

ANNUAL INTERNAL AUDIT PLAN 2008/09

SUMMARY OF AUDIT DAYS & RESOURCE ALLOCATION

Directorate	2007/08	2008/09	Q1	Q2	Q3	Q4
Chief Executive	0	7	0	7	0	0
Corporate Themes	161	120	16	41	28	35
Corporate Services	328	338	25	70	197	46
Education, Libraries & Children	161	178	94	32	0	52
Environment & Leisure	109	102	35	20	20	27
SS&H	132	97	17	39	15	26
Total Days	891	842	187	209	260	186

Includes 192 computer audit days

RESOURCE ALLOCATION 2008-09

Provider	
D & T	792
<i>In house</i>	<i>50</i>
	842

In plan in red

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CORPORATE THEMES

Audit Area		Q1	Q2	Q3	Q4
	2008/09				
Council Restructuring	10		10		
Data Quality & BVPI's	10		10		
Corporate & Ethical Governance	8				8
Data Protection/Freedom of Information	5	5			
Health & Safety	7				7
Voluntary Sector Grants	5				5
Partnerships & Local Area Agreements	10			10	
Contracting & Procurement	10				10
CRB Follow up of 07/08 recs.	3		3		
Follow up of higher risk audits	12	6	3	3	
Hospitality registers	5	5			
IN HOUSE					
<i>Anti-Fraud & Corruption - review & promotion</i>	<i>10</i>			<i>10</i>	
<i>Transfer of Housing Stock</i>	<i>10</i>		<i>10</i>		
<i>Town Centre Re-development</i>	<i>15</i>		<i>5</i>	<i>5</i>	<i>5</i>
TOTAL DAYS	120	16	41	28	35

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CHIEF EXECUTIVES

Audit Area		Q1	Q2	Q3	Q4
	2008/09				
Print & Design Services	7		7		
TOTAL DAYS	7	0	7	0	0

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COMPUTER AUDITS

	Directorate	2008/09	Q1	Q2	Q3	Q4
AGRESSO (Application) F/up	CS	5			5	
Payment Portal System	CS	8				8
Customer Relations. Management (f/up & change)	CS	6				6
Departmental PC Controls	CS	10	10			
Modern.Gov	CS	8		8		
E-mail Security & Internet Review	CS	14		14		
Forestcare Systems	SS & H	8				8
IT Procurement/Acquisition	CS	10			10	
Leisure Management System	E&L	8	8			
Network Review & Security (inc. Acc. Cont)	CS	15		15		
Payroll & Personnel System F/up	CS	5			5	
Pericles (Hsg. Ben, C Tax & NNDR) F/up	CS	5			5	
Software Licensing Review	CS	8		8		
Webroster (Careworkers)	SS&H	8	8			
BACSTEL (b/f from 07/08)	CS	5		5		
Change Control	CS	8			8	
Anti-virus/spyware/adware	CS	8	8			
Intergrated Children's Services (new system)	E,C & L	12				12
Uniform Planning	E&L	12	12			
e+ New system March 08 (b/f 07/08)	E&L	12			12	
Horizon Library IT System F/up	E,C & L	5				5
CLERIC - New Transport system	CS	12				12
TOTAL DAYS		192	46	50	45	51

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CORPORATE SERVICES

Audit Area	2008/09	Q1	Q2	Q3	Q4
Customer Services					
Cashiers	15			15	
Council Tax	15			15	
NNDR	10			10	
Finance Services					
Bank and Reconciliations	15			15	
Budgetary Control	10			10	
Capital Accounting and Fixed Assets	10			10	
Creditors	15			15	
Debtors	15			15	
Treasury Management	7			7	
Payroll	15			15	
Main Accounting	15			15	
Review points & add. work key systems	25			25	
VAT	10				10
Human Resources					
Sickness recording & reporting	5		5		
Transport					
Fleet & Vehicle Workshop	7	7			
Transport (all services)	10				10
Democratic & Reg. Services					
Members Expenses (Ltd 07/08)	7			7	
Registration Ser. (Ceremonies & Certificates)	5		5		
Information Technology Services - Computer Audits					
AGRESSO (Application) F/up	5			5	
Payment Portal System	8				8
Customer Relations Management f/up & change	6				6
Departmental PC Controls	10	10			
E-mail Security & Internet Review	14		14		
Anti-virus/spyware/adware	8	8			
IT Procurement/Acquisition	10		10		
Network Review & Security (inc. Acc. Cont)	15		15		
Payroll & Personnel System F/up	5			5	
Pericles (Hsg. Ben, C Tax & NNDR) F/up	5			5	
Software Licensing Review	8		8		
Change Control	8			8	
BACSTEL (b/f from 07/08)	5		5		
Modern.gov	8		8		
CLERIC - New Transport system	12				12
TOTAL DAYS	338	25	70	197	46

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EDUCATION, LIBRARIES & CHILDREN

Audit Area	2008/09	Q1	Q2	Q3	Q4
Performance & Resources					
ICT Services inc. procurement/recharge	5		5		
PLASC/School census	10	10			
Learning, Achievement & Libraries					
Capital exp. Garth Hill Project	7	7			
School Improvement (process for allocation)	5	5			
Governor Services	5		5		
Schools					
Warfield Primary	3	3			
St. Michael's Sandhurst	5	5			
St. Joseph's R C Primary	3	3			
Owlsmoor Primary	3	3			
Holly Spring Junior (inc. s/ware lic.& ordering)	5	5			
Crownwood Primary	3	3			
College Town Infant	3	3			
Birch Hill Primary	3	3			
Binfield Primary	3	3			
Ascot Heath Junior	3	3			
Harmanswater (Ltd 07/08)	3	3			
Kennel Lane (Ltd 07/08)	3	3			
Garth Hill	5	5			
Edgebarrow	5	5			
St. Michael's Easthampstead (b/f from 07/08)	3	3			
School review/booking time	8	8			
Libraries					
Libraries	10				10
Children's Social Care					
Foster Carers (new payment structure)	5				5
Children (Disabled)	10				10
SEN - Statementing Process & Provision	5		5		
Youth Offending Service	5		5		
Children & Fam. Access & Inclusion					
Youth Services	5				5
Early Years (Family Tree Nursery)	3	3			
Rowan Children's Centre (new)	5		5		
Foxhill Children's Centre	5				5
Computer Audits - none					
ICS	12				12
Horizon Library IT System F/up	5				5
IN HOUSE					
<i>FMSiS</i>	<i>10</i>	<i>8</i>	<i>2</i>		
<i>College Town Junior School</i>	<i>5</i>		<i>5</i>		
TOTAL DAYS	178	94	32	0	52

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ENVIRONMENT & LEISURE

Audit Area		Q1	Q2	Q3	Q4
	2008/09				
Cultural & Visual Environment					
Landscape Services (inc. Binfield House Nursery)	7				7
Planning & Transport					
Parking (on and off street)	5				5
Development Control	5				5
Environment & Public Protection					
Cemetery & Crematorium	5		5		
Pest & Dog Control	5		5		
Emergency Planning	5		5		
Waste Management	5				5
Highways (Main Contractor -inc. street cleansing & road gully service)	10	10			
Leisure Services					
Cash Spot Checks (BLC, CR & DG)	3			3	
The Look Out	5	5			
Coral Reef inc. catering	5		5		
Easthampstead Park Conference Centre inc. catering	5				5
Downshire Golf inc catering	5			5	
Computer Audits					
UNIFORM Planning System	12	12			
Leisure Management System	8	8			
e+ New system March 08 (b/f 07/08)	12			12	
TOTAL DAYS	102	35	20	20	27

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SOCIAL SERVICES & HOUSING 2008/09

Audit Area		Q1	Q2	Q3	Q4
	2008/09				
Adult Social Care Imprests	5		5		
Modernisation Agenda	10		10		
Community Care					
Mental Health (Day Services)	7		7		
Short Term Care	7		7		
Older People & PD - Residential	7				7
Section 31 (Aids & Adaptions)	5				5
Financial Assessment & Benefits Checks	5		5		
Sustainable Communities					
Housing Applicant Services	5		5		
Hsg./C Tax Benefits	15			15	
Establishments					
Bracknell Day Services (was BROCC)	3	3			
Downside Resource Centre	3	3			
Heathlands Day Centre	3				3
Waymead Short Term Unit	3				3
The Look In	3	3			
Computer Audits					
Webroster New IT System (Care Workers)	8	8			
Forestcare Systems	8				8
TOTAL DAYS	97	17	39	15	26