

Appendix 1

Review Work delivered in accordance with the Annual Audit Plan for 2011/12 plus Ad-Hoc Work requested by Management

Audit No.	Description of Audit	Frequency of Audit Coverage	Original Planned Days	Revised Days Planned	Days Delivered	Original Scheduling	Status	Assurance Level applicable	Summary Report Details presented to Members
PLANNED SYSTEMS AUDIT WORK									
BRK/12/01	Environmental Planning Development Control	3-yearly	10	23		April	Brief issued 23 September 2011; fieldwork starts 23 November 2011		
BRK/12/02	Customer Services	3-yearly	10	0.5	0.5	May Deferred	Following detailed audit planning with management, it has been agreed that audit assurance in this area would be of limited value at this time. As such, future audit needs in this area will be assessed in the course of audit planning for 2012/13.		
BRK/12/03	Community Development	3-yearly	10	10		June January	At request of management, the audit has been deferred until Quarter 4.		
BRK/12/04	Data Protection, Fol, Legal Services	3-yearly	10	10	10	June	Complete Final Report issued 16 August 2011	Adequate	Audit Committee 25 November 2011
BRK/12/05	Sundry Debtors	2-yearly	10	10	10	September	Complete Final Report issued 29 September 2011	Adequate	Audit Committee 25 November 2011
BRK/12/06	Culture and Leisure	3-yearly	10	10		September February	The key officer responsible for the area has recently returned from maternity leave. As such, it has been agreed to defer this audit until February, to allow sufficient time for the key officer to assess operations during her absence.		
BRK/12/07	Accountancy Services	2-yearly	14	16	16	October	Complete Final Report issued 25 October 2011	Good	Audit Committee 25 November 2011
BRK/12/08	Remittances	2-yearly	10	10	9	November	Draft report issued 13 October 2011		
BRK/12/09	Treasury Management	2-yearly	8	8		December	Brief issued 15 August 11; fieldwork starts 29 November 2011		
BRK/12/10	Housing and Council Tax Benefits	Annual	20	20		December	Initial brief in preparation. Audit fieldwork to start 25 November.		
BRK/12/11	Work to support the AGS	Annual	10	10		January			
BRK/12/12	ARP Governance	Annual	8	8		January			
BRK/12/13	Change Control and Corporate Governance	Annual	12	12		February			
BRK/12/14	Development Services	2-yearly	15	0	0	February December	Combined with BRK/12/01		
	Systems Audit Follow Up	Annual	8	8	4				
TOTAL PLANNED SYSTEMS AUDIT WORK			165	155.5	49.5	32%			

PLANNED COMPUTER AUDIT WORK									
BRK/12/15	Virus Protection and Spyware	Determined by Computer Audit Needs Assessment	8	8	8	July August	Complete Final Report issued 25 October 2011	Limited	Audit Committee 25 November 2011
BRK/12/16	IT Governance		15	15		August January			
BRK/12/17	Internet and E-mail		8	8		October November	Initial brief in preparation. Audit fieldwork to start 30 November.		
BRK/12/18	Cash Receipting Application		10	10		November February	The cash receipting application is yet to be implemented. This audit is unlikely to take place, although this will be reviewed closer to the time.		
BRK/12/19	Licensing Application		10	10	5	January November	Audit Fieldwork in progress		
	Computer Audit Follow Up	Annual	4	4	2				
TOTAL PLANNED COMPUTER AUDIT WORK			55	55	15	27%			
TOTAL PLANNED WORK			220	210.5	64.5	31%			