

Chichester District Council
Progress Report – Audit Plan

Appendix 1

As at 28th February 2015

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	0	
Data Collection - How do we treat data	Sarah Hornsby / Ann Kirk / Julie Ball	15	11	Background
Budgetary Control	Ann Kirk / Julie Ball	15	14	Background
Trade Waste	Sue Shipway	15	9	Final Report - Held back due to on-going review
Post Implementation Testing - FMS - CIVICA	Sue Shipway / Sarah Hornsby / Ann Kirk / Julie Ball	40	29	On-going
Section 106/CIL	Sarah Hornsby	10	10	
Cash Management (Banking Arrangements & Collection)	Sue Shipway	20	19	Background
Business Continuity	Sarah Hornsby	10	10	
Emergency Planning	Sue Shipway	15	13	
Carry Forwards	Stephen James / Sue Shipway	10	8	
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	16	
Corporate Advice	Stephen James / Sue Shipway / Ann Kirk / Julie Ball	10	6	
Contingency	Stephen James / Sue Shipway / Ann Kirk / Julie Ball	84	60	
PSIAS	Stephen James	20	17	On-going
Individual Service Risk Register & Corporate Risk Register	Stephen James	10	10	
Internet & E-mail	Julie Ball	5	3	
Performance Standard	Ann Kirk / Julie Ball	15	15	
Mileage	Sarah Hornsby	10	7	Testing
Follow Ups	Ann Kirk / Julie Ball	20	8	On-going

Completed Audits				
Fraud Review	Sue Shipway			
Car Parks, PCN	Julie Ball / Ann Kirk			
Complaints Customer Care	Ann Kirk			
Income Management	Sue Shipway / Sarah Hornsby			
Disclosure Barring Scheme	Julie Ball			
NFI	Ann Kirk			
Partnership, AGS & Evidence	Stephen James			
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		