



NEWCASTLE·UNDER·LYME

BOROUGH COUNCIL

Internal Audit Plan 2013/14

Audit Areas	Risk	Days
Chief Executives		
Insurances	B	10
Print Room	B	10
Newcastle Partnership	B	10
Committee Services	B	10
Licensing	B	10
Chief Executive Total Days		50
Resources & Support Services		
Payroll	A	5
Human Resources	A	10
Council Tax	A	5
Creditors	A	5
Asset Management (Capital)	A	15
General Ledger, main accounts	A	5
Treasury Management	A	5
Bank Account Reconciliation & Banking arrangements	B	8
Information Security	A	8
Housing Benefits	A	30
NNDR	A	5
Sundry Debtors	A	5
National Fraud Initiative	A	20
Network Review*	B	8
Medium Term Financial Strategy	B	5
Central Administration	B	10
Post Opening (all sections)	A	2
Code of Conduct	B	5
CRM System*	B	8
Guildhall & Kidsgrove Income Collections	A	10
Housekeeping & Data Management*	B	8
Review of ICT Operations*	B	7
Resources and Support Services Total Days		189
Operational Services		
Jubilee 2	B	15
Kidsgrove Sports Centre	B	10
Fleet Management	B	15
Current / Final Accounts	A	20
Allotments	B	5
Waste Management Services	B	20
Depot – Health & Safety	A	15

APPENDIX A

Community Centre Review	A	10
Park Attendants	A	2
Operational Services Total Days		112
Regeneration & Development Services		
Town Centre Partnership	B	5
Renovation Grants	B	5
Building Control	B	10
Food Safety	B	8
Section 106 Agreements	B	5
Energy Management	B	5
Environmental Protection	B	10
Current / Final Accounts	B	2
Economic Development & Promotion	B	10
Civil Parking Enforcement	B	10
Planning & Development Control	B	10
Regeneration and Development Services Total Days		80
Corporate Functions		
Gifts, Hospitality & Outside Interests	A	5
Performance Management	A	10
Mileage Travel & Subsistence Claims	B	10
Financial appraisals	A	3
Corporate Governance	A	10
Partnerships	A	10
Enforcement	B	10
Court Costs	B	5
Strategic Risks – action plans	A	5
Procurement	A	10
Community Interest Companies	B	8
Petty Cash	B	3
Income Collection Processes	A	10
Corporate Functions Total Days		99
Total Days for 2012/13		530

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