

**INTERNAL AUDIT PLAN 2009 - 2010**

<u>IA Ref</u>	<u>Audit Title</u>	<u>Service Area</u>	<u>Responsible Officer</u>	<u>Directorate</u>	<u>2009/10</u>
<b>MANAGED AUDITS (Key Financial Systems)</b>					
	Accounts Payable/Purchase Ledger	Financial Services	Matt Bowmer	Corporate Resources	<b>30</b>
	Accounts Receivable/Sales Ledger	Customer Service and Business Transformation	Clive Jones	Business Transformation	<b>35</b>
	Asset Management (incl. Asset Register)/Capital Accounting	Financial Services	Matt Bowmer/Caroline Carruthers	Corporate Resources	<b>30</b>
	Council Tax	Customer Service and Business Transformation	Clive Jones	Business Transformation	<b>50</b>
	Housing Benefits	Customer Service and Business Transformation	Clive Jones	Business Transformation	<b>80</b>
	Main Accounting Systems (MAS)	Financial Services	Matt Bowmer	Corporate Resources	<b>30</b>
	National Non Domestic Rates NNDR	Customer Service and Business Transformation	Clive Jones	Business Transformation	<b>50</b>
	Payroll	HR and Organisational Development Financial Services	Matt Bowmer/Gordon McFarlane	Corporate Resources	<b>30</b>
	SWIFT Financials	Adult Social Care	Paul Jenkins	Social care and Housing	<b>15</b>
	Treasury Management	Financial Services	Matt Bowmer	Corporate Resources	<b>30</b>
	Housing Rents	Housing Services	Tony Keaveney	Social Care and Housing	<b>30</b>
	Cash And Banking (Income)	Customer Service and Business Transformation	Clive Jones	Business Transformation	<b>20</b>
<b>TOTAL - MANAGED AUDITS</b>					<b>430</b>

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Appendix A

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<b>ASSURANCE AUDITS - BUSINESS TRANSFORMATION</b>					
	Local Area Agreement & Pooled Funding	Policy, Partnerships & Performance	Ian Porter	Business Transformation	<b>5</b>
	Performance Management (i.e. Data Quality Management & BVPIs)	Policy, Partnerships & Performance	Ian Porter	Business Transformation	<b>10</b>
<b>TOTAL - BUSINESS TRANSFORMATION</b>					<b>15</b>
<b>ASSURANCE AUDITS - CORPORATE RESOURCES</b>					
	Grants	Financial Services	Matt Bowmer	Corporate Resources	<b>20</b>
	Budgeting & Budgetary Controls	Financial Services	Matt Bowmer	Corporate Resources	<b>20</b>
	Implementation of IFRS	Financial Services	Matt Bowmer	Corporate Resources	<b>5</b>
	Accounts Payable (Purchasing Cards Project)	Financial Services	Matt Bowmer	Corporate Resources	<b>30</b>
	Teachers Pension	HR and Organisational Development	GordonMcFarlane	Corporate Resources	<b>10</b>
<b>TOTAL - CORPORATE RESOURCES</b>					<b>85</b>
<b>ASSURANCE AUDITS - CHILDREN, FAMILIES, LEARNING</b>					
	FMSiS assessments (toolkits) Central Bedfordshire	Learning and School Support	Patrick Shevlin	Children, Families and Learning	<b>335</b>
	FMSiS assessments undertaken on behalf of Bedford Borough				<b>32</b>
	Youth Foster Care	Childrens Specialist Services	Martin Pratt	Children, Families and Learning	<b>5</b>
	Leighton Buzzard Theatre	Leisure, Culture and Adult and Community Learning	Roy Waterfield	Children, Families and Learning	<b>10</b>
<b>TOTAL - CHILDREN, FAMILIES &amp; LEARNING SERVICES</b>					<b>382</b>

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<b>ASSURANCE AUDITS - SOCIAL CARE, HEALTH &amp; HOUSING</b>					
	Section 256 - Learning Disability Social Care Funding	Social Care, Health and Housing	Julie Ogley	Social Care, Health and Housing	<b>10</b>
	Section 28A Learning Disability Social Care Funding	Social Care, Health and Housing	Julie Ogley	Social Care, Health and Housing	<b>6</b>
<b>TOTAL - SOCIAL CARE, HEALTH &amp; HOUSING</b>					<b>16</b>
<b>ASSURANCE AUDITS - SUSTAINABLE COMMUNITIES</b>					
	EEDA Economic Participation Program	Economic Growth	Liz Wade	Sustainable Communities	<b>15</b>
<b>TOTAL - SUSTAINABLE COMMUNITIES</b>					<b>15</b>
<b>ASSURANCE AUDITS GOVERNANCE</b>					
	Hospitality & Gifts Registers	Legal and Democratic	Barbara Morris	Corporate Resiources	<b>5</b>
<b>TOTAL - GOVERNANCE</b>					<b>5</b>
<b>ASSURANCE AUDITS CONTRACTS &amp; PARTNERSHIPS</b>					
	Service Level Agreements		Clive Heaphy		<b>10</b>
<b>TOTAL - CONTRACTS &amp; PARTNERSHIPS</b>					<b>10</b>
<b>ASSURANCE AUDITS - ICT</b>					
	Information Security (including ContactPoint)	Information and Communication Technology	Caroline Carruthers	Corporate Resources	<b>20</b>
	SAP Access & Authorisation	Information and Communication Technology	Caroline Carruthers	Corporate Resources	<b>10</b>
<b>TOTAL - ICT</b>					<b>30</b>
<b>SPECIAL INVESTIGATIONS</b>					
	National Fraud Initiative (NFI)	Audit Risk and Health and Safety	Nick Murley	Corporate Resources	<b>60</b>
	Special Investigations	Audit Risk and Health and Safety	Nick Murley	Corporate Resources	<b>30</b>
	Pro Active Anti Fraud (Travelling and Subsistence)	Audit Risk and Health and Safety	Nick Murley	Corporate Resources	<b>10</b>
<b>TOTAL - SPECIAL INVESTIGATIONS</b>					<b>100</b>

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<b>AD HOC CONSULTANCY ETC.</b>					
	Annual Governance Statement				5
	Use of Resources				5
	Audit of Individual Grants				8
	General Advice				20
	Contingency				199
	Professional Groups				10
	Head of Audit Chargeable Activities				124
<b>TOTAL - AD HOC CONSULTANCY</b>					<b>371</b>
<b>CARRYOVER WORK (2008-2009 audit plan)</b>					
	<b>MBDC</b>				
	<b>SBDC</b>				6
	<b>BCC - General</b>				12
	BCC Schools Roll over				7
<b>TOTAL - CARRYOVER WORK</b>					<b>25</b>
<b>TOTAL CHARGEABLE DAYS REQUIRED</b>					<b>1484</b>
<b>AUDIT MANAGEMENT</b>					
	Head of Audit - non Chargeable Activities				46
	Absence				404
	General adminsitration & management				249
	Staff management				30
	Staff Training and Development				129
<b>TOTAL NON CHARGEABLE DAYS</b>					<b>2342</b>