Glasgow Kelvin College

Internal Audit Progress Report
2020/21 Annual Plan

23 March 2021

Now, for tomorrow

mha
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Internal Audit Progress Report
March 2021

Progress made in delivering the annual plan for 2020/21, approved in November 2020, is shown below.

Audit Area	Planned reporting date	Report status	Report Number	Overall Conclusion	Audit and Risk Committee	Comments
Annual Plan 2020/21	26/11/20	Draft 19/08/20 Final 06/11/20	2021/01	N/A	26/11/20	
Sickness Absence	23/03/21	Draft 04/02/21 Final 09/03/21	2021/02	**Satisfactory**	23/03/21	The sickness absence levels across the College demonstrate the positive impact of the HR function but we did identify some minor areas where increased management focus in applying agreed return to work interview processes could further enhance the existing performance levels.
Corporate Governance - Externally Facilitated Effectiveness Review	Draft report to Board meeting on 10/03/21 Final report to Audit & Risk Committee on 23/03/21	Draft 22/02/21 2nd Draft 25/02/21 Final 10/03/21	2021/03	N/A	23/03/21	The 4 days included in the approved Outline Internal Audit Annual Plan 2019/20 for this review was redirected to the Externally Facilitated Board Effectiveness Review as approved at the Board of Management meeting on 02/03/20.

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Audit Area	Planned reporting date	Report status	Report Number	Overall Conclusion	Audit and Risk Committee	Comments
Business Development	23/03/21	Draft 10/03/21 Final 12/03/21	2020/07	**Satisfactory**	23/03/21	Due to the impact of the COVID-19 pandemic this review was deferred from the 2019/20 programme at the request of management
Cash & Bank and Treasury Management	23/03/21	Draft 13/04/20 Final 15/04/20	2021/04	**Good**	23/03/21	Some minor opportunities for improvement identified.
Procurement and Creditors / Purchasing	June 2021					Fieldwork commenced on 08/03/21.
IT Network Arrangements	June 2021					Fieldwork is scheduled to commence on 10/05/21
Follow-up reviews	September 2021					Fieldwork will be conducted in August 2021.
Credits audit	November 2021					Fieldwork is scheduled to commence on 20/09/21
Bursary, childcare and hardship funds	November 2021					Fieldwork is scheduled to commence on 06/09/21
EMA audit	November 2021					Fieldwork is scheduled to commence on 06/09/21

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Gradings are defined as follows:

Good	System meets control objectives.
Satisfactory	System meets control objectives with some weaknesses present.
Requires improvement	System has weaknesses that could prevent it achieving control objectives.
Unacceptable	System cannot meet control objectives.

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