

**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)	Complete
	Updated Forward Work Programme.	CIA	Complete
	Approval of the draft Annual Governance Statement 2013-14.	Head of Finance & Performance	Complete
	Pre-audited Statement of Accounts 2013/14.	Head of Finance & Performance	Complete
	Complete Audits (if applicable).	CIA	Complete
	Head of Audit's Annual Opinion Report 2013/14.	CIA	Complete
	External Auditors / Inspection Reports (where applicable).  WAO Annual Improvement Report	Head of Finance & Performance / WAO / KPMG	Complete
	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	Complete
<b>25<sup>th</sup> September</b>	Information and Action Requests	CIA	Complete
	Updated Forward Work Programme	CIA	Complete
	Final Annual Governance Statement and summary of assurance 2013/14	Head of Finance and Performance	Complete
	Statement of Audited Accounts	Head of Finance and Performance / KPMG	Complete
	Treasury Management Outturn 2013/14	Head of Finance and Performance	Complete
	Internal Audit 5 months Outturn Report April to August 2014.	CIA	Complete
	Completed Audits Report (where applicable)	CIA	Complete
	Implementation of Recommendations Report (where applicable)	CIA	Complete
	External Auditors / Inspection Reports (where applicable). - Audit of Financial Statement Report 2013/14 (ISA 260). Improvement Programme update	Head of Finance & Performance / WAO / KPMG	Complete
<b>20<sup>th</sup> November</b>	Up dated Forward Work Programme	CIA	Submitted
	Information and Action Requests (where applicable)	CIA	Submitted
	Review of the Annual Governance Statement 2013/14	Head of Finance & ICT	Submitted
	Fraud update	Benefits Manager	Submitted
	Corporate Risk Assessment Review 2014/15.	Head of Finance and ICT	Submitted
	Completed Audits Report (if applicable)	CIA	Submitted
	Internal Audit Outturn Report – April 2014 to October 2014; including update on IASS Performance and Client Satisfaction Survey Results.	CIA	Submitted

APPENDIX A

	<b>External Auditors / Inspection Reports (where applicable). – Annual Audit Letter 2013/14</b>	<b>Head of Finance &amp; ICT / WAO / KPMG</b>	<b>Submitted</b>
<b>2015</b>			
<b>15<sup>th</sup> January</b>	<b>Up dated Forward Work Programme</b>	<b>CIA</b>	
	<b>Information and Action Requests (if applicable)</b>	<b>CIA</b>	
	<b>Internal Audit 9 months Outturn Report April 2014 – December 2014</b>	<b>CIA</b>	
	<b>Completed Audits (where applicable)</b>	<b>CIA</b>	
	<b>Report on the work undertaken on School Audits.</b>	<b>CIA</b>	
	<b>External Auditors / Inspection Reports (where applicable)</b>	<b>Head of Finance &amp; ICT / 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): -</b>	<b>Head of Finance &amp; ICT / WAO/ KPMG</b>	