

Appendix 1

Report Ref	Report Subject	Report Conclusion	Risk Category
R21	Travel & Subsistence 2015/16	Claims are being made in line with the Authority's Accounting Instructions. 2 minor amendments were made in relation to completion of manual claims and submission of VAT receipts.	2
R22	Sandfields Primary School	Generally good controls were found to be in place, recommendations were made in respect of travel & subsistence claims and audit of the unofficial fund.	2
R23	Maes Y Coed Special School	Generally good controls were found to be in place, recommendations were made in relation to the completion of DBS portability forms when staff transfer to new posts within the school and completion of driver declaration forms.	2
R24	Trem Y Mor Respite & Intermediate Care Service	A verbal report will be given at the meeting.	3
R25	Trem Y Mor Day Service	A verbal report will be given at the meeting.	3
R26	Community Meals	A verbal report will be given at the meeting.	4
R27	Special Investigation – Procurement Issues	A verbal report will be given at the meeting.	N/A

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R28	St. Joseph's Catholic Primary School	Generally good controls were found to be in place, recommendations were made in relation to official orders and the unofficial fund.	2
R29	Sundry Debtors	A verbal report will be given at the meeting.	3
R30	Vision Impaired West Glamorgan	The financial statements audited provide a true and fair view of the Charity's financial position.	N/A
R31	Settlement Agreements 14/15	A verbal report will be given at the meeting.	3
R32	Special Investigation – Staff under taking wrap around childcare duties	A verbal report will be given at the meeting.	N/A
R33	Special Investigation – POVA - EB & LA	A verbal report will be given at the meeting.	N/A
R34	School Budget ledger issues	Recommendations were made to improve the budget upload timetable which will aid budget monitoring in the schools.	N/A
R35	Disabled Facilities Grants	Good controls were found to be in place, a recommendation was made in relation to the need for risk assessments to be reviewed.	2

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R36	Margam Crematorium	A verbal report will be given at the meeting.	3
R37	Petty Cash	The petty cash accounts audited were being controlled in line with Authority policy, only verbal recommendations were made.	2
R38	Rhydyfro Primary school	Generally good controls were found to be in place and recommendations were made in relation to reducing the monthly spend limit on the purchasing card and frequency of fire alarm testing.	2
R39	Blaenhonddan Primary School	Good controls were operating and recommendations were made in relation to completion of driver declaration form, official orders and recording items in the inventory.	2
R40	SI – Cash handling issues at Gelligron	A verbal report will be given at the meeting.	N/A

Key:

Category 1 – Service risk assessed as low.

Category 2 – Service risk will be assessed as low when the recommendations are implemented.

Category 3 – There are significant risks that Audit Committee needs to be aware of.

Category 4 – Immediate action is required to reduce the level of risk