

Monitoring Date	29 Febraury 2016				
Audit Plan Item	Risk Factor	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Education, Leisure and Lifelong Learning					
School Based Audits					
20 Primary Schools	M	1 audit completed and report issued	3 audits completed awaiting agreement of draft reports	10 audits completed to date, 7 reports issued as final and 3 draft reports issued awaiting agreement.	18 audits completed and reports issued, 2 draft reports awaiting agreement
3 Secondary Schools	H			1 audit complete awaiting agreement of draft report	2 audits completed and draft reports issued awaiting agreement
Procurement cards	H	Audit in progress	Audit complete		
Other Education					
Unofficial funds of the feeder schools to the new Bae Baglan Comp.	M				Audit in progress
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.	School budget and ledger issues audit replaced Real Opportunities and Think Family First audits	
Think Families First	M		No longer being undertaken as audited by Wales Audit Office	See above	
Leisure, Culture and Lifelong					
None					

Appendix 2

--	--	--	--	--	--

Finance and Corporate Services					
Revenue Collection					
Council Tax	M			Sample testing undertaken	Audit in progress
NNDR	M				Audit in progress
Sundry Debtors	H			Audit complete and report issued	
Cash Collection	H		Unannounced checks undertaken	Unannounced checks undertaken	Unannounced checks undertaken
Benefits Administration					
Housing Benefits	M			Sample testing undertaken	Audit in progress
Attendance at Prosecution Panel	N/A	1 panel meeting attended by Audit Manager	1 panel meeting attended by Audit Manager	1 panel meeting attended by Audit Manager	No longer applicable fraud service has now migrated to DWP
Exchequer					
Payroll	M			Sample testing undertaken	Audit in progress
Creditor Payments	H			Sample testing undertaken	Audit in progress
Travel and Subsistence Allowances	M			Audit complete and report issued	
Creditor Cut Off Testing 2014/15	M	Audit in progress	Audit complete		
Accountancy					
Treasury Management	H				Audit undertaken by WAO
Bank Reconciliation	M				Audit in progress
Other					
Review of Write Offs	N/A		Audit in progress	Audit complete awaiting agreement of draft report	Audit complete and final report issued
Legal Services					
None					

Chief Executive's					
Electoral Registration	M				Data cleansing work undertaken
Internal/Public Information	L				Will not be undertaken
Social Services, Health and Housing					
Housing General Fund:					
Social Lettings Agency	M			Due to service going through the management of change process agreed with Head of Service to postpone audit until 16/17.	
Disabled Facility Grants	M		Audit in progress	Audit complete report issued	
Social Services					
DOLS	M				Audit in progress
POVA	M		Audit in planning stage	Audit commenced	Audit in progress
Escalating Concerns Protocol	M				
Hillside Secure Unit	M			Audit planned	Audit complete and final report issued
Trem Y Mor	M		Audit complete draft report issued	Audit complete and report issued	
Public Protection					
Trading Standards	M	Audit in progress	Audit complete and report issued		

Environment					
Stores/Equipment attendance at stock takes	H		Assistance provided at interim stocktake		Assistance to be provided at year end stocktake
Streetcare	H				Audit in progress
Bus service operators grant	M		Audit completed		
Fleet	M		Audit in progress	Draft report issued awaiting agreement	Audit complete and final report issued
Grants	M		3 education grants audited	2 education grants being audited	1 education grant audited
Cross Directorate					
Special Investigations	N/A	3 currently in progress	2 currently in progress, 5 reports issued	4 reports issued	2 investigations completed and reports issued, 1 in progress
Advice and Guidance Requests	N/A	Ongoing	Ongoing	Ongoing	Ongoing
I.T. Audit	N/A	1 audit in progress	1 audit in planning stage	Social media audit in progress	Audit complete and report issued
Contract Audit	N/A	Final account work ongoing	Final account work ongoing	Final account work ongoing	Final account work ongoing
Corporate Governance Arrangements	N/A	Ongoing	Ongoing	Ongoing	Ongoing
Officer Declarations	M	Audit in progress	Audit complete		Audit planned
Procurement Cards	M				Audit in progress
Honoraria Payments	M			Audit in progress	Audit in progress
Settlement Agreements	N/A	Ongoing	Audit in progress	Audit complete and report issued	
NFI	N/A	Work ongoing	Work ongoing	Work ongoing	Work ongoing
DBS Checks	H			Audit commenced	First tranche complete and report issued, second tranche in progress

Other Commitments					
Attendance at Working Parties	N/A	Ongoing	Ongoing	Ongoing	Ongoing
Servicing/Attendance at Audit Committee	N/A	Ongoing	Ongoing	Ongoing	Ongoing
FOI Requests	N/A	Any received have been actioned	Any received have been actioned	All received have been actioned	All received have been actioned
Review of Accounting Instructions	N/A			Ongoing	Ongoing
Contingencies	N/A			Margam Crematorium and Trem Y Mor Day Service	
Vision Impaired West Glamorgan	N/A		Audit in progress	Audit complete and report issued	
SWTRA	N/A				