/COGO	Corporate Governance Arrangements (inc Democratic processes)	5	GP	2.2	
H/EQUA	Equalities	5	GP	2.1	
H/CFAR	Counter-Fraud Arrangements (analytical review)	5	GP	2.0	
H/MABS	Managing Absence	5	GP	1.8	
H/APDE	Corporate training (Officer and Member) inc.	10	GP	1.8	
H/SEPL	Service Planning & Design and performance management	8	GP	1.6	
		143			
	Corporate ICT	15	IT	2.0	15
		15			
H/ELRE	Elections and Electoral Registration	10	CF	2.6	
H/BUSU	Business Support	8	CF	2.6	
H/WAMA	Waste Management & Recycling	15	CF	2.4	
H/CULT	Culture and recreation	5	CF	2.4	
H/HOUS	Housing	5	CF	2.2	43
H/MARK	Markets	5	CF	2.2	
H/YOSE	Youth & Children's Services	5	CF	2.2	
H/DOGW	Dog Warden Service	5	CF	2.2	
H/CEME	Cemeteries	5	CF	2.2	
H/LIEN	Licensing & Enforcement and pest control	15	CF	2.2	
H/LACH	Land Charges	5	CF	2.2	

H/TMCP	Traffic Management & Car Parking	10 CF	2.1
H/TRWA	Trade Waste Service	10 CF	2.1
H/WVTS	Working with Voluntary/Third Sector and partnership working	10 CF	2.0
H/MMPS	Managing-Maintaining Public Space	10 CF	2.0
H/BUCO	Building & Development Control	10 CF	1.9
H/EHIN	Environmental Health - Inspections	5 CF	1.9
H/COSA	Community Safety (inc CCTV)	5 CF	1.9
H/SUPP	Support for Elderly People	5 CF	1.8
H/UOPP	Use of Planning Processes and planning enforcement (inc S106)	10 CF	1.6
		158	
	total days for full assurance - all entities	<u>408</u>	total planned audit days 2012/13
			<u>230</u>

Key to Entity Types
FF Fundamental Financial
MF Managing Finances
GP Governance & Performance
CF Customer Facing