

Schedule of Internal Audit Projects 2012/13

Project	Planned Days	Planned Completion Date	Current Stage	Recommendations			
				Total Red	Total Amber	Total Green	Total
<u>Retail Outlets</u> The Barbican Centre has a number of retail outlets and has recently taken back in-house the management of the bookshop. The procurement, pricing, stock control, and income collection and banking controls will be examined.	25	30 th June 2012	Completed	-	4	2	6
<u>Stocks and Stores</u> There are a number of stores operating across the Centre, for example set and scenery materials, technical equipment, and tools and machinery. This review will examine the arrangements for the purchase, recording, security and disposal of items held within stores. It will also consider how appropriate the current level of stocks are, given the Centre's level of activity.	20	31 st March 2013	Completed	-	-	17	17

				Recommendations			
<u>Box Offices Process</u> The Box Office is the event booking and ticketing outlet for the Barbican Centre catering for on-line, telephone and face-to-face customers. The collection and recording of income will be reviewed, as well as controls over complimentary and refunded tickets. This review will not examine e-ticketing or the software application which it is planned to review separately.	10	31 st December 2012	Completed	-	-	3	3
<u>Annual IS Strategy & Security</u> "This being an annual review as requested by the Barbican Committee following the 2011/12 review. The objectives of the audit exercise are to establish and assess: - <ul style="list-style-type: none"> • Adequacy of the strategy in providing the operational service required. • Responsibility to ensure that tasks have been properly assigned. • Configuration to ensure it provides a sound operational and secure setting. • Logical access controls to ensure a secure management frameworks. • Operational and housekeeping procedures • Resilience. 	10	30 th June 2013	Completed	0	3	3	6

				Recommendations			
<u>E-commerce – Box Office Application (ENTA)</u> Standard application/system review, objectives being to establishing and evaluating the strategy, responsibility, logical security, physical & environmental controls, housekeeping and resilience.	10	31 st March 2013	Completed	0	0	0	0
<u>Business Continuity (Including disaster recovery)</u> Will assess Barbican DR plans being based on Barbican strategic objectives and stated need compared to benchmark leading practice.	15	30 th June 2013	Draft Report issued	0	1	10	11
<u>Projects – Cost Monitoring</u> This review will examine the Barbican Centre's procedures for monitoring and control of the cost of projects, the process of updating of budgets and cost reports, and the governance arrangements in place to ensure adequate reporting and authorisation of cost overruns.	15	31 st December 2012	Completed	-	-	3	3