

Internal Audit Allocation 2019/2020

APPENDIX 1

DESCRIPTION (Analysis of Description Overleaf)	DAYS 2019/20	DAYS 2018/19	VARIANCE	Notes (Overleaf)
Total Days Available for Internal Audit Team	953	997	(44)	
52x5x1 - Auditor x 1 FTE (3 FTE in 18/19)	260	737	(477)	1
52x5x2x10/12 - Auditor x2 FTE (with 2 month vacancy)	433	0	433	
52x5x1 - Audit Manager x1FTE	260	260	-	
Total Lost Days for Internal Audit Team	151	175	(24)	
Annual Leave Entitlement (planned)	95	115	(20)	2
Bank Holiday and Christmas Closure (planned)	36	40	(4)	
Sick Leave (unplanned)	20	20	-	
Total Non-Chargeable Days for Internal Audit Team	82	86	(4)	
Training and Development	12	12	-	
Planned Study	20	27	(7)	3
Admin/Corporate Issues	40	35	5	
Corporate/Team Meetings	10	12	(2)	
Total Chargeable Days for Internal Audit Team	720	736	(16)	
Audit Management	100	110	(10)	4
Ad hoc Audit Advice (4 days per service area)	32	32	-	5
Consultancy/System Development (4 days per service area)	32	32	-	6
Contingency (Investigations) (6 days per service area)	48	48	-	7
Audit Follow Up 2017/2018 and 2018/2019	8	12	(4)	8
Audit Follow Up Key Financials 2019/2020	10	10	-	8
Audit Follow Up 2019/2020	10	10	-	8
Town and Parish Councils 2018/2019	8	26	(18)	9
5 Councils Partnership 2019/2020	20	20	-	10
Audit Plan 2019/2020	452	436	16	11
Total Lost + Non-Chargeable + Chargeable Days	953	997	(44)	
Proportion of Chargeable Days	76%	74%	2%	
Proportion of Non-Chargeable Days	9%	9%	-	
Proportion of Lost Days	16%	18%	(2%)	

Analysis of description

Lost days

- Annual leave entitlement
- Bank holiday and Christmas closure
- Sick leave

Training and development

- In-house corporate training (IT, new systems, HR training programme)
- External role related training (management, fraud, audit)
- Study leave for professional qualifications or other role specific training

Administration and corporate issues

- Appraisals
- Progress and 1-2-1 meetings
- Filing
- Timekeeping (timesheets, time allocation, individual work plans)
- Staff briefings
- E-mails/correspondence
- Recruitment

Team meetings

- Internal audit, finance managers, service managers, statutory officers, portfolio

Audit management

- Preparation and attendance at committee
- Revision of audit procedures
- Quality assurance
- Liaising with external audit
- Raising the profile of internal audit
- Attendance at corporate internal and external networking meetings
- Internal audit presence on the website and intranet at both sites
- Preparation and monitoring of the audit plan
- Budgetary control
- Delivery of training
- Performance management
- Recommendations database (maintenance and non-audit specific work)
- Corporate fraud

Ad-hoc audit advice

- Informal responsive advice to queries from staff members

Consultancy/system development

- Formal project work based on agreed terms of reference (i.e. project member for implementation of new systems, system mapping, delivery of training to members and staff)

Contingency/investigations

- Responsive work issued and agreed by the S151 officer, audit and corporate governance committees, members or management team

Town and parish councils

- Provision of internal audit services to town and parish councils

5 Councils Partnership

- Transition to new systems for finance, payroll and IT

Notes and explanations for variances against previous year

1. Total Days Available for Internal Audit Team down 44 from 997 to 953

Since January 2019 there have been two auditor vacancies. The calculation of available auditor days allows for two months in 2019/20 to recruit to post.

2. Total Lost Days for Internal Audit Team down 24 days from 175 to 151

- Less 20 days – annual leave. The calculation estimates the two new auditors will have 23 days' entitlement, pro-rated for 10 months. In 2019/20 there are no long serving staff with additional annual leave entitlement.
- Less 4 days - bank holidays and Christmas. There are 11 days each rather than 10, but the allowance for two auditor vacancies in April and May reduce the total bank holiday days by an additional eight days.
- No change to the number of sick days – each year the sick leave calculation estimates 5 days per person.

3. Total Non-Chargeable Days for Internal Audit Team down 4 days from 86 to 82

- Less 7 days – planned study. Allocation of 5 days per auditor, allowing for training of new staff.
- Plus 5 days – admin/corporate issues increase to allow for additional recruitment activity.
- Less 2 days – corporate/team meetings decrease from 12 to 10 days to bring in line with the average number of days used over the last three years.

Total Chargeable Days for Internal Audit Team down 16 days from 736 to 720 but individual allocated areas have changed as follows:

4. Less 10 days' audit management to bring in line with the average number of days used over the last three years.
5. No change to the number of ad hoc advice days - 4 days per service area.
6. No change to the number of consultancy days - 4 days per service area.
7. No change to the number of contingency days - 6 days per service area.
8. Less 4 days – audit follow up, based on the number of audits in 2017/18 to 2019/20 requiring follow up work.
9. Less 18 days - town and parish councils. The two town and parish contracts end in 2018/19; however, allocation of 9 days to allow for the completion of the 2018/19 year end audit work.
10. No change to 5CP days to allow for audit assistance as required.
11. Plus 16 days - audit plan days is increased due to the additional time created from fewer allocated days for audit management and town and parish council work in 2019/20, as described above.