

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

| DATE OF MEETING | FORWARD WORK PROGRAMME | OFFICER RESPONSIBLE | UPDATE |
|----------------------------------|---|--|--------|
| 2014 | | | |
| 18th June | Information and Action Requests (if applicable). | Chief Internal Auditor (CIA) | |
| | Updated Forward Work Programme | CIA | |
| | Approval of the draft Annual Governance Statement 2013-14 | Head of Finance & Performance | |
| | Pre-audited Statement of Accounts 2013/14 | Head of Finance & Performance | |
| | Complete Audits (if applicable) | CIA | |
| | Head of Audit's Annual Opinion Report 2013/14 | CIA | |
| | External Auditors / Inspection Reports (where applicable). - Financial Audit Outline Report 2013/14; Certification of Grants & Returns 2012/13,. | Head of Finance & Performance / WAO / KPMG | |
| | IASS Outturn Report April and May 2014. | CIA | |
| | Implementation of Recommendations (if applicable) | CIA | |
| 25th September | Information and Action Requests | CIA | |
| | Updated Forward Work Programme | CIA | |
| | Final Annual Governance Statement and summary of assurance 2013/14 | Head of Finance and Performance | |
| | Statement of Audited Accounts | Head of Finance and Performance / KPMG | |
| | Treasury Management Outturn 2013/14 | Head of Finance and Performance | |
| | Internal Audit 5 months Outturn Report April to August 2014. | CIA | |
| | Completed Audits Report (where applicable) | CIA | |
| | Implementation of Recommendations Report (where applicable) | CIA | |
| | External Auditors / Inspection Reports (where applicable). - Audit of Financial Statement Report 2013/14 (ISA 260) | Head of Finance & Performance / WAO / KPMG | |
| 20th November | 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. | Head of Finance and Performance | |
| | 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 | Head of Finance & Performance / WAO / KPMG | |
| 2015 | | | |
| 15th January | Up dated Forward Work Programme | CIA | |
| | Information and Action Requests (if | CIA | |

APPENDIX A

| | | | |
|------------------------------|---|--|--|
| | applicable) | | |
| | Internal Audit 9 months Outturn Report April 2014 – December 2014 | CIA | |
| | Completed Audits (where applicable) | CIA | |
| | Implementation of Recommendations Report (if Applicable) | CIA | |
| | Report on the work undertaken on School Audits. | CIA | |
| | External Auditors / Inspection Reports (where applicable) | Head of Finance & Performance / WAO/ KPMG | |
| | | | |
| 16th April | Information and Action Requests (where applicable) | CIA | |
| | Updated Forward Work Programme | CIA | |
| | Proposed Forward Work Programme 2015-16. | CIA | |
| | Internal Audit proposed Annual Strategy and Audit Plan 2015-2016. | CIA | |
| | Governance – Compliance with Public Sector Internal Audit Standards for 2014-15 | CIA | |
| | Audit Committee – Terms of Reference | CIA | |
| | Internal Audit Shared Service Charter and Terms of Reference | CIA | |
| | Completed Audits (where applicable) | CIA | |
| | Head of Audit’s Annual Opinion Report and outturn for the Year 2014/15 | CIA | |
| | External Auditors / Inspection Reports (if applicable): - Financial audit Outline Report 2014-15; Certification of grants and return 2013/14 | Head of finance & Performance / WAO/ KPMG | |
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