

Internal Audit Allocation 2023/24

DESCRIPTION	DAYS 2023/24	DAYS 2022/23	VARIANCE	NOTES
Total available days	1,040	1,040	0	1
Total lost days	238	213	25	2
Total non-chargeable days	90	90	0	3
Total chargeable days	712	737	(25)	4
Total lost, non-chargeable, chargeable days	1,040	1,040	0	
Proportion of chargeable days	68%	71%	(3%)	
Proportion of non-chargeable days	9%	9%	0%	
Proportion of lost days	23%	20%	3%	

Notes

- 1. Total available days** is the full-time hours (260 working days) for one internal audit and risk manager and three auditors, which remains unchanged from the prior year.
- 2. Total lost days** includes annual leave, public holidays (including office shutdown), and other planned/unplanned leave (e.g., sickness, medical appointments, paternity leave). The amount is affected by carry forward of leave and the purchase of additional leave (maximum five days each annual leave year).
- 3. Total non-chargeable days** comprises administration (e.g., performance management, recruitment), meeting attendance, and training and development. Total days remains unchanged from the prior year.
- 4. Total chargeable days** includes planned (key financials, assurance audits) and unplanned (e.g., consultancy, investigations) internal audit work, ad-hoc advice, recommendations follow up, and audit management (e.g., quality assurance, reporting, internal audit methodology). Total chargeable days is lower in 2023/24 due to the increase in total lost days from the prior year.