

## SBDC AUDIT COMMITTEE WORK PROGRAMME

Members are asked to consider whether there are any items they wish to add to, or move within, the proposed work programme

Topic	Frequency	Sept 14	Jan 15	Mar 15	Jun 15
<b>Risk Management</b>					
Risk Management Update	Annual				
<b>Assurance Statements</b>					
Standards of Conduct Report	Annual				
Annual Governance Report	Annual				
Update on Governance / Internal Control Issues	As and when				
<b>Internal Audit</b>					
Audit Plan	Annual				
Interim Progress Reports	Each meeting				
Annual Internal Audit Report	Annual				
Fraud & Corruption Report	Annual				
<b>External Audit</b>					
Appointment of Charity Auditors	As necessary				
Annual Audit Plan	Annual				
External Audit Results Report	Annual				
Certification of Claims & Returns Report	Annual				
Annual Audit Letter (Sent out by email to all Members)	-				
<b>Statement of Accounts</b>					
Approval of Main Accounts	Annual				
Approval of Farnham Charitable Trust Accounts	Annual				
<b>Other</b>					
Contract & Financial Procedure Rules	As necessary				
Training	As necessary				
Work Programme	Each meeting				