

INTERNAL AUDIT PLAN 2015 / 2016										
2015/16	% Plan Completion to Date	47.1%		% Target November 2015					55.0%	
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
	<b>Chief Executive</b>									
1115001	Partnership Arrangements	8							0	
1115002	Customer Services	6	*	*	*				0	Commenced
1115003	Press Office/communication	6	*	*	*				0	Commenced
1115004	Annual Governance Statement	8	*	*	*	*	*		7.2	Draft Report Issued
1215001	HR Function	10	*	*					0	Terms of Reference Issued
1215002	Modern Records	6	*	*	*	*	*	*	6	Complete
1215003	Declaration of Interest	10	*	*	*	*			7.5	Field Work Complete
1315001	Financial Management Other	10							0	
	<b>Total Audit Days for Department</b>	<b>64</b>							<b>20.7</b>	
	<b>Education &amp; Children</b>									
2115001	Modernising Education Provisions	6							0	
2215001	Information Management	6							0	
2315001	Admissions	6	*	*	*	*	*		5.4	Draft Report Issued
2315002	Governor Support	5	*	*	*	*	*		4.5	Draft Report Issued
2315003	School Meals	10	*	*	*	*	*		9	Draft Report Issued
2315004	Catering Services	6							0	
2315005	Teachers starters & leavers	6	*	*	*	*			4.5	Field Work Complete
2415001	Adoption & Fostering	6	*	*	*				0	Commenced
2415002	Family Support	6							0	
2415003	Partnering / Procurement	6							0	
2415004	Residential Care	6							0	
2415005	Safeguarding	6							0	
2515001	Financial Management Other									
	<b>Total Audit Days for Department</b>	<b>75</b>							<b>23.4</b>	
	<b>Grants</b>									
3115001	Physical Regeneration	10							0	
3115002	Business Development	5							0	
3115003	Community Funding	10							0	
3115004	Third Party Grants Monitoring	8							0	
3215001	Education - Arrangements for EIG	5	*	*	*	*	*	*	5	Complete
3215002	SCHH	5							0	
3215003	Resources	5							0	
3315001	Foundation Stage	6	*	*	*	*	*		5.4	Draft Report Issued
3315002	DCELLS Post 16	5	*	*	*	*	*	*	5	Complete
3315003	Bus operators Grant	5	*	*	*	*	*	*	5	Complete
3315004	Communities 2.0	6	*	*	*	*	*	*	6	Complete
3315005	Supporting People	15	*	*	*	*	*		13.5	Draft Report Issued
3315006	LSB - Development Officer	10	*	*	*	*	*		9	Draft Report Issued
3315007	LSB - Regional Collaboration	10	*	*	*	*	*		9	Draft Report Issued
3415001	Financial Management Other									
	<b>Total Audit Days for Department</b>	<b>105</b>							<b>57.9</b>	

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<b>Resources</b>											
4115001	Main Accounting		15							0	
4115002	VAT		8	*	*	*				0	Commenced
4115003	Capital Accounting incl.Fixed Asset Register		15							0	
4115004	Treasury Management		7	*	*	*	*	*		6.3	Draft Report Issued
4115005	Investments		7	*	*	*	*	*		6.3	Draft Report Issued
4115006	Pensions Payroll System		8	*	*	*	*			6	Field Work Complete
4115007	Housing Benefits		10							0	
4115008	Council Tax		10	*	*	*	*	*		9	Draft Report Issued
4115009	NNDR		10	*	*	*	*			7.5	Field Work Complete
4115010	Payroll System (Carms CC staff & Teachers)		25	*	*	*	*			18.75	Field Work Complete
4115011	Creditor Payments		20	*	*	*	*			15	Field Work Complete
4115012	Debtors System		20							0	
4115013	Cash Receipting		8	*	*	*	*	*		7.2	Draft Report Issued
4115014	Banking		8	*	*	*	*	*	*	8	Complete
4115015	Travel & Subsistence System		10							0	
4115016	Trust Funds		12	*	*	*	*	*	*	12	Complete
4215001	Asset Transfer		8							0	
4215002	Property Management		8							0	
4215003	Estate Management - HRA Garages & Land holdings		8							0	
4215004	Provision / livestock markets		8	*						0	Pre Audit Meeting
4315004	Financial Management Other		10	*	*	*	*	*	*	10	Complete
<b>Total Audit Days for Department</b>			<b>235</b>							<b>106.1</b>	
<b>Community Services</b>											
5115001	Tenant Involvement		8							0	
5115002	Tenancy Mgt		10							0	
5115003	Voids (incl Building Service involvement)		13							0	
5115004	Travellers Sites		4	*	*	*	*	*	*	4	Complete
5115005	Affordable Homes		6	*	*	*	*	*	*	6	Complete
5115006	Rents		8	*	*	*	*	*	*	8	Complete
5115007	HRA		8	*	*	*	*	*	*	8	Complete
5215001	Contract Management/Partnerships		10							0	
5215002	Home Care		15							0	
5215003	Meal provision		10	*	*	*	*	*		9	Draft Report Issued
5215004-A	Residential Care - Authority Care Homes		6	*	*	*	*			4.5	Field Work Complete
5215004-B	Residential Care - Private Care Homes		6	*	*	*	*			5.4	Draft Report Issued
5215005	Financial assessments and Collections		7	*	*	*	*	*	*	7	Complete
5215006	Deputyship		10							0	
5215007	Learning Disabilities		10							0	
5215008	Safeguarding		5							0	
5215009	Supporting People		8	*	*	*	*	*		7.2	Draft Report Issued
5215010	Care Line		6	*	*	*	*			4.5	Field Work Complete
5315001	Licensing and other fees		6							0	
5415001	Theatres		8	*	*	*				0	Commenced
5415002	Heritage Services		8	*	*					0	Terms of Reference Issued
5415003	Libraries		8	*	*	*	*	N/A	N/A	8	Complete
5415004	Amman Valley		5	*	*	*	*	*		4.5	Draft Report Issued
5415005	Carmarthen		5	*	*	*	*	*		4.5	Draft Report Issued
5415006	Llanelli		5							0	
5415007	South Area Leisure / Education & Workforce		13							0	
5415008	Arrangements for Leisure Trust Status		5							0	
5415009	Countryside Access		5							0	
5415010	Pembrey Country Park / MCP / Country 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	Complete
<b>Total Audit Days for Department</b>			<b>252</b>							<b>112.6</b>	

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<b>Environmental Services</b>										
6115001	Building Maintenance (excl Housing voids)	6							0	
6115002	Procurement	8							0	
6115003	Grounds Maintenance	8	*	*	*	*			6	Field Work Complete
6215001	Highway Maintenance (incl. Trunk Roads)	8							0	
6215002	Waste Services	8	*	*	*	*			6	Field Work Complete
6215003	Other Streetwork	6	*	*	*	*	*		5.4	Draft Report Issued
6215004	Street Lighting	5	*	*	*	*	*		4.5	Draft Report Issued
6215005	Cleaning Services	8							0	
6315001	Community transport	5	*						0	Pre Audit Meeting
6315002	Parking inc Enforcement	5	*	*	*	*	*	*	5	Complete
6315003	Management systems (task)	8							0	
6415001	Conservation	5	*	*	*	*			3.75	Field Work Complete
6515001	Financial Management Other	10	*	*	*	*	*	*	10	Complete
<b>Total Audit Days for Department</b>		<b>90</b>							<b>40.65</b>	
<b>Procurement / Contracts</b>										
6615001	Departmental Contract Management	10	*	*	*	*			7.5	Field Work Complete
6615002	Contract Partnering Selection	10	*	*	*	*			7.5	Field Work Complete
6615003	Capital Grant Management	10							0	
6615004	Framework contracts	15	*	*	*	*			11.25	Field Work Complete
6615005	Dinefwr Reorganisation	8							0	
6615006	Carmarthenshire Homes Standard	8							0	
6615007	MEP	8	*		*				0	Commenced
6615008	New residential home Carmarthen	8	*	*	*	*	*		7.2	Draft Report Issued
6615009	Carmarthen West Link Road	7	*	*	*	*			5.25	Field Work Complete
6615010	Leisure - Museum garden scheme	8	*						0	Pre Audit Meeting
6615011	Stradey Phase 1	8							0	
6715001	Financial Management Other	15	*	*	*	*	*	*	15	Complete
<b>Total Audit Days for Department</b>		<b>115</b>							<b>53.7</b>	
<b>Computer Audit</b>										
4415001	IT Procurement	15	*	*	*	*			11.25	Field Work Complete
4415002	Corporate File Plan	10	*	*	*	*	*		9	Draft Report Issued
4415003	Cloud Computing	10							0	
4415004	Data Protection	10	*	*	*				0	Commenced
4415005	Computer Assisted Audit Testing(CAATs)	22	*	*	*	*			16.5	Field Work Complete
4415006	NFI	35	*	*	*	*	N/A	N/A	35	Complete
4415007	- Agresso Developments	8							0	
4415008	Pensions	8	*	*	*	*	*		7.2	Draft Report Issued
4415009	-Revenues/ Benefits / DIPS	9	*	*	*				0	Commenced
4415010	- Payment Cards	10							0	
4415011	Resources / WWEC - Grants Matrix system	10	*	*	*				0	Commenced
4415012	Other Systems - Total Mobile	13							0	
4515001	Financial Management Other	4							0	
<b>Total Audit Days for Department</b>		<b>164</b>							<b>78.95</b>	

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<b>School Audits</b>											
<b>Primary Schools</b>											
2615001	Maesybont C.P. School.		3	*	*	*	*	*		2.7	Draft Report Issued
2615002	Ysgol Gynradd Y Tymbl		3	*	*	*	*	*		2.7	Draft Report Issued
2615003	Pontiets C.P. School		3	*	*					0	Terms of Reference Issued
2615004	Betws C.P. School		3	*	*	*	*	*	*	3	Complete
2615005	Ysgol Gynradd Tycroes		3	*	*	*	*	*		2.7	Draft Report Issued
2615006	Ysgol Gynradd Parcyrhun		3	*	*	*	*	*		2.7	Draft Report Issued
2615007	Nantygroes C.P. School		3	*	*					0	Terms of Reference Issued
2615008	Talley C.P School		3	*	*	*	*	*		2.7	Draft Report Issued
2615009	Cwrt Henry		3	*	*					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	*	*	*	*	*		2.7	Draft Report Issued
2615013	Llangennech Junior School		3	*	*					0	Terms of Reference Issued
2615014	Hendy C.P. Mixed School		3	*	*	*	*	*		2.7	Draft Report Issued
2615015	Brynamman Primary School		3	*	*	*	*	*	*	3	Complete
2615016	Abernant		3	*	*	*	*	*		2.7	Draft Report Issued
2615017	Parc Y Tywyn School		3	*	*					0	Terms of Reference Issued
2615018	Pembrey		3	*	*	*	*	*		2.7	Draft Report Issued
2615019	Ysgol Beca		3	*	*	*	*	*		2.7	Draft Report Issued
2615020	Ysgol Gynradd Hafodwenog		3	*	*					0	Terms of Reference Issued
2615021	Llandeilo C.P. School		3	*	*	*	*	*		2.7	Draft Report Issued
2615022	Y.G. Cynwyl Elfed		3	*	*	*	*	*		2.7	Draft Report Issued
2615023	Halfway C.P. School.		3	*	*	*	*	*		2.7	Draft Report Issued
2615024	Pwll C.P. Mixed School		3	*	*					0	Terms of Reference Issued
2615025	Ysgol Y Castell		3	*	*	*	*	*	*	3	Complete
2615026	Penygroes C.P. School		3	*	*	*	*	*		2.7	Draft Report Issued
2615027	Ysgol Gynradd Nantgaredig		3	*	*	*	*	*		2.7	Draft Report Issued
2615028	Ysgol Gymraeg Gwenllian		3	*	*					0	Terms of Reference Issued
2615029	Ysgol Dewi Sant, Llanelli.		3	*	*					0	Terms of Reference Issued
2615030	Stebonheath C.P. School		3	*	*	*	*	*		2.7	Draft Report Issued
2615031	Ysgol Y Ddwylan		3	*	*					0	Terms of Reference Issued
2615032	Ysgol y Fro		3	*	*					0	Terms of Reference Issued
2615033	Carreg Hirfaen Foundation School		3	*	*	*	*	*	*	3	Complete
2615034	Ysgol Cae'r Felin		3	*	*					0	Terms of Reference Issued
2615035	Ysgol Y Bedol		3	*	*	*	*	*		2.7	Draft Report Issued
2615036	Ysgol Brynteg		3	*	*					0	Terms of Reference Issued
2615037	Pentip VA School		3	*	*	*	*	*		2.7	Draft Report Issued
<b>Primary Schools Totals</b>			<b>111</b>							<b>66</b>	
<b>Secondary Schools</b>											
2715001	Ysgol Bro Dinefwr		7	*	*	*	*	*		6.3	Draft Report Issued
2715002	Dyffryn Amman		7	*	*					0	Terms of Reference Issued
2715003	Dyffryn Taf		7	*	*	*	*	*	*	7	Complete
2715004	Ysgol Gyfun Emlyn		7	*	*	*	*	*		6.3	Draft Report Issued
2715005	Bro Myrddin		7	*	*	*	*	*	*	7	Complete
2715006	Coedcae		7	*	*					0	Terms of Reference Issued
2715007	St John Lloyd		7	*	*	*	*	*		6.3	Draft Report Issued
<b>Secondary Schools Totals</b>			<b>49</b>							<b>32.9</b>	
<b>Total Audit Days for Department</b>			<b>160</b>							<b>98.9</b>	
<b>Total Planned Work</b>			<b>1260</b>						<b>47.1%</b>	<b>593</b>	
<b>Additional Work Not Included in Original Plan</b>											
SEG - School Effectiveness Grant			15	*	*	*	*	*	*	15.0	Complete
WEG - Welsh in Education Grant			15	*	*	*	*	*	*	15.0	Complete
14 to 19 Learning Pathways			8	*	*	*	*	*		7.2	Draft Report Issued
Pupil Deprivation Grant			15	*	*	*	*	*		13.5	Draft Report Issued
Pembrey Country Park / MCP / Courty Parks			43	*	*	*	*	*		38.7	Draft Report Issued
Ski Slope Mngt and Operational			12	*	*	*	*	*		10.8	Draft Report Issued
<b>Total Additional Work</b>			<b>108</b>							<b>100.2</b>	
<b>Total Audit Days</b>			<b>1368</b>							<b>693.1</b>	