

			Planned days	Actual days	Reason for Variance
<b>CORE</b> ANNUAL PKF	Benefits	Governance	10	1.2	11/12 work completed this year
	Cash and Bank	Governance	25	0.1	11/12 work completed this year
	Council Tax	Governance	10	0.8	11/12 work completed this year
	Creditors	Governance	15	0.8	11/12 work completed this year
	Debtors	Governance	15		
	Housing Rents	Governance	15	5.1	11/12 work completed this year
	Main Accounting	Governance	10		
	NNDR	Governance	10	1.8	11/12 work completed this year
	Payroll	Governance	10	6.1	11/12 work completed this year
	Treasury Management	Governance	10		
	IT	Governance	4	1.1	11/12 work completed this year
	Claims work		75	49.3	
	Contingency			21	13.2
NFI			20	1.5	
Special Investigations/advice			40	10.5	
Follow ups re audits carried out in previous year			30	36.3	Continuing to follow up if recommendations not addressed.
<b>HIGH</b>	Asset Management Plan (review action on Cipfa	Review	25		
<b>MEDIUM</b> c/f from previous year	Housing Strategy/Investment Programme	Review	15	0.1	Work on working programme
	Postal Services	Review	10	10.7	Completed
	Business Continuity Planning	Review	15	2	Work on working programme
<b>MEDIUM</b>	Theatres	Review	15	22.6	5 days work undertaken by IAM re reconciliations for PKF
	Project Management Controls	Review	15	9	Ongoing
	Covalent	Review	10	9.4	Completed
	Devolved Budgets	Review	5	5.1	Completed
	Northgate	Computer	10	7.9	Completed
	Cafi - Purchasing	Computer	4	0.3	Work on working programme
	Officers Expenses	Review	20	19.8	Draft
	Elections and Electoral Registration	Review	10	2	Work on working programme
	Civil Contingency	Review	15	4.5	Ongoing
	APP	Computer	10		
	Information Governance	Review	15	10.1	Draft
	IT Policies and Procedures	Review	5		
	Food Safety and Hygiene	Review	10	0.1	Work on working programme
	Improvement Grants (DFGs)	Review	10	12.3	Draft. Retraining on APP needed.
	Cafi - Debtors	Computer	4	0.4	Work on working programme
Cafi - Creditors	Computer	4	0.9	Work on working programme	

			<b>Planned days</b>	<b>Actual days</b>	<b>Reason for Variance</b>
<b>CONSULTANCY</b>	Corporate Equality	Consultancy	10		
	Planning System	Consultancy	10		
	Corporate Complaints	Consultancy	10	0.2	Attendance at meeting
	Towner - transition to trust	Consultancy	10	0.8	Attendance at meetings