

# **REPORTS**

**AUDIT REPORT**  
**COMPETITIVE SOLICITATION**  
**PROCESS**

# **AUDIT PLAN STATUS**

<b>Valencia College Compliance and Auditing Department Audit Plan 2013-2014</b>				
<b>Audits</b>	<b>Scope</b>	<b>Estimated Hours</b>	<b>Actual 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		In-Progress
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	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		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.*