

APPENDIX A

Draft Detailed Provisional Programme of Work for 2011/12

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 & 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
				50
Other Systems Audits				
Waste Collection	Risk assessment score 57 & HoS	10	15	-5
Garage & Workshop	Risk assessment score 52 & HoS	0	0	0
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
Action Tracker / Follow Up	(to be included in reviews & risk management for 2011/12)	0	20	-20
Advisory / Consultancy	N/A	8	14	-6
Climate Change	Discussion HoS / Director	12	0	12
BJRT Bromsgrove Dial a Ride	Discussion HoS / Director	0	0	0
				-68
<i>Audit Review' bal. figure for 2010/11 for audits not included in 2011/12 programme</i>		0	72	-72
TOTAL PRODUCTIVE (A ONLY)	271 63%	271	349	-78
B – CHARGEABLE AND NON-PRODUCTIVE				
Audit Management Meetings	N/A	15	48	-14
Corporate Meetings / Reading	N/A	5		
Annual Plans and Reports	N/A	8		
Audit Committee support	N/A	6		
TOTAL CHARGEABLE AND NON-PRODUCTIVE (B)	34 8%	34	48	-14
TOTAL CHARGEABLE (A + B)		305	397	-92
C – NON-CHARGEABLE AND NON-PRODUCTIVE				
Annual leave	N/A	48	82	-9
Statutory leave	N/A	15		
Sickness	N/A	10		
Other leave	N/A	13	30	-14
Training	N/A	3		
General administration	N/A	20	46	-13
General management	N/A	8		
Attendance at general meetings	N/A	5		
WIASS projects	N/A	3	0	3
TOTAL NON-CHARGEABLE (C ONLY)	125 29%	125	158	-33
TOTAL NON-PRODUCTIVE (B + C)	37%	159	206	-47
TOTAL (A + B + C)	430 100%	430	555	-125