

Schedule of Internal Audit Projects 2014/15

Project	Planned Days	Planned Completion Date	Current Stage	Recommendations			
				Total Red	Total Amber	Total Green	Total
<u>Student Awards, Bursaries and Scholarships</u> The School manages a variety of funds that have been made available for the purpose of assisting the payment of school fees and other costs for gifted students. This review will examine compliance with the requirements of funds when making awards and bursaries as well as the overall management of fund reserves.	10	31 st December 2014	Fieldwork	-	-	-	-
<u>Milton Court Income</u> The Milton Court building opened in September 2013. Facilities are open to hire from external organisations in order to maximise income and make best use of these facilities. This review will examine the process for setting fees, maximising bookings to compliment School tuition and concert activities, and recoup catering costs. At the request of the Jan 2014 Committee this review will include consideration of Commercial and Music Centre operations.	20	31 st March 2015	Not started	-	-	-	-

Project	Planned Days	Planned Completion Date	Current Stage	Total Red	Total Amber	Total Green	Total
Mini Assurance Reviews							
Sundial Court Income and Expenditure	5	31 st October 2014	Complete	-	1	2	3
Spot Check Reviews							
SITS Maintenance and Access Controls	5	31 st December 2014	Not started	-	-	-	-
Procurement Cards	2	31 st December 2014	Not Started	-	-	-	-