

# Progress Report – Audit Plan



As at 31 May 2016

Brought Forward from 2015/2016

Appendix 1

| Audits   | Auditor          | No of Days | Days Remaining | Position with Audit |
|--|------------------|------------|----------------|---------------------|
| S106/CIL   | Philippa Watts   | 18         | 18             |                     |
| Business Continuity                                | Ann Kirk         | 10         | 9.5            |                     |
| Data Security PSN                                  | Julie Ball       | 15         | 3.5            |                     |
| Grants & Contributions (Received)                  | Philippa Watts   | 15         | 15             |                     |
| Facilities Management/Caretaking/Business Services | Julie Ball       | 20         | 18.75          |                     |
| Emergency Planning                                 | Sue Shipway      | 15         | 12             |                     |
| Treasury Management                                | Philippa Watts   | 5          | 0              |                     |
| <b>2016/2017 - Audit Plan</b>                      |                  |            |                |                     |
| Westgate/Southbourne/Midhurst Leisure Centres      | Sue Shipway      | 15         | 15             |                     |
| Community Careline                                 | Julie Ball       | 15         | 15             |                     |
| Elections  | Sue Shipway      | 15         | 15             |                     |
| Industrial Estates/Investment Properties           | Philippa Watts   | 10         | 10             |                     |
| Pest Control                                       | Philippa Watts   | 10         | 10             |                     |
| Museum/TIC   | Ann Kirk         | 20         | 18             |                     |
| CCS - Income (Trade & Green Waste)                 | Sue Shipway      | 15         | 15             |                     |
| Rent Deposit Scheme Review                         | Ann Kirk         | 10         | 2              |                     |
| Estate Rent Arrears                                | Julie Ball       | 10         | 8              |                     |
| Information Technology (New IT Manager)            | To be determined | 15         | 15             |                     |
| Budget Monitoring - Deficit Reduction              | Philippa Watts   | 15         | 15             |                     |

| Other Audit Activities                        | Auditor   | No of Days    | Days Remaining | Position with Audit |
|---|---|---------------|----------------|---------------------|
| Key Financial Systems - See below for details | Sue Shipway / Julie Ball /Ann Kirk / Philippa Watts           | 100           | 97             |                     |
| Audit Reviews                                 | Stephen James / Sue Shipway                                   | 15            | 11             |                     |
| Corporate Fraud Officer                       | Stephen James / Sue Shipway                                   | 20            | 19.5           |                     |
| Meetings / Discussions with EY                | Various   | 2             | 2              |                     |
| Shared Service Project Plan                   | Stephen James / Sue Shipway                                   | 15            | 8              |                     |
| Committee Reports & Representation            | Stephen James   | 15            | 15             |                     |
| Corporate Advice                              | Stephen James / Sue Shipway/ Julie Ball / Ann Kirk            | 10            | 9              |                     |
| Contingency                                   | Stephen James/Sue Shipway/ Philippa Watts/Julie Ball/Ann Kirk | 65            | 61.5           |                     |
| AGS & Supporting Evidence                     | Stephen James   | 30            | 29             |                     |
| PSIAS   | Stephen James/Sue Shipway                                     | 20            | 20             |                     |
| Follow Ups -                                  | Sue Shipway / Ann Kirk / Julie Ball                           | 14            | 11             |                     |
| <b>Completed Audits</b>                       |   |               |                |                     |
| Fraud Review                                  |   |               |                |                     |
| Personnel & Recriutment                       |   |               |                |                     |
| Key Financial Systems 2015/2016               |   |               |                |                     |
| <b>Inclusion in Key Financial Systems</b>     |   |               |                |                     |
| Creditors                                     | Sue Shipway / Philippa Watts / Julie Ball / Sarah Hornsby     | 100 See Above |                |                     |
| Debtors                                       | Sue Shipway / Philippa Watts / Julie Ball / Sarah Hornsby     |               |                |                     |
| Payroll                                       | Sue Shipway / Philippa Watts / Julie Ball / Sarah Hornsby     |               |                |                     |
| NNDR  | Sue Shipway / Philippa Watts / Julie Ball / Sarah Hornsby     |               |                |                     |
| Council Tax                                   | Sue Shipway / Philippa Watts / Julie Ball / Sarah Hornsby     |               |                |                     |
| Bank Reconciliation                           | Sue Shipway / Philippa Watts / Julie Ball / Sarah Hornsby     |               |                |                     |
| Budgetary Control                             | Sue Shipway / Philippa Watts / Julie Ball / Sarah Hornsby     |               |                |                     |