APPENDIX A

NEWCASTLE·UNDER·LYME
BOROUGH COUNCIL

Internal Audit Plan 2012/13

Audit Areas	Risk	Days
Chief Executives		
Risk Management	B	20
Communications	B	10
Elections	B	8
Land Charges	B	10
Mayors Charity Accounts	A	3
Third Sector commissioning	B	7
Chief Executive Total Days		**58**
Resources & Support Services		
Post Opening	A	2
Multi Functional Devices Review	B	5
Creditors	A	20
Treasury Management	A	10
Asset Management (Capital)	A	5
General Ledger – Main Accounting	A	15
United Charities, Almshouses & Barracks Trust	A	5
Payroll	A	20
Data Protection	B	5
Human Resources	A	10
Removable Media*	B	7
Council Tax	A	5
Housing Benefits	A	10
National Non Domestic Rates	A	20
Sundry Debtors	A	20
Cash Management	A	5
National Fraud Initiative	B	10
ICT Developments*	B	8
Information Security	A	8
Remote Access & Support*	B	7
ICT Services – Access & Controls	B	10
E Payments	B	5
Resources and Support Services Total Days		**212**

APPENDIX A

Operational Services		
Summer Play scheme (SPLAT)	B	10
Museum	B	10
Application Review – Gladstone*	B	8
Jubilee 2		
Operational Services Administration	A	20
Streetscene	B	10
Tree Management	B	20
Bereavement Services	B	5
Current & Final Accounts	B	15
Park Attendants	A	10
	A	3
Operational Services Total Days		**111**
Regeneration & Development Services		
Current & Final Accounts	A	10
Public Building Maintenance	B	15
Property Management – Asset Disposals	B	15
Health & Safety	B	10
Evidence collection & storage	B	5
Regeneration & Development Administration	B	10
Homelessness, Housing Advice & Strategy	B	5
Ryecroft Development	A	5
Fixed Penalty Notices & Recovery of Fines	B	5
Regeneration and Development Services Total Days		**80**
Corporate Functions		
Gifts, Hospitality & Outside Interests	A	5
Performance Management	A	10
Scale of Fees & Charges	B	10
Corporate Governance	B	10
Partnerships	B	10
Procurement	A	20
Email & Internet Use	B	8
Corporate Functions Total Days		**73**
Total Days for 2012/13		**534**

** denotes ict areas that have been identified for review and will be completed by an external computer audit specialist.*