

INTERNAL AUDIT PLAN 2015 / 2016										
2015/16	% Plan Completion to Date	23%		% Target August 2015						30.0%
Job No	Departments	Days Planned	Pre. Audit Meeting	Terms of Reference Issued	Commenced	Field Work Complete	Draft Report Issued	Final Report Issued	Days to Date	Status
	Chief Executive									
1115001	Partnership Arrangements	8							0.0	
1115002	Customer Services	6							0.0	
1115003	Press Office/communication	6							0.0	
1115004	Annual Governance Statement	8	*	*	*	*	*		7.2	Draft Report Issued
1215001	HR Function	10							0.0	
1215002	Modern Records	6	*	*	*	*	*	*	6.0	Complete
1215003	Declaration of Interest	10	*						0.0	Pre Audit Meeting
1315001	Financial Management Other	10							0.0	
	Total Audit Days for Department	64							13.2	
	Education & Children									
2115001	Modernising Education Provisions	6							0.0	
2215001	Information Management	6							0.0	
2315001	Admissions	6	*	*	*	*	*		5.4	Draft Report Issued
2315002	Governor Support	5	*	*	*	*	*		4.5	Draft Report Issued
2315003	School Meals	10	*	*	*	*	*		9.0	Draft Report Issued
2315004	Catering Services	6							0.0	
2315005	Teachers starters & leavers	6							0.0	
2415001	Adoption & Fostering	6	*	*					0.0	Terms of Reference Issued
2415002	Family Support	6							0.0	
2415003	Partnering / Procurement	6							0.0	
2415004	Residential Care	6							0.0	
2415005	Safeguarding	6							0.0	
2515001	Financial Management Other									
	Total Audit Days for Department	75							18.9	
	Grants									
3115001	Physical Regeneration	10							0.0	
3115002	Business Development	5							0.0	
3115003	Community Funding	10							0.0	
3115004	Third Party Grants Monitoring	8							0.0	
3215001	Education - Arrangements for EIG	5	*	*	*	*	*	*	5.0	Complete
3215002	SCHH	5							0.0	
3215003	Resources	5							0.0	
3315001	Foundation Stage	6	*	*	*	*	*		5.4	Draft Report Issued
3315002	DCELLS Post 16	5	*	*	*	*	*	*	5.0	Complete
3315003	Bus operators Grant	5	*	*	*	*	*	*	5.0	Complete
3315004	Communities 2.0	6	*	*	*	*	*	*	6.0	Complete
3315005	Supporting People	15	*	*	*				0.0	Commenced
3315006	LSB - Development Officer	10	*	*	*	*	*		9.0	Draft Report Issued
3315007	LSB - Regional Collaboration	10	*	*	*	*	*		9.0	Draft Report Issued
3415001	Financial Management Other								0.0	
	Total Audit Days for Department	105							44.4	

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	Resources									
4115001	Main Accounting	15							0.0	
4115002	VAT	8							0.0	
4115003	Capital Accounting incl.Fixed Asset Register	15							0.0	
4115004	Treasury Management	7							0.0	
4115005	Investments	7							0.0	
4115006	Pensions Payroll System	8							0.0	
4115007	Housing Benefits	10							0.0	
4115008	Council Tax	10							0.0	
4115009	NNDR	10							0.0	
4115010	Payroll System (Carms CC staff & Teachers)	25	*	*	*				0.0	Commenced
4115011	Creditor Payments	20							0.0	
4115012	Debtors System	20							0.0	
4115013	Cash Receipting	8	*	*	*	*			5.2	Field Work Complete
4115014	Banking	8	*	*	*				0.0	Commenced
4115015	Travel & Subsistence System	10							0.0	
4115016	Trust Funds	12	*	*	*	*	*		10.8	Draft Report Issued
4215001	Asset Transfer	8							0.0	
4215002	Property Management	8							0.0	
4215003	Estate Management - HRA Garages & Land holdings	8							0.0	
4215004	Provision / livestock markets	8							0.0	
4315004	Financial Management Other	10							0.0	
	Total Audit Days for Department	235							16.0	
	Community Services									
5115001	Tenant Involvement	8							0.0	
5115002	Tenancy Mgt	10							0.0	
5115003	Voids (incl Building Service involvement)	13							0.0	
5115004	Travellers Sites	4	*	*	*	*	*	*	4.0	Complete
5115005	Affordable Homes	6	*	*	*	*	*	*	6.0	Complete
5115006	Rents	8	*	*	*	*	*	*	8.0	Complete
5115007	HRA	8	*	*	*	*	*		7.2	Draft Report Issued
5215001	Contract Management/Partnerships	10							0.0	
5215002	Home Care	15							0.0	
5215003	Meal provision	10	*	*	*	*	*		9.0	Draft Report Issued
5215004	Residential Care Authority & Private Homes	12							0.0	
5215005	Financial assessments and Collections	7	*	*	*	*	*		6.3	Draft Report Issued
5215006	Deputyship	10							0.0	
5215007	Learning Disabilities	10							0.0	
5215008	Safeguarding	5							0.0	
5215009	Supporting People	8							0.0	
5215010	Care Line	6	*	*	*	*			3.9	Field Work Complete
5315001	Licensing and other fees	6							0.0	
5415001	Theatres	8							0.0	
5415002	Heritage Services	8							0.0	
5415003	Libraries	8	*	*	*	*	N/A	N/A	8.0	Complete
5415004	Amman Valley	5							0.0	
5415005	Carmarthen	5							0.0	
5415006	Llanelli	5							0.0	
5415007	South Area Leisure / Education & Workforce	13							0.0	
5415008	Arrangements for Leisure Trust Status	5							0.0	
5415009	Countryside Access	5							0.0	
5415010	Pembrey Country Park / MCP / Counrty Parks	15	*	*	*	*	*		13.5	Draft Report Issued
5415011	Ski Slope Mngt and Operational	5	*	*	*	*	*		4.5	Draft Report Issued
5515001	Financial Management Other	14	*	*	*	*	*	*	14.0	Complete
	Total Audit Days for Department	252							84.4	

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Job No	Departments	Days Planned	Pre. Audit Meeting	Terms of Reference Issued	Commenced	Field Work Complete	Draft Report Issued	Final Report Issued	Days to Date	Status
	Environmental Services									
6115001	Building Maintenance (excl Housing voids)	6							0.0	
6115002	Procurement	8							0.0	
6115003	Grounds Maintenance	8							0.0	
6215001	Highway Maintenance (incl. Trunk Roads)	8							0.0	
6215002	Waste Services	8							0.0	
6215003	Other Streetwork	6	*	*	*	*	*		5.4	Draft Report Issued
6215004	Street Lighting	5	*	*	*	*	*		4.5	Draft Report Issued
6215005	Cleaning Services	8							0.0	
6315001	Community transport	5							0.0	
6315002	Parking inc Enforcement	5	*	*	*	*	*	*	5.0	Complete
6315003	Management systems (task)	8							0.0	
6415001	Conservation	5	*	*	*	*			3.3	Field Work Complete
6515001	Financial Management Other	10							0.0	
	Total Audit Days for Department	90							18.2	
	Procurement / Contracts									
6615001	Departmental Contract Management	10							0.0	
6615002	Contract Partnering Selection	10							0.0	
6615003	Capital Grant Management	10							0.0	
6615004	Framework contracts	15							0.0	
6615005	Dinefwr Reorganisation	8							0.0	
6615006	Carmarthenshire Homes Standard	8							0.0	
6615007	MEP	8							0.0	
6615008	New residential home Carmarthen	8	*	*	*	*			5.2	Field Work Complete
6615009	Carmarthen West Link Road	7	*	*	*	*			4.6	Field Work Complete
6615010	Leisure - Museum garden scheme	8	*						0.0	Pre Audit Meeting
6615011	Stradey Phase 1	8							0.0	
6715001	Financial Management Other	15							0.0	
	Total Audit Days for Department	115							9.8	
	Computer Audit									
4415001	IT Procurement	15	*	*	*				0.0	Commenced
4415002	Corporate File Plan	10	*						0.0	Pre Audit Meeting
4415003	Cloud Computing	10							0.0	
4415004	Data Protection	10	*	*	*				0.0	Commenced
4415005	Computer Assisted Audit Testing(CAATs)	22	*	*	*				0.0	Commenced
4415006	NFI	35	*	*	*	*			22.8	Field Work Complete
4415007	- Agresso Developments	8							0.0	
4415008	Pensions	8	*	*	*	*	*		7.2	Draft Report Issued
4415009	-Revenues/ Benefits / DIPS	9	*	*	*				0.0	Commenced
4415010	- Payment Cards	10							0.0	
4415011	Resources / WWEC - Grants Matrix system	10	*	*	*				0.0	Commenced
4415012	Other Systems - Total Mobile	13							0.0	
4515001	Financial Management Other	4							0.0	
	Total Audit Days for Department	164							30.0	

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Job No	Departments	Days Planned	Pre. Audit Meeting	Terms of Reference Issued	Commenced	Field Work Complete	Draft Report Issued	Final Report Issued	Days to Date	Status
	School Audits									
Primary Schools										
2615001	Maesybont C.P. School.	3	*	*					0.0	Terms of Reference Issued
2615002	Ysgol Gynradd Y Tymbl	3	*	*	*	*	*		2.7	Draft Report Issued
2615003	Pontiets C.P. School	3	*	*					0.0	Terms of Reference Issued
2615004	Betws C.P. School	3	*	*	*	*	*	*	3.0	Complete
2615005	Ysgol Gynradd Tycroes	3	*	*					0.0	Terms of Reference Issued
2615006	Ysgol Gynradd Parcyrhun	3	*	*					0.0	Terms of Reference Issued
2615007	Nantygroes C.P. School	3	*	*					0.0	Terms of Reference Issued
2615008	Talley C.P School	3	*	*	*	*	*		2.7	Draft Report Issued
2615009	Cwrt Henry	3	*	*					0.0	Terms of Reference Issued
2615010	Ysgol Rhys Pritchard	3	*	*	*	*	*		2.7	Draft Report Issued
2615011	Llys Hywel Whitland	3	*	*	*	*	*		2.7	Draft Report Issued
2615012	Ysgol Gynradd Brynsaron	3	*	*					0.0	Terms of Reference Issued
2615013	Llangennech Junior School	3	*	*					0.0	Terms of Reference Issued
2615014	Hendy C.P. Mixed School	3	*	*					0.0	Terms of Reference Issued
2615015	Brynamman Primary School	3	*	*	*	*	*		2.7	Draft Report Issued
2615016	Abernant	3	*	*					0.0	Terms of Reference Issued
2615017	Parc Y Tywyn School	3	*	*					0.0	Terms of Reference Issued
2615018	Pembrey	3	*	*					0.0	Terms of Reference Issued
2615019	Ysgol Beca	3	*	*	*	*	*		2.7	Draft Report Issued
2615020	Ysgol Gynradd Hafodwenog	3	*	*					0.0	Terms of Reference Issued
2615021	Llandeilo C.P. School	3	*	*					0.0	Terms of Reference Issued
2615022	Y.G. Cynwyl Elfed	3	*	*					0.0	Terms of Reference Issued
2615023	Halfway C.P. School.	3	*	*					0.0	Terms of Reference Issued
2615024	Pwll C.P. Mixed School	3	*	*					0.0	Terms of Reference Issued
2615025	Ysgol Y Castell	3	*	*	*	*	*	*	3.0	Complete
2615026	Penygroes C.P. School	3	*	*	*	*	*		2.7	Draft Report Issued
2615027	Ysgol Gynradd Nantgaredig	3	*	*					0.0	Terms of Reference Issued
2615028	Ysgol Gymraeg Gwenllian	3	*	*					0.0	Terms of Reference Issued
2615029	Ysgol Dewi Sant, Llanelli.	3	*	*					0.0	Terms of Reference Issued
2615030	Stebonheath C.P. School	3	*	*					0.0	Terms of Reference Issued
2615031	Ysgol Y Ddwylan	3	*	*					0.0	Terms of Reference Issued
2615032	Ysgol y Fro	3	*	*					0.0	Terms of Reference Issued
2615033	Carreg Hirfaen Foundation School	3	*	*	*	*	*		2.7	Draft Report Issued
2615034	Ysgol Cae'r Felin	3	*	*					0.0	Terms of Reference Issued
2615035	Ysgol Y Bedol	3	*	*					0.0	Terms of Reference Issued
2615036	Ysgol Brynteg	3	*	*					0.0	Terms of Reference Issued
2615037	Pentip VA School	3	*	*	*	*	*		2.7	Draft Report Issued
	Primary Schools Totals	111							30.3	
Secondary Schools										
2715001	Ysgol Bro Dinefwr	7	*	*					0.0	Terms of Reference Issued
2715002	Dyffryn Amman	7	*	*					0.0	Terms of Reference Issued
2715003	Dyffryn Taf	7	*	*	*	*	*		6.3	Draft Report Issued
2715004	Ysgol Gyfun Emlyn	7	*	*					0.0	Terms of Reference Issued
2715005	Bro Myrddin	7	*	*	*	*	*		6.3	Draft Report Issued
2715006	Coedcae	7	*	*					0.0	Terms of Reference Issued
2715007	St John Lloyd	7	*	*	*	*	*		6.3	Draft Report Issued
	Secondary Schools Totals	49							18.9	
	Total Audit Days for Department	160							49.2	
	Total All Audits Planned	1260							284.0	
	Additional Work Not Included in Original Plan									
	SEG - School Effectiveness Grant	15	*	*	*				0.0	Commenced
	WEG - Welsh in Education Grant	15	*	*	*	*			9.8	Field Work Complete
	14 to 19 Learning Pathways	8	*	*	*	*	*		7.2	Draft Report Issued
	Pembrey Country Park / MCP / Counrty Parks	43	*	*	*	*	*		38.7	Draft Report Issued
	Ski Slope Mngt and Operational	12	*	*	*	*	*		10.8	Draft Report Issued
	Total Additional Work	93							66.5	
	Total Audit Plan Time	1353		% Complete to Date			26%		350.4	