

AUDIT PLAN 2026/27			Annual	
			Plan	Actual
<b>CORE FINANCIAL SYSTEMS</b>				
	<b>Systems Based Reviews</b>			
	c/fwd	Asset Management	<b>14.00</b>	
		Bank Reconciliation		
		Cash Receipting	<b>15.00</b>	
		Council Tax		
		Creditor Payments		
		Debtors		
	wip	General Ledger	<b>24.00</b>	
		Housing Benefits		
		NDR		
		Payroll		
		Treasury Management		
	<b>Non-Systems Queries / Work</b>			
		Asset Management		
		Bank Reconciliation		
		Cash Receipting		
		Council Tax		
		Creditor Payments		
		Debtors		
		General Ledger		
		Housing Benefits		
		NDR		
		Payroll		
		Treasury Management		
		<i>Subtotal for Core Systems</i>	<b>53.00</b>	<b>0.00</b>
<b>NON CORE SYSTEMS</b>				
		Allotments & Refund Deposits		
		Benefits Overpayments & Rec		
		Building Control Fees		
		Car Allowances		
		Car Leasing / Loans		
		Cashflow Management	<b>9.00</b>	
		CCTV	<b>15.00</b>	
		Charities		
		Christmas Lights		
		Civic Chains, Cups & Inventory		
		Commercial Rents/Lease/Renew		
		Complaints Monitoring System		
		Data Sharing Protocols		
		Debt Recovery Arrangements		
		DFGs		
		Dog Warden		
		Drivers Policy & Handbook		
		Electoral Registration / Elections		
		Energy Conserve & Climate Chg		
		Equalities		
		ER/VR		

	External Consultancy Fees/Costs		
	Fees & Charges		
	Flexi Scheme		
	Freedom of Information		
	Gifts & Hospitality		
	Health & Safety		
	Income Collection Arrangements		
	Insurance Arrangements		
	Land Charges & Registry VDD		
	Leaders & Opposition Budgets		
	Lease Arrangements		
	Licences Taxi	<b>14.00</b>	
	LSVT Pension Strain		
	Markets Debt Collection		
	Mayoral Allowances/Secretarial		
	Members Allowances		
	Members Register of Interests		
	Memb Svs - Funding Applications		
	Officers Imprests & Subsistence		
	P-Card Processes		
	Pest Control		
	Planning Delegated Reports		
	Planning Fees		
	Procurement Arrangements		
	Remote Working Arrangements		
	Scrutiny Function		
	Separation of Duties - Post Cuts		
	Service Recharges		
	Sickness Monitoring		
	Spot-On Vehicle Tracking		
	Street Traders		
	Stores & Inventories		
	S106 Agreements		
	Training Budgets / PDR Process		
	Transfer of Assets		
	Transparency Code		
	Write Off Processes		
	<i>Subtotal for Non Core Systems</i>	<b>38.00</b>	<b>0.00</b>
<b>ESTABLISHMENTS</b>			
	Cemeteries & Crematorium	<b>14.00</b>	
	CVMU		
	Engineers		
	Environmental Protection		
	Facilities Team		
	Fleet Management		
	Food Safety	<b>13.00</b>	
	Homelessness Team		
	Housing Standards		
	Howarth Art Gallery		

		Leisure Transformation		
		Markets		
		Parks & Open Spaces		
		Shared Service Contact Centre		
		Sports Pitches		
		Waste Collection & Recycling		
		<b>Subtotal for Establishments</b>	<b>27.00</b>	<b>0.00</b>
<b>COMPUTER AUDIT</b>				
		Assets		
		BACS Direct Debit		
	c/fwd	Data Security & Storage	<b>9.00</b>	
		Disaster Recovery	<b>10.00</b>	
		Help Desk		
		Internet / E-Mail		
		IS / IT Strategy		
		IT Procurement		
		Mobile Telephony		
		Network Controls		
	b/fwd	PCI & DSS Security		
		Security Policy		
		Software Maintenance Contracts		
		System Development		
		Watchguard Software		
		<b>Subtotal for Computer Audit</b>	<b>19.00</b>	<b>0.00</b>
<b>CONTRACT AUDIT</b>				
		Capital Programme		
		Contracts CDM + H&S		
	c/fwd	Contract Standing Orders	<b>12.00</b>	
		Other Contract Issues	<b>10.00</b>	
		Over £250 Exp. Monitoring		
	c/fwd	Partnerships	<b>12.00</b>	
	c/fwd	Subsidy Control	<b>12.00</b>	
		<b>Subtotal for Cont &amp; Partner Audit</b>	<b>46.00</b>	<b>0.00</b>
<b>GRANT FUNDING INITIATIVES</b>				
	<b>HBC</b>			
		Decarbonisation Grant Funding		
		Heritage Fund Project	<b>10.00</b>	
		High Street Accelerator Fund		
		Housing Support Fund		
		Huncoat Garden Village	<b>15.00</b>	
	c/fwd	King George V Playing Fields	<b>10.00</b>	
		Levelling Up Fund	<b>15.00</b>	
	c/fwd	Long Term Plan for Towns	<b>10.00</b>	
		LUF - Asset Maintenance	<b>10.00</b>	
		NNDR3 Grant Claim	<b>5.00</b>	
		Other Funding Streams		
		Pride & Place Funding	<b>10.00</b>	
		Rhyddings Park HLF		







	GDPR Issues / Queries		
	Money Laund & Proc of Crime		
	National Fraud Initiative	7.00	
	Peer Review of Internal Audit		
	PREVENT / Anti-Terror		
	PSIAS / New Audit Standards		
	RIPA		
	Schools Ambassador Scheme		
	Service Planning		
	Standards / Scrutiny Committee		
	Whistleblowing		
	<b>TOTAL CONSULTANCY</b>	<b>49.00</b>	<b>0.00</b>
<b>TRAINING</b>			
	Courses of Study & Exams		
	Staff Development & Training	15.00	
	<b>TOTAL TRAINING</b>	<b>15.00</b>	<b>0.00</b>
<b>NON AUDIT</b>			
	Appraisal PDR Scheme	2.00	
	Health & Safety		
	Job Evaluation	2.00	
	Local Elections & Count		
	Mgt Team & CFO Meetings	3.00	
	Office Meetings	12.00	
	Regional Audit Groups	3.00	
	Service Managers Meetings		
	Stationery & Gen Admin	8.00	
	Sup'visn/Mgt of Audit	26.00	
	Timesheets / Clockcards etc.	6.00	
	Unison	2.00	
	Other Non-Audit		
	<b>TOTAL NON AUDIT</b>	<b>64.00</b>	<b>0.00</b>
<b>ABSENCE</b>			
	Annual Leave	115.00	
	Statutory Leave	42.00	
	Sickness	10.00	
	Special Domestic Leave	3.00	
	Compassionate Leave		
	Other Absence		
	<b>TOTAL ABSENCE</b>	<b>170.00</b>	<b>0.00</b>
	<b>TOTAL ANNUAL PLAN</b>	<b>783.00</b>	<b>0.00</b>
	<b>Maximum Available Days with</b>	<b>783.00</b>	

		<b>staff in 2024/25 at 01/04/24</b>		
		<b>Days not or over allocated</b>	<b>0.00</b>	