

Progress Report – Audit Plan



As at 31st May 2017

Appendix 1

| Audits Brought Forward from 2016-17 | Auditor | No of Days | Days Remaining | Position with Audit |
|---|--|------------|----------------|--|
| Museum/TIC | Stephen James | 20 | 20 | |
| Information Technology (GDPR/Data Security) | Stephen James | 15 | 15 | |
| Leisure Centres - Contract Management | Sue Shipway | 15 | 13 | Planning completed |
| 2017/2018 - Audit Plan | | | | |
| Income Management | Julie Ball | 15 | 4 | Ongoing |
| Section 106/CIL | Stephen James | 15 | 15 | |
| Trade and Green Waste | Sue Shipway/Julie Ball | 15 | 15 | |
| Customer Services Centre | Stephen James | 15 | 15 | |
| Debt Recovery | Julie Ball | 20 | 20 | |
| Other Audit Activities | Auditor | No of Days | Days Remaining | Position with Audit |
| Key Financial Systems - See below for details | Sue Shipway / Julie Ball / Stephen James | 110 | 106 | Ongoing |
| Planning and Control (Planning and Reviews) | Stephen James / Sue Shipway | 15 | 11 | Ongoing |
| Meetings / Discussions with EY | Stephen James / Sue Shipway | 2 | 2 | Monitoring Role and progress report |
| Committee Reports & Representation | Stephen James / Sue Shipway | 15 | 14 | Ongoing |
| Corporate Advice | Sue Shipway / Julie Ball / Stephen James | 9 | 8 | Ongoing |
| Contingency | Sue Shipway / Julie Ball / Stephen James | 64 | 59 | Analysed separately |
| AGS and Evidence | Stephen James/Sue Shipway | 20 | 10 | Deferred, further information required |
| Follow UPS | Sue Shipway / Julie Ball / Stephen James | 10 | 8 | Ongoing |

| | | | | |
|---|--|-----|---|---|
| Public Sector Internal Audit Standard (PSIAS) | Sue Shipway | 20 | | Ongoing |
| Completed Audits | | | | |
| Contract Management | Ann Kirk/Julie Ball | 2 | 0 | Report Completed |
| Key Financial Systems - See below for details | Sue Shipway | 15 | 0 | Report Completed |
| Fixed Asset Register (Transfer to Civica) | Sue Shipway/ Stephen James | 5 | 0 | Completed-No issues arising |
| Facilities Management | Julie Ball | 20 | 0 | Draft Report Issued |
| Deferred/ Removed to reduce | | | | |
| Budgetary Control | | 15 | | Delegated responsibility and monitored by Finance |
| Business Continuity | | 5 | | Follow up only |
| Contracts/Procurement | | 10 | | Reviewed and Reported on above |
| Westward House | | 10 | | Income already covered by Income Management |
| Inclusion in Key Financial Systems 2017-18 | | | | |
| Creditors | Sue Shipway / Julie Ball / Stephen James | 110 | | |
| Debtors | Sue Shipway / Julie Ball / Stephen James | | | |
| Payroll | Sue Shipway / Julie Ball / Stephen James | | | |
| NNDR | Sue Shipway / Julie Ball / Stephen James | | | |
| Treasury Management | Sue Shipway / Julie Ball / Stephen James | | | Report Completed |
| Fixed Assets | Sue Shipway / Julie Ball / Stephen James | | | |
| Council Tax | Sue Shipway / Julie Ball / Stephen James | | | |
| Bank Reconciliation | Sue Shipway / Julie Ball / Stephen James | | | |
| Budgetary Control | Sue Shipway / Julie Ball / Stephen James | | | |