

AUDIT SERVICES AUDIT PLAN 2007/08

AUDIT AREA	DAYS
Administration & Management	
Bench Marking	5.00
General	57.00
Customer Liaison	20.00
Audit Manual	15.00
Management	45.00
Health and Safety	5.00
Directorate Management Team	17.00
Hereford & Worcester Audit Group	4.00
Tardis	10.00
Team Briefings	52.00
IT Problems and Delays	10.00
	240.00
Staff Review and Development	
SRDs	20.00
Training	75.00
	95.00
Leave	
Special	10.00
Bank Holiday	80.00
Annual Leave	274.00
Sick	70.00
	434.00
Corporate	
Audit Committee	65.00
Public Service Trust	60.00
Statement on Internal Control	20.00
Herefordshire Connects	50.00
Use of Resources	20.00
LPSA/LAA	25.00
Diversity	10.00
GEM	10.00
Contingency	32.00
	292.00
Non-Fundamental Systems	
Recruitment and selection	17.00
Sure Start	22.00
Income from Trade Waste	12.00
Penalty Charge Income	20.00
Planning Fees & Charges	12.00
Section 31 Agreements	20.00
Payments to Independent Providers	17.00
Managing Attendance	12.00
	132.00
\Recommendation Follow up	
Section 106	6.00
Anti Money laundering	6.00
ICT FMS	10.00
Markets Fees and Charges	5.00
Homecare Payroll	5.00

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	32.00
Project Management	
Project Management	20.00
	20.00
Risk Management	
Risk Management	20.00
Business Continuity	10.00
	30.00
Performance Management	
Performance Management	20.00
BVPI	50.00
	70.00
Anti Fraud	
Travell & Subsistance	20.00
Members Exp etc	15.00
Staff Gift Register	10.00
Regeneration development	15.00
Housing Renovation grants	20.00
NFI	15.00
	95.00
Contracts	
Waste Contract	12.00
Contract Letting-Environment	10.00
Adult and Community	10.00
Chief Executives	10.00
	42.00
Delegations	
delegations- Environment	10.00
delegations- Corp & Customer c	10.00
	20.00
ICT	
Physical Security- Remote Sites	10.50
Business Continuity	10.50
Telephone-Recs follow up	5.50
CAPS Recs follow up	4.50
E-POP Ceder E- Purchasing	10.50
TALIS	5.50
MVM & Planning 20/20	5.50
Adult Services-CLIX System Controls	5.50
Adult Services-Homepoint System	5.50
Payroll System - Access Control	8.50
Creditor System Access Control	8.50
CT/HB/NDR- Access Controls	10.50
ICT Gap Analysis and Backup and Recovery	15.50
General Ledger- Interfaces	10.50
	117.00
Schools	

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AUDIT AREA	DAYS
Schools High (14)	280.00
Schools Primary (16)	208.00
	488.00
Fundamentals	
FM S System	28.00
Bank Reconciliation	28.00
Treasury Management	23.00
Asset Register	23.00
Salaries	33.00
FMS -Schools	28.00
Salaries- Schools	33.00
Sundry Debtors	23.00
NDR	33.00
Council Tax	33.00
Housing Benefit	38.00
Cash and Deposits	28.00
Creditors	28.00
Supporting People	28.00
FMS -ICT	28.00
Early Years	23.00
School Transport	23.00
	481.00
TOTAL	2588.00