

## Appendix 2 - DRAFT INTERNAL AUDIT ANNUAL WORK PLAN 2015/16

AUDIT AREA	ALLOCATION (DAYS)
<b>Key Financial Systems</b>	
Bank Reconciliations	3
Council Tax - ARP	10
Creditors	5
Debtors	5
Housing Benefit – ARP	15
National Non Domestic Rates - ARP	10
Payroll	10
Treasury Management	3
Key Financial Systems – Paperless Processing	10
<b>Other Financial and Non Financial Systems</b>	
Dog Warden Emergency Out of Hours Management	5
Follow Up Agreed Actions	5
Open Data	10
Rent Deposit & Repayment Scheme	7
<b>Corporate Review Work</b>	
Annual Governance Statement	10
Annual Report & Opinion	5
Assurance Mapping	10
Code of Corporate Governance	5
Corporate Projects & Working Groups	10
Corporate Project – Contract Procedure Rules	15
Effectiveness of Internal Audit Review	5
Embedded Assurance Work	10
Operational Risk Management – Corporate Overview	10
<b>Counter Fraud</b>	
Counter Fraud General	15
Implementation of DCLG Fraud Fund Project	10
Managing the Risk of Fraud & Corruption	15
National Fraud Initiative	10
<b>Policy &amp; Strategy Reviews</b>	
Anti-Fraud & Corruption Policy	5
Risk Management Strategy	5
<b>Other</b>	
Administration	15
Annual Leave	30
Audit Manual/Documentation/Service Improvements	5
Bank Holidays	7
Committee & Management Team Reporting	10
External Audit & Cambs Audit Group Liaison	10
Management	15
Non Audit Duties	5
Training/In-house seminars	5
Contingency	15
<b>TOTAL</b>	<b>355 Days</b>