

No	Area of Audit Focus (In priority order)	Allocation of Audit Days	Proposed Scope
<b>ASSURANCE WORK</b>			
<b><u>Financial Systems Reviews</u></b>			
1	Car Parking Income (Including Permits)	15	Review of arrangements to collect and administer income in respect of the Council's on and off street parking within the borough.
2	Parking Enforcement & PCN Recovery	15	Review of arrangements in place to enforce parking restrictions and recover Penalty Charge Notices.
3	Housing - Rent Deposit Scheme	10	Review of arrangements to administer the council's Rent Deposit Scheme and other financial assistance.
4	Rent Collection & Administration	10	Review of arrangements to collect and administer rent liabilities.
5	Discretionary Housing Payments	10	Review of arrangements to administer Discretionary Housing Payments.
6	Vehicles & Plant Acquisitions, Renewals & Disposals	10	Review of arrangements for the acquisition, renewals and disposals of the council's vehicles and plant.
7	Treasury Management	10	Review of arrangements in place to manage council's investments and borrowing activities.
8	Creditors	5	Key control review of the council's arrangements to pay its creditors.
9	Income Collection - Kiosk	7	Review of arrangements to collect and account for income received through the council's payment kiosks.
10	Income Collection - PayMe	7	Review of arrangements to collect and account for income received through the council's automated payment mechanism, PayMe.
11	Housing Benefit Overpayments	10	Review of arrangements to identify, administer and recover overpaid Housing Benefit.
12	NNDR Recovery	10	Review of arrangements to recover unpaid NNDR with a specific focus on preventing and detecting fraud.
13	Capital Accounting	10	Review of the council's Capital Accounting arrangements.
		<b>129</b>	
<b><u>Control Environment Reviews</u></b>			
15	Borough Market	10	Review of the arrangements in place to manage the Borough Market including income collection.
16	Housing - Allocations	15	Review of arrangements to administer the Common Housing Register and housing allocations.
17	Corporate Document Management	15	Review of the council's document management arrangements including document retention and a review of progress against the actions identified in the ICO audit and follow up.
18	Reprographics	10	Review of the council's Reprographics Service with a specific focus on recharging for works.
19	Risk Management Framework	10	Review of the council's Risk Management Arrangements.
20	Bribery & Corruption	10	Review of the council's arrangements to engender high ethical standards among staff with a specific focus on prevention of bribery and corruption.
21	IT Assets - Acquisitions, Register & Disposals	15	Review of arrangements for the acquisition and disposal of IT Assets and the maintenance of the IT Asset Register.
22	Disabled Facilities Grants (Private Sector Housing) & Disabled Adaptations (Council Homes)	20	Review of arrangements to administer and deliver adaptations to council housing properties and private sector housing.
25	Transparency	7	Review of the council's compliance with Transparency requirements.
		<b>112</b>	
29	<b>Audit Follow Up Work:</b> Mobile Telephones Trade Waste	<b>20</b>	Follow-up of agreed recommendations and reviews where an opinion of <b>Red</b> is given.
<b>CONSULTANCY WORK</b>			
<b><u>Known project work</u></b>			
30	Banking Services	5	Allowance to support the project to procure and implement banking services following the withdrawal of the Co-op from the local government market.
38	Membership of Corporate Working Groups	6	Allowance for auditors to contribute to the council's Corporate Working Groups throughout the year.
40	National Fraud Initiative	5	Allowance for the co-ordination and administration of the council's participation in the National Fraud Initiative data matching exercises.
41	Consultancy Services	2	Allowance for the provision of consultancy services unknown at the time of planning.
42	Responsive Work	2	Allowance for the provision of responsive support to the council during the financial year.
43	Advice and Information	2	Allowance for the provision of control advice and information to the council during the year.
		<b>22</b>	
		<b>283</b>	