

Progress Report – Audit Plan



As at 31st August 2017

Appendix 1

Audits Brought Forward from 2016-17	Auditor	No of Days	Days Remaining	Position with Audit
Museum/TIC	Stephen James	20	17	Planning complete but audit deferred
Information Technology (GDPR/Data Security)	Stephen James	15	15	Training planned (Sept)
Leisure Centres - Contract Management	Sue Shipway	15	8	Ongoing
2017/2018 - Audit Plan				
Income Management	Julie Ball	15	0	Draft Report issued
Section 106/CIL	Stephen James	15	15	
Trade and Green Waste	Sue Shipway/Julie Ball	15	15	Planning ongoing
Customer Services Centre	Stephen James	15	15	
Debt Recovery	Julie Ball	20	19	Planning complete
Other Audit Activities	Auditor	No of Days	Days Remaining	Position with Audit
Key Financial Systems - See below for details	Sue Shipway / Julie Ball / Stephen James	110	106	Ongoing
Planning and Control (Planning and Reviews)	Stephen James / Sue Shipway	15	9	Ongoing
Meetings / Discussions with EY	Stephen James / Sue Shipway	2	1	Monitoring Role and progress report
Committee Reports & Representation	Stephen James / Sue Shipway	15	11	Ongoing
Corporate Advice	Sue Shipway / Julie Ball / Stephen James	9	8	Ongoing
Contingency	Sue Shipway / Julie Ball / Stephen James	64	58	Analysed separately
Follow UPS	Sue Shipway / Julie Ball / Stephen James	10	3	Ongoing
Public Sector Internal Audit Standard (PSIAS)	Sue Shipway	20	11	Ongoing

Completed Audits				
AGS and Evidence	Stephen James/Sue Shipway	20	0	Report Completed
Contract Management	Ann Kirk/Julie Ball	2	0	Report Completed
Key Financial Systems - 2016-17	Sue Shipway	15	5	Report Completed
Fixed Asset Register (Transfer to Civica)	Sue Shipway	5	0	Completed-No issues arising
Building Control & Facilities Management	Julie Ball	20	0	Report Complete
Deferred/ Removed to reduce				
Budgetary Control	N/A	15		Delegated responsibility and monitored by Finance
Business Continuity	Julie Ball	5	4	Ongoing
Contracts/Procurement	Anne Kirk	10		Completed in 2016-17 (see above)
Westward House	N/A	10		Income already covered by Income Management
Inclusion in Key Financial Systems 2017-18				
Creditors	Sue Shipway / Julie Ball / Stephen James			
Debtors	Sue Shipway / Julie Ball / Stephen James			
Payroll	Sue Shipway / Julie Ball / Stephen James			
NNDR	Sue Shipway / Julie Ball / Stephen James			
Treasury Management	Sue Shipway / Julie Ball / Stephen James	110	80	Ongoing
Fixed Assets	Sue Shipway / Julie Ball / Stephen James			
Council Tax	Sue Shipway / Julie Ball / Stephen James			
Bank Reconciliation	Sue Shipway / Julie Ball / Stephen James			
Budgetary Control	Sue Shipway / Julie Ball / Stephen James			