

**AUDIT COMMITTEE  
SCHEDULE OF MEETINGS AND FORWARD WORK PROGRAMME  
2014 – 2015**

DATE OF MEETING	FORWARD WORK PROGRAMME	OFFICER RESPONSIBLE	UPDATE
<b>2014</b>			
<b>18<sup>th</sup> June</b>	Information and Action Requests (if applicable).	Chief Internal Auditor (CIA)	Submitted
	Updated Forward Work Programme.	CIA	Submitted
	Approval of the draft Annual Governance Statement 2013-14.	Head of Finance & Performance	Submitted
	Pre-audited Statement of Accounts 2013/14.	Head of Finance & Performance	Submitted
	Complete Audits (if applicable).	CIA	Submitted
	Head of Audit's Annual Opinion Report 2013/14.	CIA	Submitted
	External Auditors / Inspection Reports (where applicable).  WAO Annual Improvement Report	Head of Finance & Performance / WAO / KPMG	Submitted
	IASS Outturn Report April and May 2014.	CIA	Deferred
	Implementation of Recommendations (if applicable).	CIA	Deferred
<b>Additional Items</b>	Anti -Money Laundering Policy.	Head of Finance & Performance	Submitted
<b>25<sup>th</sup> September</b>	Information and Action Requests	CIA	Submitted
	Updated Forward Work Programme	CIA	Submitted
	Final Statement of Accounts 2013/14	Chief Accountant / KPMG	Submitted
	Treasury Management Outturn 2013/14	Chief Accountant	Submitted
	Internal Audit 5 months Outturn Report April to August 2014.	CIA	Submitted
	Completed Audits Report (where applicable)	CIA	Submitted
	Implementation of Recommendations Report (where applicable)	CIA	Submitted
	External Auditors / Inspection Reports (where applicable). - Performance Audit Programme	Chief Accountant / WAO / KPMG	Submitted
<b>20<sup>th</sup> November</b>	Up dated Forward Work Programme	CIA	
	Information and Action Requests (where applicable)	CIA	
	Update on IASS Performance including Client Satisfaction Survey Results.	CIA	
	Fraud update	Benefits Manager	
	Corporate Risk Assessment Review 2014/15.	Insurance and Risk Manager	
	Completed Audits Report (if applicable)	CIA	
	Internal Audit Outturn Report – April 2014 to October 2014	CIA	
	External Auditors / Inspection Reports (where applicable). – Annual Audit Letter	Chief Accountant / WAO / KPMG	
<b>2015</b>			
<b>15<sup>th</sup> January</b>	Up dated Forward Work Programme	CIA	
	Information and Action Requests (if applicable)	CIA	
	Internal Audit 9 months Outturn Report	CIA	

APPENDIX A

	<b>April 2014 – December 2014</b>		
	<b>Completed Audits (where applicable)</b>	<b>CIA</b>	
	<b>Implementation of Recommendations Report (if Applicable)</b>	<b>CIA</b>	
	<b>Treasury Management Strategy 2015/16</b>	<b>Chief Accountant</b>	
	<b>Report on the work undertaken on School Audits.</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (where applicable)</b>	<b>Chief Accountant / WAO/ KPMG</b>	
<b>16<sup>th</sup> April</b>	<b>Information and Action Requests (where applicable)</b>	<b>CIA</b>	
	<b>Updated Forward Work Programme</b>	<b>CIA</b>	
	<b>Proposed Forward Work Programme 2015-16.</b>	<b>CIA</b>	
	<b>Internal Audit proposed Annual Strategy and Audit Plan 2015-2016.</b>	<b>CIA</b>	
	<b>Governance – Compliance with Public Sector Internal Audit Standards for 2014-15</b>	<b>CIA</b>	
	<b>Audit Committee – Terms of Reference</b>	<b>CIA</b>	
	<b>Internal Audit Shared Service Charter and Terms of Reference</b>	<b>CIA</b>	
	<b>Completed Audits (where applicable)</b>	<b>CIA</b>	
	<b>Head of Audit’s Annual Opinion Report and outturn for the Year 2014/15</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (if applicable): - Financial audit Outline Report 2014-15; Certification of grants and return 2013/14</b>	<b>Chief Accountant / WAO/ KPMG</b>	