

**HEREFORDSHIRE COUNCIL
AUDIT PLAN 2009-10**

AUDIT AREA	DAYS
a. FUNDAMENTALS	
Asset Register	25
Treasury Management	25
Cash and Deposit	25
Education FMS	25
Bank Reconciliation	25
Debtors	25
Creditors	25
FMS	30
Payroll (Corporate and Education)	50
Non - Domestic Rates	30
Council Tax	40
Housing Benefit- Processing	20
Housing Benefit- Investigations	10
Housing Benefit-Quality and Performance	10
Education Transport	25
Children Services- Early Years	25
Supporting People	25
Amey Contract	25
Total Fundamentals	465
b. NON-FUNDAMENTALS	
Deputy Chief Executive	
Agency Payments-Corporate	12
Contract review	10
Regeneration Directorate	
Payments to Bus Contractors	12
Section 106 Agreements	10
Loans for the Homeless	10
Community Grants and SLAs	10
Resources Directorate	
Anti Money Laundering	5
Children Services Directorate	
Pupil Numbers	15
Schools in Deficit	10
Sure Start	12
Environment and Culture Directorate	
Waste Contract Management-PFI	12
Penalty Charge Notice/Car Park Income	12
Integrated Commissioning Directorate	
Budget Monitoring and reporting	12
Safeguarding - Consultancy	10
Staff Training	2
Service Review- Consultancy	20
Joint working planning with PCT auditors	2
Impact of loss of Income - Consultancy	10
Total Non-Fundamental Systems	186

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AUDIT AREA	DAYS
c. GOVERNANCE AND ANTI-FRAUD	
Travel and Subsistence	15
Staff Register of Gifts	5
Telecoms	5
Staff Loans	10
Regeneration Developments	10
National Fraud Imitative	15
Antifraud Policy	5
Antifraud Awareness	10
Annual Governance Statement	20
Scheme of Delegation- Corporate	10
Scheme of Delegation – Children Services	10
Scheme of Delegation – Resources	10
Scheme of Delegation- Integrated Commissioning	10
Procurement and Contract Procedures – Environment and Culture	10
Procurement and Contract Procedures – Deputy Chief Executive	10
Procurement and Contract Procedures - Regeneration	10
Procurement and Contract Procedures – Integrated Commissioning	10
Ethical Governance Toolkit	10
Total Governance and Anti Fraud	185
d. OTHER KEY SYSTEMS	
Risk Management	20
Local Area Agreement	15
Use of Resources-Internal Control	5
Section 75 Agreements	15
Audit & Corporate Governance Committee	60
Recruitment and Selection	15
Staff Review and Development	20
Project Management	20
Managing Attendance	20
Annual Governance Statement	20
Herefordshire Public Services	10
Member Allowances/Register of Interests and Gifts	10
Partnership Arrangements (including SLAs)	20
CRB Checks	20
Shared Services Project - Consultancy	10
Total Other Key Systems	280
e. ICT PROTOCOLS AND CONTROLS (COUNCIL-WIDE)	
ISO 27001 Technical Compliance	10
ISO 27001 Physical Security	10
ISO 27001 3 rd Party Management	10
ISO 27001 Business Continuity	10
Herefordshire Connects - Consultancy	20
Revenues-IDOX	5
Revenues – Academy	5

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MVM and Planning	5
Access Control (Council Tax, Housing Benefit, Non-Domestic Rates)	5
Home Point	5
E Pop Cedar E Purchasing System	5
Access Controls (Payroll, Creditors, Cedar)	5
Security Arrangements-Remote Sites	10
Frameworkki System	10
Personal Budgets	5
ContactPoint	20
Total ICT Protocols and Controls Council-Wide	140
f. ESTABLISHMENT VISITS	
Secondary Schools Toolkit Follow up	10
Primary Schools Toolkit (30)	300
Total Establishments Visits	310
g. VERIFICATION AND PROBITY	
Diversity Standard	10
Inventory Checks	10
Good Environmental Management(GEM)	10
Total Verification and Probity	30
h. RECOMMENDATION FOLLOW UP	
Payment to Independent Providers	4
Post Opening	2
National Fraud Initiative	2
Total Recommendation Follow Up	8
i. PERFORMANCE MANAGEMENT	
Performance Management	20
Performance Indicators (to be identified)	40
Quality Assurance Check- Consultancy	10
Total Performance Management	70
Total Contingency	150
TOTAL PLANNED DAYS	1,824