

APPENDIX A

AUDIT RESOURCE FOR THE 2018/19 AUDIT PLAN					
	Totals	Audit Manager	Senior Auditor	Internal Auditor	Internal Auditor
FTE POSTS	3.60	1.00	1.00	1.00	0.60
DAYS AVAILABLE	936	260	260	260	156
Less 36 days purchased by EHL	900				
PLANNED AUDITS					
Annual Governance Audits	124				
Grant Claims	115				
Audit Advice / Special Investigations	25				
Follow ups	15				
High Risk Audits	25				
Carry forwards	31				
Medium Risk Audits	122				
Low Risks	55				
Request	8				
Contingency	40				
Total Chargeable Days	560				
NON-CHARGEABLE TIME					
Supervision and management	55	50	5		
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	28	7	7	7	7
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	10	5	5		
Total Non-Chargeable Days	330	147	73	62	48
RISK MANAGEMENT	10				
TOTAL EBC RESOURCE REQUIREMENT	900				
TOTAL EBC AVAILABLE DAYS	900				