

INTERNAL AUDIT PLAN 2015 / 2016										
2015/16	% Plan Completion to Date	74.0%			% Target February 2016					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									
1115001	Partnership Arrangements	8	*	N/A	N/A	N/A	N/A	N/A	8	Complete
1115002	Customer Services	6	*	*	*	*	*		5.4	Draft Report Issued
1115003	Press Office/communication	6	*	*	*	*	*		5.4	Draft Report Issued
1115004	Annual Governance Statement	8	*	*	*	*	*		7.2	Draft Report Issued
1215001	HR Function	10	*	*	*	*	*		9	Draft Report Issued
1215002	Modern Records	6	*	*	*	*	*	*	6	Complete
1215003	Declaration of Interest	10	*	*	*	*	*		9	Draft Report Issued
1315001	Financial Management Other (TIG)	10	*	*	*	*	*	*	10	Complete
	Total Audit Days for Department	64							60	
	Education & Children									
2115001	Modernising Education Provisions (see Job 6615007)	6	*	*	*	*	N/A	N/A	6	Complete
2215001	Information Management	6							0	
2315001	Admissions	6	*	*	*	*	*	*	6	Complete
2315002	Governor Support	5	*	*	*	*	*	*	5	Complete
2315003	School Meals	10	*	*	*	*	*		9	Draft Report Issued
2315004	Catering Services	6							0	
2315005	Teachers starters & leavers	6	*	*	*	*	*		5.4	Draft Report Issued
2415001	Adoption & Fostering	6	*	*	*	*			4.5	Field Work Complete
2415002	Family Support	6							0	
2415003	Partnering / Procurement	6							0	
2415004	Residential Care	6	*	*	*	*			4.5	Field Work Complete
2415005	Safeguarding	6	*	*					0	Terms of Reference Issued
2515001	Financial Management Other									
	Total Audit Days for Department	75							40.4	
	Grants									
3115001	Physical Regeneration	10	*	*					0	Terms of Reference Issued
3115002	Business Development	5	*	*	*	*	*		4.5	Draft Report Issued
3115003	Community Funding	10	*	*	*	*			0	Commenced
3115004	Third Party Grants Monitoring	8	*	*	*	*	*		7.2	Draft Report Issued
3215001	Education - Arrangements for EIG	5	*	*	*	*	*		4.5	Draft Report Issued
3215002	SCHH	5							0	
3215003	Resources	5	*	*	*	*			3.75	Field Work Complete
3315001	Foundation Stage	6	*	*	*	*	*	*	6	Complete
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	*	*	*	*	*	*	15	Complete
3315006	LSB - Development Officer	10	*	*	*	*	*	*	10	Complete
3315007	LSB - Regional Collaboration	10	*	*	*	*	*	*	10	Complete
3415001	Financial Management Other									
	Total Audit Days for Department	105							76.95	

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Resources											
4115001	Main Accounting		15	*	*	*	*			11.25	Field Work Complete
4115002	VAT		8	*	*	*	*	*		7.2	Draft Report Issued
4115003	Capital Accounting incl.Fixed Asset Register		15							0	
4115004	Treasury Management		7	*	*	*	*	*	*	7	Complete
4115005	Investments		7	*	*	*	*	*	*	7	Complete
4115006	Pensions Payroll System		8	*	*	*	*	*	*	8	Complete
4115007	Housing Benefits		10							0	
4115008	Council Tax		10	*	*	*	*	*		9	Draft Report Issued
4115009	NNDR		10	*	*	*	*	*		9	Draft Report Issued
4115010	Payroll System (Carms CC staff & Teachers)		25	*	*	*	*	*	*	25	Complete
4115011	Creditor Payments		20	*	*	*	*	*		18	Draft Report Issued
4115012	Debtors System		20							0	
4115013	Cash Receipting		8	*	*	*	*	*	*	8	Complete
4115014	Banking		8	*	*	*	*	*	*	8	Complete
4115015	Travel & Subsistence System		10	*	*	*				0	Commenced
4115016	Trust Funds		12	*	*	*	*	*	*	12	Complete
4215001	Asset Transfer		8	*						0	Pre Audit Meeting
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
Total Audit Days for Department			235							139.45	
Community Services											
5115001	Tenant Involvement		8	*	*	*	*			6	Field Work Complete
5115002	Tenancy Mgt		10	*	*	*	*	n/A	N/A	10	Complete
5115003	Voids (incl Building Service involvement)		13	*	*	*	*	*	*	13	Complete
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	*	*	*	*			7.5	Field Work Complete
5215002	Home Care		15	*	*	*				0	Commenced
5215003	Meal provision		10	*	*	*	*	*	*	10	Complete
5215004-A	Residential Care - Authority Care Homes		6	*	*	*	*	*	*	6	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	*	*	*	*			7.5	Field Work Complete
5215007	Learning Disabilities		10	*	*	*				0	Commenced
5215008	Safeguarding		5	*	*	*				0	Commenced
5215009	Supporting People		8	*	*	*	*	*	*	8	Complete
5215010	Care Line		6	*	*	*	N/A	N/A	N/A	6	Complete
5315001	Licensing and other fees		6	*	*	*	*	*	*	6	Complete
5415001	Theatres		8	*	*	*	*	*	*	7.2	Draft Report Issued
5415002	Heritage Services		8	*	*	*	*	*	*	7.2	Draft Report Issued
5415003	Libraries		8	*	*	*	*	N/A	N/A	8	Complete
5415004	Amman Valley		5	*	*	*	*	*	*	4.5	Draft Report Issued
5415005	Carmarthen		5	*	*	*	*	*	*	5	Complete
5415006	Llanelli		5	*	*	*	*			3.75	Field Work Complete
5415007	South Area Leisure / Education & Workforce		13	*	*	*	*			9.75	Field Work Complete
5415008	Arrangements for Leisure Trust Status		5							0	
5415009	Countryside Access		5							0	
5415010	Pembrey Country Park / MCP / County Parks		15	*	*	*	*	*	*	15	Complete
5415011	Ski Slope Mngt and Operational		5	*	*	*	*	*	*	5	Complete
5515001	Financial Management Other (Safeguarding - extra)		14	*	*	*	*	*	*	14	Complete
Total Audit Days for Department			252							197.8	

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Environmental Services										
6115001	Building Maintenance (excl Housing voids)	6	*	*	*				0	Commenced
6115002	Procurement	8	*	*	*				0	Commenced
6115003	Grounds Maintenance	8	*	*	*	*	*	*	8	Complete
6215001	Highway Maintenance (incl. Trunk Roads)	8	*	*	*				0	Commenced
6215002	Waste Services	8	*	*	*	*	*		7.2	Draft Report Issued
6215003	Other Streetwork	6	*	*	*	*	*	*	6	Complete
6215004	Street Lighting	5	*	*	*	*	*	*	5	Complete
6215005	Cleansing Services	8	*	*	*	*			6	Field Work Complete
6315001	Community transport	5	*	*	*	*			3.75	Field Work Complete
6315002	Parking inc Enforcement	5	*	*	*	*	*	*	5	Complete
6315003	Management systems (task)	8	*	*	*				0	Commenced
6415001	Conservation	5	*	*	*	*	*	*	5	Complete
6515001	Financial Management Other	10	*	*	*	*	*	*	10	Complete
Total Audit Days for Department		90							55.95	
Procurement / Contracts										
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	Commenced
6615004	Framework contracts	15	*	*	*	*			11.25	Field Work Complete
6615005	Dinefwr Reorganisation	8	*	*	*				0	Commenced
6615006	Carmarthenshire Homes Standard	8							0	
6615007	MEP	8	*	*	*				0	Commenced
6615008	New residential home Carmarthen	8	*	*	*	*	*	*	8	Complete
6615009	Carmarthen West Link Road	7	*	*	*	*			5.25	Field Work Complete
6615010	Leisure - Museum garden scheme	8	*	*	*	*	n/a	n/a	8	Complete
6615011	Stradey Phase 1	8	*	*	*	*	n/a	n/a	8	Complete
6715001	Financial Management Other	15	*	*	*	*	*	*	15	Complete
Total Audit Days for Department		115							70.5	
Computer Audit										
4415001	IT Procurement	15	*	*	*	*	*		13.5	Draft Report Issued
4415002	Corporate File Plan	10	*	*	*	*	*		9	Draft Report Issued
4415003	Cloud Computing	10	*	*	*				0	Commenced
4415004	Data Protection	10	*	*	*	*	*		9	Draft Report Issued
4415005	Computer Assisted Audit Testing(CAATs)	22	*	*	*	*	*		19.8	Draft Report Issued
4415006	NFI	35	*	*	*	*	n/a	n/a	35	Complete
4415007	- Agresso Developments	8	*	*	*	*	n/a	n/a	8	Complete
4415008	Pensions	8	*	*	*	*	*	*	8	Complete
4415009	-Revenues/ Benefits / DIPS	9	*	*	*	*	*		8.1	Draft Report Issued
4415010	- Payment Cards	10	*	*	*	*	*	*	10	Complete
4415011	Resources / WWEC - Grants Matrix system	10	*	*	*	*	n/a	n/a	10	Complete
4415012	Other Systems - Total Mobile	13	*	*	*	*	*		11.7	Draft Report Issued
4515001	Financial Management Other	4	*	*	*	*	*	*	4	Complete
Total Audit Days for Department		164							146.1	

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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	*	*	*	*	*		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	Llansadwrn	3	*	*	*	*	*		2.7	Draft Report Issued
2615008	Talley C.P School	3	*	*	*	*	*		2.7	Draft Report Issued
2615009	Cwrt Henry	3	*	*	*	*	*		2.7	Draft Report Issued
2615010	Ysgol Rhys Pritchard	3	*	*	*	*	*	*	3	Complete
2615011	Llys Hywel Whitland	3	*	*	*	*	*	*	3	Complete
2615012	Ysgol Gynradd Brynsaron	3	*	*	*	*	*		2.7	Draft Report Issued
2615013	Llangennech Junior School	3	*	*	*	*	*		2.7	Draft Report 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	*	*	*	*	*		2.7	Draft Report Issued
2615018	Pembrey	3	*	*	*	*	*		2.7	Draft Report Issued
2615019	Ysgol Beca	3	*	*	*	*	*	*	3	Complete
2615020	Ysgol Gynradd Hafodwenog	3	*	*	*	*	*		2.7	Draft Report 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	*	*	*	*	*		2.7	Draft Report 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	*	*	*	*	*	*	3	Complete
2615029	Ysgol Dewi Sant, Llanelli.	3	*	*	*	*	*		2.7	Draft Report Issued
2615030	Stebonheath C.P. School	3	*	*	*	*	*		2.7	Draft Report Issued
2615031	Ysgol Y Ddwylan	3	*	*	*	*	*		2.7	Draft Report Issued
2615032	Ysgol y Fro	3	n/a	n/a	n/a	n/a	n/a	n/a	3	Complete
2615033	Carreg Hirfaen Foundation School	3	*	*	*	*	*	*	3	Complete
2615034	Ysgol Cae'r Felin	3	*	*	*	*	*		2.7	Draft Report Issued
2615035	Ysgol Y Bedol	3	*	*	*	*	*		2.7	Draft Report Issued
2615036	Ysgol Brynteg	3	*	*	*	*	*		2.7	Draft Report Issued
2615037	Pentip VA School	3	*	*	*	*	*		2.7	Draft Report Issued
Primary Schools Totals		111							99.9	
Secondary Schools										
2715001	Ysgol Bro Dinefwr	7	*	*	*	*	*		6.3	Draft Report Issued
2715002	Dyffryn Amman	7	*	*	*	*	*		6.3	Draft Report 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	*	*	*	*	*		6.3	Draft Report Issued
2715007	St John Lloyd	7	*	*	*	*	*		6.3	Draft Report Issued
Secondary Schools Totals		49							45.5	
Total Audit Days for Department		160							145.4	
Total Approved Plan Days		1260							933	
Additional Work Not Included in Original Plan										
	SEG - School Effectiveness Grant	15	*	*	*	*	*	*	15.0	Complete
	WEG - Welsh in Education Grant	15	*	*	*	*	*	*	15.0	Complete
	14 to 19 Learning Pathways	8	*	*	*	*	*	*	8.0	Complete
	Pupil Deprivation Grant	15	*	*	*	*	*	*	15.0	Complete
	EIG additional work (quarterly audits and year end)	25	*	*	*	*	*	*	25.0	Complete
	Pembrey Country Park / MCP / Courty Parks	43	*	*	*	*	*	*	43.0	Complete
	Ski Slope Mngt and Operational	12	*	*	*	*	*	*	12.0	Complete
	Waste	30	*	*	*	*	*		27.0	Draft Report Issued
Total Additional Work		163							160.0	
Total Audit Plan Time		1423							1092.6	
Productivity of Total Audit Plan Days as a Percentage of Approved Plan Days							86.7%			