

INTERNAL AUDIT PLAN 2018/2019

Audit	Risk	Days
Fundamental Systems (including those identified by Ernst and Young)		
Ernst and Young Year End Testing	High	2
Council Tax	High	8
NNDR	High	10
Housing Benefits	High	10
Creditors	High	8
Sundry Debtors	High	8
Payroll	High	8
Cash and Bank	High	6
FMS	High	6
Budgetary Control	High	8
Asset Management	High	6
Treasury Management	High	5
Projects – Capital and Revenue		
Museum	High	2
Town Centre Regeneration	High	4
Town Hall Redevelopment	High	12
K2 Tender	High	6
Gas Servicing Tender	High	4
Other		
Purchasing of Goods and Services	High	8
Grants	High	8
Publication Scheme Review	High	2
Ethics	High	8
DWP CIS Security Compliance 2018/2019	High	4
Commercial Properties including Rents	High	8
Risk Management Workshops	High	8
Business Continuity, Business Impact Assessments, Health and Safety	High	12
Fraud Risk Assessment	High	8
Housing Repairs – Gas Servicing	High	8
Leasehold Income	High	8
Computer Audit	High	25
<ul style="list-style-type: none"> • Data Centre Migration - 10 • To be agreed – 15 days 		
Contingency		21
Follow Up Audits	High	12
Freedom of Information Requests		100

Specific to Audit and Risk Manager		
Liaison with External Auditor		2
Preparation of Annual Governance Statement		8
Quality Control and Review of Files		20
Staff Management		18
Liaison with Head of Finance, Revenues and Benefits		6
Audit Committee Reports and Attendance		12
Non-specific advice and liaison		12
Preparation of Annual Internal Audit Plan		6
PSIAS Peer Review		5
PSIAS Compliance		8
Sussex Audit Group		3
Study, training and courses		2
General Administration		2
Prepare for GDPR		6
Specific to Auditors		
Non-specific advice and liaison		8
Sussex Audit Group		3
Study, training and courses		4
Cheque control/bank administration		2
General Administration		4
Election Duty		4
Mid Sussex District Council		220
		708