**Internal Audit Plan 2015**

**Agreed at Management Team Meeting 10/12/2014**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Audit** | **Quarter** | **Audit Days available** | **No. of Audit days allocated** |
|  | Review and Spot check on Audit Recommendations | Q1,2,3,4 | 610 | 65 |
| **2.** | **Transportation**  Review of Council Depot(carry over from 2014) | Q1 | 545 | 1 |
| **3.** | **Finance/Core**  Core (carry over from 2014) | Q1 | 544 | 2 |
| **4.** | **Planning**  Development Contributions (carry over from 2014) | Q1 | 542 | 1 |
| **5.** | **Finance**  Loans collection (carry over from 2014) | Q1 | 541 | 5 |
| **6.** | **Environment**  Churchtown Cemetery ( carry over from 2014) | Q1 | 536 | 1 |
| **7.** | **Transportation**  Spot check on Annual Stock take in Newbridge Stores and Motor Tax Office for year 2014 | Q1 | 535 | 5 |
| **8.** | **Housing**  VFM Part V - Athy and Naas – Registers up to date | Q1 | 530 | 20 |
| **9.** | **Finance**  Cash Office/Motor Tax Spot checks Adherence to Procedures | Q1,2,3,4 | 510 | 10 |
| **10.** | **Housing**  Voluntary Housing | Q1 | 500 | 45 |
| **11.** | Good Practise Documents on cross departmental practices/procedures | Q1 | 455 | 60 |
| **12.** | **Procuremen**t  -Off contract spend  – Adherence to Policy  -Appointment of Consultants | Q2 | 395 | 45 |
| **13.** | Assessment of residual issues following abolition of Town Council | Q2 | 350 | 50 |
| **14.** | Compliance with SLA’s **(Identify and agree priority for review of SLAs)** | Q2 | 300 | 55 |
| **15.** | **Housing**  Grants Administration | Q3 | 245 | 45 |
| **16.** | **Planning**  Taking in Charge – Recent Guidelines | Q3 | 200 | 30 |
| **17.** | **Community**  Grant Funded organisations- Governance | Q3 | 170 | 50 |
| **18.** | **Transportation**  Road Grant Recoupments | Q4 | 120 | 45 |
| **19.** | **Transportation**  Newbridge fuel controls and Stores usage per depot | Q4 | 75 | 30 |
| **20.** | **Environment**  Control of horses /Collection of Dog Licences/Operation of Dog Pound | Q4 | 45 | 45 |