

## Appendix 2

### Schedule of Internal Audit Projects 2013/14

Project	Planned Days	Planned Completion Date	Current Stage	Recommendations			
				Total Red	Total Amber	Total Green	Total
<u>Temporary Staff and Professional Fees</u>  This review will examine the procurement arrangements for the employment of temporary staff, both teaching and support staff, as well as expenditure on professional fees such as consultants and professional advice. Compliance with corporate guidance will also be examined.	10	31 <sup>st</sup> December 2013	Fieldwork	-	-	-	-
<u>Annual Enrolment</u>  This is an annual review which examines the controls exercised over the process for enrolling students.	4	31 <sup>st</sup> March 2014		-	-	-	-

Project	Planned Days	Planned Completion Date	Current Stage	Recommendations			
				Total Red	Total Amber	Total Green	Total
<u>Procurement of Good and Services</u>  The creation of the City of London Procurement Service (CLPS) will affect the way in which the School source goods and services as well as process orders and payments. This review will look at those revised arrangements and seek assurance on the sustained integrity of the internal control environment.	5	31 <sup>st</sup> March 2014		-	-	-	-
<u>Assurance Mapping</u>  In order to provide Members with details of how the risks City's departments face are mitigated and to identify areas where limited resources internal audit resources need to be targeted, a programme of assurance mapping exercises will be undertaken.	5	31 <sup>st</sup> December 2013		-	-	-	-

<b>Project</b>	<b>Planned Days</b>	<b>Planned Completion Date</b>	<b>Current Stage</b>	<b>Total Red</b>	<b>Total Amber</b>	<b>Total Green</b>	<b>Total</b>
<b>Spot Check Reviews</b>							
Petty Cash	2			-	-	-	-
Asset Management	2			-	-	-	-
Debt Management	5			-	-	-	-
Student Bar (Income, Stocks and Staffing)	5			-	-	-	-