

**APPENDIX 2 – Internal Audit Plan 2016/17**

AUDIT AREA	DAYS	Proposed Timing			
		Q1	Q2	Q3	Q4
<b>Fundamental “core systems” Assurance</b>					
Bank Reconciliations	6	-	-	1	5
Creditors	10	-	-	1	9
Council Tax	10	-	-	8	2
Debtors	5	-	-	1	4
Housing Benefit	15	-	-	13	2
NNDR	10	-	-	8	2
Payroll	5	-	-	1	4
Treasury Management	3	-	-	1	2
<b>Non Fundamental Systems</b>					
CIL/S106 Roles & Responsibilities	10	10	-	-	-
Corporate Credit Cards	5	5	-	-	-
Disabled Facilities/Minor Works Grants	10	10	-	-	-
LATC Set Up (Finance Related Work)	15	-	15	-	-
IS/IT Strategy Post Implementation Review	10	-	-	10	-
<b>Corporate/Transformation Programme Reviews</b>					
Corporate Plan/Priorities – Programme Management	15	5	5	3	2
ID Checking Software	5	5	-	-	-
Improvement Reviews	15	-	-	15	-
Streamlined Policy Review	15	5	10	-	-
<b>Corporate Reporting</b>					
Annual Audit Report & Opinion and Effectiveness Review	10	10	-	-	-
Annual Governance Statement	10	8	2	-	-
Code of Corporate Governance	5	5	-	-	-
Risk Management – Corporate Overview of Operational Risks	10	-	5	-	5
<b>Fraud</b>					
Counter Fraud General	10	2	3	2	3
National Fraud Initiative	10	1	5	2	2
<b>Other</b>					
Committee Reporting/Meetings	10	3	2	3	2
Corporate Projects & Working Groups (Non Transformation)	4	1	1	1	1
External Audit/Cambs Audit Group Liaison	10	2	2	4	2
Follow Up of Recommendations	5	5	-	-	-
Service Development	4	1	1	1	1
Contingency	38	9	10	9	10
Non Productive – Annual Leave etc	60	13	22	12	13
<b>TOTAL</b>	<b>350</b>	<b>100</b>	<b>83</b>	<b>96</b>	<b>71</b>
<b>Principal Auditor</b>	<b>260</b>	<b>65</b>	<b>65</b>	<b>65</b>	<b>65</b>
<b>West Suffolk Resource</b>	<b>90</b>	<b>35</b>	<b>18</b>	<b>31</b>	<b>6</b>
	<b>350</b>	<b>100</b>	<b>83</b>	<b>96</b>	<b>71</b>