Internal Audit Plan
2016/17

Audit Areas	Risk	Days
Chief Executives		
Communications – SubLyme Company	B	10
Risk Management	B	20
Land Charges	B	10
Court Fees**	B	5
Committee Services**	B	10
Chief Executive Total Days		**55**
Resources & Support Services		
Payroll	A	20
Data Protection	B	5
Income Collection (key controls)	A	5
Council Tax	A	25
Creditors	A	25
Asset Management – Capital (key controls)	A	5
General Ledger – Civica	A	10
Treasury Management	A	10
Information Security	B	8
Housing Benefits	A	20
National Non Domestic Rates	A	20
National Fraud Initiative	A	10
Car Loans	B	15
Money Laundering	B	3
Post Opening	A	2
Human Resources – Code of Conduct**	A	5
Disaster Recovery	B	7
Third Party ICT Security *	B	5
ICT Applications Patching *	B	6
Virtual Desktop Infrastructure *	B	5
ICT Service Desk *	B	6
Resources and Support Services Total Days		**217**
Operational Services		
Operational Services Administration	B	10
Current and Final Accounts	A	10
Jubilee 2	B	20
Community Centres**	B	10
New Refuse Service	B	20
Park Attendants**	A	2
Recycling Credits	B	10

Operational Services Total Days		**82**
Regeneration & Development Services		
Food Safety	B	8
Health and Safety	B	10
Asset Disposals	A	15
Environmental Protection	B	10
Current and Final Accounts	A	10
Conservation Service**	B	5
Civic Hub/Ryecroft Development	A	5
Application Review – Authority Public Protection (APP) System*	B	8
Housing Strategy	B	5
Regeneration and Development Services Total Days		**76**
Corporate Functions		
Gifts Hospitality & Private work/interests	A	5
Performance Management	A	10
Corporate Governance	A	10
Credit Checks/Financial Appraisals	A	3
Partnerships	B	10
Procurement	A	20
Email and Internet Usage	B	8
Information Asset Registers	B	10
Ethical Governance**	B	10
Electronic Document Records Management	B	5
Information Assurance Overview	B	5
Corporate Functions Total Days		**96**
Total Days for 2016/17		**526**

denotes ict areas that have been identified for review and will be completed by an external computer audit specialist.
*** denotes audit areas carried forward from 2015/16 audit plan*