

Internal Audit Services' ("IAS") mission is to strengthen and protect the District's value by providing independent, objective appraisals, advice and insight to reduce risk and improve operations. IAS supports the District in the achievement of its objectives by promoting an environment of continuous improvement in the integrity, efficiency and effectiveness of AVC's policies and procedures. The Internal Audit Plan is guided by the District's current initiatives, strategies and risks. It reviewed by senior management and approved annually by the AVC Board of Trustees.

2022-23 PLAN

Routine Activities	Description
Disbursements	Audit diverse types of disbursements.
Cash Controls	Evaluate the effectiveness of internal controls over cash handling.
Third Party Audits	Facilitate third party audits including the annual District audit of financial statements, Measure AV, Foundation, and LACOE'S monitoring of internal controls.
District Training	Fraud awareness, ethics, and internal control training for District employees.
Follow Up	Follow up on noted areas of improvement and findings from both internal & third-party audits.

Carry Forward	Priority	Description
Financial Aid	I	Continue evaluation of compliance, internal controls, and processing of conventional financial aid programs and activities.

New	Priority	Description
Emergency Financial Aid	I	Evaluate compliance, reporting and distribution of federal and state emergency aid as requested.
Procurement Cards Open Purchase Orders	II	Evaluate the extent and effectiveness of internal controls.
ASO Club Funds	II	Evaluate the extent and effectiveness of internal controls.

2021-22 ACTIVITIES

Audit Area	Description and Status
Faculty Payroll Disbursements	Completed: Audit to determine the extent to which internal controls exist to ensure the validity, accuracy, and timeliness of payments.
Positive Attendance	Completed: Follow up engagement to review 100% of the Summer and Fall 2021 positive attendance courses.
Foundation Scholarship Disbursements	Report draft in review: At the request of management a review to identify opportunities to improve the controls supporting the tracking of eligibility and disbursement of awarded Foundation Scholarships.
Foundation Scholarship Process Flowchart	In progress: Assisting the AVC Foundation and District in the development of a flowchart outlining the integrated scholarship procedures of the four departments.
Financial Aid	Embedded in the Foundation Scholarship Disbursement engagement: An evaluation of internal controls supporting “disbursement” (i.e., the process of crediting student accounts prior to application of payments and release of funds).
COVID Relief Funds	Completed: Evaluated use, compliance, and distribution of state emergency aid.
Fixed Assets	Completed by third party: inventory and asset valuation.
Grant Funding	Embedded in facilitation of County’s Annual “Desk Review”: Time and effort documentation for County DPSS CalWORKs.
Cash Controls	Embedded in the Foundation Scholarship Disbursement engagement: A review of collections received by the Financial Aid Office.
Third Party Audit Facilitation	<p>Completed: Routine in nature but extensive audits of DPSS CalWORKs by the County DPSS office and County Auditor Controller.</p> <p>Completed: Annual AVC Foundation, District Financials, Measure AV & OPEB audits.</p>
Follow up to Management’s Corrective Action Plan	<p>Completed: Automatic daily reconciliation of network access with employment status.</p> <p>Draft in review: Formal Business Resumption/Disaster Recovery Plan.</p> <p>In progress: Implementation of routine District wide review of user permissions.</p>
Adopted Advisements	<p>Advisement: identified opportunities to improve controls identified outside of engagements.</p> <p>Adopted: Funding guidance for technology purchases, privacy improvements to the Banner Access Request form, immediate endorsement of mailed payments.</p>
District Training	Postponed.
Accreditation	Added: Team member to gather evidence and draft Standard IV Leadership & Governance A: Decision making roles & processes.