

# **INTERNAL AUDIT PLAN FY14**

**Valencia College  
Compliance and Auditing Department  
Audit Plan 2013-2014**

<b>Audits</b>	<b>Scope</b>	<b>Estimated Hours</b>	<b>Status</b>
Health Claims Administration	Review claims administration against Plan document.	360	
Student Activity Funds	Review processes in place to administer and disburse student activity funds.	160	
Procurement Card Process	Review processes in place over the administration and utilization of the procurement card program.	160	
Competitive Solicitation Processes	Review adequacy of established policies and procedures and determine college adherence applicable federal and/or state laws and rules.	190	
Faculty Contracts (EPAF Process)	Review the adequacy of processes regarding faculty assignments, workloads, and pay.	240	
<b>Advisory Services</b>	<b>Scope</b>	<b>Estimated Hours</b>	<b>Status</b>
Emergency Preparedness – Risk Coverage	Determine the adequacy of insurance coverage for potential adverse events.	40	
Contract Administration	Review processes over administration of contracts and agreements Collegewide.	40	
<b>Follow Up Reviews</b>		<b>Estimated Hours</b>	<b>Status</b>
FLAG – Operational Audit Report No. 2013-035	Review audit issues notated within the report to determine the status of corrective measures.	18	
<b>Other Projects</b>	<b>Scope</b>	<b>Estimated Hours</b>	<b>Status</b>
Year-end Bookstore Inventory – FY13	Validation of bookstore inventory for financial statement purposes.	24	

*Note: Audit plan is subject to change due to unforeseen high risk projects, whistleblower issues or special administrative projects that require internal audit resources.*