

## Appendix 1

**PROPOSED ANNUAL AUDIT PLAN FOR 2008/09**

| <b><u>CORPORATE SYSTEMS</u></b>   | <b><u>DAYS</u></b> |
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| <b>Annual Governance Statement (AGS)</b><br>The Accounts & Audit Regulations 2006 require an Annual Governance Statement to be published and for the Council to review the internal control environment including a Self-assessment of Internal Audit.      | <b>30</b>          |
| <b>Anti Fraud &amp; Corruption &amp; Whistle Blowing Policy</b><br>A review of anti-fraud and corruption procedures and measures through the Council. These are required by the External Auditor and feed into the AGS.                                     | <b>8</b>           |
| <b>Comprehensive Performance Assessment</b><br>The Authority is being re-assessed under CPA in June 2008. Work will be required on accumulating & co-ordinating the evidence to support the assessment.   | <b>25</b>          |
| <b>Partnerships</b><br>Proposed Partnerships for Review:<br>Children & Young Person's Strategic Partnership<br>Healthier Communities and Older Persons Partnership<br>Crime & Disorder Reduction Partnership – follow-up (risk rating medium fair controls) | <b>25</b>          |
| <b>Performance Indicators</b><br>Best Value Performance Indicators and a selection of Key Local Performance Indicators are audited to enable PKF to submit them to the Audit Commission as accurate and "Unqualified"                                       | <b>20</b>          |
| <b><u>CORPORATE SYSTEMS</u></b>   | <b><u>DAYS</u></b> |
| <b>Risk Management Arrangements</b><br>As part of the risk management policy an annual review of the procedures is undertaken by Internal Audit to determine how it is working within the Council.  | <b>10</b>          |
| <b>Performance Management</b><br>Audit & Performance Manager's review time of the Performance Management Process  | <b>10</b>          |

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| <b>Consultation</b><br>Review of our arrangements for managing consultation and engagement with the public  | <b>6</b>    |
| <b><u>FINANCIAL SYSTEMS</u></b>   |             |
| <b>Payroll &amp; Expenses</b><br>Audited annually as part of the Managed Audit requirements for PKF, the Authority's External Auditor.  | <b>15</b>   |
| <b>Car Mileage</b><br>Undertake a review of the payments for car mileage and consider work being undertaken on green travel   | <b>5</b>    |
| <b>Creditors</b><br>Audited annually as part of the Managed Audit requirements for PKF  | <b>14</b>   |
| <b>Debtors</b><br>Audited annually as part of the Managed Audit requirements for PKF.   | <b>14</b>   |
| <b>Cash &amp; Banking</b><br>Audited annually as part of the Managed Audit requirements for PKF   | <b>15</b>   |
| <b>Main Accounting System</b><br>Audited annually as part of the Managed Audit requirements for PKF.<br>In addition Internal audit will perform a review over working papers used to prepare final accounts | <b>13</b>   |
| <b>Investments</b><br>Audited annually as part of the Managed Audit requirements for PKF  | <b>6</b>    |
| <b>Partnership/ contractor arrangements within finance - medium risk</b><br>Review the controls in place to ensure continuity of work.  | <b>5</b>    |
| <b><u>OPERATIONAL SERVICES</u></b>  | <b>DAYS</b> |
| <b>Housing Benefits</b><br>Audited annually as part of the Managed Audit requirements for PKF.  | <b>25</b>   |
| <b>Housing Benefit Fraud Procedures</b><br>Review of notification and investigation procedures  | <b>5</b>    |

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| <b>Council Tax</b><br>Audited annually as part of the Managed Audit requirements for PKF. Pick up on the Debt Recovery arrangements   | <b>14</b>   |
| <b>Contracts</b><br>Consider the new waste Management contracts monitoring arrangements.<br>Sample check small contracts to ensure compliance with recommended procedures – Banking contract                                  | <b>15</b>   |
| <b>IT Security</b><br>Work with Basildon Council on a review of our IT security systems   | <b>10</b>   |
| <b>National Non-Domestic Rates (NNDR)</b><br>Audited annually as part of the Managed Audit requirements for PKF   | <b>14</b>   |
| <b>Human Resources</b><br>Follow-up on Performance Development Review audit including further work on management of training needs  | <b>10</b>   |
| <b>Elections</b><br>Review the allocation of ballot papers and examine the postal votes procedure   | <b>4</b>    |
| <b>Central Services</b><br>Identify progress on the implementation of Comino across the Authority   | <b>5</b>    |
| <b>Procurement</b><br>A review of procurement procedures within various service areas   | <b>10</b>   |
| <b><u>OPERATIONAL SERVICES</u></b>  | <b>DAYS</b> |
| <b>Car Parking</b><br>Consider the impact of the new parking arrangements and ensure there are adequate controls within the new system  | <b>8</b>    |
| <b>Rochford Housing Association</b><br>Consider the arrangements between Rochford District Council and the new Rochford Housing Association   | <b>6</b>    |
| <b>Proactive Checks</b><br>Inventories, Honesty Boxes, Post Opening, Petty Cash & Year-end balances, Flexi-Forms, Health & Safety, Controlled Stationery, Authorised Signatures, and Holiday Cards and Section 106 Agreements | <b>20</b>   |

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| <b>Follow-up and Advisory</b><br>Reports from 2007/08 may require some follow-up work to ensure recommendations have been implemented and systems are still operating effectively.<br><br>Work on behalf of service areas for advice or guidance   | <b>15</b>  |
| <b>Contingency</b><br>At this stage it is prudent to allow a number of days as contingency to ensure audit time will be available for new initiatives  | <b>20</b>  |
| <b>Service Review/VFM</b><br>The areas for review will be identified from a value for money point of view <ul style="list-style-type: none"> <li>• Spring Board Housing Association</li> <li>• New sickness arrangements</li> <li>• Property maintenance arrangements post LSVT</li> </ul> | <b>40</b>  |
| <b>TOTAL DAYS ALLOCATED</b>  | <b>442</b> |