

Progress Report – Audit Plan



As at 31st October 2014

Audits	Auditor	No of Days	Days Remaining	Position with Audit
Customer Services Centre - Customer Care	Stephen James	20	20	
Contract Compliance - Assurance Testing	Sarah Hornsby	10	10	
Key Financial Systems - See below for details	Sue Shipway / Ann Kirk / Julie Ball / Sarah Hornsby	110	34	On-going
Data Collection - How do we treat data	Sarah Hornsby / Ann Kirk / Julie Ball	15	11	Background
Budgetary Control	Ann Kirk / Julie Ball	15	14.5	Background
Trade Waste	Sue Shipway	15	9.5	Final Report
Post Implementation Testing - FMS - CIVICA	Sue Shipway / Sarah Hornsby / Ann Kirk / Julie Ball	40	29	On-going
Section 106/CIL	Sarah Hornsby	20	20	
Cash Management (Banking Arrangements & Collection)	Sue Shipway	20	19	Background
Disclosure Barring Scheme	Julie Ball	10	5	Draft Report
Service Reviews	Ann Kirk	15	15	
Business Continuity	Sarah Hornsby	10	10	
Emergency Planning	Sue Shipway	15	14.5	
Procurement	Sue Shipway	15	15	
Carry Forwards	Stephen James / Sue Shipway	10	9	
Other Audit Activities	Auditor	No of Days	Days Remaining	Position with Audit
Audit Reviews	Stephen James	10	0	
Chichester Contract Services Quality Audits	Stephen James	20	17	
Corporate Advice	Stephen James / Sue Shipway / Ann Kirk / Julie Ball	10	8	
Contingency	Stephen James / Sue Shipway / Ann Kirk / Julie Ball	84	40.5	
Partnership & AGS	Stephen James	20	1	On-going

AGS Evidence	Stephen James	10	6	On-going
PSIAS	Stephen James	20	2	On-going
Individual Service Risk Register & Corporate Risk Register	Stephen James	10	10	
Internet & E-mail	Julie Ball	5	4.5	
Performance Standard	Ann Kirk / Julie Ball	15	15	
NFI	Ann Kirk	20	1	
Mileage	Sarah Hornsby	10	7	Testing
Follow Ups	Ann Kirk / Julie Ball	20	9	On-going
Completed Audits				
Fraud Review	Sue Shipway	0	0	
Car Parks, PCN	Julie Ball / Ann Kirk	18	0	
Complaints Customer Care	Ann Kirk	5	0	
Income Management	Sue Shipway / Sarah Hornsby	30	0	
Inclusion in Key Financial Systems				
Walkthroughs	Sue Shipway / Ann Kirk / Julie Ball / Sarah Hornsby	33		
Creditors	Sue Shipway / Ann Kirk / Julie Ball / Sarah Hornsby	11		
Debtors	Sue Shipway / Ann Kirk / Julie Ball / Sarah Hornsby	11		
Payroll	Sue Shipway / Ann Kirk / Julie Ball / Sarah Hornsby	11		
NNDR	Sue Shipway / Ann Kirk / Julie Ball / Sarah Hornsby	11		
Council Tax	Sue Shipway / Ann Kirk / Julie Ball / Sarah Hornsby	11		
Bank Reconciliation	Sue Shipway / Ann Kirk / Julie Ball / Sarah Hornsby	11		
Budgetary Control	Sue Shipway / Ann Kirk / Julie Ball / Sarah Hornsby	11		