

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
	Chief Executive									
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	
	Total Audit Days for Department	64							20.7	
	Education & Children									
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									
	Total Audit Days for Department	75							23.4	
	Grants									
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									
	Total Audit Days for Department	105							57.9	

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Resources										
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
Total Audit Days for Department		235							106.1	
Community Services										
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
Total Audit Days for Department		252							112.6	

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Environmental Services										
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
Total Audit Days for Department		90							40.65	
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	
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
Total Audit Days for Department		115							53.7	
Computer Audit										
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	
Total Audit Days for Department		164							78.95	

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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	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
Primary Schools Totals			111							66	
Secondary Schools											
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
Secondary Schools Totals			49							32.9	
Total Audit Days for Department			160							98.9	
Total Planned Work			1260						47.1%	593	
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	*	*	*	*	*		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
Total Additional Work			108							100.2	
Total Audit Days			1368							693.1	