

APPENDIX A

AUDIT RESOURCE FOR THE 2016/17 AUDIT PLAN					
	Totals	Internal Audit Manager	Revenues & Benefits Auditor	Internal Auditor	Internal Auditor
FTE POSTS	3.60	1.00	1.00	1.00	0.60
Lewes		0.8			
DAYS AVAILABLE	884	208	260	260	156
<b>PLANNED AUDITS</b>					
Annual Governance Audits	129				
Grant Claims / National Fraud Initiative	100				
Audit Advice / Special Investigations	40				
Follow ups	30				
High Risk Audits	20				
Carry forwards	55				
Medium Risk Audits	83				
Low Risks	20				
Requests	0				
Contingency	45				
<b>Total Chargeable Days</b>	<b>522</b>				
<b>NON-CHARGEABLE TIME</b>					
Supervision and management	50	50			
Seminars and training	33	11	6	6	10
Team meetings	5	5			
Performance appraisals	0				
Strategic, Annual and Business Planning	5	5			
Annual Leave	98	27	27	27	17
Public Holidays	35	10	10	10	5
Concessionary Leave	7	2	2	2	1
Sickness	18	5	5	5	3
Monthly / Quarterly reports on Audit	10	10			
Maternity / Paternity leave	0				
Vacancies	0				
Admin / Reading / Elections	61	20	16	15	10
External Audit Liaison	15	10	5		
<b>Total Non-Chargeable Days</b>	<b>337</b>	<b>155</b>	<b>71</b>	<b>65</b>	<b>46</b>
RISK MANAGEMENT	20				
PEER REVIEWS	5				
<b>TOTAL EBC RESOURCE REQUIREMENT</b>	<b>884</b>				
<b>TOTAL EBC AVAILABLE DAYS</b>	<b>884</b>				
EHL INTERNAL AUDITING DAYS	36				