

INTERNAL AUDIT PLAN 2019/20										
2019/20	% Plan Completion to Date	8.0%			% Target March 2019					
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									
1119001	PMP Function - Recruitment	10							0.0	
1119002	PMP Organisational Development	12							0.0	
1119003	Legal	8							0.0	
1119004	Democratic Advice and Support	8							0.0	
1119005	Financial Management Other	5							0.0	
1119006	Chief Executive Grants (SCWDP Grant)	8							0.0	
	Total Audit Days for Department	51					% Complete to Date	0.0%	0	
	Information & Communications Audit									
2119001	Security of Information	10							0.0	
2119002	Licensing	10							0.0	
2119003	Communications	10							0.0	
2119004	Computer Assisted Audit Testing (CAATs)	25							0.0	
2119005	Chief Executives Systems:	10							0.0	
2119006	Corporate Services Systems:	8							0.0	
2119007	Education & Children Services Systems	10							0.0	
2119008	Communities Systems	15							0.0	
2119009	Environment Systems	15							0.0	
2119010	Corporate File Plan	10							0.0	
2119011	Financial Management Other	5							0.0	
	Total Days Computer Audits	128					% Complete to Date	0.0%	0.0	
	Regeneration & Policy									
3119001	TIC	10							0.0	
3119002	Coroners / other services	10	*	*	*				3.0	Commenced
3119003	Partnership Arrangements	10							0.0	
3119004	Call Centre	8							0.0	
3119005	Print Commissioning	8							0.0	
3119006	Community Safety	8							0.0	
3119007	Sponsorship /Tourism/Marketing	10							0.0	
3119008	Property & Estate Management	10							0.0	
3119009	City Deal	10							0.0	
3119010	Wellness Centre	10							0.0	
3119011	Regeneration Strand 1	10							0.0	
3119012	Regeneration Strand 2	10							0.0	
3119013	Regeneration Strand 3	10							0.0	
3119014	Regeneration Strand 4	10							0.0	
3119015	Financial Management Other	5							0.0	
	Total Audit Days for Department	139					% Complete to Date	2.2%	3.0	
	Education & Children									
4119001	Sensory Impairment	8							0.0	
4119002	Children & Young People Participation	10							0.0	
4119003	Education Other Than At School (EOTAS)	10							0.0	
4119004	Music Services for Schools	6							0.0	
4119005	Youth Offending & Prevention Service	10							0.0	
4119006	Adoption & Fostering	10							0.0	
4119007	Education Welfare	10							0.0	
4119008	Safeguarding	10							0.0	
4119009	Financial Management Other	5							0.0	
4119010	School Admissions	10							0.0	
4119011	Schools DBS	8							0.0	
4119012	Schools Recruitment & Teachers salaries	10							0.0	
4119013	Schools - Governance and Governors	10							0.0	
4119014	School Meals, Free Meals & Primary Free Breakfast Services	10							0.0	
4119015	Schools Questionnaires 1/4	8	*	*	*				2.4	Commenced
4119016	Schools Questionnaires 2/4	8	*	*	*				2.4	Commenced
4119017	Schools Questionnaires 3/4	7	*	*	*				2.1	Commenced
4119018	Schools Questionnaires 4/4	7	*	*	*				2.1	Commenced
4119019	School visits 1/4	8							0.0	
4119020	School visits 2/4	8							0.0	
4119021	School visits 3/4	8							0.0	
4119022	School visits 4/4	8							0.0	
4119023	PDG Access (School Uniform)	5							0.0	
4119024	Post 16	8							0.0	
4119025	Education - EIG - Final Annual Audit	8							0.0	
4119026	Education - EIG - Q1 Audit	5							0.0	
4119027	Education - EIG - Q2 Audit	5							0.0	
4119028	Education - EIG - Q3 Audit	8							0.0	
4119029	Education - EIG - Q4 Audit	5							0.0	
4119030	Education - PDG - Final Annual Audit	8							0.0	
4119031	Education - PDG - Q1	5							0.0	
4119032	Education - PDG - Q2	5							0.0	
4119033	Education - PDG - Q3	8							0.0	
4119034	Education - PDG - Q4	5							0.0	
4119035	Cymraeg I Oedolion	8							0.0	
4119036	Youth Work Strategy Grant	10							0.0	

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	Total Audit Days for Department	282					% Complete to Date	3.2%	9	
Corporate Services										
5119001	Annual Governance Statement	10							0.0	
5119002	Main Accounting	10							0.0	
5119003	Petty Cash	15							0.0	
5119004	Sundry Expenses	5							0.0	
5119005	Capital Accounting incl.Fixed Asset Register	8							0.0	
5119006	Pensions Payroll System	10							0.0	
5119007	Council Tax	10							0.0	
5119008	Payroll System	15							0.0	
5119009	Creditor Payments	15							0.0	
5119010	Debtors System	15							0.0	
5119011	Trust Funds	20	*	*	*				6.0	Commenced
5119012	Wales Pension Partnership - Accounts Return for WAO	10	*	*	*	*	*		9.0	Draft Report Issued
5119013	Burry Port Harbour - Accounts Return for WAO	5							0.0	
5119014	National Fraud Initiative	30	*	*	*	*	N/A	N/A	30.0	Complete
5119015	Financial Management Other	5	*	*	*	*			3.8	Field Work Complete
									0.0	
	Total Audit Days for Department	183					% Complete to Date	26.6%	48.8	
Communities										
6119001	Rents	10	*	*	*				3.0	Commenced
6119002	Contract Management/Partnerships	8							0.0	
6119003	Residential Care Authority & Private Homes	15							0.0	
6119004	Day Care	10							0.0	
6119005	Payment cards in Adult Social Care	8							0.0	
6119006	MHLD	5							0.0	
6119007	Safeguarding	10							0.0	
6119008	Travellers Sites	8	*	*	*				0.8	Terms of Reference
6119009	Meal provision	10	*	*	*				3.0	Commenced
6119010	Cultural/Arts Development: Oriel Myrddin	8							0.0	
6119011	Museums	5	*	*	*				1.5	Commenced
6119012	Amman Valley Leisure Centre	10							0.0	
6119013	Carmarthen Leisure Centre	10							0.0	
6119014	Llanelli Leisure Centre	10							0.0	
6119015	East Area Leisure / NERS / Marketing	8	*	*	*				2.4	Commenced
6119016	Liesiant Delta Wellbeing Ltd - LATC	20	*	*	*				6.0	Commenced
6119017	Housing Company	20	*	*	*				6.0	Commenced
6119018	Financial Management Other	5							0.0	
Grants										
6119019	Supporting People	20	*	n/a	*				6.0	Commenced
6119020	Communities	10							0.0	
6119021	Homelessness Grants (x2)	10							0.0	
6119022	Rent Smart Wales	5							0.0	
6119023	Gosod Syml	5							0.0	
6119024	Enablement Grant	10	*	N/A					1.0	Terms of Reference
	Total Audit Days for Department	240					% Complete to Date	12.4%	29.7	
Environment										
7119001	Property Maintenance	10							0.0	
7119002	Asset Transfer	10							0.0	
7119003	Property & Estate Management (sale of assets)	10							0.0	
7119004	Tenancy Management / Housing Voids	8							0.0	
7119005	Cleaning Services	8							0.0	
7119006	Grounds Maintenance	10							0.0	
7119007	Waste	10							0.0	
7119008	Environmental Enforcement	8							0.0	
7119009	Highway Maintenance (incl. Trunk Roads)	10							0.0	
7119010	Public transport	10							0.0	
7119011	Fleet/Plant Management	8							0.0	
7119012	Local Development Plan	10							0.0	
7119013	Financial Management Other	5							0.0	
7119014	Departmental Grants	20							0.0	
	Total Audit Days for Department	137					% Complete to Date	0.0%	0.0	
Procurement / Contracts										
8119001	Corporate Procurement	15							0.0	
8119002	Specific Projects (new and post contact review)	20	*	*	*				6.0	Commenced
8119003	Capital Maintenance	20							0.0	
8119004	Contract Partnering Selection	10	*	*	*				3.0	Commenced
8119005	Capital Programme / SASG	10							0.0	
8119006	Financial Management Other	5							0.0	

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	Total Audit Days for Department	80				% Complete to Date	11.3%		9	
	Total Approved Plan Days	1240				% Complete to Date	8.0%		99.5	
	Fire									
9119001									0.0	
9119002									0.0	
9119003									0.0	
9119004									0.0	
9219001									0.0	
9219002									0.0	
9219003									0.0	
9219004									0.0	
9219005									0.0	
9219006									0.0	
9219007									0.0	
9219008									0.0	
9219009									0.0	
9219010									0.0	
9219011									0.0	
9219012									0.0	
	Total Audit Days for Department	95				% Complete to Date	0.0%		0.0	
	Additional Work Not Included in Original Plan									
2118014	Ceredigion IT	15							0.0	
	Total Additional Work	110				% Complete to Date	0.0%		0.0	
	Total Audit Plan Time	1350				% Complete to Date	7.4%		99.5	
	Productivity of Total Audit Plan Days as a Percentage of Approved Plan Days						8.0%			