

Valencia College Compliance and Auditing Department Audit Plan 2014-2015				
Operational Audits	Scope	Estimated Hours	Actual Hours	Status
Faculty Contracts (EPAF Process)	Review the adequacy of processes regarding faculty assignments, workloads, and pay.	200		In-Progress
Procurement Card Process	Review processes in place over the administration and utilization of the procurement card program.	200		
Property Management	Review processes in place to safeguard and properly account for furniture, machinery, and equipment.	200		
Advisory Services	Scope	Estimated Hours	Actual Hours	Status
Contract Administration	Review processes over administration of contracts and agreements Collegewide.	200		
Emergency Preparedness – Risk Coverage	Determine the adequacy of insurance coverage for potential adverse events.	80		
Study Abroad and Global Experiences	Risk Management.	200		In-Progress
Follow Up Reviews	Scope	Estimated Hours	Actual Hours	Status
Prior Audit Issues	Lab Fees, Competitive Solicitation Process (Subcontractors), Residency-Reclassification, Textbook Certifications, Access Privileges to IT Applications, Financial Aid.	220		
Other Projects	Scope	Estimated Hours	Actual Hours	Status
Alleged Improper Activities	Film Production Technology Program - Assignment of a secondary major & advising as it relates to financial aid.	N/A	189.75	Completed Report No. CA2015-101
Alleged Improper Activities	Grounds Maintenance Department (West)	N/A	247.75	Completed Report No. CA2015-102
Alleged Retaliation	Retaliation claim within the Grounds Maintenance Department (West)	N/A	105.50	Completed Report No. CA2015-103
Compliance Review	Film Production Technology Program – Financial Aid Process	N/A		In-Progress

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