

Braintree District Council
Internal Audit Section

AUDIT PLAN
2014/2015

	Planned Days
CORE SYSTEMS	
Cash & Bank	8
Council Tax	10
Creditors	10
Debtors	10
Housing Benefits	10
Main Accounting	8
Payroll	8
NNDR:	8
Treasury Management	2
Income Stream reviews:	15
NON-CORE SYSTEMS	
Benefit Fraud	8
Building Control	10
Cemeteries	5
Commercial Properties	15
Concessionary Transport	2
Consultants (appointment of)	5
Contracts - invitation to tender	2
Contracts - receipt, opening of tenders accepted	2
Contracts - Monitoring & records	2
Contracts - administration & document security	2
Contracts - documentation	2
Fees & Charges	5
Grants - Plan& Dev + Tree planting	5
Homelessness	3
Home Ownership Initiatives	5
Leased cars	10
Leisure	10
Licensing	10
Members Allowances	5
Parking Partnership	3
Petty Cash	3
Procurement inc Hub	10
Refuse Collection inc Trade Waste	10
Strategic Housing - Choice Based Lettings	5
Superannuation	5
Town Hall Centre	5

Travelling & Subsistence	3
VAT	5
CORPORATE	
Business Continuity Management	5
Performance Indicators & Data Quality	5
Civil Emergencies	5
Contracts - final accounts	2
Financial Appraisals - Procurement Hub	5
Financial Consultancy	15
Floats and Imprests	1
Fraud, Corruption, Probity & Governance:	30
Whistleblowing Policy	
Fraud, Corruption & Dishonesty Policy	
Prosecution Policy	
Regulation of Investigatory Powers Act	
National Fraud Initiative	
Members/officers declarations of interests	
Gifts and Hospitality	
Authorised Signatories	
Money Laundering	
ICT covering:	30
New initiatives	
New systems	
Systems security & access	
Information Security	2
Partnership arrangements	5
FOI requests/Complaints	5
Project Governance	5
Mi-Community	5
OPERATIONAL	
Cash Checks	1
Markets	2
Security	As required
Telephones inc mobiles	5
Refreshments	2
Allowance for new topics	13
Total time allocated (days)	
	389