

**Herefordshire Council**  
**Audit Services**

**ANNUAL PLAN FOR 2004/2005**  
**and**  
**STRATEGIC PLAN 2004 to 2008**

<u>Ref:</u>	<u>Section and</u>	<u>Residual Risk?</u> * = Yes	<u>Inherent Risk Level</u> <u>Principal Activity</u>	<u>Days</u> <u>04/0</u>	<u>Strat.Plan</u>
<b>Audit Services</b>					
<b>AM</b>	<b><u>Administration and Management</u></b>		<b>N/A</b> Not Assessable for Risk	<b>4/5</b> 5/6 6/7 7/8	<b>G</b> H I J
AMM04	Health and Safety		Audit Service Administration	3.00	Y Y Y Y
AMM05	Recruitment and Selection		Audit Service Administration	5.00	Y Y Y Y
AMM06	Service Management		Audit Service Management	100.0	Y Y Y Y
AMM07	General Office Duties		Audit Service Administration	70.00	Y Y Y Y
AMM08	Audit Briefing Meetings		Audit Service Administration	20.00	Y Y Y Y
AMM09	Tardis Management		Audit Service Administration	10.00	Y Y Y Y
AMM10	Audit Manual		Audit Service Administration	10.00	Y Y Y Y
AMM11	Customer Liaison		Audit Service Administration	20.00	Y Y Y Y
AMM12	Hereford & Worcester Audit Group		Audit Service Administration	4.00	Y Y Y Y
AMM14	Audit Plan		Audit Service Administration	25.00	Y Y Y Y
AMM15	Audit Structure Review		Audit Service Administration	2.00	Y . . Y
			<b>Administration and Management</b>	<b>269.00</b>	
<b>ANA</b>	<b><u>Non-Audit Work</u></b>		<b>N/A</b> Not Assessable for Risk	<b>4/5</b> 5/6 6/7 7/8	<b>G</b> H I J
ANA01	Controlled Stationery		Stationery Ordering / Issuing	10.00	Y Y Y Y
ANA02	IT Services and Problems/time delays		Audit Service Administration	10.00	Y Y Y Y
			<b>Non-Audit Work</b>	<b>20.00</b>	
<b>ARD</b>	<b><u>Staff Development</u></b>		<b>N/A</b> Not Assessable for Risk	<b>4/5</b> 5/6 6/7 7/8	<b>G</b> H I J
ARD06	Audit Staff Review and Development etc		Audit Service Administration	10.00	Y Y Y Y
			<b>Staff Development</b>	<b>10.00</b>	
<b>ASL</b>	<b><u>Leave</u></b>		<b>N/A</b> Not Assessable for Risk	<b>4/5</b> 5/6 6/7 7/8	<b>G</b> H I J
ALV06	Annual Leave		Leave	273.0	Y Y Y Y
ALV07	Sick Leave		Leave	55.00	Y Y Y Y
ALV08	Bank Holidays		Leave	100.0	Y Y Y Y
ALV09	Vacant Posts / Secondment		Vacant Posts	20.00	Y Y Y Y
ALV10	Maternity / Adoption Leave		Leave	200.0	Y . . .
ASL11	Special Leave		Leave	10.00	Y Y Y Y
			<b>Leave</b>	<b>658.00</b>	
<b>ATR</b>	<b><u>Training</u></b>		<b>N/A</b> Not Assessable for Risk	<b>4/5</b> 5/6 6/7 7/8	<b>G</b> H I J
ATR01	Post Entry Training		Training	40.00	Y Y Y Y
ATR07	Other Training		Development	36.00	Y Y Y Y
ATR09	Seminars etc		Development	10.00	Y Y Y Y
			<b>Training</b>	<b>86.00</b>	
			<b>Audit Services</b>	<b>1043.00</b>	

<u>Ref:</u>	<u>Section and</u>	<u>Residual Risk?</u> * = Yes	<u>Inherent Risk Level</u> <u>Principal Activity</u>	<u>Days</u> <u>04/05</u>	<u>Strat.Plan</u>
<b>Chief Executive</b>					
<b>XGN</b>	<b><u>General Work / Advice</u></b>		<b>Green</b> Low Risk	<b>4/5</b>	<b>5/6 6/7 7/8</b>
XGN00	Non-specific		Other Chargeable	0.75	<b>G</b> H I J
XGN05	Chairman's Imprest Account		Cash-ups	0.25	Y Y Y Y
			<u>General Work / Advice</u>	1.00	
<b>XHR</b>	<b><u>Human Resources</u></b>		<b>Amber</b> Medium Risk	<b>4/5</b>	<b>5/6 6/7 7/8</b>
XHR00	General Audit Work/Advice		Other Chargeable	1.00	<b>G</b> H I J
XHR07	Personnel Review		Establishment	0.00	. Y . .
XHR08	Imprest Account		Cash-ups	0.00	. . . .
XHR09	Computerised Human Resources Info System	*	Verification/Probity	10.00	Y . Y .
XHR10	Control of ID Cards & Certificates of		Systems	10.00	. . . .
			<u>Human Resources</u>	21.00	
			<b>Chief Executive</b>	<b>22.00</b>	

Ref:	Section and	Residual Risk? * = Yes	Inherent Risk Level Principal Activity	Days 04/05	Strat.Plan
<b>Computer Audits</b>					
<b>ITC</b>	<b>Corporate</b>		<b>Red</b>	High Risk	<b>4/5</b> 5/6 6/7 7/8 <b>G H I J</b>
ITC08	Data Protection Legislation Compliance		Computer / IT	0.00	. Y . .
ITC09	Data Protection Caldicot		Computer / IT	0.00	. Y . .
ITC10	Implementation Internet & E-mail policy *		Computer / IT	0.00	. . Y .
ITC14	Implementing E- Government -Systems		Computer / IT	0.00	. . . .
ITC15	IT Gap Analysis BS 7799 follow up *		Computer / IT	10.00	Y Y Y Y
ITC16	Customer Relationship Management (CRM)		Computer / IT	10.00	Y . Y .
ITC17	IT Strategy		Computer / IT	0.00	. . . .
ITC18	E- Financials *		Computer / IT	0.00	. . . .
ITC19	E Gateway *		Computer / IT	0.00	. . . .
ITC20	E- Modernisation *		Computer / IT	0.00	. . . .
ITC21	Planning/Contingency *		Computer / IT	5.00	Y Y Y .
ITC22	Implementing E- Government (IEG3)		Computer / IT	5.00	. Y Y Y
ITC23	New Systems Controls		Computer / IT	12.00	Y Y Y Y
ITC24	Risk Assessment - Customer Relation		Computer / IT	0.00	. . . .
			<b>Corporate</b>	<b>42.00</b>	
<b>ITD</b>	<b>IT Services</b>		<b>Red</b>	High Risk	<b>4/5</b> 5/6 6/7 7/8 <b>G H I J</b>
ITD06	Development : Project Management & Reviews		Computer / IT	0.00	. Y . .
ITD07	Development : Controls in new systems		Computer / IT	0.00	. Y . .
ITD08	Development : Capacity Planning		Computer / IT	0.00	. Y . .
ITD09	Development : System Acceptance & Change		Computer / IT	0.00	Y . . .
ITD10	Physical Security : Acquisitions		Computer / IT	0.00	. . Y .
ITD11	Physical Security : Asset Management		Computer / IT	0.00	. Y . .
ITD12	Physical Security : Back- up and Recovery		Computer / IT	5.00	Y Y Y Y
ITD13	Physical Security : Disaster Planning *		Computer / IT	5.00	Y . . .
ITD14	Physical Security : Network Management		Computer / IT	5.00	Y . . .
ITD15	Physical Security : PC Management & Control		Computer / IT	0.00	. . Y .
ITD16	Physical Security : Contractors /3rd Party		Computer / IT	0.00	. . . .
ITD17	Technical Security : UNIX		Computer / IT	0.00	. . . .
ITD18	Technical Security : NT		Computer / IT	0.00	. Y . .
ITD19	Technical Security : Novell		Computer / IT	0.00	. . . .
ITD20	Technical Security : Data Base Management		Computer / IT	0.00	. Y . Y
ITD21	Technical Security : Firewall & Security Proced *		Computer / IT	0.00	. . Y .
ITD22	Technical Security : Telephones		F&C - Computer / IT	5.00	Y . . .
ITD23	ICT Service : Performance Monitoring		Computer / IT	0.00	. . . .
ITD24	ICT Service : Recharging		Computer / IT	0.00	. . . .
ITD25	Physical Security : Physical Security		Computer / IT	12.00	Y . . .
ITD26	Management of Software Licenses		Computer / IT	0.00	. Y . .
			<b>IT Services</b>	<b>32.00</b>	
<b>ITE</b>	<b>Education</b>		<b>Red</b>	High Risk	<b>4/5</b> 5/6 6/7 7/8 <b>G H I J</b>
ITE06	Systems Risk Assessment : Payroll		Computer / IT	0.00	Y . . .
			<b>Education</b>	<b>0.00</b>	

Herefordshire Council Audit Services

ANNUAL PLAN FOR 2004/2005 and STRATEGIC PLAN 2004 to 2008

Ref:	Section and	Residual Risk?	Inherent Risk Level	Days	Strat.Plan			
		* = Yes	Principal Activity	04/05	G	H	I	J
<b>ITS Social Care and Strategic Housing</b>			<b>Red</b>	High Risk				
					<b>4/5</b>	<b>5/6</b>	<b>6/7</b>	<b>7/8</b>
ITS06	Supporting People *		Computer / IT	0.00	.	Y	.	Y
ITS07	Risk Assessment Caldicot		Computer / IT	15.00	.	.	Y	.
			<u>Social Care and Strategic Housing</u>	15.00				
<b>ITT County Treasurer's</b>			<b>Red</b>	High Risk				
					<b>4/5</b>	<b>5/6</b>	<b>6/7</b>	<b>7/8</b>
ITT07	Systems Risk Assessment : E. Purchasing		Computer / IT	0.00	.	.	Y	.
ITT08	Systems Risk Assessment : C Tax & NDR *		Computer / IT	3.00	Y	Y	Y	Y
ITT09	Systems Risk Assessment : Housing Benefit *		Computer / IT	3.00	Y	Y	Y	Y
ITT10	Systems Risk Assessment : Doc. M. System *		Computer / IT	3.00	Y	Y	Y	Y
ITT11	Systems Risk Assessment : Payroll		Computer / IT	3.00	Y	Y	Y	Y
ITT12	Computer Assisted Technique- Creditors		Computer / IT	3.50	Y	Y	Y	Y
ITT13	Computer Assisted Technique- NDR		Computer / IT	3.50	Y	Y	Y	Y
ITT14	Computer Assisted Technique- Council Tax		Computer / IT	3.50	Y	Y	Y	Y
ITT15	Computer Assisted Technique- Housing Benefit		Computer / IT	3.50	Y	Y	Y	Y
ITT16	Computer Assisted Technique- Payroll		Computer / IT	3.50	Y	Y	Y	Y
ITT17	Systems Risk Assessment : Cedar Interfaces *		Computer / IT	3.00	Y	Y	Y	Y
ITT18	Data Protection Legislation Compliance		Computer / IT	0.00	.	.	.	.
ITT19	System Access - Payroll		Computer / IT	0.00	.	.	.	.
ITT20	System Risk Assessment : Creditors *		Computer / IT	2.00	Y	Y	Y	Y
ITT21	System Risk assessment : Accounting System		Computer / IT	3.00	Y	Y	Y	Y
			<u>County Treasurer's</u>	37.50				
			<b>Computer Audits</b>	<b>126.50</b>				

Ref:	Section and	Residual Risk? * = Yes	Inherent Risk Level Principal Activity	Days 04/05	Strat.Plan
<b>Corporate</b>					
<b>CGM <u>Good Environmental Management</u></b>			<b>Red</b>	High Risk	<b>4/5</b> 5/6 6/7 7/8 <b>G H I J</b>
CGM00	GEM General		Environmental Auditing	5.00	Y Y Y Y
CGM06	GEM 1 - Systems		Environmental Auditing	5.00	Y Y Y Y
CGM07	GEM 2 - Operational Controls		Environmental Auditing	5.00	Y Y Y Y
CGM08	GEM 3 - Service		Environmental Auditing	5.00	Y Y Y Y
CGM09	GEM 4 - Site Audits		Environmental Auditing	5.00	Y Y Y Y
CGM10	GEM 3&4 - Site and Service		Environmental Auditing	5.00	Y Y Y Y
CGM11	GEM 5 - Contracts		Environmental Auditing	5.00	Y Y Y Y
<u>Good Environmental Management</u>				35.00	
<b>CON <u>Contingency</u></b>			<b>N/A</b>	Not Assessable for Risk	<b>4/5</b> 5/6 6/7 7/8 <b>G H I J</b>
CON01	Audit contingency		Contingency	0.00	Y Y Y .
<u>Contingency</u>				0.00	
<b>CPJ <u>Corporate Projects</u></b>			<b>Red</b>	High Risk	<b>4/5</b> 5/6 6/7 7/8 <b>G H I J</b>
CPJ06	Economic Monetary Union Work		Ad-hoc Research / Reports	5.00	Y Y Y Y
CPJ07	Car loans		Systems	0.00	. Y . .
CPJ08	Lease cars		Systems	0.00	. Y . .
CPJ09	National Fraud Initiative		Verification/Probity	8.00	Y Y Y Y
CPJ10	Honorarium Payments		Systems	0.00	. Y . .
CPJ12	Audit Bulletins		Ad-hoc Research / Reports	2.00	Y Y Y Y
CPJ13	Internal control guide		Ad-hoc Research / Reports	2.00	Y Y Y Y
CPJ14	Quarterly Control Reports-CEMT Updates		Ad-hoc Research / Reports	20.00	Y Y Y Y
CPJ15	Annual Control report		Ad-hoc Research / Reports	15.00	Y Y Y Y
CPJ16	External Audit Liaison		District Audit	5.00	Y Y Y Y
CPJ17	Staff Review and Development		Verification/Probity	20.00	Y . Y .
CPJ19	Corporate Transfers		Verification/Probity	15.00	. Y Y Y
CPJ20	External Funding		Systems	15.00	Y . Y .
CPJ23	Car mileage/Travel and Subsistence		F&C - Systems	15.00	Y Y Y Y
CPJ24	Job Evaluation		Other Chargeable	10.00	Y . . .
CPJ26	Staff Exit Interviews		Ad-hoc Research / Reports	0.00	. Y . .
CPJ29	Performance Indicators		Performance Management	45.00	Y Y Y Y
CPJ30	Attend Elections		Other Chargeable	1.00	Y Y Y Y
CPJ31	Private Finance Initiative		Systems	15.00	Y Y Y Y
CPJ32	E modernisation Finance		Systems	15.00	Y Y Y Y
CPJ33	Recruitment and Selection		Systems	25.00	Y Y Y Y
CPJ34	LPSA Targets		Performance Management	15.00	Y Y Y Y
CPJ35	Data sharing with 3rd Parties		Systems	10.00	Y . . .
CPJ36	Section 106 Agreements		Recs FUA - Systems	5.00	Y . . .
CPJ37	Performance Management Framework		Verification/Probity	15.00	Y Y Y Y
<u>Corporate Projects</u>				278.00	

Herefordshire Council Audit Services

ANNUAL PLAN FOR 2004/2005 and STRATEGIC PLAN 2004 to 2008

<u>Ref:</u>	<u>Section and</u>	<u>Residual Risk?</u> * = Yes	<u>Inherent Risk Level</u> <u>Principal Activity</u>	<u>Days</u> <u>04/05</u>	<u>Strat.Plan</u>
					<b>4/5 5/6 6/7 7/8</b>
<b>CWG Corporate Working Groups</b>					<b>G H I J</b>
			<b>N/A</b> Not Assessable for Risk		
CWG07	Environmental Management Group		Working Groups	10.00	Y Y Y Y
CWG10	Procurement and Contracts		Working Groups	5.00	. Y Y Y
			<u>Corporate Working Groups</u>	15.00	
			<b>Corporate</b>	<b>328.00</b>	

Ref:	Section and	Residual Risk? * = Yes	Inherent Risk Level Principal Activity	Days 04/05	Strat.Plan
<b>County Secretary and Solicitor</b>					
<b>LAC</b>	<b><u>Custodians</u></b>		<b>Amber</b> Medium Risk	<b>4/5</b> 5/6 6/7 7/8	<b>G</b> H I J
LAC03	All Custodian Imprest Accounts		Cash-ups	1.00	Y Y Y Y
			<u>Custodians</u>	1.00	
<b>LDP</b>	<b><u>Democratic and Public Services</u></b>		<b>Red</b> High Risk	<b>4/5</b> 5/6 6/7 7/8	<b>G</b> H I J
LDP00	General Audit Work/Advice		Other Chargeable	0.50	Y Y Y Y
LDP06	Members Expenses		Verification/Probity	5.00	Y Y Y Y
			<u>Democratic and Public Services</u>	5.50	
<b>LEP</b>	<b><u>Emergency Planning</u></b>		<b>Green</b> Low Risk	<b>4/5</b> 5/6 6/7 7/8	<b>G</b> H I J
LEP07	Emergency Planning Activities		Establishment	0.00	. Y . .
			<u>Emergency Planning</u>	0.00	
<b>LER</b>	<b><u>Electoral Registration</u></b>		<b>Green</b> Low Risk	<b>4/5</b> 5/6 6/7 7/8	<b>G</b> H I J
LER00	General Audit Work/Advice		Other Chargeable	0.50	Y Y . Y
LER07	Registration Office visit		Establishment	0.00	. Y . .
			<u>Electoral Registration</u>	0.50	
<b>LGN</b>	<b><u>General</u></b>		<b>Green</b> Low Risk	<b>4/5</b> 5/6 6/7 7/8	<b>G</b> H I J
LGN06	Department Contract Letting		Contracts - Tenders / Awarding	0.00	. Y . .
LGN07	Special		Other Chargeable	10.00	Y . . .
			<u>General</u>	10.00	
<b>LLC</b>	<b><u>Land Charges</u></b>		<b>Amber</b> Medium Risk	<b>4/5</b> 5/6 6/7 7/8	<b>G</b> H I J
LLC06	Land Charges		Establishment	9.00	Y . . .
			<u>Land Charges</u>	9.00	
<b>LLS</b>	<b><u>Legal Services</u></b>		<b>Green</b> Low Risk	<b>4/5</b> 5/6 6/7 7/8	<b>G</b> H I J
LLS00	General Audit Work/Advice		Other Chargeable	0.50	Y Y Y Y
LSS05	Bank Account		Cash-ups	1.00	Y Y Y Y
			<u>Legal Services</u>	1.50	
<b>LRS</b>	<b><u>Registration Service</u></b>		<b>Green</b> Low Risk	<b>4/5</b> 5/6 6/7 7/8	<b>G</b> H I J
LRS00	General Audit Work/advice		Other Chargeable	0.50	Y Y Y Y
LRS06	Bromyard Registrar		Establishment	0.00	. . . Y
LRS07	Hereford Registrar		Establishment	0.00	. Y . .
LRS08	Kington Registrar		Establishment	0.00	. . . Y
LRS09	Ledbury Registrar		Establishment	0.00	. . Y .
LRS10	Leominster Registrar		Establishment	0.00	. . Y .
LRS11	Ross Registrar		Establishment	0.00	. Y . .
			<u>Registration Service</u>	0.50	
			<b>County Secretary and Solicitor</b>	<b>28.00</b>	

Ref:	Section and	Residual Risk? * = Yes	Inherent Risk Level Principal Activity	Days 04/05	Strat.Plan	4/5	5/6	6/7	7/8
<b>County Treasurer</b>									
<b>TAA</b>	<b><u>Financial Policy and Audit</u></b>		<b>Amber</b> Medium Risk			<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
TAA00	General Audit Work/Advice		Other Chargeable	1.00	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
TAA13	VAT		Full FUA - Systems	10.00	<b>Y</b>	.	<b>Y</b>	.	.
			<u>Financial Policy and Audit</u>	11.00					
<b>TEX</b>	<b><u>Accountancy and Exchequer</u></b>		<b>Amber</b> Medium Risk			<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
TEX00	General Audit Work/Advice		Other Chargeable	1.00	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
TEX06	Salaries and Wages EP Payments		Systems	0.00	.	<b>Y</b>	.	.	.
TEX07	Insurance		Recs FUA - Systems	10.00	<b>Y</b>	.	.	.	.
TEX08	Support Services Imprest Account		Cash-ups	0.50	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
TEX09	Creditor E.P. Payments		Systems	8.00	<b>Y</b>	.	.	.	.
			<u>Accountancy and Exchequer</u>	19.50					
<b>TGN</b>	<b><u>General</u></b>		<b>Green</b> Low Risk			<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
TGN00	General Audit Work Advice		Other Chargeable	2.00	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
TGN07	Performance Management Framework		Performance Management	15.00	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
TGN08	Department Health and Safety		Other Chargeable	2.00	<b>Y</b>	.	<b>Y</b>	<b>Y</b>	<b>Y</b>
TGN09	Department Contract Letting	*	Contracts - Tenders / Awarding	8.00	<b>Y</b>	.	.	.	.
			<u>General</u>	27.00					
<b>TRB</b>	<b><u>Revenues and Benefits</u></b>		<b>Amber</b> Medium Risk			<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
TRB00	General Audit Work/Advice		Other Chargeable	1.00	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
TRB05	Imprest Account & Bank Account		Cash-ups	0.50	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
TRB07	Data Protection		Verification/Probity	6.00	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
TRB08	Mortgages		Systems	0.00	.	<b>Y</b>	.	.	.
TRB10	Hereford Cash Office	*	Cash-ups	2.00	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
TRB14	Credit Card Payment Introduction - Controls		Systems	6.00	<b>Y</b>	.	.	.	.
TRB15	Revenues and Benefits System Replacement		Ad-hoc Research / Reports	5.00	<b>Y</b>	.	.	.	.
			<u>Revenues and Benefits</u>	20.50					
<b>TWG</b>	<b><u>Working Groups</u></b>		<b>N/A</b> Not Assessable for Risk			<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
TWG07	Performance Leads Group		Performance Management	6.00	<b>Y</b>	.	.	.	.
			<u>Working Groups</u>	6.00					
			<b>County Treasurer</b>	<b>84.00</b>					



Ref:	Section and	Residual Risk? * = Yes	Inherent Risk Level Principal Activity	Days 04/05	Strat.Plan
<b>Education</b>					
<b>EGN</b>	<b>General</b>		<b>N/A</b> Not Assessable for Risk	<b>4/5</b>	<b>5/6 6/7 7/8</b>
EGN00	Non-specific		Other Chargeable	0.00	<b>G</b> H I J
EGN06	Bank Mandates		Other Chargeable	0.00	<b>Y</b> Y Y .
EGN07	Directorate Contract Letting	*	F&C - Contracts - Tenders / <u>General</u>	12.00 12.00	<b>Y</b> . . .
<b>EHD High Schools - Bank Accounts</b>					
			<b>Red</b> High Risk	<b>4/5</b>	<b>5/6 6/7 7/8</b>
EHD00	General Audit Work/Advice		Other Chargeable	5.00	<b>G</b> H I J
EHD06	John Masefield High - Ledbury		School Audit	14.00	<b>Y</b> . Y .
EHD07	Lady Hawkins - Kington		School Audit	0.00	. Y . Y
EHD08	Weobley High		School Audit	14.00	<b>Y</b> . Y .
EHD09	Fairfield High - Peterchurch		School Audit	0.00	. Y . Y
EHD10	The Minster College - Leominster		School Audit	14.00	<b>Y</b> . Y .
EHD11	St. Mary's High - Hereford		School Audit	14.00	<b>Y</b> . Y .
EHD12	Haywood High - Hereford		School Audit	0.00	. Y . Y
EHD13	Bishop of Hereford's Bluecoat - Hereford		School Audit	0.00	. Y . Y
EHD14	Queen Elizabeth High - Bromyard		School Audit	14.00	<b>Y</b> . Y .
EHD15	Kingstone High		School Audit	0.00	. Y . Y
			<u>High Schools - Bank Accounts</u>	75.00	
<b>EHS High Schools - Non-Bank Accounts</b>					
			<b>Amber</b> Medium Risk	<b>4/5</b>	<b>5/6 6/7 7/8</b>
EHS00	General Audit Work/Advice		Other Chargeable	1.00	<b>G</b> H I J
EHS06	Aylestone High - Hereford		School Audit	0.00	. Y . Y
EHS07	Whitecross High - Hereford		School Audit	12.00	<b>Y</b> . Y .
EHS08	Ross-on-Wye, The John Kyrle High		School Audit	12.00	<b>Y</b> . Y .
EHS09	Wigmore High		School Audit	0.00	. Y . Y
			<u>High Schools - Non-Bank Accounts</u>	25.00	
<b>EIC Inspection, Curriculum and School</b>					
			<b>Amber</b> Medium Risk	<b>4/5</b>	<b>5/6 6/7 7/8</b>
EIC00	General Audit Work/Advice		Ad-hoc Research / Reports	0.50	<b>G</b> H I J
EIC06	Instrumental Music Services		Recs FUA - Establishment	5.00	<b>Y</b> . . .
EIC07	Inspectorate		Establishment	0.00	. . Y .
EIC10	ICT Training Suite		Establishment	0.00	. Y . .
EIC12	Early Excellence Centre		Establishment	0.00	. Y . .
			<u>Inspection, Curriculum and School Performance</u>	5.50	
<b>EPD Primary Schools - Bank Accounts</b>					
			<b>Red</b> High Risk	<b>4/5</b>	<b>5/6 6/7 7/8</b>
EPD00	General Audit Work/Advice		Other Chargeable	1.00	<b>G</b> H I J
EPD06	St. Paul's C. E. Primary - Hereford		Full FUA - School Audit	12.00	<b>Y</b> . Y .
EPD07	Broadlands Primary - Bank Hereford		School Audit	12.00	<b>Y</b> . Y .
			<u>Primary Schools - Bank Accounts</u>	25.00	

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Ref:	Section and	Residual Risk?	Inherent Risk Level	Days	Strat.Plan			
		* = Yes	Principal Activity	04/05	G	H	I	J
<b>EPP Pre-Primary Education</b>			<b>Red</b>	High Risk	<b>4/5 5/6 6/7 7/8</b>			
					<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
EPP06	Early Years Development		Recs FUA - Systems	6.00	Y	.	.	.
EPP07	Early Years Development - Policy		Ad-hoc Research / Reports	0.00	.	.	.	.
EPP08	Early Years Development - Site visits		Recs FUA - Verification/Probity	10.00	Y	Y	Y	Y
			<u>Pre-Primary Education</u>	16.00				
<b>EPR Policy and Resources Division</b>			<b>Amber</b>	Medium Risk	<b>4/5 5/6 6/7 7/8</b>			
					<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
EPR00	General Audit Work/Advice		Other Chargeable	0.50	Y	Y	Y	Y
EPR01	Free Meal Service		Systems	0.00	.	.	Y	.
EPR02	Education Personnel		Establishment	0.00	.	Y	.	.
EPR04	Governor Services		Establishment	0.00	.	.	Y	.
EPR05	Home to School/College(Pupil Entitlement)		Systems	0.00	.	Y	.	.
EPR06	LMS and Finance,		Establishment	0.00	.	Y	.	.
EPR07	Awards and Grants		Contracts - Payments / Final	0.00	.	.	.	.
EPR08	Milk Scheme		Systems	0.00	.	Y	.	.
EPR09	Pupil Admissions & Exclusions		Establishment	0.00	.	.	Y	.
EPR10	Community Use/duel Use/Sports Centres		Establishment	0.00	.	.	.	.
EPR11	Statistics and Information		Systems	0.00	.	Y	.	.
EPR12	Supply Cover - Central Administration		Systems	0.00	.	Y	.	.
EPR13	Schools Support Unit		Establishment	0.00	.	.	Y	.
EPR15	Childcare Services		Establishment	0.00	.	Y	.	.
EPR16	LEA Pool		Establishment	0.00	.	.	Y	.
EPR17	Standards Fund	*	Recs FUA - Systems	5.00	Y	Y	Y	.
EPR20	Capital Grants	*	Systems	15.00	Y	.	Y	.
EPR21	Recruitment & Selection at Schools		Systems	0.00	.	Y	.	.
			<u>Policy and Resources Division</u>	20.50				

Ref.	Section and	Residual Risk?	Inherent Risk Level	Days	Strat.Plan				
		* = Yes	Principal Activity	04/05	G	H	I	J	
<b>EPS</b>	<b>Primary Schools - Non-Bank Accounts</b>		<b>Amber</b>	Medium Risk	<b>4/5</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
EPS00	General Audit Work/Advice		Other Chargeable		5.00	Y	Y	Y	Y
EPS06	Almeley Primary		School Audit		0.00	.	Y	.	.
EPS07	Ashperton Primary		School Audit		0.00	.	Y	.	.
EPS08	Bodenham, St. Michael's C. E. Primary		School Audit		10.00	Y	.	.	.
EPS09	Bosbury C. E. Primary		School Audit		10.00	Y	.	.	.
EPS10	Brampton Abbotts C. E. Primary		School Audit		0.00	.	Y	.	.
EPS11	Bredenbury Primary		School Audit		0.00	.	Y	.	.
EPS12	Bridstow C. E. Primary	*	Recs FUA - School Audit		4.00	Y	.	.	.
EPS13	Brilley Parochial Primary		School Audit		0.00	.	.	.	Y
EPS14	Brockhampton (Bromyard) Primary		School Audit		0.00	.	.	.	Y
EPS15	St. Peter's Primary - Bromyard		School Audit		0.00	.	Y	.	.
EPS16	Burghill Primary		School Audit		0.00	.	Y	.	.
EPS17	Burley Gate C. E. Primary		School Audit		0.00	.	Y	.	.
EPS18	Canon Pyon C. E. Primary		School Audit		0.00	.	Y	.	.
EPS19	Cleghonger St. Mary's C. E. Primary		School Audit		0.00	.	Y	.	.
EPS20	Clifford Primary		School Audit		10.00	Y	Y	.	.
EPS21	Colwall C. E. Primary		School Audit		0.00	.	.	.	.
EPS22	Cradley C. E. Primary		School Audit		0.00	.	.	Y	.
EPS23	Credenhill C. E. Primary		School Audit		10.00	Y	.	.	.
EPS24	Dilwyn C. E. Primary		School Audit		0.00	.	.	.	.
EPS25	Eardisley C. E. Primary		School Audit		0.00	.	.	Y	.
EPS26	Eastnor C. E. Primary		School Audit		0.00	.	.	Y	.
EPS27	Ewyas Harold Primary		School Audit		0.00	.	.	Y	.
EPS28	Fownhope, St. Mary's C. E. Primary		School Audit		0.00	.	Y	.	.
EPS29	Garway Primary		School Audit		0.00	.	.	Y	.
EPS30	Goodrich C. E. Primary		School Audit		0.00	.	.	Y	.
EPS31	Gorsley Goffs Endowed Primary		School Audit		0.00	.	.	.	.
EPS33	Hampton Dene Primary - Hereford		School Audit		0.00	.	.	.	Y
EPS34	Holmer C. E. Primary - Hereford		School Audit		0.00	.	.	.	Y
EPS35	Hundertons Infants' - Hereford		School Audit		0.00	.	.	.	Y
EPS36	Hundertons Junior - Hereford		School Audit		0.00	.	.	.	Y
EPS37	Lord Scudamore Primary - Hereford		School Audit		0.00	.	.	.	Y
EPS38	Marlbrook Primary - Hereford		School Audit		0.00	.	Y	.	.
EPS39	Our Lady's R. C. Primary - Hereford		School Audit		0.00	.	Y	.	.
EPS40	St. Francis Xavier's R. C. Primary - Hereford		School Audit		0.00	.	.	.	.
EPS41	St. James' C. E. Primary - Hereford		School Audit		10.00	Y	.	.	.
EPS42	St. Martin's Primary - Hereford		School Audit		0.00	.	.	.	.
EPS43	St. Thomas Cantilupe C. E. Primary - Hereford		School Audit		0.00	.	.	.	.
EPS44	Trinity Primary - Hereford		School Audit		0.00	.	.	.	Y
EPS45	Holme Lacy Primary		School Audit		0.00	.	Y	.	.
EPS46	Hope-under-Dinmore C. E. Primary		School Audit		0.00	.	.	.	.
EPS47	Kimbolton, St. James' C. E. Primary		School Audit		0.00	.	Y	.	.
EPS48	Kings Cople Primary		School Audit		0.00	.	Y	.	.
EPS49	Kingsland C. E. Primary		School Audit		0.00	.	Y	.	.
EPS50	Kingstone & Thruxton Primary		School Audit		0.00	.	Y	.	.

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Ref:	Section and	Residual Risk?	Inherent Risk Level	Days	
		* = Yes	Principal Activity	04/05	Strat.Plan
EPS51	Kington Primary		School Audit	0.00	. . Y .
EPS52	Lea C. E. Primary		School Audit	0.00	. . . .
EPS53	Ledbury Primary		School Audit	0.00	. Y . .
EPS54	Leintwardine Endowed Primary		School Audit	10.00	Y . . .
EPS55	Leominster Infants'		School Audit	0.00	. . . .
EPS56	Leominster Junior		School Audit	0.00	. . . Y
EPS57	Ivington C. E. Primary - Leominster		School Audit	0.00	. . Y .
EPS58	Little Dewchurch C. E. Primary		School Audit	0.00	. Y . .
EPS59	Llangrove C. E. Primary		School Audit	0.00	. . Y .
EPS60	Longtown Primary		School Audit	0.00	. . . Y
EPS61	Lugwardine Primary		School Audit	0.00	. . . .
EPS62	Luston Primary		School Audit	10.00	Y . . .
EPS63	Madley Primary		School Audit	0.00	. Y . .
EPS64	Marden Primary		School Audit	10.00	Y . . .
EPS65	Michaelchurch Escley Primary		School Audit	10.00	Y . . .
EPS66	Mordiford C. E. Primary		School Audit	0.00	. Y . .
EPS67	Much Birch C. E. Primary		School Audit	0.00	. . Y .
EPS68	Much Marcle C. E. Primary		School Audit	0.00	. . Y .
EPS69	Orleton C. E. Primary		School Audit	0.00	. . . Y
EPS70	Pembridge C. E. Primary		School Audit	0.00	. . . Y
EPS71	Pencombe C. E. Primary		School Audit	0.00	. . Y .
EPS72	Peterchurch Primary		School Audit	0.00	. . . .
EPS73	Ross-on-Wye, Ashfield Park Primary		School Audit	0.00	. . . Y
EPS74	Ross-on-Wye, St. Joseph's R. C. Primary		School Audit	0.00	. . Y .
EPS75	Shobdon Primary		School Audit	0.00	. . . .
EPS76	St. Weonard's Primary		School Audit	0.00	. . . .
EPS77	Staunton-on-Wye Endowed Primary		School Audit	0.00	. . . Y
EPS78	Stoke Prior (Leominster) Primary		School Audit	0.00	. . . Y
EPS79	Stretton Sugwas C. E. Primary		School Audit	0.00	. . . Y
EPS80	Sutton Primary		School Audit	0.00	. . Y .
EPS81	Walford Primary		School Audit	0.00	. . Y .
EPS82	Wellington Primary		School Audit	0.00	. . . Y
EPS83	Weobley Primary		School Audit	0.00	. . . Y
EPS84	Weston under Penyard C. E. Primary		School Audit	0.00	. . Y .
EPS85	Whitbourne C. E. Primary		School Audit	0.00	. . . Y
EPS86	Whitchurch C. E. Primary		School Audit	0.00	. . Y .
EPS87	Wigmore Primary		School Audit	0.00	. . Y .
EPS88	Withington Primary		School Audit	0.00	. . . Y
EPS89	Wormbridge C. E. Primary - Closed		School Audit	0.00	. . Y .
			<u>Primary Schools - Non-Bank Accounts</u>	99.00	

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Ref:	Section and	Residual Risk?	Inherent Risk Level	Days	Strat.Plan			
		* = Yes	Principal Activity	04/05	G	H	I	J
			<b>Amber</b>		<b>4/5</b>	5/6	6/7	7/8
<b>ESU</b>	<b>Special Schools and Units - Non Bank</b>		Medium Risk		<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
ESU00	General Audit Work/Advice		Other Chargeable	0.50	Y	Y	Y	Y
ESU06	Barrs Court - Hereford	*	Recs FUA - School Audit	6.00	Y	.	.	.
ESU07	Blackmarston - Hereford		School Audit	0.00	.	.	Y	.
ESU08	Westfield - Leominster		School Audit	0.00	.	.	Y	.
ESU09	Brookfield - Hereford		School Audit	10.00	Y	.	.	.
ESU10	Priory Centre - Leominster		School Audit	0.00	.	Y	.	.
ESU11	Aconbury Centre		School Audit	0.00	.	.	Y	.
ESU12	St. Davids - Hereford		School Audit	10.00	Y	.	.	.
			<u>Special Schools and Units - Non Bank Accounts</u>	26.50				
			<b>Education</b>	<b>304.50</b>				

Ref:	Section and	Residual Risk? * = Yes	Inherent Risk Level Principal Activity	Days 04/05	Strat.Plan
<b>Environment</b>					
<b>VCS</b>	<b>Client Services</b>		<b>Red</b> High Risk	<b>4/5</b>	<b>5/6 6/7 7/8</b>
				<b>G</b>	<b>H I J</b>
VCS00	General Audit Work/Advice		Other Chargeable	1.00	Y Y Y Y
VCS03	Waste Contract Management		Systems	15.00	Y Y Y Y
VCS04	Contracts Monitoring		Recs FUA - Systems	5.00	Y Y Y Y
VCS05	Imprest Account (2)		Cash-ups	0.00	. Y . Y
VCS06	Gypsy Sites		Systems	0.00	. . Y .
VCS07	Cemeteries and Crematoria		Establishment	0.00	. Y . .
VCS08	Markets - fees, charges and collection		Recs FUA - Systems	5.00	Y . Y .
VCS09	Cemeteries and Crematoria Imprest Account		Cash-ups	0.00	Y Y Y .
VCS10	Client Services Income		Recs FUA - Systems	5.00	Y . Y .
VCS11	Recycling Income		Recs FUA - Systems	0.00	. Y . .
VCS12	Street Cleansing		Contracts - Payments / Final	0.00	. Y . .
			<u>Client Services</u>	31.00	
<b>VES</b>	<b>Engineering Services</b>		<b>Red</b> High Risk	<b>4/5</b>	<b>5/6 6/7 7/8</b>
				<b>G</b>	<b>H I J</b>
VES00	General Audit Work/Advice		Other Chargeable	0.00	Y Y Y .
VES02	D.S.South Imprest Account		Cash-ups	0.00	Y Y . .
VES04	D.S. North Imprest Account		Cash-ups	0.00	Y Y Y .
VES06	NRSWA/Trench Inspection		Systems	0.00	. Y . .
VES07	Street Lighting		VFM	0.00	. Y Y .
VES10	Road Maintenance	*	Recs FUA - Systems	5.00	Y . . .
VES22	Engineers/Transportation		Establishment	15.00	Y . . .
VES23	Fees and Charges		Systems	0.00	. Y . .
VES24	Contracts and Tenders		Contracts - Tenders / Awarding	0.00	. . Y .
VES25	Taxi Licensing		Systems	0.00	. Y . .
VES26	Highways Inspection/Claims		Verification/Probity	0.00	. . Y .
VES27	Winter Maintenance		VFM	0.00	. Y . .
VES28	Car Park Income and Control		F&C - Systems	10.00	Y . Y .
VES29	Penalty Charge Notice	*	Recs FUA - Systems	5.00	Y . . .
VES30	Work Programme -Herefordshire Jarvis	*	Systems	15.00	Y Y . .
			<u>Engineering Services</u>	50.00	
<b>VET</b>	<b>Transportation</b>		<b>Amber</b> Medium Risk	<b>4/5</b>	<b>5/6 6/7 7/8</b>
				<b>G</b>	<b>H I J</b>
VET00	General Audit Work/Advice		Other Chargeable	0.00	Y Y Y .
VET09	Section 38 Orders/Private Street Works		Systems	15.00	Y . . .
VET17	Public Transport- Payment to contractors		Systems	0.00	. . . Y
VET19	Imprest Account		Cash-ups	0.00	. Y . .
VET22	Concessionary Fares		Systems	0.00	. Y . .
			<u>Transportation</u>	15.00	
<b>VGN</b>	<b>General</b>		<b>Green</b> Low Risk	<b>4/5</b>	<b>5/6 6/7 7/8</b>
				<b>G</b>	<b>H I J</b>
VGN06	Directorate Contract Letting	*	Contracts - Tenders / Awarding	0.00	. Y . .
			<u>General</u>	0.00	



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		* = Yes	Principal Activity	04/05	G	H	I	J
<b>VTS</b>	<b><u>EH.Trading Standards</u></b>		<b>Green</b>	Low Risk				
VTS00	General Audit Work/Advice		Other Chargeable	0.00	Y	Y	Y	.
VTS06	Trading Standards fees and Charges		Systems	12.00	Y	.	.	.
VTS07	Leominster Imprest Account		Cash-ups	0.00	.	Y	.	.
			<u>EH.Trading Standards</u>	12.00				
			<b>Environment</b>	<b>192.50</b>				



Ref:	Section and	Residual Risk? * = Yes	Inherent Risk Level Principal Activity	Days 04/05	Strat.Plan	4/5	5/6	6/7	7/8
<b>Fundamental Systems</b>									
<b>FAA</b>	<b><u>Financial Policy</u></b>		<b>Red</b>	High Risk		<b>G</b>	H	I	J
FAA07	Treasury Management		Systems		12.50	Y	Y	Y	Y
FAA09	Asset Register		Systems		10.00	Y	Y	Y	Y
			<u>Financial Policy</u>		22.50				
<b>FCP</b>	<b><u>Corporate</u></b>		<b>Red</b>	High Risk		<b>G</b>	H	I	J
FCP06	Anti Fraud and Corruption Arrangements		Full FUA - Verification/Probity		15.00	Y	Y	Y	Y
FCP07	Salaries and Wages		Systems		21.25	Y	Y	Y	Y
FCP09	Risk Management		Systems		20.00	Y	Y	Y	Y
FCP10	Salaries and Wages Education		Systems		21.25	Y	Y	Y	Y
FCP11	Contract Tendering Procedures/Standing Orders		Verification/Probity		0.00	.	Y	.	Y
FCP12	Corporate Statement of Internal Control		District Audit		2.00	Y	Y	Y	Y
			<u>Corporate</u>		79.50				
<b>FED</b>	<b><u>Education</u></b>		<b>White</b>	Not Assessed		<b>G</b>	H	I	J
FED07	Financial Management System		Systems		20.00	Y	Y	Y	Y
			<u>Education</u>		20.00				
<b>FEX</b>	<b><u>Accountancy and Exchequer</u></b>		<b>Red</b>	High Risk		<b>G</b>	H	I	J
FEX06	F. M. Systems Budget Setting & Reporting		Systems		17.75	Y	Y	Y	Y
FEX07	Creditors		Systems		25.50	Y	Y	Y	Y
FEX10	Bank Reconciliation		Systems		20.50	Y	Y	Y	Y
FEX11	F.M. System . Accounting Procedures &		Systems		17.75	Y	Y	Y	Y
			<u>Accountancy and Exchequer</u>		81.50				
<b>FRB</b>	<b><u>Revenues and Benefits</u></b>		<b>Red</b>	High Risk		<b>G</b>	H	I	J
FRB07	Sundry Debtors		Systems		20.50	Y	Y	Y	Y
FRB08	NDR		Systems		20.50	Y	Y	Y	Y
FRB09	Council Tax		Systems		22.50	Y	Y	Y	Y
FRB10	Housing Benefit		Systems		25.50	Y	Y	Y	Y
FRB11	Cash and Deposits		Systems		15.50	Y	Y	Y	Y
			<u>Revenues and Benefits</u>		104.50				
			<b>Fundamental Systems</b>		<b>308.00</b>				

<u>Ref:</u>	<u>Section and</u>	<u>Residual Risk?</u> * = Yes	<u>Inherent Risk Level</u> <u>Principal Activity</u>	<u>Days</u> <u>04/05</u>	<u>Strat.Plan</u>				
<b>Leisure Trust</b>									
<b>RGN</b>	<b><u>General</u></b>		<b>N/A</b>	Not Assessable for Risk					
RGN00	Non-specific		Other Chargeable	25.00	Y	Y	Y	Y	
			<u>General</u>	25.00					
			<b>Leisure Trust</b>	<b>25.00</b>					

Ref:	Section and	Residual Risk? * = Yes	Inherent Risk Level Principal Activity	Days 04/05	Strat.Plan
<b>Policy and Community</b>					
<b>PAR</b>	<b><u>Archives</u></b>		<b>Green</b> Low Risk	<b>4/5</b>	<b>G</b> H I J
PAR06	Modern records		Establishment	0.00	. Y . .
			<b>Archives</b>	0.00	
<b>PCC</b>	<b><u>Countryside Services</u></b>		<b>Amber</b> Medium Risk	<b>4/5</b>	<b>G</b> H I J
PCC00	General Audit Work/Advice		Other Chargeable	0.00	Y Y Y .
PCC06	Marches Woodland Initiative		Establishment	0.00	. Y . .
PCC07	Queenswood		Establishment	0.00	. . Y .
PCC09	Wye Valley AONB		Establishment	0.00	. Y . Y
			<b>Countryside Services</b>	0.00	
<b>PCL</b>	<b><u>Community Liaison</u></b>		<b>Amber</b> Medium Risk	<b>4/5</b>	<b>G</b> H I J
PCL06	Grants and Donations		Advice	5.00	Y . Y .
PCL07	Lady Hawkins Community Centre Trust		Full FUA - Establishment	0.00	. . Y .
PCL08	Grants and Donations		Verification/Probity	5.00	Y . . .
			<b>Community Liaison</b>	10.00	
<b>PCP</b>	<b><u>Corporate Policy</u></b>		<b>Green</b> Low Risk	<b>4/5</b>	<b>G</b> H I J
PCP00	General Audit Work/Advice		Other Chargeable	0.00	Y Y Y Y
PCP01	Administration- Brockington		Establishment	0.00	. Y . .
PCP06	Directorate Contract Letting	*	Contracts - Tenders / Awarding	12.00	Y . . .
			<b>Corporate Policy</b>	12.00	
<b>PCU</b>	<b><u>Cultural Services</u></b>		<b>Green</b> Low Risk	<b>4/5</b>	<b>G</b> H I J
PCU06	Imprest Account		Cash-ups	0.00	. . Y .
PCU07	Rural Tourism		Systems	0.00	. . Y .
			<b>Cultural Services</b>	0.00	
<b>PED</b>	<b><u>Economic Development</u></b>		<b>Red</b> High Risk	<b>4/5</b>	<b>G</b> H I J
PED00	General Audit Work/Advice		Other Chargeable	1.00	Y Y Y Y
PED06	SRB Leominster		Full FUA - Systems	0.00	. Y . .
PED07	Hereford Partnership ( Southern Marches)		Establishment	9.00	Y . . .
PED09	Policy & Commissioning		Establishment	0.00	. . . Y
PED10	Economic Investment Development		Establishment	9.00	Y . . .
PED12	SRB South Wye Regeneration		Full FUA - Systems	0.00	. Y Y .
PED13	Community Building Grants		System/Establishment	0.00	. Y . .
PED14	Business Grant Start up		System/Establishment	0.00	. Y . .
PED15	External Grant Applications Procedures		Systems	0.00	. Y . .
PED16	LEADER Project		System/Establishment	0.00	. . . Y
PED17	Market Towns Initiative Programme		System/Establishment	0.00	. . . Y
PED18	SRB HIT Programme		Verification/Probity	12.00	Y . . .
			<b>Economic Development</b>	31.00	

## Herefordshire Council Audit Services

## ANNUAL PLAN FOR 2004/2005 and STRATEGIC PLAN 2004 to 2008

<u>Ref:</u>	<u>Section and</u>	<u>Residual Risk?</u> * = Yes	<u>Inherent Risk Level</u> <u>Principal Activity</u>	<u>Days</u> <u>04/05</u>	<u>Strat.Plan</u>
				<b>4/5</b>	<b>5/6 6/7 7/8</b>
<b>PEL</b>	<b><u>Culture, Leisure, Education for Life</u></b>		<b>Green</b> Low Risk	<b>G</b>	<b>H I J</b>
PEL00	General Audit Work/Advice		Other Chargeable	0.00	Y Y Y Y
PEL06	Central Administration		Establishment	0.00	. Y . .
			<u>Culture, Leisure, Education for Life</u>	0.00	
				<b>4/5</b>	<b>5/6 6/7 7/8</b>
<b>PHT</b>	<b><u>Heritage</u></b>		<b>Amber</b> Medium Risk	<b>G</b>	<b>H I J</b>
PHT00	General Audit Work/Advice		Other Chargeable	0.00	Y Y Y Y
PHT06	The Old House		Cash-ups	0.00	. Y . .
PHT09	Hereford Museum Broad St.		Recs FUA - Establishment	5.00	Y . Y .
PHT11	Ledbury Heritage Centre		Cash-ups	0.00	. Y . .
PHT12	Heritage Centre Ross on Wye		Establishment	0.00	. Y . .
			<u>Heritage</u>	5.00	
				<b>4/5</b>	<b>5/6 6/7 7/8</b>
<b>PIH</b>	<b><u>Info In Herefordshire</u></b>		<b>Red</b> High Risk	<b>G</b>	<b>H I J</b>
PIH07	Bromyard		Establishment	9.00	Y . . .
PIH08	Ledbury		Establishment	9.00	Y . . .
PIH09	Leominster		Establishment	0.00	. . Y .
PIH10	Ross		Establishment	0.00	. . . Y
PIH11	Development		Systems	0.00	. . . .
PIH12	Town Hall		Establishment	0.00	. Y . .
			<u>Info In Herefordshire</u>	18.00	
				<b>4/5</b>	<b>5/6 6/7 7/8</b>
<b>PLA</b>	<b><u>External Liaison</u></b>		<b>Amber</b> Medium Risk	<b>G</b>	<b>H I J</b>
PLA06	Community Safety		Ad-hoc Research / Reports	5.00	Y . . .
PLA07	Drugs Action Team (DAT)		Ad-hoc Research / Reports	0.00	. Y . .
PLA08	Sports Development		Ad-hoc Research / Reports	0.00	. . Y .
PLA09	Diversity Compliance	*	Verification/Probity	5.00	Y Y . .
			<u>External Liaison</u>	10.00	

Herefordshire Council Audit Services

ANNUAL PLAN FOR 2004/2005 and STRATEGIC PLAN 2004 to 2008

Ref:	Section and	Residual Risk? * = Yes	Inherent Risk Level Principal Activity	Days 04/05	Strat.Plan
				<b>4/5</b>	<b>5/6 6/7 7/8</b>
<b>PLB</b>	<b><u>Libraries</u></b>		<b>Green</b> Low Risk	<b>G</b>	<b>H I J</b>
PLB00	General Audit Work/Advice		Other Chargeable	0.50	Y Y Y Y
PLB06	Belmont		Establishment	0.00	. Y . .
PLB07	Bromyard		Establishment	0.00	. . Y .
PLB08	Colwall		Establishment	0.00	. Y . Y
PLB09	Hereford		Establishment	11.00	Y . . .
PLB10	Kington Library		Establishment	0.00	. . Y .
PLB11	Ledbury		Establishment	0.00	. . . .
PLB12	Lentwardine		Establishment	0.00	. . Y .
PLB13	Leominster		Establishment	11.00	Y . . .
PLB14	Ross		Establishment	0.00	. Y . .
PLB15	Weobley		Establishment	0.00	. . Y .
PLB16	Library Head Office Imprest Account		Cash-ups	0.00	. . . .
PLB17	Hereford Library Imprest Account		Cash-ups	0.00	. . Y .
PLB18	Central Administration		Recs FUA - Establishment	3.00	Y . . .
PLB19	School Library Service		Establishment	0.00	. Y . .
				<u>Libraries</u>	25.50
				<b>4/5</b>	<b>5/6 6/7 7/8</b>
<b>PLL</b>	<b><u>Life Long Learning</u></b>		<b>Amber</b> Medium Risk	<b>G</b>	<b>H I J</b>
PLL6	Life long Learning Partnerships		Systems	0.00	. Y . .
				<u>Life Long Learning</u>	0.00
				<b>4/5</b>	<b>5/6 6/7 7/8</b>
<b>POS</b>	<b><u>Open Spaces</u></b>		<b>Green</b> Low Risk	<b>G</b>	<b>H I J</b>
POS00	General Audit Work/Advice		Other Chargeable	0.50	Y Y Y Y
POS06	Grass cutting contract		Contracts - Tenders / Awarding	0.00	. Y . .
				<u>Open Spaces</u>	0.50
				<b>4/5</b>	<b>5/6 6/7 7/8</b>
<b>PPR</b>	<b><u>Public Relations</u></b>		<b>Green</b> Low Risk	<b>G</b>	<b>H I J</b>
PPR00	General Audit Work/Advice		Other Chargeable	0.50	Y Y Y .
				<u>Public Relations</u>	0.50
				<b>4/5</b>	<b>5/6 6/7 7/8</b>
<b>PRS</b>	<b><u>Recreation &amp; Sport</u></b>		<b>Green</b> Low Risk	<b>G</b>	<b>H I J</b>
PRS00	General Audit Work/Advice		Other Chargeable	0.50	Y Y Y .
				<u>Recreation &amp; Sport</u>	0.50
				<b>4/5</b>	<b>5/6 6/7 7/8</b>
<b>PTM</b>	<b><u>Tourism</u></b>		<b>Green</b> Low Risk	<b>G</b>	<b>H I J</b>
PTM00	General Audit Work/Advice		Other Chargeable	0.50	Y Y Y .
PTM07	TIC Hereford		Establishment	0.00	. . . Y
PTM08	TIC Ledbury		Establishment	0.00	. . Y .
PTM09	TIC Leominster		Establishment	0.00	. . . Y
PTM10	TIC Queenswood		Establishment	0.00	. . Y .
PTM11	TIC Ross On Wye		Establishment	9.00	Y . . .
PTM12	Imprest Account		Cash-ups	0.00	. Y . .
				<u>Tourism</u>	9.50

Herefordshire Council Audit Services

ANNUAL PLAN FOR 2004/2005 and STRATEGIC PLAN 2004 to 2008

Ref:	Section and	Residual Risk?	Inherent Risk Level	Days	Strat.Plan				
		* = Yes	Principal Activity	04/05	G	H	I	J	
<b>PYS</b>	<b>Youth Service</b>		<b>Amber</b>	Medium Risk	<b>4/5</b>				
PYS00	General Audit Work/Advice		Other Chargeable		0.50	Y	Y	Y	Y
PYS12	Leominster and Wigmore Youth Service		Establishment		0.00	.	Y	.	.
PYS13	Ross on Wye Youth Service		Establishment		9.00	Y	.	.	.
PYS14	South Wye and Golden Valley Youth Service		Establishment		0.00	.	.	Y	.
PYS15	Bromyard and Ledbury Youth Service		Establishment		0.00	.	.	.	Y
PYS16	North City Youth Service		Establishment		0.00	.	Y	.	.
PYS17	Kington and Weobley Youth Service		Establishment		0.00	.	.	Y	.
PYS19	Imprest Account		Cash-ups		0.00	.	Y	.	.
PYS20	Central Administration		Establishment		0.00	.	Y	.	.
			<u>Youth Service</u>		9.50				
			<b>Policy and Community</b>		<b>132.00</b>				

Ref:	Section and	Residual Risk? * = Yes	Inherent Risk Level Principal Activity	Days 04/05	Strat.Plan
<b>Social Care and Strategic Housing</b>					
<b>SAC Social Services holding code</b>			<b>Green</b> Low Risk	<b>4/5</b>	<b>G H I J</b>
SAC09	Court of Protection Management		Systems	0.00	. Y . .
SAC10	Criminal Injury Compensation		Systems	0.00	. . Y .
SAC18	Home Care Schemes		Systems	0.00	. Y . .
<u>Social Services holding code</u>				0.00	
<b>SAS Asylum seekers</b>			<b>Green</b> Low Risk	<b>4/5</b>	<b>G H I J</b>
SAS01	Grants received		Systems	0.00	. Y . .
<u>Asylum seekers</u>				0.00	
<b>SCH Childrens Services</b>			<b>Green</b> Low Risk	<b>4/5</b>	<b>G H I J</b>
SCH06	Prevention & Support - Sec 17 & 24		Systems	0.00	. . Y .
SCH07	Centre 18-After School club		Establishment	0.00	. Y . .
SCH08	Board Out, Cont Fam, Shared Care Child & TPP		Systems	0.00	. . Y .
SCH09	Hollybush		Establishment	0.00	. Y . .
<u>Childrens Services</u>				0.00	
<b>SEM Supported Employment</b>			<b>Amber</b> Medium Risk	<b>4/5</b>	<b>G H I J</b>
SEM01	Transport and Vehicles		VFM	0.00	. Y . .
SEM02	Grants to Voluntary Bodies (SLA)		Systems	0.00	. Y . .
SEM03	Admin of Clients Estates, Receiverships &		Systems	0.00	. Y . .
SEM04	Seasonal Workers Claims		Systems	0.00	. Y . .
SEM05	Complaints Procedures		Systems	0.00	. . Y .
SEM06	Donation & Bequests		Systems	0.00	. Y . .
<u>Supported Employment</u>				0.00	
<b>SGN General</b>			<b>Green</b> Low Risk	<b>4/5</b>	<b>G H I J</b>
SGN06	Bank Mandates		Other Chargeable	5.00	Y Y Y Y
<u>General</u>				5.00	
<b>SLD Learning Disabilities</b>			<b>Amber</b> Medium Risk	<b>4/5</b>	<b>G H I J</b>
SLD00	General Audit Work/Advice		Other Chargeable	1.00	Y Y Y Y
SLD07	Ivy Close - Hereford		Establishment	11.00	Y . . .
SLD08	Marshfield Centre/Leominster Trading/Paint Box		Establishment	0.00	. Y . .
SLD09	St. Owens Centre - Hereford		Establishment	0.00	. . Y .
SLD10	Ryefield Centre, Ross		Establishment	0.00	. Y . .
SLD11	Agency Payments		Systems	15.00	Y . . .
SLD12	Joint Finance- Single Agency - Section 28a		Ad-hoc Research / Reports	0.00	. Y . .
SLD13	Joint Finance- Health Authority Section 31		Systems	20.00	Y . . .
SLD14	Blackfriars Stableblock Workmatch		Establishment	0.00	. Y . .
<u>Learning Disabilities</u>				47.00	

## Herefordshire Council Audit Services

## ANNUAL PLAN FOR 2004/2005 and STRATEGIC PLAN 2004 to 2008

Ref:	Section and	Residual Risk? * = Yes	Inherent Risk Level Principal Activity	Days 04/05	Strat.Plan
					<b>4/5</b> 5/6 6/7 7/8
<b>SOA</b>	<b><u>Other Adult Services</u></b>		<b>Green</b> Low Risk		<b>G</b> H I J
SOA00	General Audit Work/Advice		Other Chargeable	0.00	. . . .
SOA10	Meals on Wheels (WRVS)		Systems	0.00	. Y . .
				<u>Other Adult Services</u>	0.00
					<b>4/5</b> 5/6 6/7 7/8
<b>SOP</b>	<b><u>Older People</u></b>		<b>Amber</b> Medium Risk		<b>G</b> H I J
SOP00	General Audit Work/Advice		Other Chargeable	0.00	Y Y Y .
SOP13	Transfer Arrangements		Verification/Probity	10.00	Y . . .
SOP15	Residential Assessments/Contribution Orders		Systems	15.00	Y . . .
SOP16	Inhouse Home Care inc. Cash Handling	*	Systems	15.00	Y . . .
SOP18	Payments to Independent Providers		Systems	12.00	Y . . .
SOP21	Golden Valley Day Centre		Establishment	0.00	. Y . .
				<u>Older People</u>	52.00
					<b>4/5</b> 5/6 6/7 7/8
<b>SPD</b>	<b><u>Physical Disabilities</u></b>		<b>Amber</b> Medium Risk		<b>G</b> H I J
SPD06	Joint Equipment Store ( Adapt. & Handicapped)		Establishment	0.00	. . Y .
SPD07	Direct Payment to Service Users		Systems	0.00	. Y . .
SPD08	Canal Road DC		Establishment	0.00	. . Y .
				<u>Physical Disabilities</u>	0.00
					<b>4/5</b> 5/6 6/7 7/8
<b>SSF</b>	<b><u>Finance and Administration</u></b>		<b>Amber</b> Medium Risk		<b>G</b> H I J
SSF00	General Audit Work/Advice		Other Chargeable	1.00	Y Y Y Y
SSF06	Government Grants		Systems	15.00	Y . . .
SSF07	Bromyard Area Office		Establishment	0.00	. Y . .
SSF09	Ledbury Area Office		Establishment	0.00	. Y . .
SSF10	Leominster Area Office		Establishment	0.00	. . Y .
SSF11	Ross on Wye Area Office		Establishment	0.00	. . Y .
SSF12	Central Office Administration		Establishment	0.00	. . . Y
SSF15	Independent Living partnership	*	Systems	0.00	. Y . .
SSF16	Home Care Charging		Systems	0.00	. Y . .
SSF19	Fairer Charging		Recs FUA - Systems	7.50	Y . . .
SSF20	Partnership Fund Scheme - Health Authority	*	Ad-hoc Research / Reports	0.00	. Y . .
SSF21	Financial Management inc Budgetary Control	*	Systems	0.00	. Y . .
				<u>Finance and Administration</u>	23.50



**APPENDIX 3**

**Herefordshire Council Audit Services**

**ANNUAL PLAN FOR 2004/2005 and STRATEGIC PLAN 2004 to 2008**

<u>Ref:</u>	<u>Section and</u>	<u>Residual Risk?</u> * = Yes	<u>Inherent Risk Level</u> <u>Principal Activity</u>	<u>Days</u> <u>04/05</u>	<u>Strat.Plan</u>			
					<b>4/5</b>	<b>5/6</b>	<b>6/7</b>	<b>7/8</b>
<b>SSH</b>	<b><u>Strategic Housing</u></b>		<b>Amber</b> Medium Risk		<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
SSH00	Strategic Housing General		Other Chargeable	1.00	Y	Y	Y	Y
SSH07	Supporting People Scheme- Grant Claim		Verification/Probity	0.00	.	Y	.	.
SSH08	Imprest Account		Cash-ups	0.00	.	Y	.	Y
SSH09	Temp. Accommodation/Homelessness		VFM	0.00	.	.	Y	.
SSH10	Choice Based Lettings		Establishment	0.00	.	.	.	Y
SSH11	Division-Ordering and Payments of Invoices		Systems	0.00	.	.	Y	.
SSH13	Renovation Grants		F&C - Systems	15.00	Y	Y	Y	Y
SSH14	Agency Agreement with Housing Company		Verification/Probity	6.00	Y	Y	Y	Y
SSH15	Enabling & Housing Need Capital/Grants		Systems	12.00	Y	.	.	.
SSH16	HMO Registration Scheme		Systems	0.00	.	Y	.	.
SSH17	Financial Management inc Budgetary Control		Systems	0.00	.	Y	.	.
SSH18	Supporting People - Contracts	*	Verification/Probity	10.00	Y	.	.	.
					<u>Strategic Housing</u>			
				44.00				
					<b>4/5</b>	<b>5/6</b>	<b>6/7</b>	<b>7/8</b>
<b>SSS</b>	<b><u>Service Strategy</u></b>		<b>Red</b> High Risk		<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
SSS10	Contracts/Contracts Monitoring		F&C - Systems	20.00	Y	.	.	Y
					<u>Service Strategy</u>			
				20.00				
					<b>4/5</b>	<b>5/6</b>	<b>6/7</b>	<b>7/8</b>
<b>SYJ</b>	<b><u>Young People</u></b>		<b>Amber</b> Medium Risk		<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
SYJ02	Supported Living/After Care/Care Leavers	*	Systems	25.00	Y	.	.	.
					<u>Young People</u>			
				25.00				
					<u>Social Care and Strategic Housing</u>			
				216.50				

**PLAN TOTAL 2810.00**