
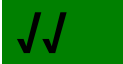







<b>Audit Subject</b>	<b>Status February 2013</b>	<b>Opinion</b>	<b>Comments</b>
<b><u>Assurance Work – Key Systems</u></b>			
<i>Bank Account</i>			
Bank Account (2011/12)	Completed	Substantial Assurance	Reported to December 2012 Committee
<b>Bank Account (2012/13)</b>	<b>Completed</b>	<b>Adequate Assurance</b>	
<i>Cashiers / Income Control</i>			
Cashiers / Income Control – Pre Implementation Review of Proposed Systems	Completed	Substantial Assurance	Reported to December 2012 Committee
Cashiers / Income Control	Fieldwork		
<i>Corporate Governance and Risk Management</i>			
Corporate Governance and Risk Management (2011/12)	Completed	Adequate Assurance	Reported to December 2012 Committee
Corporate Governance (2012/13)	Fieldwork		
Council Tax	Draft Report		
<b>Creditors</b>	<b>Completed</b>	<b>Substantial Assurance</b>	
<i>Departmental Procurement</i>			
Public Experience Purchasing and Invoice Authorisation (2011/12)	Completed	Adequate Assurance	Reported to June 2012 Committee
Planning Department Procurement (2012/13)	Draft Report		
<b>Resource Management Procurement (2012/13)</b>	<b>Completed</b>	<b>Adequate Assurance</b>	
Housing and Council Tax Benefits	Draft Report		
<i>Housing Rents</i>			
Housing Rents (2011/12)	Completed	Adequate Assurance	Reported to June 2012 Committee
Housing Rents (2012/13)	Draft Report		
Main Accounting System	Draft Report		
National Non Domestic Rates	Draft Report		

**Tendring District Council Internal Audit Plan 2012/13**  
(Position at February 2013)

**Appendix A**

<b>Audit Subject</b>	<b>Status February 2013</b>	<b>Opinion</b>	<b>Comments</b>
<b>Payroll</b>	<b>Completed</b>	<b>Substantial Assurance</b>	
<i>Sundry Debtors</i> Sundry Debtors - Central Function (2011/12)	Completed	Adequate Assurance	Reported to June 2012 Committee
<b>Sundry Debtors (2012/13)</b>	<b>Completed</b>	<b>Adequate Assurance</b>	
<i>Treasury Management</i> Treasury Management (2011/12)	Completed	Substantial Assurance	Reported to December 2012 Committee
<b>Treasury Management (2012/13)</b>	<b>Completed</b>	<b>Adequate Assurance</b>	
<b><u>Assurance Work (Other Systems)</u></b>			
<i>Architectural and Building Services Term Contracts</i>			
Gas Servicing Contracts (2011/12)	Completed	Substantial Assurance	Reported to December 2012 Committee
BACS (2011/12)	Completed	Adequate Assurance	Reported to December 2012 Committee
Central Purchasing (2011/12)	Completed	Adequate Assurance	Reported to June 2012 Committee
Clacton Leisure Centre and Lifestyles	Completed	Adequate Assurance	Reported to December 2012 Committee
<b>Coastal Projects and Engineering Services</b>	<b>Completed</b>	<b>Adequate Assurance</b>	
Corporate / Cross Cutting Projects <i>Contract Audit (2011/12)</i>	Allocated		
Dovercourt Toilets	Fieldwork		Awaited information received November 2012
Environmental Improvements Churchill Court Phase 1	Completed	Adequate Assurance	Reported to June 2012 Committee
Painting Group 1 Clacton 2009/10	Completed	Adequate Assurance	Reported to June 2012 Committee
Structural Repairs 43 / 45 Harcourt Avenue	Completed	Substantial Assurance	Reported to June 2012 Committee
<i>Departmental Staffing</i> Corporate Services Staffing (2012/13)	Completed	Adequate Assurance	Reported to December 2012 Committee

**Tendring District Council Internal Audit Plan 2012/13**  
(Position at February 2013)

**Appendix A**

<b>Audit Subject</b>	<b>Status February 2013</b>	<b>Opinion</b>	<b>Comments</b>
Life Opportunities Timesheets and Allowance Claims (2011/12)	Completed	Limited Assurance	Reported to December 2012 Committee
<b>Life Opportunities – Casual Staff Holiday Pay – Follow Up (2012/13)</b>	<b>Completed</b>	<b>Limited Assurance</b>	<b>X</b> <b>Limited Assurance relates to Harwich Sports Centre only. All other sites considered to have achieved Substantial Assurance</b> Reported to December 2012 Committee
Public Experience Staffing (2012/13)	Completed	Adequate Assurance	Reported to December 2012 Committee
Development Management	Fieldwork		
Emergency Planning	Draft Report		
Facilities Management	Completed	Adequate Assurance	Reported to December 2012 Committee
Frinton Walton Pool (2011/12)	Completed	Adequate Assurance	Reported to December 2012 Committee
Household Waste and Recyclable Materials	Fieldwork		
Housing Allocations	Draft Report		
<i>Housing Repairs and Maintenance</i>			
<b>Housing Repairs and Maintenance</b>	<b>Completed</b>	<b>Adequate Assurance</b>	<b>J</b>
Housing Repair and Maintenance Contract Audit - Crooked Elms Stair Tower Extension	Draft Report		
Housing Strategy and Development	Deferred		Deferred to 2013/14 due to timing of development of new Housing Strategy
Human Resources	Allocated		
Information Management	Allocated		
Insurance (2011/12)	Completed	Adequate Assurance	Reported to December 2012 Committee
Licensing	Completed	Adequate Assurance	Reported to December 2012 Committee
Performance Management	Draft Report		
<b>Planning Enforcement</b>	<b>Completed</b>	<b>Adequate Assurance</b>	<b>J</b>
Public Relations	Cancelled		Insufficient content at this time to scope a viable audit

**Tendring District Council Internal Audit Plan 2012/13**  
(Position at February 2013)

**Appendix A**

<b>Audit Subject</b>	<b>Status February 2013</b>	<b>Opinion</b>	<b>Comments</b>
Regeneration S106 Street Sweeping Telephony / Switchboard <b>Tendring Careline / CCTV</b>	Allocated Draft Report Draft Report Fieldwork <b>Completed</b>	<b>Limited Assurance</b>	<b>X</b>
Theatres and Entertainments Tourism and Events VAT	Draft Report Completed Completed	Adequate Assurance Adequate Assurance	Reported to December 2012 Committee Reported to December 2012 Committee
<b><u>Assurance Work (Computer Audit)</u></b>			
Computer Audit Follow Up Disaster Recovery IT Change Management Management of 3rd Party IT Services (2011/12) Northgate Benefits and Revenues Application Review	Allocated Allocated Completed Completed Completed	Substantial Assurance Substantial Assurance Adequate Assurance	Reported to December 2012 Committee Reported to June 2012 Committee Reported to December 2012 Committee
<b><u>Proactive Anti Fraud Audits and Initiatives</u></b>			
<i>Housing Tenancy Fraud</i> Housing Tenancy Fraud (2011/12) Housing Tenancy Fraud (2012/13) <b>Mandate Fraud</b>	Completed Allocated <b>Completed</b>	Opinion not given <b>Substantial Assurance</b>	Reported to June 2012 Committee <b>JJ</b> Included within scope of Creditors audit above