

<b>SUMMARY Department/Theme</b>	<b>Audit Days 2007/08</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Chief Executive's Office/Corporate Services	48	7	13	0	28
Education, Children's Services & Libraries	154	53	23	28	50
Environment & Leisure	58	18	15	8	17
Social Services & Housing	85	23	23	10	29
Corporate Themes	184	68	80	0	36
Key Financial Systems Audits	192	0	0	192	0
IT Audits	170	32	45	49	44
Contingency/Follow Up	40	10	10	10	10
<b>TOTAL DAYS</b>	<b>931</b>	<b>211</b>	<b>209</b>	<b>297</b>	<b>214</b>

<b>CHIEF EXECUTIVE'S OFFICE CORPORATE SERVICES Audit Area</b>	<b>Audit Days 2007/08</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
<b>Finance</b>					
Transport (Home to School etc)	10				10
Imprest Reviews	8				8
VAT	10				10
<b>Corporate Property</b>					
Industrial & Commercial Properties	7	7			
<b>Democratic &amp; Registration Services</b>					
Registration of Electors/Elections	5		5		
Member & Mayoral Services (incl. Allowances)	8		8		
<b>TOTAL DAYS</b>	<b>48</b>	<b>7</b>	<b>13</b>	<b>0</b>	<b>28</b>

<b>EDUCATION, CHILDREN'S SERVICES AND LIBRARIES Audit Area</b>	<b>Audit Days 2007/08</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
<b>Learning, Achievement &amp; Libraries</b>					
Standards Fund	7				7
Libraries (including stock control and mobile)	10		10		
<b>Children &amp; Families - Access &amp; Inclusion</b>					
Youth Service	10	10			
Early Years	8				8
Direct Payments	3		3		
<b>Children's Social Care</b>					
Children Looked After	10				10
<b>Performance &amp; Resources</b>					
Planning, Property & Contracts	7				7
School Related Expenditure	5	5			
School Catering (including Free School Meals)	5				5
<b>Dedicated Schools Budget</b>					
Other School Grants (incl. 6th Form Grant)	5	5			
SEN Provision & Support Services	5				5
Schools Financial Management Self-Evaluation	10			10	
<b>Establishments</b>					
Ascot Heath CE Junior	3	3			
Brakenhale Secondary	7			7	
Broadmoor Primary	3	3			
Crowthorne CE Primary	3	3			
Easthampstead Park Secondary	5		5		
Foxhill Primary	3				3
Great Hollands Primary	3			3	
Harmanswater Primary	3	3			
Kennel Lane Special School	3				3
New Scotland Hill Primary	3		3		
St Margaret Clitherow RC Primary	3	3			
St Mary's CE Primary	3	3			
St Michael's Easthampstead CE Primary	3			3	
Warfield CE Primary	3	3			
School Review & Booking Time	8	2	2	2	2
Larchwood Family Centre	3			3	
Pupil Level Annual School Census	10	10			
<b>TOTAL DAYS</b>	<b>154</b>	<b>53</b>	<b>23</b>	<b>28</b>	<b>50</b>

<b>ENVIRONMENT &amp; LEISURE Audit Area</b>	<b>Audit Days 2007/08</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
<b>Leisure</b>					
Cash Spot Checks	6	3		3	
Edgbarrow/Sandhurst Sports Centres	5	5			
Bracknell Sports & Leisure Centre	5	5			
Easthampstead Park Conference Centre	7				7
Leisure Catering	5		5		
<b>Sustainability</b>					
Environmental Health	5	5			
Building Control	5				5
Planning Policy (incl. S.106)	5		5		
Local Land Charges	5				5
Renovation Grants	5		5		
<b>Streetcare</b>					
On/Off Street Car Parking	5			5	
<b>TOTAL DAYS</b>	<b>58</b>	<b>18</b>	<b>15</b>	<b>8</b>	<b>17</b>

<b>SOCIAL SERVICES &amp; HOUSING Audit Area</b>	<b>Audit Days 2007/08</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
<b>Community Care</b>					
Learning Disabilities	10			10	
Physical Disabilities & Older - Other	10		10		
Homecare (in-house)	5	5			
Homecare (contracted)	5	5			
Direct Payments	2		2		
<b>Sustainable Communities</b>					
Housing Management (incl. RTB & allocations)	8				8
Supporting People (Forestcare)	5	5			
BFS Repairs	5		5		
Support Commissioning & Resources					
Policy & Strategy/Joint Arrangements	3	3			
Caretaking Overtime	5				5
<b>Establishments</b>					
Heathlands OPH	3		3		
Ladybank OPH	3		3		
Drug & Alcohol Team	5	5			
<b>Sheltered Housing Establishments</b>					
Denmead Court	2				2
Edmonds Court	2				2
Farningham House	2				2
Liscombe House	2				2
Rothwell House	2				2
Rowley Close	2				2
Swan House	2				2
Winkfield Manor	2				2
<b>TOTAL DAYS</b>	<b>85</b>	<b>23</b>	<b>23</b>	<b>10</b>	<b>29</b>

<b>CORPORATE THEMES Audit Area</b>	<b>Audit Days 2007/08</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Performance Management (incl BVPIs)	20		20		
Service Planning	10	10			
Risk Management	10		10		
Business Continuity	15		15		
Corporate & Ethical Governance	10				10
Anti-Fraud	5		5		
Voluntary Sector Grants	5				5
Partnerships	5				5
Town Centre Redevelopment	20		20		
Local Agenda 21/'Green' Issues	8	8			
CRB Checks	10		10		
Staff Recruitment/Retention	8				8
Housing Stock Transfer	20	20			
Contracting & Procurement	15	15			
Waste Management	15	15			
Staff Expenses	8				8
<b>TOTAL DAYS</b>	<b>184</b>	<b>68</b>	<b>80</b>	<b>0</b>	<b>36</b>

<b>KEY FINANCIAL SYSTEMS Audit Area</b>	<b>Audit Days 2007/08</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Budgeting/Budgetary Control	10			10	
Cash Management	15			15	
Bank & Reconciliations	15			15	
Treasury Management	7			7	
Creditors	15			15	
Debtors	15			15	
Main Accounting/General Ledger	15			15	
Capital Accounting/Fixed Assets	10			10	
Payroll	15			15	
Housing & Council Tax Benefits	15			15	
Council Tax	15			15	
Housing Rents	10			10	
NNDR	10			10	
Audit Checklists/Fraud & Corruption Tests	25			25	
<b>TOTAL DAYS</b>	<b>192</b>	<b>0</b>	<b>0</b>	<b>192</b>	<b>0</b>

<b>INFORMATION TECHNOLOGY Audit Area</b>	<b>Audit Days 2007/08</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Agresso (Application Only)	10				10
Anite Housing Rent (Application Only)	10		10		
Cashiers, AXIS & E-payments (Application Only)	10				10
BACSTEL	5			5	
Customer Relationship Management	12	12			
Education Management System	12	12			
Gazeteer	10		10		
GIS Application	6		6		
ICT Security Policy	8			8	
Landscape Services	8	8			
Payroll & Personnel System	8			8	
Pericles (Housing Benefit, Council Tax & NNDR)	16		16		
Disaster Recovery & Business Continuity	10			10	
Backups	10			10	
Physical & Environmental Controls	8			8	
Electronic Social Care Record	12				12
Windows Operating System	3		3		
e+ Smartcard	12				12
<b>TOTAL DAYS</b>	<b>170</b>	<b>32</b>	<b>45</b>	<b>49</b>	<b>44</b>