

**STRATEGIC ANNUAL AUDIT PLAN 2010 – 2014**

**APPENDIX 3**

AREA	2010/11	2011/12	20012/13	20013/14
<b>Management and Assurance</b>				
Preparation of Internal Audit plan (including risk assessment of audit needs, planning for reviews and production of report)	3	3	3	3
Production of Annual report and opinion	2	2	2	2
Attendance at ad hoc meetings, Committee pre meetings and Committee meetings	1	1	1	1
Regular liaison with relevant staff and follow up of recommendations	1	1	1	1
<b>Fundamental Accounting Systems</b>				
Audit testing in relation to Crematorium sub systems to include Personnel, Payroll, Expenditure/Purchasing, Accounts Payable, Accounts receivable.	2	2	2	2
<b>Crematorium Review</b>				
Establishment audit to include Petty Cash, Budgetary Control and Financial Reporting, Income & Debt Collection, Bank Reconciliation, Asset Management, stock control, Strategic Risks, Operational Risks, Risk Management Assurance Review and Corporate Governance Assurance Review	7	7	7	7
<b>Advice and Assistance</b>	2	2	2	2
<b>Redevelopment of Crematorium</b>	2	2	0	0
<b>Contingency</b>	2	2	2	2
<b>Total</b>	22	22	20	20

<b>Optional Additional Services;</b>	2010/11	2011/12	20012/13	20013/14
Risk Management Support				
Corporate Governance Support				

## **BASIS OF CHARGE**

1. Charges in respect of the period 1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2011 will be recharged to the Joint Committee using the existing methodology.
2. The cost of providing the internal audit service for the period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2014 will be based on planned audit days of 22, at a charge of £250 per day and an estimated cost of £5500 for the year. This excludes any additional work required from the Risk Management and Governance Section.
3. This audit fee set out above covers the cost of all planning, management, research, preparation, audit visits, follow-up, production of reports, and presentation of reports to managers and members, discussions and travelling time. The daily charge is inclusive of all travelling costs and other overheads.
4. Any requests for additional services, including VFM studies, special investigations and specific consultancy/project work that can not be accommodated from the contingency provision and the provisions of clause 4.1.3 (surplus/insufficient contingency) plans will be considered against the availability of the necessary resources and skills. The cost of this work will be subject to the agreement of additional fees at an appropriate daily charge, depending on the nature of the work required, in accordance with clause 4.1.5.
5. Internal Audit will continue to give assurance on the Crematorium's Risk Management and Governance arrangements as part of its annual review. However, additional support from the Risk Management and Governance Section is available and can be accommodated within this agreement. Where required the maximum number of days are to be agreed annually and the cost of this work will be subject to the agreement of additional fees at the same daily cost as the Internal Audit Service.
6. A recharge for fees payable will be annually in arrears based on the actual audit fee provision and any variances agreed under clauses 4.1.3 and 4.1.5 and 5.0