



# Aylesbury Vale District Council

## Audit Committee Progress Report

July 2016



Building a better  
working world

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In April 2015 Public Sector Audit Appointments Ltd (PSAA) issued ‘Statement of responsibilities of auditors and audited bodies 2015-16’. It is available from the Chief Executive of each audited body and via the PSAA website ([www.psaa.co.uk](http://www.psaa.co.uk))

The Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The ‘Terms of Appointment from 1 April 2015’ issued by PSAA sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and statute, and covers matters of practice and procedure which are of a recurring nature.

This progress update is prepared in the context of the Statement of responsibilities. It is addressed to the Audit Committee, and is prepared for the sole use of the audited body. We, as appointed auditor, take no responsibility to any third party.

Our Complaints Procedure – If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, you may take the issue up with your usual partner or director contact. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute. We can provide further information on how you may contact our professional institute..

## 2015/16 audit

### 2015/16 Planning

Since our last progress report we have presented our 2015/16 Audit Plan to the Audit Committee. We will continue to keep the plan under review and will inform you of any changes to our risk assessments and planned work.

### Meetings and progress to date

As at the date of the Audit Committee we will have been on site for our final accounts testing for three weeks. We will communicate any identified issues verbally if required before our formal Audit Results Report being presented at the September Committee.

We continue to have regular meetings with key officers as part of our ongoing audit process.

Future meetings include:

- Fortnightly meetings with key finance staff during the opinion audit visit to discuss significant risks around the accounts, and updates on our work; and
- Quarterly meetings with the Director responsible for Finance and Senior Finance Officers to discuss the significant risks faced by the Council and our approach and progress with the audit.

We also held meetings with the Housing Benefit team and selected samples for testing for our initial work which was completed in mid-June.

Our interim reviews have not identified any issues we wish to bring to your attention.

### Audit Committee

If members of the Audit Committee have any particular issues they want to discuss with us we would be pleased to discuss these with you.

## Timetable

We set out below a timetable showing the key stages of the audit, including the value for money work, and the deliverables we will provide to you through the 2015/16 Audit Committee cycle.

Audit phase	EY Timetable	Deliverable	Reported	Status
High level planning	<b>Ongoing</b>	Audit Fee Letter	July 2015	Completed
Risk assessment and setting of scope of audit	<b>Dec 2015 - January 2016</b>	Audit Plan	March 2016	Completed
Testing of routine processes and controls	<b>Feb - March 2016</b>	Progress Report	July 2016	
Year-end audit	<b>June - September 2016</b>	Audit results report to those charged with governance;  Audit report (including our opinion on the financial statements and a conclusion on your arrangements for securing economy, efficiency and effectiveness in your use of resources);  Whole of Government Accounts Submission to NAO based on their group audit instructions; and  Audit Completion certificate.	September 2016	Work has started during July 2016.

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