

LGSS Internal Audit - Internal Audit Plan for Norwich City Council 2015-16			
2015-16			
	Estimated Days	Actual to Wk 9	Comments / Latest position
Financial systems			
Purchase to pay	20		
Accounts receivable	20		
Payroll	10		
Housing rents/arrears	15		
Housing benefits	20		
Council tax	15		
NNDR	15		
Bank reconciliations	5		
Cash receipting	15		
Sub-total	135	0.0	
Corporate			
Strategic risk management	15	0.8	Administration and reporting of corporate risk register
Corporate governance	25	3.6	Co-ordination & preparation of AGS; corporate governance group; policy updates
Sub-total	40	4.4	
Business relationship management			
Procurement & contract management arrangements	25	1.4	Allowance for possible input to tendering, monitoring, procedural compliance. Involvement in specific contracts. Plus presence on project teams
Insurance	10		
Financial IT system implementation	30		
Information management	15		
Register of electors	10		
ICT audits:	10	1.5	Incl. embedded assurance re Corp Info Assurance Group; input into IT audits
ICON cash receipting	15		
UNIFORM	15		
Website and e-forms	15		
Sub-total	145	2.9	
Regeneration & development			
CIL expenditure	15		
Sub-total	15	0.0	
Strategy, people & neighbourhoods			
HRA business plan & HIP	15		
Private sector leasing	15		
Right to buy	15		
Safeguarding duties	15		
Garages	5		
Allotments	5	1.7	In progress
Sub-total	70	1.7	
Customers, communications & culture			
Go4Less	5	1.2	In progress
Sub-total	5	1.2	
Fraud & corruption			
Anti-fraud and NFI work	80	8.6	Fraud risks; key contact duties for NFI matches and 2015-16 upload (SPD matches)
Special investigations	15	0.3	Contingency
Sub-total	95	8.9	
Contingencies			
To complete 2014-15 plan:	40		
CIL income		1.0	Complete
Parking income		1.8	In progress
Home improvements		7.3	Draft report issued
Payroll		0.2	Draft report issued
Housings rents/arrears		9.8	Draft report issued
Cemeteries		6.0	In progress
Licensing		2.9	In progress
Shared services		1.0	Complete
NNDR		9.9	Complete
Council tax		9.3	Draft report issued
Housing benefits		9.4	In progress
Income generation		0.0	In progress
Leasehold services		0.0	Slipped from 14-15
Follow-ups	20	2.3	Follow ups required by Code of Practice
Advice, guidance, etc	25	1.5	Contingency for advice, guidance & unplanned work requests
Sub-total	85	62.4	
Total planned time	590	81.5	
Indicative resources			
	Days		
Head of audit / Audit manager	65		
Principal auditor	180		
Senior auditor	200		
Senior auditor / graduate trainee	100		
Computer auditor	45		
	590		