

Finance and Corporate Services									
Revenue Collection									
Council Tax	L					CRSA* Issued	* Controlled Risk Self- Assessment		
NNDR	L					CRSA Issued			
Sundry Debtors	L					CRSA Issued			
Cash Collection	H	Unannounced visits undertaken	Unannounced visits undertaken	Unannounced visits undertaken	Unannounced visits undertaken	Unannounced visits undertaken			
BACS	H					Advice provided where requested.			
Benefits Administration									
Housing Benefits	L					CRSA Issued			
Exchequer									
Payroll	M					Work being undertaken by WAO			
Creditor Payments	L			Audit in progress		Findings to be included in CRSA report.			
Creditor (FIS Checks)	H	Regular monthly checks undertaken	Regular monthly checks undertaken	Regular monthly checks undertaken	Regular monthly checks undertaken	Regular monthly checks undertaken			
Off Payroll Payments (IR 35)	H					Advice provided where requested.			
Accountancy									
Treasury Management	M					Wales Audit Office confirmed they are undertaking an audit in this quarter. Therefore not to be done by Internal Audit to avoid duplication of work. WAO confirmed they will share findings with IA.			
Bank Reconciliation	M	Audit complete and draft report issued	Audit complete and final report issued						

VAT					Due to number of staff changes this has been postponed. The responsible Chief Accountant confirmed from April the officers to be dealing with VAT in the future will commence training and therefore in early 2020 there will be sufficient data available to be tested from work undertaken as a result of the changes changes.				
	M								
General									
Travel & Subsistence	M		Audit in progress	Audit Complete & report issued					
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	Audit Complete & report issued					
Disciplinary Processess	M								
Social Services, Health and Housing									
Housing General Fund:									
None									
Social Services									
Hillside Secure Unit	M			Audit in planning stage	Audit complete and draft report issued.				
Grant Certification	M				1 grant audited and report issued during the year.				
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									
To be agreed with Chief Officers									
Assistive Technology	M			Audit complete & report issued					

Environment					
Stores/Equipment attendance at stock takes	H				Attendance at year end stock take undertaken
Stores processes	H				
On call procedures	M			Audit in planning stage	Audit complete and draft report issued
Tregelles Court Workshop	M				
Cash/Income Collection	M	Audit in progress	No issues identified.		
Car Parking	M	Audit complete and draft report issued	Audit complete and final report issued		
Cemeteries	M		Audt in plannning stage	Audit in progress	Audit complete and draft report issued
Cross Directorate					
Special Investigations	N/A	3 in progress	4 in progress	7 in progress	3 in progress
Advice & Guidance Requests	N/A	Ongoing	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		Audit ongoing
Risk Registers	M				
DBS Checks	H	Audit in planning stage	Audit complete and final report issued		2 reports issued
Purchasing Cards	H		Audit in planning stage		Audit complete and report issued
Travel & Subsistence	M		Audit in progress	Audit Complete & report issued	

Other Commitments					
Banking Administrator	N/A	Ongoing	Ongoing	Ongoing	Ongoing
Attendance at working parties	N/A	Ongoing	Ongoing	Ongoing	Ongoing
Servicing Audit Committee	N/A	Ongoing	Ongoing	Ongoing	Ongoing
Vision Impaired West Glamorgan	L				Audit complete and report issued
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	All which have been received have been actioned
Staff association/lottery	N/A	Ongoing advice being given		Ongoing advice being given	Ongoing advice being given
National Fraud Initiative	N/A			All data downloaded from internal systems and uploaded to Cabinet Office	Review of matches in early stages
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	

