

# Progress Report – Audit Plan



As at 31 August 2016

Brought Forward from 2015/2016

Appendix 1

Audits	Auditor	No of Days	Days Remaining	Position with Audit
S106/CIL	Philippa Watts	18	17	Planning
Business Continuity	Ann Kirk	10	9	Planning
Grants & Contributions (Received)	Steve James	15	15	
Fixed Asset Register (transfer to Civica)	Sue Shipway	5	5	
Facilities Management/Caretaking/Business Services	Julie Ball	20	18.75	To be included in the deficit reduction audit below
Emergency Planning	Sue Shipway	15	12	Planning
2016/2017 - Audit Plan				
Westgate/Southbourne/Midhurst Leisure Centres	Sue Shipway	15	15	
Community Careline	Julie Ball/Ann Kirk	15	11	Planning
Elections	Sue Shipway	15	14.5	Planning
Industrial Estates/Investment Properties	Philippa Watts	10	10	Ongoing
Carry Forwards (Data Security)	Stephen James / Sue Shipway	15		
Pest Control	Philippa Watts	10	9	Now outsourced-cover under future contract audits
Museum/TIC	Ann Kirk	20	18	On-going and subject to peer review in 2016-17
CCS - Income (Trade & Green Waste)	Sue Shipway	15	13	Planning
Information Technology (New IT Manager)	To be determined	15	15	
Budget Monitoring - Deficit Reduction (Procurement review target on goods and services)	Philippa Watts	15	15	
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	66	Ongoing aim to be completed by Jan 2017
Audit Reviews	Stephen James / Sue Shipway	15	7	Ongoing
Chichester Contract Services Quality Audits	Stephen James	20		
Corporate Fraud Officer	Stephen James / Sue Shipway	20	19.5	Monitoring Role only
Meetings / Discussions with EY	Various	2	1.5	Ongoing
Shared Service Project Plan	Stephen James / Sue Shipway	15	3	Ongoing
Committee Reports & Representation	Stephen James	15	14	Ongoing

Corporate Advice	Stephen James / Sue Shipway/ Julie Ball / Ann Kirk	10	7	Ongoing
Contingency	Stephen James/Sue Shipway/ Philippa Watts/Julie Ball/Ann	65	44	Analysed separately
AGS & Supporting Evidence	Stephen James	30	13	Draft Report available
PSIAS	Stephen James/Sue Shipway	20	20	Ongoing
Individual Service Risk Register & Corporate Risk Register	Stephen James/ Sue Shipway	10		
Follow Ups -	Sue Shipway / Ann Kirk / Julie Ball	14	8	Ongoing
Completed Audits				
Fraud Review	Sue Shipway	15	12	Report Completed
Personnel & Recruitment	Sue Shipway	20	0	Completed and reported
Data Security PSN	Julie Ball	15	5	Completed and Report available
Treasury Management	Philipa Watts	10	0	Completed and Report available
Rent Deposit Scheme Review	Ann Kirk	10	0	Completed and Report available
Estate Rent Arrears	Julie Ball	10	0	Report still in draft
Key Financial Systems 2015/2016	Sue Shipway	0	0	YE report only
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		
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			