

Progress Report – Audit Plan



As at 31st May 2011

Appendix 1

Audits	Auditor	No of Days	Days Remaining	Position with Audit
Consultants	Stephen James	10	0	Draft Report
Business Continuity & Business Recovery	Stephen James	15	13.75	Background
Insurance	Stephen James	15	0	Draft Report
Community Wardens	Stephen James	15	15	
Facilities Management/Caretaking	Stephen James	20	20	
Corporate Data	Stephen James	5	5	
Planning Enforcement	Kevin McLafferty	20	20	
Green Waste	Kevin McLafferty	15	15	
Building Control	Kevin McLafferty	15	15	
NFI	Kevin McLafferty	20	18.25	On-going
Grange Centre Advice	Kevin McLafferty	15	15	
Debt Recovery (Careline)	Ann Kirk	20	19	Background
Codes of Practice Members and Employees	Ann Kirk	15	15	

Audits	Auditor	No of Days	Days Remaining	Position with Audit
Disabled Facilities Grant	Ann Kirk	15	15	
Fixed Asset System	Ann Kirk	10	10	
Council Tax	Ann Kirk	15	8.5	Testing
NNDR	Ann Kirk	15	15	
Financial System Advice	Ann Kirk	15	15	
Cash Collection Museum	Juile Ball	10	10	
Shared Working - Estates, Procurement and Fraud	Julie Ball	20	20	
Car Parks	Julie Ball	15	15	
Bank Reconciliation inc pay.net	Julie Ball	20	20	
Approved List of Contractors	Julie Ball	20	9.5	Testing
Carry Forwards	Stephen James / Kevin McLafferty / Ann Kirk	30	10.75	On-going
Projects Management	Kevin McLafferty	10	8.25	Background
Energy Usage	Kevin McLafferty	20	14	Testing
Risk Register	Kevin McLafferty	10	10	
Service Reviews	Ann Kirk	5	2.5	On-going
Debtors & Creditors	Ann Kirk	10	8.5	Background
Safety Inspections - Allianz	Ann Kirk	20	10	Draft Report

Other Audit Activities	Auditor	No of Days	Days Remaining	Position with Audit
Annual Governance Statement inc Partnerships	Stephen James	20	18.5	
AGS Evidence	Stephen James	10	9.75	
Audit Reviews	Stephen James	10	6.25	
Quality Audits Chichester Contract Services	Stephen James	15	13	
Corporate Advice	All Audit Staff	10	8.75	
Contingency	All Audit Staff	138	111.25	
Electronic Government	Kevin McLafferty	5	5	
Creditor / Mileage	Ann Kirk	5	4.5	
AC Audits - International Standard of Auditing	Ann Kirk / Julie Ball	40	38.25	
RIPA	Kevin McLafferty	5	5	
Risk Register	Stephen James	5	5	
Internet & E-mail Quarterly	Julie Ball	5	5	
PI's	Ann Kirk / Julie Ball	10	10	
Follow Ups	Julie Ball	20	16	

Completed Audits	Auditor	Published		
Removable Media	Kevin McLafferty	May-11		
Waste Collection	Kevin McLafferty	May-11		
CPE	Ann Kirk	May-11		
Records Management / Data Quality	Ann Kirk	May-11		
PSHAS (Previously Rent Deposits)	Julie Ball	May-11		
Online & Telephone payments	Julie Ball	May-11		