

**APPENDIX 1**

<b>AUDIT PLAN 2003/2004 - 6 MONTHS UPDATE</b>				
	<b>No of Audit Days</b>			
	<b>Actual to Date</b>	<b>Planned</b>	<b>Variance</b>	<b>Comments</b>
Corporate Responsibilities	25	73	48	Internal Control, Anti-Fraud & Corruption Statement, CPA
Audit & Process Review	55	81	26	PIs, Follow-up, Annual Checks
Financial Services	6	40	34	Creditors
R&HM	4	60	56	Supporting People
HH&CC	21	25	4	Food Inspections, Review PIs
Contracted Services	18	30	12	Cherry Orchard Contract, Lavers, Service Contracts
Planning Services	18	20	2	Building Control, Enforcement
Admin & Member Services	5	25	20	Democratic Renewal
Personnel	0	10	10	
Legal	11	10	-1	Legal Procedures
				<b>Audit Plan Completed</b>
<b>Sub Total – Audit Plan</b>	<b>163</b>	<b>374</b>	<b>211</b>	<b>44%</b>
<b>Provisions</b>				
Ad-hoc	10	21	11	Advisory, Committee Preparation
Special Assignments	18	20	2	Sheltered Schemes Inventories & Income, Lettings Policy
Management Assignments	5	15	10	HB Performance Standards
Working Groups (not meetings)	3	3	0	I.T. User Group, Risk Management, Financial Programme
Reading and Awareness	16	27	11	
Audit Management	14	30	16	Performance Monitoring
<b>Sub Total – Total Audit Work</b>	<b>229</b>	<b>490</b>	<b>261</b>	<b>47%</b>
Internal/External Meetings	9	17	8	
Administration	35	63	28	
<b>Actual Available Hours</b>	<b>273</b>	<b>570</b>	<b>297</b>	
<b>Other Time</b>				
Best Value Admin Support	17	50	33	
Holidays	82	120	38	
<b>Non Audit Plan – Sub Total</b>	<b>372</b>	<b>740</b>	<b>368</b>	<b>50%</b>