

Individual Audit Plan for 2016-2017													
			Stephen	Actual	Sue	Actual	Ann	Actual	Philippa	Actual	Julie	Actual	TOTAL
Audits for 2016-2017 and Other Chargeable Work		888	260		190		126		156		156		888
Audits Brought Forward from 2015-16	Risk Weighting	Audit Days											
S106/CIL (Community Infrastructure Levy)	18	20											20
Business Continuity	6	10											10
Grants and Contributions (Received)	2	15											15
Facilities Management/Caretaking	4	20											20
Emergency Planning	6	15											15
Post Implementation	12	5											5
		85											85
New Audits for 2016-2017 Year 2	Risk Weighting	Audit Days											
Westgate / Southbourne / Midhurst Liesure Centres	12	15											15
Community Careline	12	15											15
Elections	6	15											15
Industrial Estates/Investment Property	4	10											10
Pest Control	4	15											15
Museum / TIC	4	20											20
CCS -Income Recs (trade and green waste)	4	15											15
Rent Deposit Scheme Review	2	10											10
		115											115
Additional Audits for 2016-2017	Risk Weighting	Audit Days											
Information Technology (New IT Manager)		15											15
Estates - Rent Arrears		10											10
Contract Management		15											15
Budget Monitoring (Deficit Reduction)		15											15
		55											55
Audit proposed for Year 3 brought forward as back up	Risk Weighting	Audit Days											
		0	0	0	0	0	0	0	0	0	0	0	0
Annual Activity													
Key Financial Systems		65	10		10		15		15		15		65
Audit Reviews		15	7		8								15
Corporate Fraud Officer		20	20										20
Corporate Advice		20	6		5		3		3		3		20
Contingency		100	20		20		20		20		20		100
AGS + Evidence		30	30										30
Public Sector Internal Audit Standard		20			20								20
Follow Ups		20			5		5		5		5		20
Fraud Review		15			15								15
		305	93		83		43		43		43		305
Chargeable Work--Total		560	93	0	83	0	43	0	43	0	43	0	560
Non-chargeable activity													
Management		52	37		15								52
Administration		55	15		10		10		10		10		55
Induction		5					5						5
Elections		5	1		1		1		1		1		5
Committee Reports and Attendance		9	6		3								9
Training		26	6		5		5		5		5		26
Meetings		36	28		2		2		2		2		36
Holidays		122	36		27		18		19		22		122
Other Leave and Allowances		6	2		1		1		1		1		6
Sickness		12	4		2		2		2		2		12
Non-Chargeable Work--Total		328	135	0	66	0	44	0	40	0	43	0	328
Total		888	228		149		87		83		86		633
Chargeable Work %			48%		65%		65%		74%		72%		
Non-chargeable Work %			52%		35%		35%		26%		28%		