

Individual Audit Plan for 2023-2024							Appendix 2	
		Internal Audit & Corporate Investigations Manager	Principal Officer Int. Auditor & Corp Investigations	Internal Auditor	Trainee Internal Auditor	Internal Auditor (Agency)	TOTAL	
<b>Audits for 2023-2024 and Other Chargeable Work</b>		690	157	78	260	130	65	690
<b>Audits Carried Forward from 2022-2023 Plan</b>	<b>Audit Days</b>							
Ins and Outs Westward House	8	4	0	0	0	4	8	
							0	
	8	4	0	0	0	4	8	
<b>New Audits for 2023-2024</b>	<b>Audit Days</b>							
Debt Recovery (potentially Key Financial)	20	0	0	5	0	15	20	
HR Exam Fee Recovery	5	0	0	0	5	0	5	
Building Control	15	4	0	0	11	0	15	
Disabled Facility Grants	20	0	0	7	0	13	20	
Non CDC Temporary accommodation (Exclude B and Bs)	20	5	0	15	0	0	20	
Non CDC Temporary accommodation (B and B's)	20	5	0	15	0	0	20	
Income Generation (Estates)	15	0	0	15	0	0	15	
Service Charges (Estates)	15	0	0	0	15	0	15	
IT security	15	0	0	15	0	0	15	
Electronic Data Retention	10	0	0	5	0	5	10	
Private Hire and Hackney Carriage Licences	15	0	0	0	15	0	15	
Refunds across the Council	15	0	0	15	0	0	15	
Contract Management	15	0	0	15	0	0	15	
	200	14	0	107	46	33	200	
<b>Key Financial Systems Audits for 2023-2024</b>	<b>Audit Days</b>							
Asset Management (Update procedures if applicable and YE Rec only)	B 0	0	0	0	0	0	0	
Cash and Bank	B 0	0	0	0	0	0	0	
Council Tax	B 0	0	0	0	0	0	0	
Creditors	B 15	0	0	15	0	0	15	
Debtors	B 0	0	0	0	0	0	0	
Benefits								
HB to include overpayment recovery	A 10	0	0	3	0	7	10	
PMQA	A 10	0	7	0	3	0	10	
CTR	A 10	0	0	3	0	7	10	
NDR	B 0	0	0	0	0	0	0	
HR Payroll (Including Subsistence)	A 10	0	0	10	0	0	10	
Treasury Management	B 0	0	0	0	0	0	0	
	55	0	7	31	3	14	55	
<b>Annual Activity</b>								
Planning and Control (Audit planning and reviews)	15	5	5	5	0	0	15	
Meetings/discussions with EY	1	1	0	0	0	0	1	
Committee reports and representation	15	15	0	0	0	0	15	
Corporate Advice	10	8	2	0	0	0	10	
NFI	5	0	4	0	1	0	5	
AGS and Evidence	15	15	0	0	0	0	15	
Contingency	59	8	7	20	20	4	59	
Public Sector Internal Audit Standard (PSIAS)	5	5	0	0	0	0	5	
Risk Management Reviews	6	6	0	0	0	0	6	
<b>Follow Ups</b>								
Rent in Advance (and damaged deposit)	5	0	0	5	0	0	5	
Discretionary Housing Payments	5	0	0	5	0	0	5	
Travel and Subsistence recommendations check	10	0	0	5	5	0	10	
Treasury Management	5	5	0	0	0	0	5	
Contract Management	5	5	0	0	0	0	5	
Section 106 and CIL	5	0	0	5	0	0	5	
Council Tax	5	0	5	0	0	0	5	
Business Rates	5	0	0	0	0	5	5	
	176	73	23	45	26	9	176	
<b>Chargeable Work Total</b>	0	439	91	30	183	75	60	439
<b>Non Chargeable Work</b>								
Management (inc Fraud)		15	8	0	0	0	23	
Administration		5	2	2	2	0	11	
Fraud shadowing		2	0	0	0	0	2	
Elections		0	0	0	0	0	0	
Performance and Appraisals		2	4	2	1	0	9	
Internal Training		6	2	13	13	1	35	
Professional Training		0	13	20	20	0	53	
General Meetings		5	5	3	1	3	17	
Annual Leave and Bank Holidays		29	13	35	17	0	94	
Sickness		2	1	2	1	1	7	
<b>Non Chargeable Work Total</b>	0	66	48	77	55	5	251	
<b>Total</b>	439	157	78	260	130	65	690	
Unallocated	251	0	0	0	0	0	0	

55% 65% 72%