

## MONITORING OF INTERNAL CONTROLS PROCEDURE

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<b>Parent Policy</b>	Financial Management Policy		
<b>Policy Category</b>	Operational		
<b>Governing Authority</b>			
<b>Responsible Officer</b>	Manager Student and Academic Services		
<b>Related Documents</b>	Delegation Policy and Procedure Deed Poll of Delegation Delegation Register Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011) Corporations Act 2001 Australian Accounting Standards Board (AASB) Accounting Standards Australian Auditing Standards (AUS) and Auditing Guidance Statements (AGS) Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants		

\* Unless otherwise indicated, this Procedure will still apply beyond the review date.

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## 1. PURPOSE

1.1 The Monitoring of Internal Controls Procedure supports the Financial Management Policy of Adelaide Institute of Higher Education (AIHE) by outlining the processes for monitoring the quality of internal controls over time.

## 2. SCOPE

2.1 The Monitoring of Internal Controls Procedure applies to staff of AIHE responsible for ensuring the quality of internal controls that promote the effective safeguard of AIHE assets and should be read in conjunction with the Financial Management Policy.

## 3. CONTINUAL MANAGEMENT REVIEW OF EXCEPTION AND OPERATION REPORTS

3.1 The General Manager will review monthly (or more frequently if considered prudent) reconciliation reports including bank reconciliation, accounts payable reconciliation, accounts receivable reconciliation reports and non-routine general ledger adjusting entries.

3.2 The General Manager will, on a quarterly basis, compare:

- actual financial reports with budgeted financial reports;
- actual enrolment data with fees revenue data; and
- actual hours paid for casual lectures with number of scheduled classes and hours budgeted for casual lecturers.

## 4. REVIEW OF STUDENT/STAFF/SUPPLIER COMPLAINTS

4.1 The General Manager will monitor any complaints from students, staff and suppliers with a view to identifying implications for the effectiveness of internal controls.

## 5. IMMEDIATE INVESTIGATION OF MATERIAL DISCREPANCIES

5.1 Following the review of reconciliation, exception and operation reports the General Manager will investigate significant discrepancies to determine the cause and take action to prevent the discrepancy from recurring.

## 6. REPORTING OF MATERIAL DISCREPANCIES TO COUNCIL

6.1 Consistent with the AIHE Financial Management Policy, the General Manager will report to each Council meeting any material financial internal control vulnerabilities and breaches of internal controls.

## 7. DEFINITIONS

7.1 See the AIHE Glossary of Terms for definitions.

### Document Control

Version #	Date	Key changes
1.0	16/03/2018	Procedure approved by General Manager
1.1	15/04/2019	Reviewed, minor edits