

ANNEX A
SURREY HEATH'S INTERNAL AUDIT PLAN FOR 2023-24

ACTIVITY	EXPECTED CYCLE	NOTES	ESTIMATED BUDGET DAYS	2018/19	2019/20	2020/21	2021-22	2022-23	PROPOSED 2023-24
FINANCE & CUSTOMER SERVICE									
Debtors and Income	annual	to support the Council's Financial Statements	10	√	√	√	√	√	√
Creditors and Expenditure	annual	to support the Council's Financial Statements	10	√	√	√	√	√	√
Main Accounting system	annual	to support the Council's Financial Statements	10	√	√	√	√	√	√
Housing Benefits	annual	to support the Council's Financial Statements	10	√	√	√	√	√	√
Revenues	annual	to support the Council's Financial Statements	10	√	√	√	√	√	√
Treasury Management	annual	to support the Council's Financial Statements	10	√	√	√	√	√	√
Cash and Bank	annual	to support the Council's Financial Statements	10	√	√	√	√	√	√
Capital Accounting	annual	to support the Council's Financial Statements	10	√	√	√	√	√	√
Procurement	periodic	including contracts	15		√				√
Contact Centre	periodic		10		√				√
Insurance	periodic			√				√	
Grants	periodic	grants paid and received		√			√		
PLANNING									
Development Control	periodic	including planning applications	15	√					√
Land Charges	periodic							√	
Planning Policy & Conservation	periodic		10						√
Building Control	periodic					√			
ENVIRONMENT & COMMUNITY									
Grounds Maintenance	periodic		10		√				√
Emergency Planning, Business Continuity	periodic					√	√		
Community Services Partnership	periodic						√		
Health & Safety	periodic			√				√	
Licensing	periodic		10	√					√
Environmental Health	periodic		10	√					√
Parking	annual		10	√		√	√	√	√
Theatre	annual		10	√	√	√	√	√	√
Leisure Centres	periodic		15	√					√
Parks & Greenspace	periodic	including event arrangements		√	√	√			

Museum	periodic				✓	✓	✓		
Corporate Enforcement	periodic					✓			
Climate Change	periodic		10						✓
Joint Waste	periodic	agreed to be done by one of the other partners from 2022-23			✓	✓	✓	✓	
Housing & Homelessness	periodic		15		✓				✓
Family Support	periodic		10		✓				✓
Private Sector Housing	periodic	Including Disabled Facilities Grants				✓		✓	
HR, PERFORMANCE & COMMUNICATIONS									
ICT	annual		10		✓	✓	✓		✓
HR	bi-annual	Including safeguarding, expenses, mileage	10		✓	✓	✓		✓
Marketing & Communications	periodic					✓			
Payroll	annual		10		✓	✓	✓	✓	✓
Cyber Security	periodic		10						✓
INVESTMENT & DEVELOPMENT									
Property/Estate Management	bi-annual		10			✓	✓		✓
Investment & Development	bi-annual		10			✓	✓		✓
Economic Development	periodic					✓			
Facilities	periodic				✓	✓			
LEGAL & DEMOCRATIC SERVICES									
Legal & Democratic Services	periodic	Including committee administration, Elections			✓		✓		✓
Legal Services	periodic								✓
Information Governance	bi annual		10			✓		✓	✓
Fraud	bi annual		10				✓	✓	✓
TOTAL			310						

Training & Development (10 days x 2 staff)	20
Housekeeping (5 days x 2 staff)	10
Leave (30 days x 2 staff)	60
Contingency (25 days x 2 staff)	50
Consultancy, Advice, reports & attending CMT/Committees, attending corporate working groups	50
Bank Holidays, Company Holidays (11 days x 2 staff)	22

212
522

RESOURCES AVAILABLE (days) - 2 STAFF MAX	
1 X FTE (grade 7)	261
1 x FTE (grade 6)	261
TOTAL RESOURCES AVAILABLE	522