

Appendix 3: 2022/23 Internal Audit Plan

2022/23 Annual Audit Plan	Dept	Check	Audit Days
KEY FINANCIAL SYSTEMS REVIEWS			
Adult and Children's Social Care Payment Processes	Resources	1	20
Housing Repairs	Resources	1	15
Parking Enforcement (Incl. Budget modelling and reconciliations)	Resources	1	20
Payments to Schools (Include licensed deficit process)	Resources	1	10
Continuous auditing	Resources	4	70
Follow-up of audits			14
Total Key Financials Audits		8	149
CORPORATE RISK AUDITS			
Agency Use and IR35	Corporate	1	10
Capital Spend Projections and Monitoring	Corporate	1	15
Journals: Impact on Budget Management	Corporate	1	15
Health and Safety : Incident Reporting	Corporate	1	10
Savings Plan Proposals: Assumptions, calculations and timelines	Corporate	1	20
General Records Management	Corporate	1	10
Follow up of audits			10
Total Corporate Risk Audits		6	90
DEPARTMENTAL RISK AUDITS			
DBS Renewals	ACE	1	10
Information Governance: SARs/Fols	ACE	1	15
IT Services - Project Management	ACE	1	10
Members / Officer Protocol – Staff Training	ACE	1	10
Mental health / staff well being	ACE	1	10
Programme Management	ACE	1	15
The Role of the DPO	ACE	1	10
Adult Social Care Transportation Costs : Recording and allocation	ASC	1	10
CES - Banking compliance	ASC	1	10
SUFMT - Appointeeships / Deputyships	ASC	1	15
Supported Living	ASC	1	10

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Brokerage	ASC	1	10
SGO Allowances	CYPE	1	10
Budgeting - Looked After Children	CYPE	1	15
Children Leaving Care	CYPE	1	10
Childrens services : Performance management data quality	CYPE	1	10
Fostering: Governance over Fosterers	CYPE	1	10
NRPF: Assessment of finances	CYPE	1	10
Safeguarding - Partnerships & LADO	CYPE	1	10
School Admissions (including appeals)	CYPE	1	10
Traded Services - Education	CYPE	1	10
HEAT - Assessment Management	Housing	1	10
Housing - Leaseholder Service Charges	Housing	1	10
Housing - Tenancy Checks	Housing	1	10
Housing Register: Assessments	Housing	1	10
Housing Rents: Service Charge Calculations	Housing	1	10
Housing: Premises Health and Safety Compliance (excl Fire)	Housing	1	15
CAH - Contract Management	Resources	1	10
Facilities Management Contracts (including off contract spending)	Resources	1	10
Legal Recharges	Resources	1	10
Anti-social Behaviour: Referrals and Case Management	SCRER	1	10
Borough of Culture - Project Management	SCRER	1	10
CALAT – Finance Planning	SCRER	1	10
Food Safety – FSA Reporting	SCRER	1	10
Planning Enforcement: DM systems link to systems and processes in e	SCRER	1	10
SEN Transport – Resilience and demand management	SCRER	1	10
SLWP - Income collection and payment of funds	SCRER	1	15
TFL Reclaims	SCRER	1	15
Use of Legal Services in SCRER: Knowledge management and lessons	SCRER	1	10
Follow up of audits			45
Total Departmental Risk Register Audits		36	470
COMPUTER AUDITS			
Cloud Services – Cost & Security	ACE	1	15
Operating Systems x 3	ACE	3	30
Legal Services Case Management System Review	Resources	1	10

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To be determined	Various	1	10
Follow up of audits			6
Total Computer Audits		6	71
CONTRACT AUDITS			
To be determined	Various	3	30
Follow-up of audits			5
Total Contract Audits		3	35
SCHOOLS AUDITS			
Nursey			
Crosfield Nursery and Selhurst Early Years	CYPE	1	6
Pirmary and Junior			
All Saints C of E Primary School	CYPE	1	6
Beulah Juniors	CYPE	1	6
Coulsdon C. of E. School	CYPE	1	6
Heavers Farm Primary School	CYPE	1	6
Elmwood Primary School	CYPE	1	6
Regina Ceoli Primary School	CYPE	1	6
Winetrbourne Junior Girls School	CYPE	1	6
Secondary and Special			
Thomas Moore	CYPE	1	8
Coloma Convent Girls School	CYPE	1	8
Bensham Manor	CYPE	1	8
Follow-up of Schools audits			13
Total Schools Audits		11	85
ADMIN AND MANAGEMENT			
Attendance at meetings, discussions, Audit Committee etc			24
Internal Audit Strategy and Plans Development			10
Year End Summary Report (Council-wide Head of Audit Report)			5
Total Admin and Management			39
GRAND TOTAL BUDGET			
		70	939

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Total Key Financials Audits		8	149
Total Corporate Risk Audits		6	90
Total Departmental Risk Register Audits		36	470
Total Computer Audits		6	71
Total Contract Audits		3	35
Total Schools Audits		11	85
Total Admin and Management		0	39
Grand Total		70	939