

Appendix 1

Review Work delivered in accordance with the Annual Audit Plan for 2013/14 plus Extra 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/14/01	Marketing and Communications	3-yearly	10	10	10	May	Complete Final Report issued 25 June 2013	Adequate	Audit Committee 13 December 2013
BRK/14/02	Economic Development	3-yearly	10	10	10	May	Complete Final Report issued 8 July 2013	Good	Audit Committee 13 December 2013
BRK/14/03	Development Control	2-yearly	25	25	25	June	Complete Final Report issued 19 September 2013	Limited	Audit Committee 13 December 2013
BRK/14/04	Elections and Electoral Registration	3-yearly	12	12	12	July	Complete Final Report issued 13 August 2013	Adequate	Audit Committee 13 December 2013
BRK/14/05	Performance Management	2-yearly	10	0	0	September	Audit cancelled as service area subject to a fundamental review by management.		
BRK/14/06	Homelessness, Housing List and Choice Based Lettings	2-yearly	14	14	14	September	Complete Final Report issued 7 November 2013	Limited	Audit Committee 13 December 2013
BRK/14/07	Accountancy Services	2-yearly	18	18	12	November	Audit brief issued and fieldwork due to finish 11 December 2013		
BRK/14/08	Anglia Revenues and Benefits Partnership - Governance Arrangements	Annual	8	8		December			
BRK/14/09	Work to Support the AGS	Annual	10	10		January			
BRK/14/10	Sundry Debtors	2-yearly	10	10		January			
BRK/14/11	Receipt, handling and banking of remittances	2-yearly	8	8		January			
BRK/14/12	New Homes Bonus / Affordable Housing Initiatives / Home Options	3-yearly	10	10		February			
	Systems audit follow up		8	8	4		2 x 6-monthly validation input		
TOTAL PLANNED SYSTEMS AUDIT WORK			153	143	87	61%			

PLANNED COMPUTER AUDIT WORK									
BRK/14/13	Telecoms / VoIP Management	4-yearly	12	12	12	June	Complete Final Report issued 31 July 2013	Adequate	Audit Committee 13 December 2013
BRK/14/14	Business Continuity	3-yearly	7	7	7	July	Complete Final Report issued 16 August 2013	Adequate	Audit Committee 13 December 2013
BRK/14/15	Firewalls	4-yearly	7	7		September January			
BRK/14/16	Disaster Recovery, Back Up and Data Centre	2-yearly	10	9.5	8	November	Draft Report imminent		
	Computer audit follow up		4	4	2		2 x 6-monthly validation input		
TOTAL PLANNED COMPUTER AUDIT WORK			40	39.5	29	73%			

Additional Assurance Work being performed by St. Edmundsbury Borough Council on behalf of Breckland Council									
	Anglia Revenues and Benefits Partnership - Housing and Council Tax Benefit	Annual	15.5	13.75	7		Audit Brief issued by West Suffolk Internal Audit Partnership. Fieldwork underway between September 2013 and January 2013, with reports planned to be finalised by February 2014.		
	Anglia Revenues and Benefits Partnership - Council Tax	Annual	12	11.5	6		Audit Brief issued by West Suffolk Internal Audit Partnership. Fieldwork underway between September 2013 and January 2013, with reports planned to be finalised by February 2014.		
	Anglia Revenues and Benefits Partnership - National Non Domestic Rates	Annual	12	10.75	5		Audit Brief issued by West Suffolk Internal Audit Partnership. Fieldwork underway between September 2013 and January 2013, with reports planned to be finalised by February 2014.		
			39.5	36	18	50%			

TOTAL PLANNED WORK			232.5	218.5	134	61%			
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EXTRA WORK REQUESTED									
BRK/14/18	Partnerships	Brought forward from 2014/15	0	0	0		Audit was to have utilised the job budget from BRK/14/05 Performance Management. Initial planning work then confirmed insufficient Partnership activity to warrant a review at this time.		
TOTAL OF EXTRA WORK UNDERTAKEN			0	0	0	N/A			

GRAND WORK TOTAL			232.5	218.5	134	61%			
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