

<u>Monitoring Date</u>	<u>31st August 2018</u>				
<u>Audit Plan Item 2018-19</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>					
<u>School Based Audits</u>					
20 Primary Schools	M	1 school audited	5 schools audited		
3 Secondary Schools	H				
<u>Other Education</u>					
Parent Pay	M				
Youth Service	H		Audit in planning stage		
Education Grants	M	1 grant audited			
<u>Leisure, Culture and Lifelong Learning</u>					
None					

Finance and Corporate Services					
Revenue Collection					
Council Tax	L				
NNDR	L				
Sundry Debtors	L				
Cash Collection	H				
BACS	H				
Benefits Administration					
Housing Benefits	L				
Exchequer					
Payroll	M				
Creditor Payments	L				
Creditor (FIS Checks)	H	Regular monthly checks undertaken	Regular monthly checks undertaken		
Off Payroll Payments (IR 35)	H				
Accountancy					
Treasury Management	M				
Bank Reconciliation	M	Audit complete and draft report issued	Audit complete and final report issued		
VAT	M				
General					
Travel & Subsistence	M		Audit in progress		
Legal Services					
Margam Crematorium	L	Audit complete and draft report issued	Audit complete and final report issued		
Other					
Contingency	N/A				

Chief Executive's					
Members' Declarations of Interest	M		Audit in progress		
Disciplinary Processess	M				
Social Services, Health and Housing					
Housing General Fund:					
None					
Social Services					
Hillside Secure Unit	M				
Grant Certification	M				
Abbey View Complex Needs Service	M	Audit in planning stage	Audit complete and final report issued		
Complaints	M	Audit in planning stage			
Safeguarding - Children & Adult Services	H				
To be agreed with Chief Officers					

Environment					
Stores/Equipment attendance at stock takes	H				
Stores processes	H				
On call procedures	M				
Tregelles Court Workshop	M				
Cash/Income Collection	M	Audit in progress			
Car Parking	M	Audit complete and draft report issued	Audit complete and final report issued		
Cemeteries	M		Audt in planning stage		
Cross Directorate					
Special Investigations	N/A	3 in progress	4 in progress		
Advice & Guidance Requests	N/A				
Corporate Governance Arrangements	N/A				
I.T. Audit	N/A				
Contract Audit	N/A				
Officer Declarations	M	Audit in progress	Audit complete and final report issued		
Petty Cash	M		Audit in planning stage		
Risk Registers	M				
DBS Checks	H	Audit in planning stage	Audit complete and final report issued		
Purchasing Cards	H		Audit in planning stage		
Travel & Subsistence	M		Audit in progress		

Other Commitments					
Banking Administrator	N/A	Ongoing	Ongoing		
Attendance at working parties	N/A	Ongoing	Ongoing		
Servicing Audit Committee	N/A	Ongoing	Ongoing		
Vision Impaired West Glamorgan	L				
SWTRA	N/A				
FOI Requests	N/A	All which have been received have been answered	All which have been received have been answered		
Staff association/lottery	N/A	Ongoing advice being given			
National Fraud Initiative	N/A				
Contingency	N/A		School meal income audit complete and report issued. Settlement Agreements audit complete and report issued.		