

<u>Monitoring Date</u>	<u>31st August 2015</u>				
<u>Audit Plan Item</u>	<u>Risk Factor</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
<u>Education, Leisure and Lifelong Learning</u>					
School Based Audits					
20 Primary Schools	M	1 audit completed and report issued	3 audits completed awaiting agreement of draft reports		
3 Secondary Schools	H				
Procurement cards	H	Audit in progress	Audit complete		
Other Education					
Unofficial funds of the feeder schools to the new Bae Baglan Comp.	M				
Real Opportunities Funding	M		No longer being undertaken due to low value of grant which covered wages only and grant ended Sept 14 and Welsh Centre for Learning Disability carried out an impact assessment of the scheme, no issues arose.		
Think Families First	M		No longer being undertaken as audited by Wales Audit Office		
Leisure, Culture and Lifelong Learning					
None					
<u>Finance and Corporate Services</u>					
Revenue Collection					
Council Tax	M				
NNDR	M				
Sundry Debtors	H				
Cash Collection	H		Unannounced checks undertaken		
Benefits Administration					
Housing Benefits	M				
Attendance at Prosecution Panel	N/A	1 panel meeting attended by Audit Manager	1 panel meeting attended by Audit Manager		
Exchequer					
Payroll	M				
Creditor Payments	H				
Travel and Subsistence Allowances	M				
Creditor Cut Off Testing 2014/15	M	Audit in progress	Audit complete		
Accountancy					
Treasury Management	H				
Bank Reconciliation	M				
Other					
Review of Write Offs	N/A		Audit in progress		
Legal Services					
None					
<u>Chief Executive's</u>					

Electoral Registration	M		
Internal/Public Information	L		
<u>Social Services, Health and Housing</u>			
Housing General Fund:			
Social Lettings Agency	M		
Disable Facility Grants	M		Audit in progress
Social Services			
DOLS	M		
POVA	M		Audit in planning stage
Escalating Concerns Protocol	M		
Hillside Secure Unit	M		
Trem Y Mor	M		Audit complete draft report issued
Public Protection			
Trading Standards	M	Audit in progress	Audit complete and report issued
<u>Environment</u>			
Stores/Equipment attendance at stock takes	H		
Streetcare	H		
Bus service operators grant	M		Audit completed
Fleet	M		Audit in progress
Grants	M		3 education grants audited
<u>Cross Directorate</u>			
Special Investigations	N/A	3 currently in progress	2 currently in progress, 5 reports issued
Advice and Guidance Requests	N/A	On-going	On-going
I.T. Audit	N/A	1 audit in progress	1 audit in planning stage
Contract Audit	N/A	Final account work on-going	Final account work ongoing
Corporate Governance Arrangements	N/A	On-going	On-going
Officer Declarations	M	Audit in progress	Audit complete
Procurement Cards	M		
Honoraria Payments	M		
Settlement Agreements	N/A	On-going	Audit in progress
NFI	N/A	Work on-going	Work on-going
DBS Checks	H		
<u>Other Commitments</u>			
Attendance at Working Parties	N/A	On-going	On-going
Servicing/Attendance at Audit Committee	N/A	On-going	On-going
FOI Requests	N/A	Any received have been actioned	Any received have been actioned
Review of Accounting Instructions	N/A		
Contingencies	N/A		
Vision Impaired West Glamorgan	N/A		Audit in progress
SWTRA	N/A		