

**Audit Services
Annual Audit Plan
2014/15**

APPENDIX A

GROUPING	AUDIT ASSIGNMENTS	ADVICE and CONSULTANCY	CORPORATE ARRANGEMENTS	SUB TOTAL	CONTINGENCY ALLOWANCE	TOTAL
NEIGHBOURHOOD SERVICES AND RESOURCES	195	10		205	20	225
PEOPLE	149	10		159	20	179
ECONOMIC GROWTH	95	10		105	20	125
CORPORATE CORE	96	85	100	281	20	301
TOTAL	535	115	100	750	80	830

NEIGHBOURHOOD SERVICES AND RESOURCES

AUDIT ASSIGNMENTS	Brief Synopsis of Work to be Undertaken/Areas of Coverage	Audit Days
Housing Benefits	To include: benefit payments and overpayments, BACS payment processes, control team functions, system application controls and management processes.	20
Council Tax	To include: system application controls, user security, tax setting, property and debit controls, arrears recovery, bailiffs , income and direct debit controls.	18
Housing Rents	To include: income control, BACS processes, IT system application controls, debit controls, other charges and interface controls.	10
Income Collection/Reconciliation	To include: reconciliation controls in respect of income received from all sources, debit and credit card payment systems and controls, departmental banking, departmental receipt books, BACS , cash handling, security.	20
Payroll/HR	To include: residual and feeder controls into the partnership payroll system, including contractual arrangements, incremental progression, honorariums, overtime, sickness management and payment authorisation.	10
Sales Ledger	Review of the operation of the Sales Ledger with regard to linkages to Xentrall, the overall debt position, systems operated to mitigate outstanding debt and collect arrears, the position on obtaining payment in advance and on offering credit.	16
Treasury Management	To include: compliance with relevant legislative requirements, controls over investment and borrowing transactions, contractual arrangements in place with external bodies, controls over PWLB dealings.	10
Administration of Client Finances	Review of supervisory and management controls and the operation of the client monies software.	10
Dolphin Centre	To include: income and admission controls, ICT application controls, classes, promotions, equipment hire and sales.	15
Dolphin Centre Catering	To include: stock control, income collection, functions, consumption, vending and security.	10

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Head of Steam	Audit in advance of potential service transfer/closure.	6
Procurement Card Purchasing Arrangements	A review of the revised arrangement involving the direct use of external suppliers.	20
Cemeteries and Crematorium	To include: review of systems, processes and management arrangements.	10
Land Charges	Review of systems, processes and management arrangements.	10
Creditors	To include adherence to financial/purchasing procedures, value for money, control over procurement cards, petty cash accounts	10
CONSULTANCY/ADVICE		
General Provision - inc. audit recommendations follow up	Issues arising within the Grouping requiring audit input/advice, etc. Follow up of audit recommendations to ensure implementation by the dates agreed with management.	10
CONTINGENCY ALLOWANCE		
Notional Allocation	Any unforeseen issues or assignments (special investigations etc), requests from the Director, arising during the course of the year	20
TOTAL		225

PEOPLE

AUDIT ASSIGNMENTS	Brief Synopsis of Work to be Undertaken/Areas of Coverage	Audit Days
Direct Payments	To include: client payment processes, monitoring and management arrangements.	20
Homecare	To include: charging, billing, income collection and management arrangements.	15
Responsive Integrated Assessment Care Team - RIACT	Review of systems, processes and management arrangements.	16
Mental Health	Review of systems, processes and management arrangements.	16
Youth Offending Service	Review of systems, processes and management arrangements.	10
Primary Schools x 3	To include: arrangements for governance, financial planning, budgetary control, purchasing, income, asset management, data security, payroll and personnel.	12
Education Other Than At School - EOTAS	To include: governance arrangements, financial planning, budgetary control and asset management.	10
Learning and Skills	Review of systems, processes and management arrangements.	10
Public Health	An examination of the processes, controls and monitoring arrangements following transfer of the function to the Council.	20
Drug and Alcohol Action Team - DAAT	Review of systems, processes and management arrangements.	10
Creditors	To include adherence to financial/purchasing procedures, value for money, control over procurement cards, petty cash accounts.	10
CONSULTANCY / ADVICE		
General Provision - inc. audit recommendations follow up	Issues arising within the Grouping requiring audit input/advice, etc. Follow up of audit recommendations to ensure implementation by the dates agreed with management.	10
CONTINGENCY ALLOWANCE		

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Notional Allocation	Any unforeseen issues or assignments (special investigations etc), requests from the Director, arising during the course of the year	20
TOTAL		179

ECONOMIC GROWTH

AUDIT ASSIGNMENTS	Brief Synopsis of Work to be Undertaken/Areas of Coverage	Audit Days
Capital Projects	To include: adherence to Capital Process Methodology, project management arrangements, tender/selection processes, variations to contracts, time extensions, payment to contractors, adequacy of contractual documentation, supervision and management arrangements.	30
Corporate Landlord	Review of systems, processes and management arrangements.	20
External Funding	Review of systems, processes and management arrangements.	10
Licensing	To include: issue of licenses, enforcement, income controls, security and compliance with legislation.	15
Trading Standards	Review of systems, processes and management arrangements.	10
Creditors	To include: adherence to financial/purchasing procedures, value for money, control over procurement cards, petty cash accounts	10
CONSULTANCY / ADVICE		
General Provision - inc. audit recommendations follow up	Issues arising within the Grouping requiring audit input/advice, etc. Follow up of audit recommendations to ensure implementation by the dates agreed with management.	10
CONTINGENCY ALLOWANCE		
Notional Allocation	Any unforeseen issues or assignments (special investigations etc), requests from the Director, arising during the course of the year	20
TOTAL		125

CORPORATE CORE

AUDIT ASSIGNMENTS	Brief Synopsis of Work to be Undertaken/Areas of Coverage	Audit Days
Grants	A review of corporate arrangements in respect of the production, recording and management of grant claims as well as certification of specific grants for awarding bodies as appropriate.	20
Information Governance	A review of systems and processes established to mitigate the information governance risk.	15
Corporate Governance	To include: a review of the evidence that supports the six monthly Local Code implementation progress reports presented to the Audit Committee.	10
Business Continuity	To include: review of arrangements in place including testing regimes.	10
Agency and Professional Services	To include: adherence to corporate hiring of agency workers procedures and the Council's Contract Procedure Rules.	15
Partnership Working	A check that partnership working arrangements are in accordance with the requirements stipulated in the Council's Financial Procedure Rules.	12
Travel and Subsistence	A check that payments made are in accordance with Council policies and appropriately authorised.	12
Mayor's Charitable Fund	Audit of Accounts	2
CONSULTANCY etc.		
Council's Change Agenda	Providing advice and assistance as required in the implementation of the Council's Change Agenda.	85
CORPORATE ARRANGEMENTS		
Review of Anti-Fraud Arrangements etc	To include: review of the arrangements in place, awareness, publicity, protocols and effectiveness.	15

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Training - Corporate Governance Issues	Facilitate a training programme within the Council to raise awareness	15
National Fraud Initiative (NFI)	Co-ordinate the Council's response to the National Fraud Initiative.	15
Audit Committee Related	Facilitate and service the Committee as required.	15
External Audit Liaison	Quarterly meetings and regular ad hoc liaison to discuss areas of working, issues arising, to ensure best possible use of audit resources.	10
Managers Assurance Statements including Schools	Co-ordinate the production of Managers Assurance Statements across the Council.	10
Xentrall Audits – Liaison with Stockton BC Internal Audit	Delivery of the protocol between Stockton and Darlington internal audit services concerning the audit of the Xentrall Shared Services Partnership.	10
Annual Review of Internal Audit Effectiveness	Participate in the independent review of Internal Audit Effectiveness as required by the Accounts and Audit Regulations 2011.	5
Annual Governance Statement	Co-ordinate the production of the Annual Governance Statement.	5
CONTINGENCY ALLOWANCE		
Notional Allocation	Any unforeseen issues or assignments (special investigations etc), requests from the Director, arising during the course of the year	20
TOTAL		301