

Year End 2018-2019 Audit Plan Update

Engagements	2016 - 2017	2017 - 2018	2018 - 2019
Bookstore Inventory and Cash Controls	2016-101	2017-101	2018-101
Financial Aid and Scholarships	2016-02	2017-102	2018-102
Information Technology: IT General Controls, Cybersecurity	OIT RA*	2018-199	2018-105
Procurement Department	2016-102		
Grants Management	2016-103		
Student Accounting		2017-103	
Textbook Affordability		2017-104	
Internal Controls: Cash receipts/disbursements		2017-105	
Human Resources/Payroll			2018-103
Valencia Foundation			2018-104
Valencia College Foundation Financial Audit	8/7/2018	8/7/2018	8/1/2018
Florida Auditor General - Financial Audit	2017-160	2018-178	2019-155
Florida Auditor General - Operational Audit		2018-199	2020-036
Florida Auditor General - Federal Awards Audit		2018-189	2019-186
Florida Auditor General - Bright Futures Audit	2017-002	2018-212	
DMS Inspector General's Office - Retirement Compliance Audit		May 2018	
Florida Department of Financial Services - Workers Comp Audit		June 2018	
Voluntary Education Institutional Compliance Program (DoD)			Oct 2018
Department of Labor - Youth Build Training Grant			Sept 2018
National Science Foundation - ATE Energy Mgmt Control Tech/BEAM Grant			Dec 2018
Strata Information Group - Banner Human Resources Module Consultant Session			Feb 2019
State Requirements for Educational Facilities (SREF) - (12 locations)			Feb 2019
Department of Justice - OVW Campus Program Grant			Aug 2019
Insurance policy annual renewal reviews (FCSRMC)	Oct 2017	Oct 2018	Oct 2019

2019-2020 Audit Plan Update (As of 12/10/19)

- Audit Engagements Update

AUDIT PLAN 2019 - 2020	Planning Stage	Opening Meeting	Fieldwork	Meeting	Exit	Draft Audit Report	Final Audit Report
Bookstore Operations	✓	✓	✓	✓		✓	✓
Internal Control and Data Security (DFHSMV)	✓	✓	✓	✓		✓	✓
Travel and Expense	✓	Jan					
Financial Aid and Scholarships	✓	Feb					
Incident Response/Business Continuity	✓	April					
Information Technology	✓	Jan-Mar					

- State Audit Engagements Update

FLORIDA AUDITOR GENERAL	Planning Stage	Opening Meeting	Fieldwork	Meeting	Exit	Report Letter	Findings	Final Audit Report
Financial Audit (FY 2018 - 2019)	✓	✓						
State of Florida Compliance and Internal Controls Over Financial Reporting and Federal Awards Audit (FY 2018-2019)	✓	✓						
Bright Futures (FY 2017-2018 and 2018-2019)	✓							

Office of Compliance and Audit
Audit Plan Update for December 2019 DBOT Meeting

Audit Engagements Update

AUDIT PLAN 2019 - 2020	Planning Stage	Opening Meeting	Fieldwork	Meeting	Exit	Draft Audit Report	Final Audit Report
Bookstore Operations	✓	✓	✓	✓	✓	✓	✓
Internal Control and Data Security (DFHSMV)	✓	✓	✓	✓	✓	✓	✓
Travel and Expense	✓	Jan					
Financial Aid and Scholarships	✓	Feb					
Incident Response/Business Continuity	✓	April					
Information Technology	✓	Jan-Mar					

BOOKSTORE INVENTORY AND CASH CONTROLS

Audit Report: CA2019-101

Issued: September 26, 2019

In July 2019, the Office of Compliance and Audit performed an audit engagement of the College’s Bookstore Operations. The objectives of the engagement were to:

- validate the financial inventory for financial statement purposes
- assess the internal controls over the College’s bookstore cycle count process and final inventory count
- determine the adequacy of cash controls
- evaluate compliance with Florida Statute 1004.085 Textbook and Instructional Materials Affordability
- review financial processes and controls

Overall, the processes in place with regard to the annual year-end cycle count of inventory and cash are adequate. However, areas of improvement were identified to enhance and strengthen accounting and operational controls and processes. Audit validated the final inventory of the bookstores for the year-end financial statements. There were five observations noted during this engagement for the following areas:

1. Physical Inventory Count and Year-End Calculations
2. Credit Memos
3. Credits Pending
4. Commission and Rental Fees
5. Inventory Adjustments

INTERNAL CONTROL AND DATA SECURITY (FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLE – DAVE SYSTEM)

Audit Report: CA2019-102

Issued: November 20, 2019

In November 2019, at the request of management, the Office of Compliance and Audit performed an internal control and data security audit engagement, per the terms of the 2019 Memorandum of Understanding with the Florida Department of Highway Safety and Motor Vehicles (DHSMV) Contract number HSMV-0359019.

The primary objectives of this engagement was to evaluate the internal controls governing the use and dissemination of personal data of the Florida Department of Highway Safety and Motor Vehicles database as outlined in the requirements of the Memorandum of Understanding and applicable laws, and review the adequacy of controls in the protection of personal data from unauthorized access, distribution, use, modification, or disclosure.

During the review conducted, we identified opportunities to further strengthen internal controls. All control considerations were implemented prior to the conclusion of our fieldwork. Controls enhanced included user access monitoring, acknowledgements of information confidentiality as well as criminal sanctions for confidentiality violations, and enhanced procedures to ensure compliance with requirements set forth in the memorandum of understanding. As such, we conclude that current internal controls are adequate governing the use, dissemination and protection of personal data of the Florida Department of Highway Safety and Motor Vehicles database.

State Audit Engagements Update

FLORIDA AUDITOR GENERAL	Planning Stage	Opening Meeting	Fieldwork	Meeting	Exit	Report Letter	Findings	Final Audit Report
Financial Audit (FY 2018 - 2019)	✓	✓						
State of Florida Compliance and Internal Controls Over Financial Reporting and Federal Awards Audit (FY 2018-2019)	✓	✓						
Bright Futures (FY 2017-2018 and 2018-2019)	✓							

FINANCIAL AUDIT

Scope: Fiscal Year 2018 – 2019

Audit Commenced December 2, 2019

Current Status: Fieldwork in progress, with target completion by end of February. Exit meeting tentatively expected in March.

FEDERAL AWARDS AUDIT

Scope: Fiscal Year 2018-2019

Audit expected to commence in January 2020

Current Status: Awaiting notification letter and deliverables list. This is a Florida College System-wide audit engagement in compliance with the Single Audit Act, which requires governmental recipients of federal assistance to have organization-wide financial and compliance audits on an annual basis.

BRIGHT FUTURES AUDIT

Scope: Fiscal Year 2017-2018 & 2018 – 2019

Audit expected to commence in January 2020

Current Status: Awaiting notification letter and deliverables list. This is a Florida College System-wide audit engagement performed every two years.