

# Schedule of Audit Work

Live audit  
 Prepared audit

Entity	2nd Entity	01/04/2014	01/05/2014	01/06/2014	01/07/2014	01/08/2014	01/09/2014	01/10/2014	01/11/2014	01/12/2014	01/01/2015	01/02/2015	01/03/2015
Adult Care Commissioning & Housing	Continuing Health Care	Continuing Health Care											
	Court of Protection	Court of Protection											
	Housing Rents	Housing Rents						Housing Rents					
	Safeguarding (Adults)										Safeguarding		
Adult Social Care Operations	Adult Social Care	Monitoring Capacity of Social Workers											
	Care Homes				Contract Monitoring						Client Property		
	Care Management & Quality							Reassessments & Reviews					
	Help to Live at Home	Help to Live at Home											
	Management Review										DCS Care Home		
Children's Commission	Safeguarding (Child Protection)				Safeguarding								
	Adoption & Fostering	Adoption Gra											
Children's Social Care	Capacity of Social Care Workers										Capacity to Deliver Front Line Services		
	Care Placements	Care Placem											
	Child Placements	Independent Reviewing Process											
	Children's Safeguarding	Children's Sa											
	Foster Carers	Foster Carer Reports											
	Looked After Children										Looked After Children		
	Referrals & Assessments										Common Assessment Framework		
	Special Educational Needs & Disabil	SEN Provision											
	Transitions				Transitions								
	Troubled Families	Troubled Families											
	Youth Centres	Unofficial Fund Accounting/Procedures											
Core Cross-Cutting	Corporate Governance	Corporate Governance			Risk & Performance Management								
	Disclosure & Barring Service (DBS)	Disclosure & Barring Service (DBS)											
	Expenses Fraud	Members Expense Claims											
Corporate & Procurement	Business Plan							Budget Monitoring - Delivery of Savings			Service Plan Delivery		
	Performance Management										Data Quality		
	Procurement	Corporate Procurement			E-Procurement						Tendering Procedures		
Economic Development	Development Control	S.106 Monies/Community Infrastructure L			Planning Applications								
Environment, Waste & Leisure	Fleet	Fleet			Depots								
	Leisure	Legionella & COSHH											
	Leisure Centres				Leisure Centres - Income								
	Neighbourhood	Local Sustain	Local Sustain										
	Waste Collection							Waste Collection					
	Waste Management & Landfill Strate									Waste Disposal/Recycling			
Finance	Accounts Payable	Accounts Payable			Creditor Warr			Accounts Payable					
	Accounts Receivable				Debt Manage			Accounts Receivable					
	Council Tax	Council Tax						Council Tax					
	Disposal of Assets	Disposal of Assets											
	General Ledger & Financial Account	General Ledger & Financial Accounting						General Ledger & Financial Accounting					

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Finance	Housing & Council Tax Benefits							Housing & Council Tax						
	Imprest Accounts	Imprest Year End Returns												
	Imprests	Unannounced Imprest Sites Visits												
	Imprests/Cash Remote Offices	Investigation	Unannounced Imprest Visits											
	Income	Income/Banking												
	Non Domestic Rates								NDR					
	Payroll								Payroll					
	Pensions				Administration of Pensions			Pensions						
	Revenues & Benefits										Welfare Reform Act			
	Treasury Management	Treasury Management							Treasury Management					
	Trust Funds				Trust Funds Administration									
	VAT				Payment & Recovery of VAT									
Highways & Transport	Car Parking Services	Residential Parking Permits												
	Concessionary Fares				Concessionary Fares									
	Highways			Highways Ma	Highways & Streetscene Contract									
Information Services	Asset Management	Configuration Management Database									Software Licensing			
	Civica Cash Receipting	Civica Cash Receipting						Civica Cash Receipting						
	Disaster Recovery	Disaster Recovery												
	HelpDesk										Helpdesk Targets & Performance			
	Information Management	File Storage (Manual Files)												
	Information Security	WC_Sharepoint Security			Active Directory									
	IT Infrastructure	Corporate ICT Processes						Corporate ICT Processes						
	Northgate Benefit System							IT - Revenues & Benefits						
	QL Housing Management System							IT - QL						
	SAP IT Key Control	SAP IT Key Control						IT - SAP						
Legal & Democratic	Systems Administration	Systems Administration												
	Freedom of Information, Data Protec	Departmental Management of Freedom of												
	Information Assurance	Corporate Inf	Quality Assurance Checks											
	Information Management				Information Management									
People & Business Services	Information Security										Information Security Breaches			
	Absence Management	Absence Management						Absence Management 2						
	Carbon Reduction Commitment Sch	Carbon Redu												
	Employment Tracking										Employment Tracking			
	Expense Claims				Expense Claims - HMRC									
	Occupancy Data										Occupancy Data			
	Restructuring & Redundancies	Voluntary Redundancies												
	Strategic Property Services	Energy Mana												
	Training Records	Training Records												
	Workforce	Employment Tracking												
Workplace Transformation	Flexible Working													

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Public Health & Public Protection	Emergency Planning	Emergency Planning											
	Environmental Health	Private Water Supplies											
	Public Health	Public Health Grant Certification											
Schools - Primary (incl First, Infant & Junior)	Bowerhill Primary School		Bowerhill Pri										
	Chilmark & Fonthill Bishop CofE Aid				Chilmark & F								
	Coombe Bissett CofE Primary School				Coombe Biss								
	Heytesbury CofE Primary School				Heytesbury C								
	Horningsham Primary School	Horningsham											
	Kennet Valley				Kennet Valley								
	Ludwell Community Primary School				Ludwell Com								
	Noremars Community Junior Scho	Noremars C											
	Somerfords Walter Powell VA CofE				Somerfords V								
	St Katherine's CofE (VC) Primary Sc				St Katherine's								
	The New Forest CofE (VA) Primary S				The New For								
	Wardour Catholic Primary School	Wardour Cath											
Woodborough CofE Aided Primary S				Woodborough									
Schools - Secondary (incl Upper)	Abbeyfield School				Abbeyfield Sc								
	Avon Valley College	Avon Valley C											
	Matravers School		Matravers Sc										
	The Stonehenge School				The Stonehen								
Schools & Learning	Benchmarking	Schools - Benchmarking											
	Payment Cards	Schools - Payment Cards											
	Schools Support	Schools Supp											
	Themed Reviews (Contingency)		Business Cor	Prevention of									
	Unofficial Funds	Unofficial Fund Accounting/Procedures											
Transformation	Campus Programme	Programme Management									Campus Programme		
	Programme Office	SCV Project			Wilts on line Project								