

Schedule of Internal Audit Projects informing the Guildhall School Annual Audit Opinion 2016-17

Project	Status	Assurance Rating	Recommendations			
			Total Red	Total Amber	Total Green	Total
<p><u>Guildhall School Full Assurance Reviews</u></p> <p><u>Satellite Sites</u></p> <p>A review of governance arrangements and assessment of the adequacy of the control framework in respect of the satellite operations.</p>	Complete	Moderate	-	4	-	4
<p><u>Succession Planning, Talent Management and Staff Development</u></p> <p>The audit sought to provide assurance on the adequacy of the control framework for ensuring that strategic aims related to CYM satellite sites are delivered, including governance and management, key financial controls, and performance review and reporting where these are the responsibility of the Guildhall School.</p>	Complete	Moderate	-	2	4	6
<p><u>Sundial Court Project Governance</u></p> <p>The audit sought to ascertain the details of the governance framework within which accommodation project decisions were made and to provide assurance that adequate mechanisms were in place for the following:</p> <ul style="list-style-type: none"> • A clear strategy for addressing student accommodation needs and an associated business case to support the decision to renew the lease; • Defined roles and responsibilities for the lease renewal project; 	Complete	Moderate	-	3	0	3

			Recommendations			
Project	Status	Assurance Rating	Total Red	Total Amber	Total Green	Total
<ul style="list-style-type: none"> Transparent decision-making with appropriate authorisation / approval, and Monitoring and scrutiny to ensure that risks were managed adequately and project objectives were met. 						
GUILDHALL SCHOOL TOTAL			-	9	4	13
			Recommendations			
Project	Status	Assurance Rating	Total Red	Total Amber	Total Green	Total
<p><u>Corporate Full Assurance Reviews</u></p> <p><u>Corporate Project Management</u></p> <p>This audit sought to obtain assurance in respect of the mechanisms for ensuring that projects were being undertaken in accordance with the City's Project Management Procedures to:</p> <ul style="list-style-type: none"> Confirm that projects were following the appropriate route through the gateway approval process, and Where appropriate, confirm that significant changes to project scope or increases in project budgets (once work has commenced on site) were being dealt with in accordance with the City's Project Management Procedure. In relation to sourcing works, the Contract Letting and Responsible Procurement requirements of the Procurement Code 2015 (or predecessor regulations, as appropriate) were being adhered to. 	Complete	Moderate	-	2	-	2

Project	Status	Assurance Rating	Recommendations			
			Total Red	Total Amber	Total Green	Total
<u>Value Added Tax</u> The objectives of the audit were to provide assurance in respect of the City Corporation's arrangements for ensuring: <ul style="list-style-type: none"> • Goods or services are provided effectively, efficiently and in accordance with legislative requirement as well as the City Corporation's Procurement and Contract Standing Orders; • VAT is correctly levied on goods and services provided by the City Corporation; and • Submission of regular, timely and accurate VAT returns to HMRC; • The City Corporation has protected its position in respect of common areas of claim or at least considered the opportunities 	Complete	Moderate	-	4	7	11
CORPORATE TOTAL			-	6	7	13