

APPENDIX 5**ANNUAL AUDIT PLAN 2016/17****Annual Audits ~ Key Financial Systems**

Days

Ernst & Young Key Financial Controls (ISA)	10
Asset Management (IT Asset Inventory)	12
Housing Benefits (CenSus Partnership)	36
Cash & Bank	12
Creditors	15
Debtors	12
Payroll	14
Treasury Management	12
<i>Sub Total</i>	<i>123</i>

Annual Audits ~ Other

BACS	3
Business Continuity	12
Contracts	19
IT / Data Governance	10
Followups	10
Computer Audit ~ Release & Change Management	16
Computer Audit ~ Software License Management	15
Computer Audit ~ PCI DSS (Payt Card Indy Data Sec Standards)	14
Computer Audit ~ New Finance System	10
Ethics, Values & Behaviours	10
Risk Management Assurance	12
Purchase Cards	7
<i>Sub Total</i>	<i>138</i>

4 Year Cycle

Budgetary Control	12
Building Maintenance & Facilities Management	16
Car Parking Enforcement (CPE)	14
Communications (to include Marketing)	12
Use of Consultants	15
Customer Service / Complaints Management	12
Depots ~ Bulky Waste	9
Depots ~ Trade Waste	8
Events Management	11
Emergency Planning	12
Grants ~ Private Sector Housing Assistance Grants	13
Partnerships (Building Control)	6
Project Management ~ Audit of BBHLC Project Governance Arrangements	5
Recruitment	15
Security	16
<i>Sub Total</i>	<i>176</i>

Other Work

Corporate Governance ~ Update Code of Corporate Governance	8
Corporate Governance ~ Coordinate completion of the Annual Governance Statement	4
Risk Management ~ Strategy	0
Risk Management ~ Risk Register Updates	6
Risk Management ~ Maintain / Enhance Toolkit	2
Risk Management ~ Training / Workshops	2
Risk Management ~ Director's Meetings	1
Risk Management ~ Advice	2
Project Review Group	5
National Fraud Initiative (NFI) Data Matching	20
Corporate Fraud / Anti-Fraud	10
Audit Advice & Data Analytics	10
Consultancy ~ Parks & Open Spaces / Grounds Maintenance Contract	5
Consultancy ~ IT Software (to assist Future Horsham Project)	12
PSIAS (External) Review ~ Rother	5
PSIAS (External) Review ~ Hastings	5
Assurance Framework ~ Pilot within Finance	5
Contingency	50
<i>Sub Total</i>	<i>152</i>

Commissioning / Income Generation

Crawley	60
<i>Sub Total</i>	60

Other Audit Activities

Sussex Audit Group (Chief Auditor Group)	2
Sussex Audit Group (IT Sub Group)	2
Meetings / Liaison with External Auditors	2
Committee Representation	20
PSIAS Compliance, Procedural Updates & PSIAS Audit	2
Meetings re Partnership Working	2
Management Inductions	1
<i>Sub Total</i>	31