AUDIT PLAN SCHEDULE 2019/2020 (As at 31 March 2020)

APPENDIX 2

Key:

- Key financial audit
- Projected Start Date
- In Progress
- Draft Out
- Completed
- No longer applicable/ revised arrangements
- Confidential

PLANNED AUDITS

2019/20 JOINT AUDITS	PRIORITY	April				May					June				July				August				September				October					November				December				January					February				March			
		1	2	3	4	1	2	3	4	5	1	2	3	4	1	2		3	4	1	2	3	4	1	2	3		4	1	2	3	4	5	1	2	3		4	1	2	3	4	1	2	3	4		5	1	2	3	4	1	2	3	
Information Security 19/20	21																JAGC										JAGC										JAGC								Shutdown								JAGC				
Procurement 19/20	27																																																						
Data Protection / GDPR 19/20	20																																																						
General Ledger 19/20	23																																																						
Land Charges 19/20	19																																																						
Lone Working / Officer Security 19/20	24																																																						

2020/21 JOINT AUDITS	PRIORITY	April				May					June				July				August				September				October					November				December				January					February				March			
		1	2	3	4	1	2	3	4	5	1	2	3	4	1	2		3	4	1	2	3	4	1	2	3		4	1	2	3	4	5	1	2	3		4	1	2	3	4	1	2	3	4		5	1	2	3	4	1	2	3	
Covid-19 Response Work (e.g. business grant, discretio	N/A																JAGC										JAGC										JAGC								Christmas Office Shutdown								JAGC				
Capital Management & Accounting	16																																																						
Council Tax	20																																																						
General Ledger	19																																																						
Housing Benefits & Council Tax Reduction Scheme	20																																																						
National Non-Domestic Rates (NNDR) (incl. COVID-19 Business Grants)	22																																																						
Payroll (incl. Travel & Subsistence, Pension Administration, Annual Leave Payments)	22																																																						
Pro-Active Anti-Fraud Review	19																																																						
Treasury Management	18																																																						
Building Control	15																																																						
COVID-19 Response Governance Review	N/A																																																						
Health & Safety	17																																																						
HR Management & Reporting (incl. Annual Leave Calculation)	13																																																						
Grounds & Parks Maintenance In-Sourcing	N/A																																																						
Corporate Landlord Approach	N/A																																																						

FOLLOW UP AUDITS

JOINT	PRIORITY	April				May					June				July				August				September				October					November				December				January					February				March			
		1	2	3	4	1	2	3	4	5	1	2	3	4	1	2		3	4	1	2	3	4	1	2	3		4	1	2	3	4	5	1	2	3		4	1	2	3	4	1	2	3	4		5	1	2	3	4	1	2	3	
Assets of Community Value 19/20	N/A																JAGC										JAGC										JAGC								Christmas Office Shutdown								JAGC				
Data Protection / GDPR 19/20	N/A																																																						
Development Management 19/20	N/A																																																						
Elections & Election Payments	N/A																																																						
Information Security 19/20	N/A																																																						
Land Charges 19/20	N/A																																																						
Lone Working / Officer Security 19/20	N/A																																																						
Procurement 19/20	N/A																																																						
SODC																																																							
Cornerstone 19/20																																																							
VWHDC																																																							
Moorings 19/20																																																							

UNPLANNED AUDITS

JOINT	PRIORITY	April				May					June				July				August				September				October					November				December				January					February				March			
		1	2	3	4	1	2	3	4	5	1	2	3	4	1	2		3	4	1	2	3	4	1	2	3		4	1	2	3	4	5	1	2	3		4	1	2	3	4	1	2	3	4		5	1	2	3	4	1	2	3	
None																	JAGC										JAGC										JAGC								Shutdown								JAGC				
SODC																																																							
None																																																							
VWHDC																																																							
None																																																							