

**SURREY HEATH BOROUGH COUNCIL
INTERNAL AUDIT SERVICE
Annual Audit Plan 2016-17**

audit	budget no. of days	cycle	comment	Service contact
FUNDAMENTAL SYSTEMS				
Debtors and Income	5	annual		Kelvin Menon
Creditors and Expenditure	5	annual		Kelvin Menon
Main Accounting System	10	annual		Kelvin Menon
Payroll	5	annual		Belinda Tam
Housing Benefits	8	annual		Robert Fox
Revenues	8	annual		Robert Fox
Treasury Management	7	annual		Kelvin Menon
Cash and Bank	7	annual		Kelvin Menon/Margaret Beagley
Capital Accounting	7	annual		Kelvin Menon
TOTAL AUDIT DAYS - FUNDAMENTAL SYSTEMS	62			
COUNCIL WIDE				
Projects & Performance Management	15	in Strategic Plan	to review corporate projects and performance management systems	various
Contract Management	15	annual		various
Procurement	10	annual		Kelvin Menon
Grants	10	occasional	follow up work from work carried out 3-4 years ago.	various
Fraud Prevention & Detection	10	annual		Julia Greenfield
TOTAL AUDIT DAYS - COUNCIL WIDE	60			
CORPORATE				
Complaints	10	in Strategic Plan		Richard Payne
TOTAL AUDIT DAYS - CORPORATE	10			
COMMUNITY				
Community Transport	8	in Strategic Plan		Tim Pashen
Highways & Street Cleansing	10	in Strategic Plan		John Foley
Health & Safety	10	in Strategic Plan		Tim Pashen
Licensing	10	in Strategic Plan		Derek Seekings
Refuse & Recycling	10	annual		John Foley
TOTAL AUDIT DAYS - COMMUNITY	48			
BUSINESS				
Event Management	17	annual	To review new business initiatives, including operation of 4G sports pitch, Surrey Heath Show, parking events, Frimley Lodge Live	Daniel Harrison
Parking	15	annual		Eugene Leal
Camberley Theatre	12	annual		Daniel Harrison
Leisure Centres	15	annual	Arena, Lightwater	Leigh Thornton
Parks & Open Spaces	15	annual	including grounds maintenance	Leigh Thornton
TOTAL AUDIT DAYS - BUSINESS	74			
TRANSFORMATION				
Information Management	15	annual		Geraldine Sharman
ICT	15	annual		Janet Jones
TOTAL AUDIT DAYS - TRANSFORMATION	30			
LEGAL				
Building Control	10	in Strategic Plan		Sam Hallam
Facilities Management	6	in Strategic Plan		Jon Gregory
Corporate Asset Management	10	annual	including review of corporate rents	Karen Limmer
TOTAL AUDIT DAYS - LEGAL	26			
REGULATORY				
Housing	15	in Strategic Plan		Clive Jinman
Land Charges	10	in Strategic Plan		Jane Luker
TOTAL AUDIT DAYS - REGULATORY	25			
HR				
HR Systems	15	annual		Belinda Tam
TOTAL AUDIT DAYS - HR	15			

TOTAL AUDIT DAYS 350

Plus:
Contingency 30
Management and Committee 15
Advice, Working Groups, Consultancy 15
Team Supervision & Planning 20

TOTAL DAYS REQUIRED TO COMPLETE PLAN 430

RESOURCES AVAILABLE TO DEPLOY PLAN
2 X FTE (261 x2) 522
Less:
Annual Leave inc. leave carry over -64
Bank Holidays -16
Training & exams -12
430