

**SBDC AUDIT COMMITTEE WORK PROGRAMME**

Classification: OFFICIAL

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

| Topic  | Frequency    | 17 Mar 16 | Jun 16 | Sept 16 | Jan 17 | Mar 17 |
|--|--------------|-----------|--------|---------|--------|--------|
| <b>Risk Management</b>                                 |              |           |        |         |        |        |
| Risk Management Update                                 | Annual       |           |        |         |        |        |
| <b>Assurance Statements</b>                            |              |           |        |         |        |        |
| Annual Governance Report                               | Annual       |           |        |         |        |        |
| Standards of Conduct Report                            | As and when  |           |        |         |        |        |
| Update on Governance / Internal Control Issues         | As and when  |           |        |         |        |        |
| <b>Internal Audit</b>                                  |              |           |        |         |        |        |
| Audit Plan   | Annual       |           |        |         |        |        |
| Interim Progress Reports                               | Each meeting |           |        |         |        |        |
| Follow up of Internal Audit Recommendations Report     | Annual       |           |        |         |        |        |
| Comparision of Assurance Levels                        | Annual       |           |        |         |        |        |
| Annual Internal Audit Report                           | Annual       |           |        |         |        |        |
| <b>Fraud &amp; Corruption</b>                          |              |           |        |         |        |        |
| Fraud & Corruption Annual Report                       | Annual       |           |        |         |        |        |
| <b>External Audit</b>                                  |              |           |        |         |        |        |
| Annual Audit Plan                                      | Annual       |           |        |         |        |        |
| Annual Assurance Letter from Committee                 | 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 |           |        |         |        |        |

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