

## Scheduled Work Internal Audit Plan 2017-18

| Project and Rationale  | Planned Days | Current Stage | Assurance Rating | Recommendations |             |             |       |
|--|--------------|---------------|------------------|-----------------|-------------|-------------|-------|
|  |              |               |                  | Total Red       | Total Amber | Total Green | Total |
| <u>Cash Handling</u><br><br>This audit examined the following in recognition of the inherent risks associated with cash income collection and processing: <ul style="list-style-type: none"> <li>Processes in operation for the timely identification, collection, recording, banking and reconciliation of cash income;</li> <li>Arrangements for the safe custody and security of processing of cash income received; and</li> <li>Separation of duties in respect of the above areas and the arrangements for management review.</li> </ul> | 10           | Complete      | Moderate         | -               | 4           | 1           | 5     |
| <u>Visitor Experience</u><br><br>This audit is focused on examination of the control framework related to delivery of the 'Visitor Experience' strategic goal, including arrangements for data management in respect of visitor feedback.  | 15           | Complete      | Moderate         | -               | 5           | 5           | 10    |

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|---|--------------|---------------|------------------|-----------------|-------------|-------------|-----------|
|   |              |               |                  | Total Red       | Total Amber | Total Green | Total     |
| <u>Retail &amp; Bars</u><br><br>This audit focused on examination of retail and bars management information and performance reporting arrangements, and key controls related to stock management.   | 15           | Complete      | Limited          | 1               | 9           | 1           | 11        |
| <u>Equalities &amp; Inclusion</u><br><br>This audit is focused on examination of the control framework related to delivery of the Barbican's Equality and Inclusion objectives, to include arrangements for review of strategy and associated delivery plans, training and data collection processes.   | 10           | Draft Report  | -                | -               | -           | -           | -         |
| <u>Contract Management (Baxter Storey)</u><br><br>The Baxter Storey Contract for catering and bar services, originally for the Guildhall School cafes and SUBar, includes the provision of catering services to the Barbican Centre Green Room and Artists Café. This audit focused on examination of the arrangements for contract management to ensure that services are delivered as per requirements and that appropriate financial monitoring controls are in place. | 15           | Complete      | Limited          | 2               | 3           | 1           | 6         |
| <b>TOTAL</b>  | <b>65</b>    |               |                  | <b>3</b>        | <b>21</b>   | <b>8</b>    | <b>32</b> |

