

<u>Monitoring Date</u>	<u>Year End 2015/16</u>	
<u>Audit Plan Item</u>	<u>Risk</u>	<u>Year End Position</u>
	<u>Factor</u>	
<u>Education, Leisure and Lifelong Learning</u>		
School Based Audits		
20 Primary Schools	M	20 audits completed
3 Secondary Schools	H	3 audits completed
Procurement cards	H	Audit completed
Other Education		
Unofficial funds of the feeder schools to the new Bae Baglan Comp.	M	Audit completed
Real Opportunities Funding	M	School Budget and Ledger Issues audit replaced Real Opportunities and Think Family First audits.
Think Families First	M	Undertaken by Wales Audit Office
Leisure, Culture and Lifelong		
None		

Finance and Corporate Services		
Revenue Collection		
Council Tax	M	Audit completed
NNDR	M	Audit completed
Sundry Debtors	H	Audit completed
Cash Collection	H	Audit completed
Benefits Administration		
Housing Benefits	M	Audit completed
Attendance at Prosecution Panel	N/A	The Audit Manager attended all panels held
Exchequer		
Payroll	M	Audit completed
Creditor Payments	H	Audit completed
Travel and Subsistence Allowances	M	Audit completed
Creditor Cut Off Testing 2014/15	M	Audit completed
Accountancy		
Treasury Management	H	Work undertaken by Wales Audit Office
Bank Reconciliation	M	Audit Completed
Other		
Review of Write Offs	N/A	Audit completed
Legal Services		
None		

Chief Executive's		
Electoral Registration	M	Data cleansing work undertaken
Internal/Public Information	L	Not 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 financial year
Disabled Facility Grants	M	Audit completed
Social Services		
DOLS	M	Audit completed
POVA	M	Audit completed
Escalating Concerns Protocol	M	Carried forward to 16/17
Hillside Secure Unit	M	Audit completed
Trem Y Mor	M	Audit completed
Public Protection		
Trading Standards	M	Audit completed

Environment		
Stores/Equipment attendance at stock takes	H	Assistance provided at interim and year end stock takes
Streetcare	H	Audit commenced will be completed in the next quarter, the delay has been caused by IT issues.
Bus service operators grant	M	Audit completed
Fleet	M	Audit completed
Grants	M	A number of grants were audited
Cross Directorate		
Special Investigations	N/A	14 investigations were undertaken and 10 reports issued as a result of the findings
Advice and Guidance Requests	N/A	All requests were responded to
I.T. Audit	N/A	3 audits were completed
Contract Audit	N/A	Work was undertaken in relation to the final accounts of a number of contracts
Corporate Governance Arrangements	N/A	Advice was provided
Officer Declarations	M	Audit completed
Procurement Cards	M	Audit completed
Honoraria Payments	M	Audit completed
Settlement Agreements	N/A	Audit completed
NFI	N/A	Sample checks of referrals undertaken
DBS Checks	H	2 audits completed

Other Commitments		
Attendance at Working Parties	N/A	A number of working parties were attended and advice given where appropriate
Servicing/Attendance at Audit Committee	N/A	All committees attended by Audit Manager and all requests from Members answered
FOI Requests	N/A	All received were actioned
Review of Accounting Instructions	N/A	Advice given when requested
Contingencies	N/A	Audits were undertaken in relation to Margam Crematorium, Trem Y Mor Day Centre, Community Meals and The Support & Resettlement Service
Vision Impaired West Glamorgan	N/A	Audit undertaken
SWTRA	N/A	No work was requested