

## Schedule of Internal Audit Projects 2013/14

Project	Planned Days	Planned Completion Date	Current Stage	Recommendations			
				Total Red	Total Amber	Total Green	Total
<p><b><u>Full Assurance Reviews</u></b></p> <p><u>Professors' Contracts</u></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	-	Complete	-	1	1	2
<p><u>Temporary Staff and Professional Fees</u></p> <p>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.</p>	10	31 <sup>st</sup> December 2014	Planning	-	-	-	-

Project	Planned Days	Planned Completion Date	Recommendations				
			Current Stage	Total Red	Total Amber	Total Green	Total
<b><u>Mini-assurance Reviews</u></b>							
<b><u>Procurement of Good and Services</u></b>							
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> December 2014	Not started	-	-	-	-
<b><u>Spot Check Reviews</u></b>							
<b><u>Annual Enrolment</u></b>							
This is an annual review which examines the controls exercised over the process for enrolling students.	5	31 <sup>st</sup> December 2014	Not started	-	-	-	-
Student Bar (Income, Stocks and Staffing)	5	31 <sup>st</sup> December 2014	Planning	-	-	-	-
Debt Management	5	30 <sup>th</sup> November 2014	Fieldwork	-	-	-	-
Asset Management	2	30 <sup>th</sup> November 2014	Not started	-	-	-	-

Petty Cash	2	30 <sup>th</sup> November 2014	Not started	-	-	-	-
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