

INTERNAL AUDITOR REPORT

Valencia College Compliance and Auditing Department Audit Plan 2013-2014				
Audits	Scope	Estimated Hours	Actual Hours	Status
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		In-Progress
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	478.50	Completed Report No. CA2014-102
Faculty Contracts (EPAF Process)	Review the adequacy of processes regarding faculty assignments, workloads, and pay.	240		
Advisory Services	Scope	Estimated Hours		Status
Emergency Preparedness – Risk Coverage	Determine the adequacy of insurance coverage for potential adverse events.	40		On-Hold
Contract Administration	Review processes over administration of contracts and agreements Collegewide.	40		
Follow Up Reviews		Estimated Hours		Status
FLAG – Operational Audit Report No. 2013-035	Review audit issues notated within the report to determine the status of corrective measures.	18		In-Progress
Other Projects	Scope	Estimated Hours		Status
Year-end Bookstore Inventory – FY13	Validation of bookstore inventory for financial statement purposes.	24	23.50	Completed
District Board of Trustees Special Request – Review of Construction Contract Awards	Review construction contract awards made to those with connections with the Board of Valencia Foundation.	N/A	*Included in Competitive Solicitation Processes Audit*	Completed Report No. CA2014-101
Alleged Improper Activities	Expenditures related to Educational Assistance – Federal Award.	N/A	98.5	Completed Report No. CA2014-103
Alleged Improper Activities	Plant Operations – General Concerns related to the accountability of College property; Issues related to cash proceeds & donations.	N/A	237.75	Completed Report No. CA2014-104 CA 2014-105 CA2014-105 (Addendum)

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