

INTERNAL AUDIT PLAN 2016/17										
2016/17	% Plan Completion to Date	23%			% Target August 2016					30.0%
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	8							0.0	
1116003	Call Centre	5							0.0	
1116004	Print Commissioning	5							0.0	
1116005	Annual Governance Statement	8	*	*	*	*	*		7.2	Draft Report Issued
1116006	Coroners / other services	3	*	*	*	*	*		2.7	Draft Report Issued
1116007	Registrars	8							0.0	
1216001	HR Function	10							0.0	
1216002	Staffing Policies	8	*	*	*	*	*	*	8.0	Complete
1216003	Declaration of Interest	3							0.0	
1216004	Democratic Advice and Support	5							0.0	
1316001	Financial Management Other (Cars BID)	5	*	*	*	*	*	*	5.0	Complete
	Total Audit Days for Department	76							22.9	
	Education & Children									
2116001	Community Learning	3	*	*	*	*	*		2.7	Draft Report Issued
2116002	Youth Support Service	8	*						0.0	Pre Audit Meeting
2216001	Information Management	6	*						0.0	Pre Audit Meeting
2216002	School Meals / Catering Services	10	*	*	*	*	*		9.0	Draft Report Issued
2316001	Additional Learning Needs	8							0.0	
2316002	School Improvement	5							0.0	
2316003	Schools Organisation	5							0.0	
2316004	Teachers starters & leavers	6							0.0	
2416001	Child Support	6							0.0	
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	Terms of Reference
2516001	Financial Management Other	5							0.0	
	Total Audit Days for Department	90							11.7	
	Grants									
3116001	Physical Regeneration	10							0.0	
3116002	Business Development	5							0.0	
3116003	Community Funding	8							0.0	
3216001	Departmental Grants - Building our Heritage	15	*	*	*	*			11.3	Field Work Complete
3216002	Foundation Stage	6	N/A	N/A	N/A	N/A	N/A	N/A	6.0	Complete
3216003	DCELLS Post 16 / Youth Work Strategy Grant	5	*	*	*	*	*	*	5.0	Complete
3216004	Bus operators Grant	5							0.0	
3216005	Supporting People	15	*	*	*				0.0	Commenced
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							0.0	
3216008	Education - EIG - Q3 Audit	5							0.0	
3216009	Education - EIG - Q4 Audit	5							0.0	
3216010	Education - EIG - Final Annual Audit	5							0.0	
3216011	Education - PDG	15	*	*	*	*			11.3	Field Work Complete
3316001	Supporting People - Regional Development Co-ordinator C	5	*	*	*				0.0	Commenced
	Total Audit Days for Department	114							38.5	

INTERNAL AUDIT PLAN 2016/17										
2016/17	% Plan Completion to Date	23%		% Target August 2016					30.0%	
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
Corporate Services										
4116001	Risk Management	10							0.0	
4216001	Main Accounting	15							0.0	
4216002	VAT	8							0.0	
4216003	Capital Accounting incl.Fixed Asset Register	15							0.0	
4216004	Treasury Management	7							0.0	
4216005	Investments	7							0.0	
4216006	Pensions Payroll System	8	*	*	*				0.0	Commenced
4216007	Housing Benefits	10							0.0	
4216008	Council Tax	10							0.0	
4216009	NNDR	10							0.0	
4216010	Payroll System	22	*	*	*	*	*		19.8	Draft Report Issued
4216011	Creditor Payments	20							0.0	
4216012	Debtors System	20							0.0	
4216013	Cash Receipting	8							0.0	
4216014	Banking	8							0.0	
4216015	Travel & Subsistence System	10							0.0	
4216016	Trust Funds	10	*	*	*	*			7.5	Field Work Complete
4316001	Financial Management Other	5							0.0	
Total Audit Days for Department		203							27.3	
Corporate Property (to be allocated to relevant Dept)										
	Property Management	8							0.0	
	Estate Management	8							0.0	
	Provision / livestock markets	8							0.0	
Total Audit Days for Department		24							0	
Communities										
5116001	Disability/Adaptations/Renewals/ARBED	10							0.0	
5116002	Houses for Homes	8	*	*	*	*	*	*	8.0	Complete
5116003	Tenancy Mgt	8							0.0	
5116004	Voids	8							0.0	
5116005	Homelessness	8							0.0	
5116006	Rents	8	*	*	*				0.0	Commenced
5116007	HRA	8							0.0	
5216001	Contract Management/Partnerships	10							0.0	
5216002	Direct Payments	10	*	*	*	*	*	*	10.0	Complete
5216003	Home Care	10	*	*	*				0.0	Commenced
5216004	Residential Care Authority & Private Homes	10							0.0	
5216005	Day Care	10	*	*	*	*	*		9.0	Draft Report Issued
5216006	Learning Disabilities	7							0.0	
5216007	Transport	8	*	*	*	*			6.0	Field Work Complete
5216008	Safeguarding	10							0.0	
5216009	Supporting People	8							0.0	
5316001	Public Health / Protection	6	*	*	*	*	*		5.4	Draft Report Issued
5416001	Arts Development	5							0.0	
5416002	Cultural: Oriol Myrddin	5	*	*	*	*	*		4.5	Draft Report Issued
5416003	Heritage Services	6							0.0	
5416004	Libraries	6							0.0	
5516001	Amman Valley	5							0.0	
5516002	Carmarthen	5	*	*	*				0.0	Commenced
5516003	Llanelli	5							0.0	
5516004	East Area Leisure / NERS / Marketing	20							0.0	
5516005	Arrangements for Leisure Trust Status	5	*	N/A	*	N/A	N/A	N/A	5.0	Complete
5516006	Partnerships	5							0.0	
5516007	Pembrey Country Park / MCP / Country Parks	15							0.0	
5516008	Ski Centre	5							0.0	
5516009	Burry Port Harbour	5	*	*	*	*	*		4.5	Draft Report Issued
5616001	Financial Management Other	5							0.0	
Total Audit Days for Department		244							52.4	

INTERNAL AUDIT PLAN 2016/17										
2016/17	% Plan Completion to Date	23%			% Target August 2016					30.0%
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
Environmental Services										
6116001	Building Maintenance	10							0.0	
6116002	Procurement	5	*						0.0	Pre Audit Meeting
6116003	Grounds Maintenance	8	*						0.0	Pre Audit Meeting
6116004	Urban Parks	8	*						0.0	Pre Audit Meeting
6216001	Highway Maintenance (incl. Trunk Roads)	8							0.0	
6216002	Waste Services	8							0.0	
6216003	Trade Waste	5	*		*				0.0	Commenced
6316001	Public transport	7							0.0	
6316002	School & College Transport	5							0.0	
6316003	Fleet/Plant Management	7							0.0	
6316004	Traffic Management	7	*	*	*	*	*		6.3	Draft Report Issued
6316005	Road Safety	7	*	*	*	*	*		5.3	Field Work Complete
6416001	Development Control	5	*	*	*	*	*	*	5.0	Complete
6416002	Building Control	5	*	*	*	*	*	*	5.0	Complete
6516001	Financial Management Other	5							0.0	
Total Audit Days for Department		100							21.55	
Procurement / Contracts										
6616001	Departmental Procurement Revenue Contracts	7							0.0	
6616002	Corporate Procurement	15							0.0	
6616003	Asset Management	15							0.0	
6616004	Framework contracts	15	*	*	*				0.0	Commenced
6616005	Specific Projects	18	*						0.0	Pre Audit Meeting
6616006	Capital Maintenance	10							0.0	
6616007	MEP & sample of specific projects / post contracts	15	*						0.0	Pre Audit Meeting
6616008	Post Contract	10	*						0.0	Pre Audit Meeting
6716001	Financial Management Other	5							0.0	
Total Audit Days for Department		110							0	
Computer Audit										
4416001	Security of Information	15	*	*	*	*	*		13.5	Draft Report Issued
4416002	Operating Systems	15	*	*					0.0	Terms of Reference
4416003	Social Media	5							0.0	
4416004	Internet Security	10							0.0	
4416005	Licensing	10							0.0	
4416006	Communications	10	*	*	*	*			7.5	Field Work Complete
4416007	Computer Assisted Audit Testing(CAATs)	25	*	*	*	*			18.8	Field Work Complete
4416008	- Agresso Developments	8							0.0	
4416009	- Resource Link	10	*	*	*	*	*	*	10.0	Complete
4416010	- Payment Cards	5							0.0	
4416011	- Education & Children Services	12	*	*	*	*			9.0	Field Work Complete
4416012	Social Care & Housing	12	*	*	*	*			9.0	Field Work Complete
4416013	Other Systems - Total Mobile	3							0.0	
4516001	Financial Management Other	5							0.0	
Total Audit Days for Department		145							67.75	

INTERNAL AUDIT PLAN 2016/17										
2016/17	% Plan Completion to Date	23%			% Target August 2016					30.0%
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
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							0.0	
2616004	Ysgol Gynradd Gorslas	3	*	*	*	*	*	*	3.0	Complete
2616005	Ysgol Gynradd Ponthenri	3							0.0	
2616006	Bancyfelin C.P. School	3							0.0	
2616007	Meidrim C.P. School	3							0.0	
2616008	Ysgol Gynradd Llanedi	3							0.0	
2616009	Ysgol Gynradd Ffairfach	3							0.0	
2616010	Ysgol Gynradd Llanwrda	3	*	*	*	*	*		2.7	Draft Report Issued
2616011	Ysgol Gynradd Bro Brynach	3							0.0	
2616012	Ysgol G. Llanpumsaint	3							0.0	
2616013	Ysgol G. Mynyddygarreg	3							0.0	
2616014	Johnstown C.P. School	3							0.0	
2616015	Ysgol Gynradd Bynea	3	*	*	*	*	*		2.7	Draft Report Issued
2616016	Dafen C.P. School	3	*	*	*	*	*		2.7	Draft Report Issued
2616017	Llangennech Infants School	3							0.0	
2616018	Furnace C.P. School	3							0.0	
2616019	Copperworks Infant & Nursery School	3	*	*	*	*	*	*	3.0	Complete
2616020	Maes y Morfa	3	*	*	*	*	*		2.7	Draft Report Issued
2616021	Old Road C.P. Primary School	3							0.0	
2616022	Ysgol Llanstephan	3							0.0	
2616023	Ysgol Gynradd Llannon	3	*	*	*	*	*		2.7	Draft Report Issued
2616024	Myrddin C.P. School	3	*	*	*	*	*	*	3.0	Complete
2616025	Swiss Valley C.P. School.	3							0.0	
2616026	Ysgol Gymraeg Rhydaman	3							0.0	
2616027	Llandybie C.P. School	3							0.0	
2616028	Ysgol Llanybydder	3							0.0	
2616029	Burry Port Community School	3							0.0	
2616030	Ysgol Wirfoddol Abergwili	3							0.0	
2616031	Tremoilet V.C.P.	3	*	*	*	*	*		2.7	Draft Report Issued
2616032	Laugharne V.C.P. School	3	*	*	*	*	*		2.7	Draft Report Issued
2616033	Ys Gynradd Wirfoddol Llanddarog	3							0.0	
2616034	Ysgol Gynradd Wirfoddol Llanllwni	3	*	*	*	*	*		2.7	Draft Report Issued
2616035	Ysgol Wirfoddol Penboyr	3							0.0	
Primary Schools Totals		105							36.6	
Secondary Schools										
2716001	Glanymor	7							0.0	
2716002	Strade	7	*	*					0.0	Terms of Reference
2716003	Bryngwyn	7							0.0	
2716004	Maesygwendraeth	7							0.0	
2716005	QE High School	7							0.0	
Secondary Schools Totals		35							0	
Special Schools										
2816001	Rhydygors	7							0.0	
2816002	Heol Goffa	7	*	*	*	*	*		6.3	Draft Report Issued
Special Schools Totals		14							6.3	
Total Audit Days for Department		154							42.9	
Total Approved Plan Days		1260							285	