

INTERNAL AUDIT PLAN 2016/17										
2016/17	% Plan Completion to Date	74%		% Target February 2017						85.0%
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									
1116001	Corporate Strategy/Policy Making	8							0.0	
1116002	Partnership Arrangements (use time for Safeguarding)	8	*	N/A	*	*			6.0	Field Work Complete
1116003	Call Centre	5	*	*	*	*	*	*	5.0	Complete
1116004	Print Commissioning	5	*	*	*	*	*		4.5	Draft Report Issued
1116005	Annual Governance Statement	8	*	*	*	*	*	*	8.0	Complete
1116006	Coroners / other services	3	*	*	*	*	*	*	3.0	Complete
1116007	Registrars	8	*	*	*	*	*		7.2	Draft Report Issued
1216001	HR Function	10	*	*	*	*	N/A	N/A	10.0	Complete
1216002	Staffing Policies	8	*	*	*	*	*	*	8.0	Complete
1216003	Declaration of Interest	3	*	*	*	*	n/a	n/a	3.0	Complete
1216004	Democratic Advice and Support	5	*	*	*	*	*	*	5.0	Complete
1316001	Financial Management Other (Cars BID)	5	*	*	*	*	*	*	5.0	Complete
	Total Audit Days for Department	76							64.7	

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	Education & Children									
2116001	Community Learning	3	*	*	*	*	*	*	3.0	Complete
2116002	Youth Support Service	8	*	*	*	*	*	*	8.0	Complete
2216001	Information Management	6	*	*	*				0.0	Commenced
2216002	School Meals / Catering Services	10	*	*	*	*	*	*	10.0	Complete
2316001	Additional Learning Needs	8	*	*	*	*	*	*	6.0	Field Work Complete
2316002	School Improvement	5	*	*	*	*	*	*	5.0	Complete
2316003	Schools Organisation	5	*						0.0	Pre Audit Meeting
2316004	Teachers starters & leavers	6	*	*	*	*	*		5.4	Draft Report Issued
2416001	Child Support	6	*	*	*	*	*		5.4	Draft Report Issued
2416002	Family Support	6							0.0	
2416003	Partnering / Procurement	6	*	*	*				0.0	Commenced
2416004	Education Welfare	6	*						0.0	Pre Audit Meeting
2416005	Safeguarding	10	*	*	*				0.0	Commenced
2516001	Financial Management Other	5	*	*	*	*	*	*	5.0	Complete
	Total Audit Days for Department	90							47.8	

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	Grants									
3116001	Physical Regeneration	10							0.0	
3116002	Business Development	5							0.0	
3116003	Community Funding	8							0.0	
3216001	Departmental Grants	15	*	*	*	*	*	*	15.0	Complete
3216002	Foundation Stage	6	N/A	N/A	N/A	N/A	N/A	N/A	6.0	Complete
3216003	DCELLS Post 16	5	*	*	*	*	*	*	5.0	Complete
3216004	Bus operators Grant	5	*	*	*	*	*	*	0.0	Commenced
3216005	Supporting People	15	*	*	*	*	*	*	13.5	Draft Report Issued
3216006	Education - EIG - Q1 Audit	5	N/A	N/A	N/A	N/A	N/A	N/A	5.0	Complete
3216007	Education - EIG - Q2 Audit	5	*	*	*	*	*	*	5.0	Complete
3216008	Education - EIG - Q3 Audit	5	*	*	*	*	*	*	5.0	Complete
3216009	Education - EIG - Q4 Audit	5	*	*	*	*	*	*	5.0	Complete
3216010	Education - EIG - Final Annual Audit	5							0.0	
3216011	Education - PDG	15	*	*	*	*	*	*	15.0	Complete
3316001	Financial Management Other	5	*	*	*	*	*	*	4.5	Draft Report Issued
	Total Audit Days for Department	114							79	

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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
	Corporate Services									
4116001	Risk Management	10							0.0	
4216001	Main Accounting	15	*	*	*	*	*		13.5	Draft Report Issued
4216002	VAT	8	*	*	*	*	*		7.2	Draft Report Issued
4216003	Capital Accounting incl.Fixed Asset Register	15	*	*					0.0	Terms of Reference Issued
4216004	Treasury Management	7	*	*	*	*	*		6.3	Draft Report Issued
4216005	Investments	7	*	*	*	*	*		6.3	Draft Report Issued
4216006	Pensions Payroll System	8	*	*	*	*	*	*	8.0	Complete
4216007	Housing Benefits	10							0.0	
4216008	Council Tax	10	*	*	*	*			7.5	Field Work Complete
4216009	NNDR	10	*	*	*	*			7.5	Field Work Complete
4216010	Payroll System	22	*	*	*	*	*	*	22.0	Complete
4216011	Creditor Payments	20	*	*	*	*			15.0	Field Work Complete
4216012	Debtors System	20	*	*	*				0.0	Commenced
4216013	Cash Receipting	8	*	*	*	*	*		7.2	Draft Report Issued
4216014	Banking	8	*	*	*	*	*	*	8.0	Complete
4216015	Travel & Subsistence System	10	*	*	*				0.0	Commenced
4216016	Trust Funds	10	*	*	*	*	*	*	10.0	Complete
4316001	Financial Management Other	5							0.0	
	Total Audit Days for Department	203							118.5	
	Corporate Property									
	Property Management	8							0.0	
	Estate Management	8							0.0	
	Provision / livestock markets	8	*	*	*	*			6.0	Field Work Complete
	Total Audit Days for Department	24							6	

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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
	Communities									
5116001	Disability/Adaptations/Renewals/ARBED	10	*	*	*	*	*	*	10.0	Complete
5116002	Houses for Homes	8	*	*	*	*	*	*	8.0	Complete
5116003	Tenancy Mgt	8	*	*	*	*	*		7.2	Draft Report Issued
5116004	Voids	8	*	*	*	*	*		7.2	Draft Report Issued
5116005	Homelessness	8	*	*	*	*			6.0	Field Work Complete
5116006	Rents	8	*	*	*	*	*	*	8.0	Complete
5116007	HRA	8	*	*	*	*	*		7.2	Draft Report Issued
5216001	Contract Management/Partnerships	10	*						0.0	Pre Audit Meeting
5216002	Direct Payments	10	*	*	*	*	*	*	10.0	Complete
5216003	Home Care	10	*	*	*	*	*		9.0	Draft Report Issued
5216004	Residential Care Authority & Private Homes	10	*	*	*	*	*	*	10.0	Complete
5216005	Day Care	10	*	*	*	*	*	*	10.0	Complete
5216006	Learning Disabilities	7	*	*	*	*	*		6.3	Draft Report Issued
5216007	Transport	8	*	*	*	*	*	*	8.0	Complete
5216008	Safeguarding	10	*	*	*	*			7.5	Field Work Complete
5216009	Supporting People	8	*	*	*	*	*		7.2	Draft Report Issued
5316001	Public Health / Protection	6	*	*	*	*	*		5.4	Draft Report Issued
5416001	Arts Development	5	*	*	*	*	*		4.5	Draft Report Issued
5416002	Cultural: Oriel Myrddin	5	*	*	*	*	*	*	5.0	Complete
5416003	Heritage Services	6	*	*	*	*	*	*	6.0	Complete
5416004	Libraries	6	*	*	*	*	*		5.4	Draft Report Issued
5516001	Amman Valley	5	*	*	*	*	*		4.5	Draft Report Issued
5516002	Carmarthen	5	*	*	*	*	*	*	5.0	Complete
5516003	Llanelli	5	*	*	*	*			3.8	Field Work Complete
5516004	East Area Leisure / NERS / Marketing	20	*	*	*	*			15.0	Field Work Complete
5516005	Arrangements for Leisure Trust Status (changed to Deputyships)	5	N/A	N/A	N/A	N/A	N/A	N/A	5.0	Complete
5516006	Partnerships	5	*	*	*	*			3.8	Field Work Complete
5516007	Pembrey Country Park / MCP / Country Parks	15							0.0	
5516008	Ski Centre	5							0.0	

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5516009	Burry Port Harbour	5	*	*	*	*	*	*	5.0	Complete
5616001	Financial Management Other (Use for Deputyships)	5							0.0	
	Total Audit Days for Department	244							189.9	

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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									
6116001	Building Maintenance	10	*	*	*	*			7.5	Field Work Complete
6116002	Procurement	5	*	*	*	*	*		4.5	Draft Report Issued
6116003	Grounds Maintenance	8	*	*	*	*	*	*	8.0	Complete
6116004	Urban Parks	8	*	*	*	*	*	*	8.0	Complete
6216001	Highway Maintenance (incl. Trunk Roads)	8	*	*	*	N/A	N/A	N/A	8.0	Complete
6216002	Waste Services	8	*	*	*				0.0	Commenced
6216003	Trade Waste	5	*	*	*	*	N/A	N/A	5.0	Complete
6316001	Public transport	7	*	*	*	*	*		6.3	Draft Report Issued
6316002	School & College Transport	5	*	*	*	*	*	*	5.0	Complete
6316003	Fleet/Plant Management	7	*	*	*				0.0	Commenced
6316004	Traffic Management	7	*	*	*	*	*	*	7.0	Complete
6316005	Road Safety	7	*	*	*	*	*	*	7.0	Complete
6416001	Development Control	5	*	*	*	*	*	*	5.0	Complete
6416002	Building Control	5	*	*	*	*	*	*	5.0	Complete
6516001	Financial Management Other	5	*	*	*	*			3.8	Field Work Complete
	Total Audit Days for Department	100							80.05	
	Procurement / Contracts									
6616001	Departmental Procurement Revenue Contracts	7	*	*	*	*			5.3	Field Work Complete
6616002	Corporate Procurement	15	*	*	*	*	*		13.5	Draft Report Issued
6616003	Asset Management	15	*	*	*	*			11.3	Field Work Complete
6616004	Framework contracts	15	*	*	*	*			11.3	Field Work Complete
6616005	Specific Projects	18	*	*	*	*	*	*	18.0	Complete
6616006	Capital Maintenance	10	*	*	*	*	*		9.0	Draft Report Issued
6616007	MEP & sample of specific projects / post contracts	15	*	*	*	*	*		13.5	Draft Report Issued
6616008	Post Contract	10	*	*	*	*	*	*	10.0	Complete
6716001	Financial Management Other	5	*	*	*	*			3.8	Field Work Complete
	Total Audit Days for Department	110							95.5	

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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
	Computer Audit									
4416001	Security of Information	15	*	*	*	*	*	*	15.0	Complete
4416002	Operating Systems	15	*	*	*				0.0	Commenced
4416003	Social Media	5							0.0	
4416004	Internet Security	10	*	*	*	*	*	*	10.0	Complete
4416005	Licensing	10	*	*	*				0.0	Commenced
4416006	Communications	10	*	*	*	*	*		9.0	Draft Report Issued
4416007	Computer Assisted Audit Testing(CAATs)	25	*	*	*	*	*	*	25.0	Complete
4416008	- Agresso Developments	8	*	*	*	*	*		7.2	Draft Report Issued
4416009	- Resource Link	10	*	*	*	*	*	*	10.0	Complete
4416010	- Payment Cards	5	*	*	*	*	N/A	N/A	5.0	Complete
4416011	- Education & Children Services	12	*	*	*	*	*		10.8	Draft Report Issued
4416012	Social Care & Housing	12	*	*	*	*	*	*	12.0	Complete
4416013	Other Systems - Total Mobile	3							0.0	
4516001	Financial Management Other	5	*	*	*	*			3.8	Field Work Complete
	Total Audit Days for Department	145							107.75	

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	School Audits									
	Primary Schools									
2616001	Meithryn Rhydaman	3	*	*	*	*	*	*	3.0	Complete
2616002	Cefneithin C.P.	3	*	*	*	*	*	*	3.0	Complete
2616003	Llechyfedach C.P. School	3	*	*	*	*	*	*	3.0	Complete
2616004	Ysgol Gynradd Gorslas	3	*	*	*	*	*	*	3.0	Complete
2616005	Ysgol Gynradd Ponthenri	3	*	*	*	*	*	*	3.0	Complete
2616006	Bancyfelin C.P. School	3	*	*	*	*	*	*	2.7	Draft Report Issued
2616007	Meidrim C.P. School	3	*	*	*	*	*	*	3.0	Complete
2616008	Ysgol Gynradd Llanedi	3	*	*	*	*	*	*	3.0	Complete
2616009	Ysgol Gynradd Ffairfach	3	*	*	*	*	*	*	2.7	Draft Report Issued
2616010	Ysgol Gynradd Llanwrda	3	*	*	*	*	*	*	3.0	Complete
2616011	Ysgol Gynradd Bro Brynach	3	*	*	*	*	*	*	2.7	Draft Report Issued
2616012	Ysgol G. Llanpumsaint	3	*	*	*	*	*	*	3.0	Complete
2616013	Ysgol G. Mynyddygarreg	3	*	*	*	*	*	*	3.0	Complete
2616014	Johnstown C.P. School	3	*	*	*	*	*	*	2.7	Draft Report Issued
2616015	Ysgol Gynradd Bynea	3	*	*	*	*	*	*	3.0	Complete
2616016	Dafen C.P. School	3	*	*	*	*	*	*	3.0	Complete
2616017	Llangennech Infants School	3							0.0	
2616018	Furnace C.P. School	3	*	*	*	*	*	*	3.0	Complete
2616019	Copperworks Infant & Nursery School	3	*	*	*	*	*	*	3.0	Complete
2616020	Maes y Morfa	3	*	*	*	*	*	*	3.0	Complete
2616021	Old Road C.P. Primary School	3	*	*	*	*	*	*	3.0	Complete
2616022	Ysgol Llanstephan	3	*	*	*	*	*	*	3.0	Complete
2616023	Ysgol Gynradd Llannon	3	*	*	*	*	*	*	3.0	Complete
2616024	Myrddin C.P. School	3	*	*	*	*	*	*	3.0	Complete
2616025	Swiss Valley C.P. School.	3	*	*	*	*	*	*	3.0	Complete
2616026	Ysgol Gymraeg Rhydaman	3	*	*	*	*	*	*	3.0	Complete

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2616027	Llandybie C.P. School	3	*	*	*	*	*	*	3.0	Complete
2616028	Ysgol Llanybydder	3	*	*	*	*	*	*	3.0	Complete
2616029	Burry Port Community School	3	*	*	*	*	*	*	3.0	Complete
2616030	Ysgol Wirfoddol Abergwili	3	*	*	*	*	*	*	3.0	Complete
2616031	Tremoilet V.C.P.	3	*	*	*	*	*	*	3.0	Complete
2616032	Laugharne V.C.P. School	3	*	*	*	*	*	*	3.0	Complete
2616033	Ys Gynradd Wirfoddol Llanddarog	3	*	*	*	*	*	*	3.0	Complete
2616034	Ysgol Gynradd Wirfoddol Llanllwni	3	*	*	*	*	*	*	3.0	Complete
2616035	Ysgol Wirfoddol Penboyr	3	*	*	*	*	*	*	2.7	Draft Report Issued
	Primary Schools Totals	105							100.5	
	Secondary Schools									
2716001	Glanymor	7	*	*	*	*	*	*	6.3	Draft Report Issued
2716002	Strade	7	*	*	*	*	*	*	7.0	Complete
2716003	Bryngwyn	7	*	*	*	*	*	*	6.3	Draft Report Issued
2716004	Maesygwendraeth	7	*	*	*	*	*	*	6.3	Draft Report Issued
2716005	QE High School	7	*	*	*	*	*	*	7.0	Complete
	Secondary Schools Totals	35							32.9	
	Special Schools									
2816001	Rhydygors	7	*	*	*	*	*	*	7.0	deffered
2816002	Heol Goffa	7	*	*	*	*	*	*	7.0	Complete
	Special Schools Totals	14							14	
	Total Audit Days for Department	154							147.4	

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	Total Approved Plan Days	1260							936.6	
	Additional Work Not Included in Original Plan									
2616036	Ysgol Y Fro	3	*	*	*	*	*	*	3.0	Complete
2616037	Ysgol Gymraeg Gwenllian	3	*	*	*	*	*		2.7	Draft Report Issued
2616038	Ferryside VC School	3	*	*	*	*	*		2.7	Draft Report Issued
	Total Additional Work	9							8.4	
	Total Audit Plan Time	1269					% Complete to Date	74%	945.0	
	Productivity of Total Audit Plan Days as a Percentage of Approved Plan Days							75.0%		