

Individual Audit Plan for 2015-2016												Appendix 3	Balance
			Stephen	Actual	Sue	Actual	Sarah	Actual	Maternity Cover	Actual	Julie	Actual	
Audits for 2015-2016 and Other Chargeable Work		918	260		190		156		156		156		
Audits Carried Forward	Risk Weighting	Audit Days											
S106/CIL (Community Infrastructure Levy) Review	18	20											20
Business Continuity	6	10											10
Personnel and Recruitment	4	25											25
Data Security - to be determined the areas to be looked at	2	15											15
Emergency Planning	6	15											15
New Audits for 2015-2016 Year 1	Risk Weighting	Audit Days											
Key Financial Systems	9	40											40
Post Implementation - Fixed Asset Register	12	5											5
Fraud Review (PPP)		15											15
Car Parks	12	18											18
Project Management	8	10											10
Development Management	8	15											15
Safety Inspections - Zurich	12	10											10
Consultants Review	8	5											5
Housing Enabling		5											5
Food Safety	6	15											15
Building Services	4	15											15
Facilities Management/Caretaking	4	20											20
Security of Assets	4	10											10
Building Control	4	10											10
Members Services	1	10											10
Grants and Contributions		15											15
Audit proposed for Year 2 brought forward as back up	Risk Weighting	Audit Days											
Planning Policy	18	10											10
Service Reviews	18	15											15
Treasury Management	18	10											10
Total Number of Days Available To Complete Audits		338	31	0	91	0	82	0	62	0	72	0	
Annual Activity													
Audit Reviews		15	10		5								15
Chichester Contract Services		20	20										20
Corporate Advice		20	4		4		4		4		4		20
Contingency		120	28		23		23		23		23		120
AGS + Evidence		30	30										30
Public Sector Internal Audit Standard		20	20										20
NFI		20			10				10				20
Follow Ups		20							10		10		20
Chargeable Work--Total		265	112	0	42	0	27	0	47	0	37	0	
Non-chargeable activity													
Management		52	39		13								52
Administration		55	15		10		10		10		10		55
Elections		4	1		1		1				1		4
Committee Reports and Attendance		3	3										3
Training		26	5		5		5		6		5		26
Meetings		36	12		6		6		6		6		36
Holidays		127	38		20		23		23		23		127
Sickness		12	4		2		2		2		2		12
Non-Chargeable Work--Total		315	117	0	57	0	47	0	47	0	47	0	
Total		580	229	0	99	0	74	0	94	0	84	0	918
Chargeable Work %			55%	100.0%	70%	100.0%	70.0%	100.0%	70%	100.0%	70%	100.0%	
Non-chargeable Work %			45%	0.0%	30%	0.0%	30.0%	30.0%	30%	0.0%	30%	0.0%	