

AUDIT NEEDS ASSESSMENT QUESTIONNAIRE

Business Unit:..... Audit Subject:.....

Completed by:.....

In consultation with:.....

Date: 02 December
2016

Risk Factor	Factor Value	Comments
<p>1. <u>Inherent:</u></p> <p>(a) Fundamental System? Yes / No</p> <p>(b) Legal provisions (0 = Not applicable.... to.... 5 = very high profile & complex)</p> <p>(c) Other external influences (0 = No sensitivity to.... 5 = very high sensitivity)</p> <p>(d) Complexity of processing (1 = very low to ... 5 = very high)</p> <p>(e) Dependency on technology (1 = very low to ... 5 = very high)</p> <p>(f) Stability - people (1 = very low risk to ... 5 = very high risk)</p> <p>(g) Stability - systems (1 = very low risk to ... 5 = very high risk)</p> <p style="text-align: right;">Average</p>	<p>See Comments</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p>Annual HLC coverage required</p>
<p>2. <u>Financial</u></p> <p>(a) Relevant annual sum - _____, _____</p>	<p>—</p>	
<p>3. <u>Scope & Impact</u></p> <p>(a) Corporate Strategic Priorities (1 = Very low dependency to.... 5 = very high dependency)</p> <p>(b) Fraud & corruption (0 = No sensitivity to.... 5 = very high sensitivity)</p> <p>(c) Public health/safety (0 = Not applicable.... to.... 5 = very high profile)</p> <p>(d) Public/media interest/exposure (0 = Not applicable.... to.... 5 = very high profile)</p> <p>(e) Impact on Council assets (0 = Not applicable.... to.... 5 = very high risk)</p> <p style="text-align: right;">Average</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	
<p>4. <u>Management & Control</u></p> <p>(a) Quality assessments (e.g. VFM, Best Value) (1 = very highly rated to ... 5 = very poorly rated)</p> <p>(b) Documentation (1 = comprehensive & up to date to ... 5 = little or none)</p> <p>(c) Reported concerns (0 = none to ... 5 = highly serious)</p> <p>(d) Control rating from previous audit(s) (1= very good to ... 5 = very poor)</p> <p style="text-align: right;">Average</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	

Risk Factor	Factor Value	Comments
<p><i>Notional audit needs assessment (Avg. 1 + 2 + Avg. 3 + Avg. 4):</i></p> <p><i>Adjustment</i></p> <p><i>Reasons for adjustment:</i></p> <p><i>Final allocation:</i></p> <p><i>Coverage in 3-year plan cycle based on sum of >Stability= ratings 1(f) & 1 (g):</i></p> <p>Fundamental system (one full system + 2 interim compliance audits)</p> <p>Audit each year (one full systems-based and two >follow-up=)</p> <p>Audit twice within cycle (one systems based and follow-up in succeeding year)</p> <p>Systems audit twice within cycle</p> <p>Systems audit once within cycle</p> <p>Other (give details & reasons)</p>	<p>___ days</p> <p>+ / - ___ days</p> <p>___ days</p>	