

**Priority key**

<b>1</b>	high
<b>2</b>	medium
<b>3</b>	low

**Main financial systems**

These are the main financial systems that support the running of the council. These audit reviews are carried out to provide independent assurance to the Director (Resources and Property) as the S151 Officer that arrangements are operating effectively, and in line with the Financial Procedure Rules and Treasury Management Strategy as appropriate. These audits are carried out annually and the coverage of each audit is decided on a risk basis.

Audit area	Outline scope, audit opinion area and links to relevant risks on strategic risk register	Priority
<b>Creditors</b>	<p><b>Outline scope:</b> to provide assurance that payments made are valid, authorised, accurate and timely, in respect of goods and services received by the council and that they have been properly accounted for in the council's accounts.</p> <p><b>Audit opinion category:</b> financial control</p> <p><b>Links to relevant risks on strategic risk register:</b> WS1 – poor financial management WS2 – poor financial planning</p>	1
<b>Debtors and debt management</b>	<p><b>Outline scope:</b> to provide assurance that income generating activities are identified and accurately invoiced; that all invoices are paid, and the income is accounted for and reflected in the council's accounts; the extent of debt is minimised, and overdue accounts are promptly followed up.</p> <p><b>Audit opinion category:</b> financial control</p> <p><b>Links to relevant risks on strategic risk register:</b> WS1 – poor financial management WS2 – poor financial planning</p>	1
<b>Treasury management</b>	<p><b>Outline scope:</b> annual audit required to satisfy the requirement for internal audit to sign off the Annual Statement of Compliance with the Treasury Management Code of Practice as reported to committee.</p> <p>Provides assurance that accurate, complete, and timely information is produced to allow for effective monitoring and decision making in line with the investment strategy; that transactions are complete, accurate, valid and timely and made with institutions in line with the treasury management strategy; and that treasury management activities are monitored and scrutinised in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice.</p> <p><b>Audit opinion category:</b> financial control</p> <p><b>Links to relevant risks on strategic risk register:</b> WS1 – poor financial management WS2 – poor financial planning</p>	1

<p><b>Car parks cash handling</b></p>	<p><b>Outline scope:</b> audit required due to significant sums involved and risks associated with cash handling.</p> <p>Provides assurance that effective controls are in place over car parking cash collection, retention, and banking systems due to the materiality of cash involved.</p> <p><b>Audit opinion category:</b> financial control</p> <p><b>Links to relevant risks on strategic risk register:</b>          WS1 – poor financial management          WS2 – poor financial planning</p>	1
<p><b>Completion of Anglia Revenues Partnership (ARP) audits 2020-21:</b></p> <ul style="list-style-type: none"> <li>• council tax billing and benefits</li> <li>• overpayments recovery</li> </ul>	<p><b>Outline scope:</b> These audits commenced in 2020-21 but were unable to be completed in that year due to significant internal audit staff resource required to provide assurance relating to the administration of COVID-19 business support grants encompassing pre and post payment grant checks and returns to Government throughout the year.</p> <p>West Suffolk currently undertakes the audits of council tax billing and benefits, and overpayments recovery, on behalf of all the Anglia Revenues Partnership (ARP) partners for which a fee is charged. The audits of national non-domestic rates and ARP enforcement are currently undertaken by other partners.</p> <p>Provides assurance over the administration of the revenues and benefits systems.</p> <p><b>Audit opinion category:</b> internal control</p> <p><b>Links to relevant risks on strategic risk register:</b>          WS1 – poor financial management          WS2 – poor financial planning          WS22 – personal debt and benefits changes</p>	1
<p><b>Anglia Revenues Partnership (ARP) audits 2021-22:</b></p> <ul style="list-style-type: none"> <li>• council tax billing and benefits</li> <li>• overpayments recovery</li> </ul>	<p><b>Outline scope:</b> provides assurance over the administration of the revenues and benefits systems. See above.</p> <p><b>Audit opinion category:</b> internal control</p> <p><b>Links to relevant risks on strategic risk register:</b>          WS1 – poor financial management          WS2 – poor financial planning          WS22 – personal debt and benefits changes</p>	1
<p><b>Payroll</b></p>	<p><b>Outline scope:</b> to provide assurance that key controls exist for payroll processing including adequate documentation for starters and leavers.</p> <p><b>Audit opinion category:</b> financial control</p> <p><b>Links to relevant risks on strategic risk register:</b>          WS1 – poor financial management          WS2 – poor financial planning</p>	1
<p><b>General ledger</b></p>	<p><b>Outline scope:</b> to provide assurance that financial transactions are correctly recorded including ensuring their completeness and integrity, with the aim of providing the financial information from which the council's annual statements of accounts can be prepared.</p> <p><b>Audit opinion category:</b> financial control</p>	1

	<b>Links to relevant risks on strategic risk register:</b> WS1 – poor financial management WS2 – poor financial planning	
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## Added value work

Areas identified by management and internal audit that would benefit from audit input in the form of providing support and advice to management including reviewing relevant arrangements on behalf of management and/or assisting in making improvements. Care will be taken to ensure these activities do not impinge upon internal audit independence.

These pieces of work will generally be one-off activities (unlike the annual main financial systems reviews) and will not always result in a formal report being issued or an opinion provided. However, these pieces of work will contribute to a balanced audit plan which enables the Service Manager (Internal Audit) to give his statutory annual audit opinion on the adequacy and effectiveness of the council's framework of risk management, control and governance processes.

Work included in this category will be discussed and agreed with management during the year.

## Corporate and business area audits

Reviews of systems, processes or tasks where the internal controls are identified, tested, and evaluated. These are therefore more traditional pieces of audit work in contrast to the 'Added Value Work' referred to earlier. Again, unlike the annual financial systems reviews these pieces of work will generally be one-off activities but they will normally result in a formal report being issued and an opinion provided. The work in this category is driven by a shared understanding between management and internal audit of relevant risks. Work included in this category is likely to include, but not necessarily be restricted to, the following pieces of work. An ongoing assessment of potential work areas will ensure that audit resource will be used in those areas which will benefit most from audit input.

Audit area	Outline scope, audit opinion area and links to relevant risks on strategic risk register	Priority
<b>Asset management</b>	<b>Outline scope:</b> to provide assurance over the arrangements in place for the operational management of the council's land and buildings and the maintenance / improvement thereof.  <b>Audit opinion categories:</b> internal control and financial control  <b>Links to relevant risks on strategic risk register:</b> WS15 – poor performance	1
<b>IT audit</b>	<b>Outline scope:</b> detailed discussions will be held with the ICT team to agree the scope of this work, examples of areas to discuss further include cyber readiness, patch management process, and inventory control.  <b>Audit opinion category:</b> internal control  <b>Links to relevant risks on strategic risk register:</b> WS19 – cyber security	1

<b>Net zero plan</b>	<p><b>Outline scope:</b> the council has committed to work towards net zero carbon by 2030 and has produced a high-level plan. This is informed by the council's annual environmental statement which provides a baseline calculation of our greenhouse gas emissions. This internal audit review will consider the council's methodology, assumptions and approach to achieving net zero.</p> <p><b>Audit opinion category:</b> governance</p> <p><b>Links to relevant risks on strategic risk register:</b> WS21 – environmental and climate change</p>	1
<b>Civil Parking Enforcement (CPE)</b>	<p><b>Outline scope:</b> review of the new systems in place in respect of civil parking enforcement to ensure that controls are operating as intended.</p> <p><b>Audit opinion categories:</b> internal control and financial control</p> <p><b>Links to relevant risks on strategic risk register:</b> WS15 – poor performance</p>	2
<b>Smartpay (Adelante replacement)</b>	<p><b>Outline scope:</b> review to check that the newly implemented Smartpay cash system is operating effectively, with appropriate controls in place, at relevant outstations after rollout.</p> <p><b>Audit opinion categories:</b> internal control and financial control</p> <p><b>Links to relevant risks on strategic risk register:</b> WS15 – poor performance</p>	2
<b>International Financial Reporting Standard (IFRS) 16</b>	<p><b>Outline scope:</b> new accounting requirements regarding accounting for and reporting leases will apply to the council's 2021-22 financial statements. Internal audit work proposed in response to this, and to assist Finance, is to review the arrangements for identifying and recording leases, and the process for Finance sourcing this information from service areas.</p> <p><b>Audit opinion category:</b> financial control</p> <p><b>Links to relevant risks on strategic risk register:</b> WS1 – poor financial management</p>	3

## Follow ups

	Priority
<p>Whilst it is management's responsibility to manage the risks associated with the areas under their authority, internal audit will monitor progress against the implementation of all agreed audit recommendations deemed to be high and medium risk.</p> <p><b>Links to relevant risks on strategic risk register:</b> all risks</p>	1

## Fraud, irregularity and probity

Proactive testing of systems and processes to identify potential fraud and misappropriation or non-compliance with policies and procedures and potentially reactive investigations into potential wrongdoing, fraud, and corruption.

Subject	Outline scope and links to relevant risks on strategic risk register	Priority
<b>COVID-19 business grants assurance and counter-fraud work</b>	<p><b>Outline scope:</b> assurance relating to the administration of COVID-19 business support grants encompassing pre and post payment grant checks and returns to Government throughout the year.</p> <p><b>Links to relevant risks on strategic risk register:</b> WS00 – Response and recovery relating to COVID-19</p>	1
<b>Irregularity investigations</b>	<p><b>Outline scope:</b> reactive work where suspected irregularity has been detected.</p> <p><b>Links to relevant risks on strategic risk register:</b> WS1 – Poor financial management WS2– Poor financial planning</p>	1
<b>Data matching</b>	<p><b>Outline scope:</b> co-ordinating review of National Fraud Initiative matches and developing of other data matching reports.</p> <p><b>Links to relevant risks on strategic risk register:</b> WS1 – Poor financial management WS2– Poor financial planning</p>	1
<b>Proactive fraud and corruption work</b>	<p><b>Outline scope:</b> proactive anti-fraud work that includes targeted testing of processes with inherent risk of fraud.</p> <p><b>Links to relevant risks on strategic risk register:</b> WS1 – Poor financial management WS2– Poor financial planning</p>	1
<b>Fraud awareness and publicity</b>	<p><b>Outline scope:</b> continuing to raise awareness of fraud issues and how to report suspicions.</p> <p><b>Links to relevant risks on strategic risk register:</b> WS1 – Poor financial management WS2– Poor financial planning</p>	2

## Other audit activity to support the audit opinion

Includes providing advice on systems and processes and attendance at working groups to advise on risk and control, as well as responses to specific enquiries

Subject	Outline scope and links to relevant risks on strategic risk register
<b>Annual Governance Statement</b>	<p><b>Outline scope:</b> co-ordination of production of the West Suffolk Annual Governance Statement and its associated documents.</p> <p><b>Links to relevant risks on strategic risk register:</b> all risks</p>
<b>Information governance</b>	<p><b>Outline scope:</b> audit support and advice on information governance policies and practices, and monitoring of progress made on General Data Protection Regulation (GDPR) related issues including GDPR health checks to be undertaken by the Information Governance Officer, and review of GDPR e-learning module</p> <p><b>Links to relevant risks on strategic risk register:</b> WS14 – breach of data protection and information security</p>
<b>Strategic Risk Management Group</b>	<p><b>Outline scope:</b> feed in to review of strategic risks prior to submission to Leadership Team and Performance and Audit Scrutiny Committee.</p> <p><b>Links to relevant risks on strategic risk register:</b> all risks</p>
<b>General advice and assistance</b>	<p>Provision of advice and assistance on the risk, governance and internal control environment.</p> <p><b>Links to relevant risks on strategic risk register:</b> all risks</p>
<b>Requests for support from management</b>	<p><b>Outline scope:</b> unplanned work including assessing the impact on controls arising from changes in systems or processes.</p> <p><b>Links to relevant risks on strategic risk register:</b> all risks</p>
<b>COVID-19 and Brexit</b>	<p><b>Outline scope:</b> maintain alertness in respect of changes in risks and processes, including those arising from operating in a post COVID-19 world, and in the context of Brexit.</p> <p><b>Links to relevant risks on strategic risk register:</b> all risks</p>
<b>Financial due diligence in respect of investment decisions and potential suppliers / contractors</b>	<p><b>Outline scope:</b> financial due diligence checks on businesses (prospective suppliers, contractors, industrial unit tenants and partners) to minimise financial risks to the council.</p> <p><b>Links to relevant risks on strategic risk register:</b> WS1 – poor financial management WS2 – poor financial planning</p>
<b>Internal Audit External Working Groups</b>	<p><b>Outline scope:</b> participation in the Suffolk Working Audit Partnership (consisting of the Suffolk local authority internal audit teams) and other relevant groups to share learning and good practice.</p> <p><b>Links to relevant risks on strategic risk register:</b> all risks</p>
<b>Liaison with External Audit</b>	<p><b>Outline scope:</b> to ensure there is no duplication of work between internal and external audit, and exchange knowledge as appropriate.</p>

	<b>Links to relevant risks on strategic risk register:</b> all risks
<b>Internal Audit Quality Assurance Improvement Plan (QAIP) work</b>	<b>Outline scope:</b> to ensure conformance with the Public Sector Internal Audit Standards  <b>Links to relevant risks on strategic risk register:</b> all risks

## Fee earning

Fee earning services to other local authorities who request our assistance.

Subject	Outline Scope
<b>Audit of ARP council tax billing and benefits, and overpayments recovery, systems on behalf of other ARP partners</b>	See main financial systems work above.
<b>Certification of grants on behalf of other organisations</b>	Grant certification work for Suffolk County Council to provide assurance that the conditions of the specific grant determinations have been complied with.

## Other work

Subject	Outline Scope
<b>West Stow Anglo Saxon Village Trust Annual Accounts</b>	Independent Examiners' report on the 2020-21 accounts to provide assurance on the charity trustees' preparation of the accounts.
<b>Disabled Facilities Capital Grant (DFG)</b>	To provide assurance to Suffolk County Council that the conditions of the grant allocated to, and spent by West Suffolk Council, have been complied with. The grant is for the provision of adaptations to disabled people's homes to help them to live independently in their own homes for longer.
<b>Test and Trace Support Grant</b>	To provide assurance to Suffolk County Council that the conditions of the grant allocated to, and spent by West Suffolk Council, have been complied with.
<b>Data analytics and continuous auditing</b>	Work to consider the potential for greater efficiencies in carrying out audit work through use of data analytics.