

# Progress Report – Audit Plan



As at 28th February 2018

Appendix 2

Audits Brought Forward from 2016-17	Auditor	No of Days	Days Remaining	Position with Audit
Museum/TIC	Stephen James	20	16	Planning Complete
2017/2018 - Audit Plan				
Debt Recovery	Julie Ball	20	19	Testing
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	0	Complete
Planning and Control (Planning and Reviews)	Stephen James / Sue Shipway	15	0	Ongoing
Meetings / Discussions with EY	Stephen James / Sue Shipway	2	0	Monitoring Role and progress report
Committee Reports & Representation	Stephen James / Sue Shipway	15	2	Ongoing
Corporate Advice	Sue Shipway / Julie Ball / Stephen James	9	7	Ongoing
Contingency	Sue Shipway / Julie Ball / Stephen James	64	54	Ongoing
Follow UPS	Sue Shipway / Julie Ball / Stephen James	10	0	Ongoing
Public Sector Internal Audit Standard (PSIAS)	Sue Shipway	20	7	Ongoing
Completed Audits				
AGS and Evidence	Stephen James	20	0	Report Completed
Contract Management	Ann Kirk/Julie Ball	2	0	Report Completed
Key Financial Systems - 2016-17	Sue Shipway	15	0	Report Completed
Fixed Asset Register (Transfer to Civica)	Sue Shipway	5	0	Completed-No issues arising

Leisure Centres - Contract Management	Sue Shipway	15	0	Report Completed
Income Management	Julie Ball	15	0	Report Completed
Business Continuity	Julie Ball	5	0	Position Statement Completed
Information Technology (GDPR/Data Security) - Position Statement	Stephen James	15	0	Position Statement Completed
Building & Facilities Services	Julie Ball	20	0	Report Completed
Section 106/CIL - Follow Up	Stephen James	15	0	Follow Up complete to be re-visited in May 2018
Deferred/ Removed to reduce				
Budgetary Control	N/A	15		Delegated responsibility and monitored by Finance
Contracts/Procurement	Ann Kirk	10		Completed in 2016-17 (see above)
Customer Services Centre	Stephen James	15		Incorporated with GDPR/Data Security
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	0	Completed
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			