

Appendix 1

Schedule of Internal Audit Projects 2012/13

Project	Planned Days	Planned Completion Date	Current Stage	Recommendations			
				Total Red	Total Amber	Total Green	Total
<p>Income – Including School Fees</p> <p>The Guildhall School's main source of income is student fees but income is also obtained from events, sale of CDs and hire of facilities. The control of setting fees and charges, billing students, collection and banking of income, and management debt will be included within this review.</p>	20	11 th September 2013 (Actual)	Completed	-	1	8	9
<p>Professors' Contracts – including Productive Hours Management</p> <p>The Principal is currently undertaking a radical overhaul of the way in which professors are paid for the hours that they work, both contact and non-contact. These new arrangements will be finalised and introduced during the Summer Term 2012. The new contract arrangements for professors will be examined, including monitoring arrangements for teaching/non-teaching hours.</p>	20	31 st December 2013	Fieldwork Completed	-	-	-	-

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				Total Red	Total Amber	Total Green	Total
Value for Money Initiatives This review will examine the Principal's on-going work to identify and implement financial and operational efficiencies within the School.	5	31 st March 2013	Carried Forward	-	-	-	-
Contingency – Spot Check reviews to be determined in accordance with emerging issues.	5	31 st March 2013	Not used	-	-	-	-