

Slough Borough Council

Audit Committee: Core work programme for the year: 2011/2012

July 2011

Report by: Interim Head of Audit

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CORE WORK PROGRAMME FOR THE AUDIT COMMITTEE MEETINGS 2011/12

Summer Meeting (27th July 2011)

- Review and consider the draft accounts issued 30th June 2011 for the financial year just finished and draft annual governance statement
- Review the Internal Audit 2nd quarter plan
- Consider Internal Audit opinion for the financial year just finished
- Consider an annual report on anti- fraud
- Consider First Quarters Progress against Plan and any reports from Internal Audit and management responses

Autumn Meeting (19th October 2011)

- Review performance relating to risk management
- Review the Internal Audit 3rd quarter plan
- Review and consider the final accounts issued 30th September 2011 for the financial year just finished and final annual governance statement
- Consider Second Quarters Progress against plan and any reports from Internal Audit and management responses
- Consider the External Audit report giving an opinion on the financial statement for the previous financial year and the response to/implementation of any recommendations; this includes the Annual Governance Statement Report.
- Review the progress being made against the key risks identified in the Council's Annual Governance Statement

Winter Meeting (10th November 2011)

- Review performance relating to risk management
- Review ½ year report on anti-fraud
- Review the Internal Audit 4th quarter plan
- Review External Audit Annual Audit letter and Final Accounts Memorandum (if required)
- Consider Third Quarters Progress against Plan and any reports from Internal Audit and management responses
- Consider the Committee's own effectiveness in its work
- Review the Committee's Terms of Reference
- Review the progress being made against the key risks identified in the Council's Annual Governance Statement

Spring Meeting (5th March 2011)

- Review performance relating to risk management
- Review the Internal Audit strategy and the periodic work plan for the coming financial year including the Internal Audit 1st quarter plan 2012/2013
- Consider External Audit opinion plans for the coming financial year
- Consider External Audit Certification of claims and returns – annual report
- Consider any reports from Internal Audit and management responses and progress against plan with estimated completion status by year end.
- Consider a financial report, including relevant information about financial performance and achievement of financial targets
- Consider External Audit Annual Fee Letter (if available)
- Review annual assurances provided by senior staff prior to the annual governance statement 2011-12 including the progress being made against the key risks identified in the Council's Annual Governance Statement for 2010-11