

## Internal Audit Plan 2021/2022

### Progress Report - 27 November 2021

	Removed from Plan	Added to Plan	Completed	Work in Progress	Yet to Commence	Assurance / Opinion
<b>Finance</b>						
Procurement	✓					
Council Tax			✓			Substantial
NNDR				✓		
Housing Benefits					✓	
Sundry Debtors	✓					
Creditors	✓					
Payroll					✓	
Cash and Bank			✓			Substantial
FMS			✓			Substantial
Budgetary Control			✓			Substantial
Treasury Management			✓			Substantial
DWP CIS Compliance	✓					
<b>Legal, Democratic and HR</b>						
Publication Scheme Review			✓			
Risk Management					✓	
Complaints			✓			Limited
Annual Governance Statement		✓				
Information Governance (GDPR)		✓				
Health and Safety		✓				

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<b>Housing</b>						
Housing Rents - Biennial Review	✓					
Housing Repairs - Planned Works - Wates	✓					
Housing Repairs - Responsive Works - Wates	✓					
Gas Servicing	✓					
Housing Allocations					✓	
Overpaid Rents		✓			✓	
<b>Commercial Services</b>						
Commercial Properties including Rents				✓		
The Hawth			✓			
K2				✓		
<b>Community Services</b>						
Adventure Playgrounds - Transitional Arrangements	✓					
Refuse Collection, Recycling - not Street Cleansing	✓					
<b>Digital and Transformation</b>						
Transformation - Benefits Realisation	✓					
Use of ICT Consultants	✓					
Area to be confirmed	✓					
Cyber security		✓			✓	
Disaster Recovery Planning		✓			✓	

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<b>Other</b>						
<b>Audit Follow up</b>					✓	
Ad hoc COVID-19 related work	✓					
Grants (Covid Related Assurance and other work)	✓					
Chipside Parking Reconciliation	✓					
Contingency						
<b>Projects - Capital and Revenue</b>						
Corporate Project Assurance Group (CPAG)	✓					
Information Management Project Board - attend and implement	✓					
Crawley Growth Programme	✓					

\* Car parking permits and fleet management currently scheduled for follow up.

## Standard Definitions

<b>Substantial Assurance</b>	There is a sound system of internal control designed to achieve the system objectives. Compliance with the control process is considered to be of a high standard and few or no material errors or weaknesses were found.
<b>Satisfactory Assurance</b>	Whilst there is a basically sound system of internal control designed, there are weaknesses, which put some of the system objectives at risk, and/or there is evidence that the level of non-compliance with some of the controls may put some of the system objectives at risk.
<b>Limited Assurance</b>	Weaknesses in the design of the system of internal controls are such as to put the system objectives at risk, and/or the level of non-compliance with some of the controls puts the system objectives at risk.
<b>No Assurance</b>	Control design is generally weak leaving the system open to significant error or abuse, and/or significant non-compliance with basic controls leaves the system open to error or abuse.