

INTERNAL AUDIT PLAN 2019/20										
2019/20	% Plan Completion to Date	22.8%			30% Target August 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
	<b>Chief Executive</b>									
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	
	<b>Total Audit Days for Department</b>	<b>51</b>							<b>0</b>	
	<b>Information &amp; Communications Audit</b>									
2119001	Security of Information	10							0.0	
2119002	Licensing	10	*	*	*				3.0	Commenced
2119003	Communications	10	*	*	*				3.0	Commenced
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	*	*	*				4.5	Commenced
2119009	Environment Systems	15	*	*	*				0.0	
2119010	Corporate File Plan	10	*	*	*				3.0	Commenced
2119011	Financial Management Other	5							0.0	
	<b>Total Days Computer Audits</b>	<b>128</b>							<b>13.5</b>	
	<b>Regeneration &amp; Policy</b>									
3119001	TIC	10							0.0	
3119002	Coroners / other services	10	*	*	*				3.0	Commenced
3119003	Partnership Arrangements	10							0.0	
3119004	Call Centre	8	*	*	*				2.4	Commenced
3119005	Print Commissioning	8	*	*	*				2.4	Commenced
3119006	Community Safety	8							0.0	
3119007	Sponsorship /Tourism/Marketing	10	*	*	*				3.0	Commenced
3119008	Property & Estate Management	10							0.0	
3119009	Swansea Bay City Deal - Accounts Return for WAO	10	*	*	*	*	*	*	10.0	Complete
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	
	<b>Total Audit Days for Department</b>	<b>139</b>							<b>20.8</b>	
	<b>Education &amp; Children</b>									
4119001	Sensory Impairment	8							0.0	
4119002	Children & Young People Participation	10							0.0	
4119003	EOTAS Learning Transformation - (Seren)	10	*	*	*				3.0	Commenced
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	*	*	*	*			7.5	Field Work Complete
4119015	Schools Questionnaires 1/4	8	*	*	*	*	N/A	N/A	8.0	Complete
4119016	Schools Questionnaires 2/4	8	*	*	*	*	N/A	N/A	8.0	Complete
4119017	Schools Questionnaires 3/4	7	*	*	*	*	N/A	N/A	7.0	Complete
4119018	Schools Questionnaires 4/4	7	*	*	*	*	N/A	N/A	7.0	Complete
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	*	*	*				2.4	Commenced
4119026	Education - EIG - Q1 Audit	5	N/A	N/A	N/A	N/A	N/A	N/A	5.0	Complete
4119027	Education - EIG - Q2 Audit	5	N/A	N/A	N/A	N/A	N/A	N/A	5.0	Complete
4119028	Education - EIG - Q3 Audit	8							0.0	
4119029	Education - EIG - Q4 Audit	5							0.0	
4119030	Education - PDG - Final Annual Audit	8	*	*	*				2.4	Commenced
4119031	Education - PDG - Q1	5	N/A	N/A	N/A	N/A	N/A	N/A	5.0	Complete
4119032	Education - PDG - Q2	5	N/A	N/A	N/A	N/A	N/A	N/A	5.0	Complete
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	*	*	*	*	GC	GC	10.0	Complete

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	<b>Total Audit Days for Department</b>	<b>282</b>							<b>75.3</b>	
	<b>Corporate Services</b>									
5119001	Annual Governance Statement	10	*	*	*				3.0	Commenced
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	*	*	*				4.5	Commenced
5119009	Creditor Payments	15							0.0	
5119010	Debtors System	15							0.0	
5119011	Trust Funds	20	*	*	*	*			15.0	Field Work Complete
5119012	Wales Pension Partnership - Accounts Return for WAO	10	*	*	*	*	*	*	10.0	Complete
5119013	Burry Port Harbour - Accounts Return for WAO	5	*	*	*	*	*	*	5.0	Complete
5119014	National Fraud Initiative	30	*	*	*	*	N/A	N/A	30.0	Complete
5119015	Financial Management Other	5	*	*	*	*	*	*	4.5	Draft Report Issued
									0.0	
	<b>Total Audit Days for Department</b>	<b>183</b>							<b>72.0</b>	
	<b>Communities</b>									
6119001	Rents	10	*	*	*				3.0	Commenced
6119002	Contract Management/Partnerships	8	*	*	*				2.4	Commenced
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	*	*	*				1.5	Commenced
6119007	Safeguarding	10							0.0	
6119008	Travellers Sites	8	*	*	*	*			6.0	Field Work Complete
6119009	Meal provision	10	*	*	*				3.0	Commenced
6119010	Cultural/Arts Development: Oriel Myrddin	8	*	*	*	*	*		7.2	Draft Report Issued
6119011	Museums	5	*	*	*	*	*	*	5.0	Complete
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	*	*	*	*	*		18.0	Draft Report Issued
6119018	Financial Management Other	5	*	*	*	*	*	*	5.0	Complete
	<b>Grants</b>									
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	*	*			7.5	Field Work Complete
	<b>Total Audit Days for Department</b>	<b>240</b>							<b>73</b>	
	<b>Environment</b>									
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	*	*	*				2.4	Commenced
7119006	Grounds Maintenance	10							0.0	
7119007	Waste	10							0.0	
7119008	Environmental Enforcement	8	*	*	*	*			6.0	Field Work Complete
7119009	Highway Maintenance (incl. Trunk Roads)	10							0.0	
7119010	Public transport	10							0.0	
7119011	Fleet/Plant Management	8	*	*	*	*			6.0	Field Work Complete
7119012	Local Development Plan	10							0.0	
7119013	Financial Management Other	5							0.0	
7119014	Departmental Grants	20							0.0	
	<b>Total Audit Days for Department</b>	<b>137</b>							<b>14.4</b>	
	<b>Procurement / Contracts</b>									
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	*	*	*	*			7.5	Field Work Complete
8119005	Capital Programme / SASG	10							0.0	
8119006	Financial Management Other	5							0.0	

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	<b>Total Audit Days for Department</b>	<b>80</b>							<b>13.5</b>	
	<b>Total Approved Plan Days</b>	<b>1240</b>	<b>% Complete to Date</b>			<b>22.8%</b>			<b>282.5</b>	
	<b>Fire</b>									
9119001		8							0.0	
9119002		8							0.0	
9119003		8							0.0	
9219001		8	*	*					0.8	Terms of Reference Commenced
9219002		5	*	*	*				1.5	
9219003		5							0.0	
9219004		6							0.0	
9219005		8							0.0	
9219006		8							0.0	
9219007		10							0.0	
9219008		1							0.0	
9219009		10							0.0	
9219010		10							0.0	
	<b>Total Audit Days for Department</b>	<b>95</b>							<b>2.3</b>	
	<b>Additional Work Not Included in Original Plan</b>									
9319001	Cwm	8	*	*	*				2.4	Commenced
	<b>Total Additional Work</b>	<b>103</b>							<b>4.7</b>	
	<b>Total Audit Plan Time</b>	<b>1343</b>							<b>287.2</b>	
	<b>Productivity of Total Audit Plan Days as a Percentage of Approved Plan Days</b>						<b>23.2%</b>			