

Progress Report – Audit Plan



As at 28th February 2013

Appendix 1

Audits	Auditor	No of Days	Days Remaining	Position with Audit
Remote Working	Kevin McLafferty	15	15	
Westgate (Review Business Plan)	Kevin McLafferty	5	5	
Health & Safety	Stephen James	10	10	
Personnel	Ann Kirk	15	14	Background
Grants & Concessions	Julie Ball	15	15	
Financial Systems - Advice	Ann Kirk	20	20	
Cemeteries	Stephen James	10	10	
Customer Services Centre	Julie Ball	20	16.75	
Development Management - National Park	Kevin McLafferty	15	14	Background
Grounds Maintenance / Parks & Open Spaces	Kevin McLafferty	15	13	Background
Reprographics	Ann Kirk	15	12.25	Background

Audits	Auditor	No of Days	Days Remaining	Position with Audit
Equalities	Kevin McLafferty	10	3	Testing
Elections	Stephen James	15	15	
Business Improvement District	Kevin McLafferty	10	10	
Bank Reconciliation	Ann Kirk	15	0	Draft Report
Energy Usage	Kevin McLafferty	20	0.5	
Carry Forwards	Stephen James / Kevin McLafferty / Ann Kirk	40	0	

Other Audit Activities	Auditor	No of Days	Days Remaining	Position with Audit
AGS, Evidence & Partnership	Stephen James	30	0	
Audit Reviews	Stephen James	10	0	
Quality Audits Chichester Contract Services	Stephen James	20	0	
Corporate Advice	All Audit Staff	9.5	0	
Contingency	All Audit Staff	118.5	16.75	
Electronic Government	Kevin McLafferty	5	3	
Creditor / Mileage	Ann Kirk	5	0	
AC Audits - International Standard of Auditing	Ann Kirk / Julie Ball	40	22.25	
RIPA	Kevin McLafferty	5	5	
Risk Register	Stephen James	5	5	
Internet & E-mail	Julie Ball	5	2.25	
Fraud Review	Kevin McLafferty	10	10	
PI's	Ann Kirk / Julie Ball	13	13	
Follow Ups	Julie Ball	20	9.75	

Completed Audits	Auditor	Published		
Contracts	Kevin McLafferty	Jun-12		
Debt Recovery	Ann Kirk	Jun-12		
Car Parks	Julie Ball	Jun-12		
Investments	Ann Kirk	Sep-12		
Fixed Asset Register	Ann Kirk	Sep-12		
Westward House	Julie Ball	Nov-12		
Community Wardens	Kevin McLafferty	Nov-12		
NNDR	Ann Kirk	Nov-12		
Planning Enforcement	Kevin McLafferty	Nov-12		
Community Careline	Julie Ball	Jan-13		
Corporate Credit Cards / Petty Cash	Julie Ball	Mar-13		
Income Management	Ann Kirk / Julie Ball	Mar-13		