

AUDIT CATEGORY					%
Total available days less leave etc	620	20		640	
PLANNED AUDITS/ AUDIT WORK					
Systems	250				
Regular & Ad Hoc audit work	55				
V.F.M	20	325	325		50.78%
CONTINUOUS AUDIT					
a. Routine Checks	2				
b. Small Systems Review	2	4	4		0.63%
SPECIALIST AREAS					
a. Computer					
i. Development	32				
ii. Audit	18				
iii. Specialist Audit	20	70	70		10.94%
b. Contract					
i. Final Account/Procedure Rules	32				
ii. Current Audit	12	44	44		6.88%
MANAGEMENT					
Audit	45				
Other	15	60	60		9.38%
OTHER					
Special Investigations	28				
Contingency	12	40	40		6.25%
TRAINING, FURTHER EDUCATION ETC					
Seminars and Meetings	15	15			
Training -C.P.E	10				
Further Education	0				
In-House	15	25	40		6.25%
ROUTINE DUTIES					
External Audit		8			
General Office Duties		8			
Internal Check-Payroll		1			
Cash Office Duties		4			
Procurement		2			
Paid Cheque enquiries		3			
Security		9			
Other		22	57		8.91%
TOTAL			640		100.00%
Revisions to the plan are in bold type					