

# Progress Report – Audit Plan



As at 28 February 2017

Appendix 1

Audits Brought Forward from 2015-16	Auditor	No of Days	Days Remaining	Position with Audit
Business Continuity	Ann Kirk	10	9	Deferred until Qtr 4
Fixed Asset Register (transfer to Civica)	Stephen James	5	3	Deferred until Qtr 4
Emergency Planning	Sue Shipway	15	10	Producing a position Statement
2016/2017 - Audit Plan				
Elections	Sue Shipway	15	10	Producing a position Statement
Contract Management	Ann Kirk	15	7	Ongoing
CCS - Income (Trade & Green Waste)	Sue Shipway	15	11	Ongoing
Budget Monitoring - Deficit Reduction (Procurement review target on goods and services)	Philippa Watts/Julie Ball	20	12	Includes Facilities Management/Caretaking/Building Services
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	12	Ongoing
Audit Reviews	Stephen James / Sue Shipway	15	0	Ongoing
Corporate Fraud Officer	Stephen James / Sue Shipway	20	18	Monitoring Role and progress report
Meetings / Discussions with EY	Stephen James / Sue Shipway	2	0	Ongoing
Shared Service Project Plan	Stephen James / Sue Shipway	15	0	Ongoing
Committee Reports & Representation	Stephen James	15	0	Ongoing
Corporate Advice	Stephen James / Sue Shipway/ Julie Ball / Ann Kirk	10	6	Ongoing
Contingency	Stephen James/Sue Shipway/ Philippa Watts/Julie Ball/Ann Kirk	65	8	Analysed separately

PSIAS	Stephen James/Sue Shipway	20	19.75	Deferred, further information required
Follow Ups -	Sue Shipway / Ann Kirk / Julie Ball	14	4	Ongoing
Completed Audits				
Fraud Review	Sue Shipway	0	0	Report Completed
Personnel & Recruitment	Sue Shipway	0	0	Report Completed
Industrial Estates/Investment Properties	Philippa Watts	0	0	Report Completed
Data Security PSN	Julie Ball	0	0	Report Completed
Treasury Management	Philipa Watts	0	0	Report Completed
Rent Deposit Scheme Review	Ann Kirk	0	0	Report Completed
Communiy Careline	Julie Ball/Ann Kirk	0	0	Report Completed
Key Financial Systems 2015/2016	Sue Shipway	0	0	YE report only
AGS & Supporting Evidence	Stephen James	0	0	Report Completed
Estate Rent Arrears	Julie Ball	0	0	Report Completed
S106/CIL	Philippa Watts	0	0	Report Completed
Deferred Audits to 2017-18				
Museum/TIC	Ann Kirk	20	18	Currently under review - defer until 2017-18
Information Technology (New IT Manager)	To be determined	15	15	Deferred due the Shared Service project
Grants & Contributions (Received)	Stephen James	15	15	Deferred until April / May
Westgate/Southbourne/Midhursrt Leisure Centres	Sue Shipway	15	15	Contract commenced 1 May2016
Pest Control	Philippa Watts	15	14	Now outsourced-cover under future contract audits
Inclusion in Key Financial Systems				
Creditors	Sue Shipway / Philippa Watts / Julie Ball / Sarah Hornsby			
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	100 See Above		Reported at Year End

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			