

Appendix One

Planned activity	Planned days	Actual days	Status
1. Core Financial Systems – Fundamental assurance			
▪ Council Tax	8	8	Final Report
▪ Non Domestic Rates (NDR)	6	6	Final Report
▪ Cash Collection	7	6	Fieldwork completed
▪ General Ledger	8	0	Quarter 3
▪ Debtors	8	0	Quarter 3
▪ Creditor Payments	10	0	Quarter 3
▪ Payroll	10	0	Quarter 3
▪ Budgetary Control	8	0	Quarter 4
▪ Bank Reconciliations	7	0	Quarter 3
▪ Housing Benefits	10	8	Quarter 4
▪ Fixed Assets	6	0	Quarter 4
▪ Housing Rents	8	0	Quarter 3
▪ Expenses	7	1	Audit commencing 21 September 2010

Planned activity	Planned days	Actual days	Status
2. Operational system reviews – risk based assurance			
▪ Carbon Reduction Commitment	10	1	Quarter 2 – Scoping meeting held
▪ Human Resources	13	0	Quarter 3
▪ Westbridge Depot	15	1	Quarter 2/3 –Scoping meeting held
▪ Voluntary Grants	7	1	Final report issued
▪ Void management	7	0	Work deferred to Quarter 3 at request of management
▪ Procurement/VFM	10	0	Quarter 3
▪ Licensing	13	12	Draft report
▪ Planning Application	8	0	Quarter 2
▪ ICT audits	15	0	Quarter 3
▪ Insurance Claims	5	0	Quarter 3

Planned activity	Planned days	Actual days	Status
3. Strategic – performance assurance			
▪ Risk management & Business Continuity Arrangements	5	0	Quarter 3
▪ Governance – management information	10	0	Quarter 3
▪ Performance management and SBR governance	12	0	Quarter 3
▪ Anti fraud and corruption	10	0	Quarter 3

Planned activity	Planned days	Actual days	Status
4. Other			
▪ Specific follow up reviews:	7	0	
➤ Temporary Accommodation			Work deferred to Quarter 3 at request of management
➤ Home renovations			Work deferred to Quarter 3 at request of management
➤ Partnerships			Quarter 4
➤ Citizen Engagement			Quarter 4
▪ General follow up/Team Central	12	3	TeamCentral training maintenance and follow up
▪ NFI	15	0	Quarter 4
▪ Audit Management	18	5	Continuous

Total	295	48	
Plus additional work (see table below)	0	20	
Outturn	295	72	

Additional Work	Planned days	Actual days	Status
5. Further work undertaken at request of Management			
▪ Decent Homes review	10	10	Draft Report
▪ Museum security review	10	10	Draft Report

Appendix Two

TEAMCENTRAL 2nd September 2010

Year	Number of recommendations made	Implemented / Closed	Outstanding
2009/10	132	108	24 (13 not yet due)

The table above shows the position as at the 2nd September 2010.

Note:

- Only finalised reports are being tracked through TeamCentral
- The 11 overdue recommendations relate to Grounds Maintenance (5), Freedom of Information (1), General Ledger (1) and Housing Rents (4).

Updates regarding the status of work performed to date regarding these overdue recommendations have been added to TeamCentral or sent to internal audit by email. These will be monitored going forward to ensure that progress is being made with implementation.

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