

Appendix A

Internal Audit Plan 2019-20	Planned Days
<u>Recreation Committee</u>	
<u>Sports Complex</u>	
Financial and Budgetary Control	0.5
Ordering and Receipt of Goods	2
Stores, Materials and Stock Control	1.5
Cash Control and Banking	3
Income collection -hire of facilities, room hire, memberships, gaming machine	2
Total	9
<u>Bar and Catering</u>	
Financial and Budgetary Control	0.5
Ordering and Receipt of Goods	3.5
Stores, Materials and Stock Control	5.5
Cash Control and Banking	2
Total	11.5
<u>Golf Complex</u>	
Income Collection for Golf Course (memberships)	2
Income Collection for Driving Range	2
Fuel Usage (inc in Works)	0
Cash Control and Banking	2
Ordering/stocks	2
Total	8
<u>Football Pitches</u>	
Income Collection	1
Total	1
<u>Events</u>	
Income and Expend Review and Testing for:	
Large Community Events	3
Bonfire Night	1
Santa Tours	0
Fun in the Parks	0
Senior Citizens Excursions	2
Total	6.00
<u>Environment Committee</u>	
<u>Works Department</u>	
Budgetary Control	0.5
Ordering and Receipt of Goods	1.5
Stores and Stocks	1
Fuel Usage	2
Total	5.00

<u>Allotments</u>		
Income Collection		1
Cash Control		1
	Total	2.00
<u>Cemeteries</u>		
Income and Expend Review and Testing for:		
West Cemetery		2
Stephenson Way Cemetery		2
	Total	4.00
<u>Policy and Resources Committee</u>		
<u>Finance</u>		
Tendering/Procurement		3
Accounts Receivable		3
Accounts Payable		5
Cash Control and Banking		3
Capital Accounting and Year End		4
Assets, Equipment and Asset Management		8
VAT Returns (inc game duty)		2.5
Treasury Management		2
Monthly and Weekly Payroll		10.5
Members Allowances		1
Budget Setting and Budgetary Control Processes		4
Insurance		1
Power of General Competence		0.5
	Total	47.50
<u>Pre-Schools</u>		
Financial and Budgetary Control		0.5
Income Collection		2.5
Purchasing of Goods and Services/inventory		1
Funding Claims		1
	Total	5.00
<u>Corporate</u>		
Legislative Requirements (GDPR)		2.5
Risk Management		3
	Total	5.50
<u>Audit Policy and Management</u>		
Audit Sub Committee and Report		1
Audit Planning and Monitoring		1
Training		1
Contingency		0.5
	Total	3.50
Total Man Days/hours		108