

## INTERNAL AUDIT PLAN 2021/2022

Audit	Risk	Days
<b>Fundamental Systems</b>		
Council Tax	High	8
NNDR	High	8
Housing Benefits	High	12
Sundry Debtors	High	8
Creditors	High	8
Payroll	High	8
Cash and Bank	High	6
FMS	High	5
Budgetary Control	High	5
Treasury Management	High	5
Housing Rents –Biennial Review	High	8
Procurement	High	8
Commercial Properties including Rents	High	8
<b>Projects – Capital and Revenue</b>		
Corporate Project Assurance Group	High	5
Information Management Project Board attend and implement	High	8
Crawley Growth Programme	High	8
<b>Other</b>		
Ad hoc COVID-19 related work	High	16
Publication Scheme Review	High	2
DWP CIS Security Compliance	High	4
Housing Repairs – Planned Works – Wates	High	10
Housing Repairs – Responsive Repairs - Wates	High	10
Gas Servicing	High	8
Housing Allocations	High	8
Risk Management Awareness and Training	High	10
Grants	High	4
Chipside Parking Reconciliation	High	6
Adventure Playgrounds – Transitional Arrangements	High	6
Transformation – Benefits Realisation	High	8
Complaints	High	6
Refuse Collection, Recycling and Street Cleansing	High	10
The Hawth	High	6
K2	High	4
<b>ICT</b>		
Use of ICT Consultants	High	8
To be agreed	High	12
<b>Follow Up Audits</b>		
	High	15
<b>Contingency</b>		
	High	10

<b>Audit</b>	<b>Risk</b>	<b>Days</b>
<b>Total Productive Days (Audit)</b>		281
<b>Productive Time not allocated to audits including:</b>		70
<ul style="list-style-type: none"> <li>• Audit Manager planning and preparation of audit plans</li> <li>• Co-ordination of Annual Governance Statement</li> <li>• Work undertaken in compliance with the Public Sector Audit Standards</li> <li>• Preparation of Audit Committee reports and attendance</li> <li>• Training</li> <li>• Advice and Consultancy to officers, managers and members</li> <li>• Corporate meetings</li> </ul>		
<b>Non-Productive Time including:</b>		25
<ul style="list-style-type: none"> <li>• Administration, including timesheets, team meetings, one to one meetings</li> <li>• Study, training and courses</li> </ul>		
<b>Freedom of Information Requests</b>		260
<b>TOTAL DAYS</b>		<b>636</b>