



Tendring District Council Internal Audit Plan
(Position at early November 2013)

Appendix A

Audit Subject	Status Early November 2013	Opinion	Comments
<u>2012/13 Internal Audit Plan</u> (Audits where Final Report not issued as at 31 st March 2013)			
<u>Assurance Work – Key Systems</u>			
Cashiers / Income Control	Completed	Adequate Assurance	Reported June 2013
Corporate Governance	Completed	Adequate Assurance	Reported September 2013
Council Tax	Completed	Adequate Assurance	Reported June 2013
Planning Department Procurement	Completed	Limited Assurance	Reported June 2013
Housing and Council Tax Benefits	Completed	Adequate Assurance	Reported June 2013
Housing Rents	Completed	Adequate Assurance	Reported June 2013
National Non Domestic Rates	Completed	Substantial Assurance	Reported June 2013
<u>Assurance Work - Other Systems</u>			
Corporate / Cross Cutting Projects – Families with Complex Needs	Completed	Substantial Assurance	Reported September 2013
Contract Final Account Audit - Dovercourt Toilets	Completed	Substantial Assurance	
Development Management	Completed	Adequate Assurance	Reported September 2013
Emergency Planning	Completed	Adequate Assurance	Reported September 2013
Household Waste and Recyclable Materials	Completed	Adequate Assurance	Reported September 2013
Housing Allocations	Completed	Adequate Assurance	Reported September 2013
Housing Repair and Maintenance Contract Audit - Crooked Elms Stair Tower Extension	Completed	Adequate Assurance	Reported June 2013
Human Resources	Completed	Adequate Assurance	Reported September 2013
Information Management	Completed	Limited Assurance	Reported September 2013
Performance Management	Completed	Adequate Assurance	Reported September 2013
Regeneration	Completed	Adequate Assurance	Reported June 2013
Telephony / Switchboard	Completed	Substantial Assurance	Reported June 2013

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Theatres and Entertainments	Completed	Limited Assurance	Reported September 2013
<u>Assurance Work - Computer Audit</u>			
Computer Audit Follow Up	Completed	Adequate Assurance	Reported September 2013
Disaster Recovery	Completed	Adequate Assurance	Reported September 2013
<u>Proactive Anti Fraud Audits and Initiatives</u>			
Housing Tenancy Fraud	Completed	Limited Assurance	







2013/14 Internal Audit Plan

Assurance Work – Key Systems

Bank Account	Allocated
Cashiers / Income Control	Allocated
Corporate Governance	Unallocated
Council Tax	Allocated
Creditors	Allocated
<i>Housing and Council Tax Benefits</i>	
Local Council Tax Benefits Scheme – Post Implementation Review	Draft Report
Housing and Council Tax Benefits	Allocated
Housing Rents	Draft Report
Main Accounting System	Allocated
National Non Domestic Rates	Fieldwork
Payroll	Draft Report
<i>Procurement</i>	
Life Opportunities Procurement	Draft Report

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Public Experience Procurement	Fieldwork		
Sundry Debtors	Allocated		
Treasury Management	Allocated		
<u>Assurance Work - Other Systems</u>			
Asset Management	Fieldwork		
BACS	Completed	Adequate Assurance	Reported September 2013
Big Society Fund	Completed	Adequate Assurance	
Building Control	Completed	Adequate Assurance	Reported September 2013
Cemeteries and Crematorium	Completed	Adequate Assurance	
Cheques	Completed	Adequate Assurance	Reported September 2013
Coast Protection	Completed	Substantial Assurance	
Corporate / Cross Cutting Projects	Unallocated		
Credit and Debit Card Payments	Completed	Limited Assurance	
<i>Departmental Staffing</i>			
Planning Staffing	Completed	Adequate Assurance	Reported September 2013
Life Opportunities Staffing	Completed	Adequate Assurance	
Elections / Electoral Registration	Unallocated		
Grants / Financial Assistance	Allocated		
<i>Housing Repairs and Maintenance</i>			
Housing Repairs and Maintenance – Contracts	Completed	Adequate Assurance	
Housing Repairs and Maintenance – Contract Final	Unallocated		

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Account Audit			
Housing Strategy and Development	Unallocated		
Member and Civic Support	Unallocated		
Parking Services	Fieldwork		
Planning Policy	Draft Report		
Risk Management	Unallocated		
<i>Seafront</i>			
Seafront	Completed	Limited Assurance	Reported September 2013
Seafront Follow Up	Draft Report		
Theatres and Entertainments	Unallocated		
<u>Assurance Work - Computer Audit</u>			
Cash Receipting Application Review	Allocated		
Code of Connection	Unallocated		
IT Procurement and Disposals	Unallocated		
Northgate Housing Application Review	Allocated		
<u>Assurance Work – Major Council Projects</u>			
Coast Protection – Holland – on - Sea	Completed		Incorporated into Coast Protection above
Jaywick – Empty Homes Grants	Allocated		
Other Major Council Projects audits			Audits not yet finalised
<u>Proactive Anti Fraud Audits and Initiatives</u>			
Council Tax Discounts and Exemptions	Completed	Adequate Assurance	Reported September 2013
<i>Procurement</i>			
Life Opportunities Procurement	Draft Report		
Public Experience Procurement	Fieldwork		

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Sports Sites Cash / Income NNDR Reliefs / Exemptions	Draft Report Fieldwork		