

INTERNAL AUDIT PLAN 2016/17										
2016/17	% Plan Completion to Date	10.3%			% Target June 2016					15.0%
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>									
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	*	*					0.0	Terms of Reference
1116006	Coroners / other services	3							0.0	
1116007	Registrars	8							0.0	
1216001	HR Function	10							0.0	
1216002	Staffing Policies	8	*	*	*	*	*		7.2	Draft Report Issued
1216003	Declaration of Interest	3							0.0	
1216004	Democratic Advice and Support	5							0.0	
1316001	Financial Management Other	5							0.0	
	<b>Total Audit Days for Department</b>	<b>76</b>							<b>7.2</b>	
	<b>Education &amp; Children</b>									
2116001	Community Learning	3	*	*	*				0.0	Commenced
2116002	Youth Support Service	8							0.0	
2216001	Information Management	6							0.0	
2216002	School Meals / Catering Services	10							0.0	
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	
2416005	Safeguarding	10							0.0	
2516001	Financial Management Other	5							0.0	
	<b>Total Audit Days for Department</b>	<b>90</b>							<b>0</b>	
	<b>Grants</b>									
3116001	Physical Regeneration	10							0.0	
3116002	Business Development	5							0.0	
3116003	Community Funding	8							0.0	
3216001	Departmental Grants	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	5	*	*	*	*	*		4.5	Draft Report Issued
3216004	Bus operators Grant	5							0.0	
3216005	Supporting People	15							0.0	
3216006	Education - EIG - Q1 Audit	5	*	*	*	*	*	*	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	Financial Management Other	5							0.0	
	<b>Total Audit Days for Department</b>	<b>114</b>							<b>38</b>	

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	<b>Corporate Services</b>									
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	
4216007	Housing Benefits	10							0.0	
4216008	Council Tax	10							0.0	
4216009	NNDR	10							0.0	
4216010	Payroll System	22	*	*					0.0	Terms of Reference
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	*	*					0.0	Terms of Reference
4316001	Financial Management Other	5							0.0	
	<b>Total Audit Days for Department</b>	<b>203</b>							<b>0</b>	
	<b>Corporate Property (to be allocated to relevant Dept)</b>									
	Property Management	8							0.0	
	Estate Management	8							0.0	
	Provision / livestock markets	8							0.0	
	<b>Total Audit Days for Department</b>	<b>24</b>							<b>0</b>	
	<b>Communities</b>									
5116001	Disability/Adaptations/Renewals/ARBED	10							0.0	
5116002	Houses for Homes	8	*	*	*	*	*		7.2	Draft Report Issued
5116003	Tenancy Mgt	8							0.0	
5116004	Voids	8							0.0	
5116005	Homelessness	8							0.0	
5116006	Rents	8							0.0	
5116007	HRA	8							0.0	
5216001	Contract Management/Partnerships	10							0.0	
5216002	Direct Payments	10	*	*	*	*	*		9.0	Draft Report Issued
5216003	Home Care	10							0.0	
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							0.0	
5216008	Safeguarding	10							0.0	
5216009	Supporting People	8							0.0	
5316001	Public Health / Protection	6	*	*	*	*			4.5	Field Work Complete
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	
5516003	Llanelli	5							0.0	
5516004	East Area Leisure / NERS / Marketing	20							0.0	
5516005	Arrangements for Leisure Trust Status	5							0.0	
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							0.0	
5616001	Financial Management Other	5							0.0	
	<b>Total Audit Days for Department</b>	<b>244</b>							<b>34.2</b>	

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	<b>Environmental Services</b>									
6116001	Building Maintenance	10							0.0	
6116002	Procurement	5							0.0	
6116003	Grounds Maintenance	8							0.0	
6116004	Urban Parks	8							0.0	
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	*	*	*				0.0	Commenced
6316005	Road Safety	7	*	*	*				0.0	Commenced
6416001	Development Control	5	*	*	*				0.0	Commenced
6416002	Building Control	5	*	*	*	*	*		4.5	Draft Report Issued
6516001	Financial Management Other	5							0.0	
	<b>Total Audit Days for Department</b>	<b>100</b>							<b>4.5</b>	
	<b>Procurement / Contracts</b>									
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	
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	
	<b>Total Audit Days for Department</b>	<b>110</b>							<b>0</b>	
	<b>Computer Audit</b>									
4416001	Security of Information	15	*	*	*	*			11.3	Field Work Complete
4416002	Operating Systems	15							0.0	
4416003	Social Media	5							0.0	
4416004	Internet Security	10							0.0	
4416005	Licensing	10							0.0	
4416006	Communications	10	*	*	*				0.0	Commenced
4416007	Computer Assisted Audit Testing(CAATs)	25	*	*	*				0.0	Commenced
4416008	- Agresso Developments	8							0.0	
4416009	- Resource Link	10	*	*	*	*	*		9.0	Draft Report Issued
4416010	- Payment Cards	5							0.0	
4416011	- Education & Children Services	12							0.0	
4416012	Social Care & Housing	12							0.0	
4416013	Other Systems - Total Mobile	3							0.0	
4516001	Financial Management Other	5							0.0	
	<b>Total Audit Days for Department</b>	<b>145</b>							<b>20.25</b>	

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	<b>School Audits</b>									
	<b>Primary Schools</b>									
2616001	Meithryn Rhydaman	3	*	*	*				0.0	Commenced
2616002	Cefneithin C.P.	3							0.0	
2616003	Llechfyfedach C.P. School	3							0.0	
2616004	Ysgol Gynradd Gorslas	3							0.0	
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	*	*	*	*	*		2.7	Draft Report Issued
2616020	Maes y Morfa	3							0.0	
2616021	Old Road C.P. Primary School	3							0.0	
2616022	Ysgol Llanstephan	3							0.0	
2616023	Ysgol Gynradd Llannon	3							0.0	
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							0.0	
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	
	<b>Primary Schools Totals</b>	<b>105</b>							<b>19.2</b>	
	<b>Secondary Schools</b>									
2716001	Glanymor	7							0.0	
2716002	Strade	7							0.0	
2716003	Bryngwyn	7							0.0	
2716004	Maesygwendraeth	7							0.0	
2716005	QE High School	7							0.0	
	<b>Secondary Schools Totals</b>	<b>35</b>							<b>0</b>	
	<b>Special Schools</b>									
2816001	Rhydygors	7							0.0	
2816002	Heol Goffa	7	*	*	*	*	*		6.3	Draft Report Issued
	<b>Special Schools Totals</b>	<b>14</b>							<b>6.3</b>	
	<b>Total Audit Days for Department</b>	<b>154</b>					<b>% Complete to Date</b>	<b>16.6%</b>	<b>25.5</b>	
	<b>Total Approved Plan Days</b>	<b>1260</b>							<b>129.65</b>	
	<b>Total Audit Plan Time</b>	<b>1260</b>					<b>% Complete to Date</b>	<b>10.3%</b>	<b>129.7</b>	