

Audit Committee Plan
2019 – 2020

Terms of Reference	Report Title	Report Summary	Report Author	Date of Meeting
Financial Reporting	Draft Statement of Accounts 2019/20.	The report presents the Draft Statement of Accounts for 2019/20 and is presented to the Audit Committee for Information and Review.	Amanda Thomas	8 Sep 2020
Internal Audit	Annual Report of School Audits 2019/20 & Director of Education Response to the Report.	This report provides a summary of the school audits undertaken by the Internal Audit Section during 2019/2020 and identifies some common issues found during the audits.	Nick Davies	8 Sep 2020
Internal Audit	Cwm Glas Primary School Audit Report 2019/20.	Update report on progress following a moderate audit report.	Neil Craven-Lashley	8 Sep 2020
Internal Audit	Fraud Function Annual Report 2019/20.	This report provides a summary of the work completed by the Fraud Function of Internal Audit in 2019/20.	Jeff Fish, Jonathon Rogers	8 Sep 2020
Internal Audit	Service Centre: Accounts Receivable - Update.	Progress update from Accounts Receivable on the Internal Audit action points with a High Risk or Medium Risk rating. Further clarification on the points raised by the Audit Scrutiny Committee Chair relating to debt recovery procedures and devolved responsibilities.	Michelle Davies	8 Sep 2020

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External Audit	Report of Audit Wales - Audit of Accounts Report - City & County of Swansea.	The Auditor General is responsible for providing an opinion on whether the financial statements give a true and fair view of the financial position of the City and County of Swansea at 31 March 2020 and its income and expenditure for the year then ended.	Jason Garcia	8 Sep 2020
Governance & Assurance	Election of the Chair for the 2020-2021 Municipal Year.	To elect the Chair for the 2020-21 Municipal Year.	Jeremy Parkhouse	20 Oct 2020
Governance & Assurance	Election of the Vice-Chair for the 2020-2021 Municipal Year.	To elect the Vice-Chair for the 2020-2021 Municipal Year.	Jeremy Parkhouse	20 Oct 2020
Financial Reporting	Revenue Financial Outturn 2019/20.	To report the detailed Revenue financial outturn for 2019/20.	Ben Smith	20 Oct 2020
Internal Audit	Revenue and Capital Budget Monitoring - 1st Quarter.	To report on financial monitoring of the 20/21 revenue and capital budgets.	Ben Smith	20 Oct 2020
Internal Audit	Internal Audit Annual Plan 2020/21 – Quarter 2 Monitoring Report.	This report summarises the audits finalised and work undertaken by the Internal Audit Section in Quarter 2 2020/21.	Simon Cockings	10 Nov 2020

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Internal Audit	Internal Audit Recommendation Tracking Report - Quarter 2 2020/21.	This report provides committee with the status of the recommendations made in those audits where the follow-up has been undertaken in Q2 20120/21, to allow the Audit Committee to monitor the implementation of recommendations made by Internal Audit.	Simon Cockings	10 Nov 2020
Financial Reporting	Revenue and Capital Budget Monitoring - 2nd Quarter.	To report on financial monitoring of the 20/21 revenue and capital budgets.ben	Ben Smith	8 Dec 2020
Governance & Assurance	Review of Partnerships in the City and County of Swansea.	An update report in respect of progress made on the Welsh Government recommendations.	Adam Hill	8 Dec 2020
Governance & Assurance	Governance Group Update Report	A six-month update report from the Governance Group.	Adam Hill	8 Dec 2020
Governance & Assurance	Employment of Agency Staff Update.	Update report on actions arising from the Employment of Agency Staff Audit report.	Adrian Chard	19 Jan 2021
Internal Audit	Internal Audit Annual Plan 2020/21 – Quarter 3 Monitoring Report.	This report summarises the audits finalised and work undertaken by the Internal Audit Section in Quarter 3 2020/21.	Simon Cockings	9 Feb 2021

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Internal Audit	Internal Audit Recommendation Tracking Report - Quarter 3 2020/21.	This report provides committee with the status of the recommendations made in those audits where the follow-up has been undertaken in Q3 20120/21, to allow the Audit Committee to monitor the implementation of recommendations made by Internal Audit.	Simon Cockings	9 Feb 2021
Internal Audit	Draft Internal Audit Annual Plan 2021/22.	This report presents the Draft Internal Audit Annual Plan for 2021/22 to the Audit Committee for consideration prior to the final plan coming to committee in April for approval.	Simon Cockings	9 Mar 2021
Internal Audit	Internal Audit Annual Plan Methodology Report 2021/22.	This report provides a briefing to the Audit Committee on the methodology used to prepare the Internal Audit Annual Plan in advance of the Annual Plan 2021/22 being reported to the Committee for approval on 20 April 2021.	Simon Cockings	9 Mar 2021
Financial Reporting	Revenue and Capital Budget Monitoring - 3rd Quarter.	To report on financial monitoring of the 20/21 revenue and capital budgets.	Ben Smith	9 Mar 2021

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Internal Audit	Fraud Function Annual Plan 2021/22.	This report sets out the planned areas of activity for the Internal Audit Section's Fraud Function for 2021/22 and is designed to provide a strategic view of the areas that will be subject to examination.	Jeff Fish, Jonathon Rogers	20 Apr 2021
Internal Audit	Internal Audit Charter 2021/22.	This report outlines the background to the Public Sector Internal Auditing Standards (PSIAS) which were introduced with effect from 1st April 2013 and presents the Internal Audit Charter for final approval by Audit Committee following Corporate Management Team approval.	Simon Cockings	20 Apr 2021
Internal Audit	Internal Audit Strategy & Annual Plan 2021/22.	This report presents the Internal Audit Strategy and Annual Plan for 2021/22 to the Audit Committee for approval.	Simon Cockings	20 Apr 2021