Draft Detailed Provisional Programme of Work for 2011/12

APPENDIX A

Audit Area	Source	Planned days 2011/12	Planned days 2010/11	Difference = + or -
A – CHARGEABLE AND PRODUCTIVE				
Core Financial Systems				
Budgetary Control & Strategy	Risk assessment score 56	11	0	11
Benefits	Risk assessment score 66	12	15	-3
Asset Management	Risk assessment score 40	11	0	11
Creditors	Risk assessment score 40	7	12	-5
Cash,General Ledger & Bank				
Reconciliations	Risk assessment score 47	11	0	11
NDR	Risk assessment score 61	10	15	-5
Debtors	Risk assessment score 45	7	12	-5
Treasury Management	Risk assessment score 44	7	5	2
Council Tax	Risk assessment score 61	10	15	-5
				12
Corporate Audits				
Governance inc Procurement & WETT				_
Programme	Risk assessment score 55	10	15	-5
Cttee Reporting Alignment BDC &	Discussion U.O. (Discustor	40	0	40
RBC	Discussion HoS / Director	10	0	10
Strategic Alliance of BDC & RBC	Discussion HoS / Director	15	0	15
ICT inc. project auditing	Risk assessment score 64	15	15	0
Shared Services	Risk assessment score 63	15	0	15
Regulatory Service/Environmental			-	
Health	Risk assessment score 44	15	0	15
	1			50
Other Systems Audits				
	Diek eesseement eesse 57.9 LleC	10	45	F
Waste Collection	Risk assessment score 57 & HoS Risk assessment score 52 & HoS	10 0	15 0	-5 0
Garage & Workshop		-		-
Cemeteries and Crematorium	Risk assessment score 51 & HoS	0	0	0
s106's	Risk assessment score 52 & HoS	10	0	10
Events	Risk assessment score 54 & HoS	0	0	0
Arts Development	Discussion HoS / Director	10	0	10
Risk Management	Discussion HoS / Director	40	80	-40
Completion of Prior Year's work	N/A	15	44	-29
Fraud and Special Investigations	N/A	0	0	0
	(to be included in reviews & risk management for	-	-	-
Action Tracker / Follow Up	2011/12)	0	20	-20
Advisory / Consultancy	N/A	8	14	-6
Climate Change	Discussion HoS / Director	12	0	12
BURT' Bromsgrove Dial a Ride	Discussion HoS / Director	0	0	0
				-68
Audit Review' bal. figure for 2010/11 for audits		-		
not included in 2011/12 programme		0	72	-72
not included in 2011/12 programme TOTAL PRODUCTIVE (A ONLY)	271 63%	0 271	72 349	-72 -78
TOTAL PRODUCTIVE (A ONLY) B – CHARGEABLE AND NON-	271 63%	-		
TOTAL PRODUCTIVE (A ONLY)	271 63%	-		
TOTAL PRODUCTIVE (A ONLY) B – CHARGEABLE AND NON-	271 63%	-		
TOTAL PRODUCTIVE (A ONLY) B – CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings	N/A	271		
TOTAL PRODUCTIVE (A ONLY) B – CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings		271	349	-78
TOTAL PRODUCTIVE (A ONLY) B – CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings	N/A	271		
TOTAL PRODUCTIVE (A ONLY) B – CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading	N/A	271	349	-78
TOTAL PRODUCTIVE (A ONLY) B – CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings	N/A N/A	271 15 5	349	-78
TOTAL PRODUCTIVE (A ONLY) B – CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading	N/A N/A	271 15 5	349	-78
TOTAL PRODUCTIVE (A ONLY) B – CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading Annual Plans and Reports Audit Committee support TOTAL CHARGEABLE AND NON-	N/A N/A N/A	271 15 5 8	349	-78
TOTAL PRODUCTIVE (A ONLY) B – CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading Annual Plans and Reports Audit Committee support	N/A N/A N/A N/A	271 15 5 8 6	349 48	-14
TOTAL PRODUCTIVE (A ONLY) B – CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading Annual Plans and Reports Audit Committee support TOTAL CHARGEABLE AND NON- PRODUCTIVE (B) TOTAL CHARGEABLE (A + B) C – NON-CHARGEABLE AND NON-	N/A N/A N/A N/A	271 15 5 8 6 34	349 48 48	-78 -14 -14
TOTAL PRODUCTIVE (A ONLY) B - CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading Annual Plans and Reports Audit Committee support TOTAL CHARGEABLE AND NON- PRODUCTIVE (B) TOTAL CHARGEABLE (A + B) C - NON-CHARGEABLE AND NON- PRODUCTIVE	N/A N/A N/A N/A 34 8%	271 15 5 8 6 34 305	349 48 48	-78 -14 -14
TOTAL PRODUCTIVE (A ONLY) B – CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading Annual Plans and Reports Audit Committee support TOTAL CHARGEABLE AND NON- PRODUCTIVE (B) TOTAL CHARGEABLE (A + B) C – NON-CHARGEABLE AND NON-	N/A N/A N/A N/A	271 15 5 8 6 34	349 48 48	-78 -14 -14
TOTAL PRODUCTIVE (A ONLY) B – CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading Annual Plans and Reports Audit Committee support TOTAL CHARGEABLE AND NON- PRODUCTIVE (B) TOTAL CHARGEABLE (A + B) C – NON-CHARGEABLE AND NON- PRODUCTIVE	N/A N/A N/A N/A 34 8%	271 15 5 8 6 34 305	349 48 48	-78 -14 -14
TOTAL PRODUCTIVE (A ONLY) B – CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading Annual Plans and Reports Audit Committee support TOTAL CHARGEABLE AND NON- PRODUCTIVE (B) TOTAL CHARGEABLE (A + B) C – NON-CHARGEABLE AND NON- PRODUCTIVE Annual leave	N/A N/A N/A N/A 34 8%	271 15 5 8 6 34 305 48	349 48 48 397	-78 -78 -14 -14 -92
TOTAL PRODUCTIVE (A ONLY) B - CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading Annual Plans and Reports Audit Committee support TOTAL CHARGEABLE AND NON- PRODUCTIVE (B) TOTAL CHARGEABLE (A + B) C - NON-CHARGEABLE AND NON- PRODUCTIVE Annual leave Statutory leave	N/A N/A N/A N/A 34 8%	271 15 5 8 6 34 305 48 15	349 48 48 397 82	-78 -14 -14 -92 -9
TOTAL PRODUCTIVE (A ONLY) B - CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading Annual Plans and Reports Audit Committee support TOTAL CHARGEABLE AND NON- PRODUCTIVE (B) TOTAL CHARGEABLE (A + B) C - NON-CHARGEABLE (A + B) C - NON-CHARGEABLE AND NON- PRODUCTIVE Annual leave Statutory leave Statutory leave Sickness Other leave	N/A N/A N/A N/A 34 8%	271 15 5 8 6 34 305 48 15 10 13	349 48 48 397	-78 -78 -14 -14 -92
TOTAL PRODUCTIVE (A ONLY) B - CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading Annual Plans and Reports Audit Committee support TOTAL CHARGEABLE AND NON- PRODUCTIVE (B) TOTAL CHARGEABLE (A + B) C - NON-CHARGEABLE (A + B) C - NON-CHARGEABLE AND NON- PRODUCTIVE Annual leave Statutory leave Statutory leave Statutory leave Training	N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A	271 15 5 8 6 34 305 48 15 10 13 3	349 48 48 397 82	-78 -14 -14 -92 -9
TOTAL PRODUCTIVE (A ONLY) B - CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading Annual Plans and Reports Audit Committee support TOTAL CHARGEABLE AND NON- PRODUCTIVE (B) TOTAL CHARGEABLE (A + B) C - NON-CHARGEABLE (A + B) C - NON-CHARGEABLE AND NON- PRODUCTIVE Annual leave Statutory leave Statutory leave Statutory leave Training General administration	N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A	271 15 5 8 6 34 305 48 15 10 13 3 20	349 48 48 397 82 30	-78 -78 -14 -14 -92 -9 -14
TOTAL PRODUCTIVE (A ONLY) B - CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading Annual Plans and Reports Audit Committee support TOTAL CHARGEABLE AND NON- PRODUCTIVE (B) TOTAL CHARGEABLE (A + B) C - NON-CHARGEABLE (A + B) C - NO	N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A	271 15 5 8 6 34 305 48 15 10 13 3 20 8	349 48 48 397 82	-78 -14 -14 -92 -9
TOTAL PRODUCTIVE (A ONLY) B - CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading Annual Plans and Reports Audit Committee support TOTAL CHARGEABLE AND NON- PRODUCTIVE (B) TOTAL CHARGEABLE (A + B) C - NON-CHARGEABLE (A + B) C - NON-CHARGEABLE AND NON- PRODUCTIVE Annual leave Statutory leave Statutory leave Statutory leave Training General administration General administration General management Attendance at general meetings	N/A N/A	271 271 5 8 6 34 305 48 15 10 13 3 20 8 5	349 48 48 397 82 30 46	-78 -78 -14 -14 -92 -9 -14 -13
TOTAL PRODUCTIVE (A ONLY) B - CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading Annual Plans and Reports Audit Committee support TOTAL CHARGEABLE AND NON- PRODUCTIVE (B) TOTAL CHARGEABLE (A + B) C - NON-CHARGEABLE (A + B) C - NON-CHARGEABLE AND NON- PRODUCTIVE Annual leave Statutory leave Statutory leave Statutory leave Statutory leave Training General administration General management Attendance at general meetings WIASS projects	N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A	271 15 5 8 6 34 305 48 15 10 13 3 20 8	349 48 48 397 82 30	-14 -14 -92 -14
TOTAL PRODUCTIVE (A ONLY) B - CHARGEABLE AND NON- PRODUCTIVE Audit Management Meetings Corporate Meetings / Reading Annual Plans and Reports Audit Committee support TOTAL CHARGEABLE AND NON- PRODUCTIVE (B) TOTAL CHARGEABLE (A + B) C - NON-CHARGEABLE (A + B) C - NON-CHARGEABLE AND NON- PRODUCTIVE Annual leave Statutory leave Statutory leave Statutory leave Training General administration General administration General management Attendance at general meetings	N/A N/A	271 271 5 8 6 34 305 48 15 10 13 3 20 8 5	349 48 48 397 82 30 46	-78 -78 -14 -14 -92 -9 -14 -13