

Progress Report – Audit Plan



As at th 30th June 2019

Appendix 1

Audits	Auditor	No of Days	Days Remaining	Position with Audit if commenced
2018/2019				
Housing Applications	Louise Northcott	0	0	Report Completed
Income Generation	Louise Northcott	0	0	Report Completed
Trade Waste	Ann Kirk / Julie Ball	0	0	Report Completed
2019/2020				
Human Resources	Ann Kirk	10	10	Not Started
Car Parking	Louise Northcott	10	10	Not Started
Building Control	Louise Northcott	5	5	Not Started
Business Continuity	Ann Kirk	5	1.5	Testing
Council Tax Debt Recovery	Ann Kirk	8	8	Not Started
NDR Debt Recovery	Julie Ball	8	8	Not Started
Corporate Debt Recovery	Louise Northcott	14	14	Not Started
Private Hire & Taxis	Louise Northcott	10	10	Not Started
Westward House - Cash Handling	Ann Kirk	0	0	Report Completed
Reconciliations CIL	Stephen James	5	5	Not Started
Usage of Grants Received - Community Led Housing	Stephen James	10	10	Not Started
Alcohol Licensing	Julie Ball	10	2	Testing
Land Charges	Julie Ball	10	10	Not Started
Community Safety	Ann Kirk	10	10	Not Started

Pest Control	Julie Ball	5	5	Not Started
Audits	Auditor	No of Days	Days Remaining	Position with Audit
Dog Control	Julie Ball	10	10	Not Started
Inspection of Land & Buildings	Ann Kirk	15	15	Not Started
Food Safety	Ann Kirk	5	5	Not Started
Travel & Subsistence	Louise Northcott	10	9	Scope Agreed
Key Financial Systems	Auditor	No of Days	Days Remaining	
Asset Management	Stephen James, Louise Northcott, Ann Kirk, Julie Ball			
Cash & Bank	Stephen James, Louise Northcott, Ann Kirk, Julie Ball			
Council Tax	Stephen James, Louise Northcott, Ann Kirk, Julie Ball			
Creditors	Stephen James, Louise Northcott, Ann Kirk, Julie Ball			
Debtors	Stephen James, Louise Northcott, Ann Kirk, Julie Ball	84	84	The Key Financial review work takes place over the next twelve months.
Housing Benefits	Stephen James, Louise Northcott, Ann Kirk, Julie Ball			
NDR	Stephen James, Louise Northcott, Ann Kirk, Julie Ball			
Payroll	Stephen James, Louise Northcott, Ann Kirk, Julie Ball			
Treasury Management	Stephen James, Louise Northcott, Ann Kirk, Julie Ball			
Other Audit Activities	Auditor	No of Days	Days Remaining	
Planning & Control	Stephen James / Louise Northcott	15	14	
Meeting / Discussion with EY	Stephen James	3	2	
Committee Report / Representation	Stephen James	15	14.5	
Corporate Advice	Stephen James / Louise Northcott / Ann Kirk / Julie Ball	10	10	
NFI	Stephen James / Louise Northcott	5	3	
AGS & Evidence	Stephen James	20	6	
Contingency	Stephen James / Louise Northcott / Ann Kirk / Julie Ball	33	27	
Public Sector Internal Audit Standard (PSIAS)	Stephen James / Louise Northcott	5	5	
Follow Ups	Stephen James / Louise Northcott / Ann Kirk / Julie Ball	28	26	