

<b>Monitoring Date</b>	<b>31st August 2018</b>				
<b>Audit Plan Item 2018-19</b>	<b>Risk Factor</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
<b>Education, Leisure and Lifelong Learning</b>					
<b>School Based Audits</b>					
20 Primary Schools	M	1 school audited	5 schools audited	7 schools audited	
3 Secondary Schools	H			1 Audit Complete and report issued	
<b>Other Education</b>					
Parent Pay	M			Audit Complete & Report Issued	
Youth Service	H		Audit in planning stage	Audit in progress	
Education Grants	M	1 grant audited		3 grants audited and reports issued	
<b>Leisure, Culture and Lifelong Learning</b>					
None					

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

<b>Chief Executive's</b>					
Members' Declarations of Interest	M		Audit in progress	Audit Complete & report issued	
Disciplinary Processess	M				
<b>Social Services, Health and Housing</b>					
<b>Housing General Fund:</b>					
None					
<b>Social Services</b>					
Hillside Secure Unit	M			Audit in planning stage	
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			
<b>Safeguarding - Children &amp; Adult Services</b>	H				
To be agreed with Chief Officers					
Assistive Technology	M			Audit complete & report issued	

<b>Environment</b>					
Stores/Equipment attendance at stock takes	H				
Stores processes	H				
On call procedures	M			Audit in planning stage	
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	Audit in progress	
<b>Cross Directorate</b>					
Special Investigations	N/A	3 in progress	4 in progress	7 in progress	
Advice & Guidance Requests	N/A	Ongoing	Ongoing	Ongoing	
Corporate Governance Arrangements	N/A				
I.T. Audit	N/A				
Contract Audit	N/A			3 final accounts audited	
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	Audit Complete & report issued	

<b>Other Commitments</b>					
Banking Administrator	N/A	Ongoing	Ongoing	Ongoing	
Attendance at working parties	N/A	Ongoing	Ongoing	Ongoing	
Servicing Audit Committee	N/A	Ongoing	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	All which have been received have been actioned	
Staff association/lottery	N/A	Ongoing advice being given		Ongoing advice being given	
National Fraud Initiative	N/A			All data downloaded from internal systems and uploaded to Cabinet Office	
Contingency	N/A		School meal income audit complete and report issued. Settlement Agreements audit complete and report issued.	Members' Declarations of Interest, audit complete and report issued	