

## AUDIT COMMITTEE ACTION SHEET

25<sup>TH</sup> SEPTEMBER 2012

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
4	Statement of Accounts	Disclosure of details of related party transactions (WAO para 30) - the Democracy & Governance Manager to work with the Head of Finance to improve the chasing up system.	K Feather / P Evans	All received for this financial year.

**12<sup>TH</sup> DECEMBER 2012**

<b>Agenda Item No.</b>	<b>Report</b>	<b>Action Required</b>	<b>Responsible Officer</b>	<b>Action Taken</b>
42	Internal Audit Progress Report	That where IA recommendations had not been implemented, particularly on fundamental areas of risk, future IA progress reports to include a summary paragraph giving detail on the area of risk, responsible manager, reason for non-implementation and whether this was acceptable.	D Webster	System to be fully operational and reported to the September committee.

**13<sup>TH</sup> MARCH 2013**

<b>Agenda Item No.</b>	<b>Report</b>	<b>Action Required</b>	<b>Responsible Officer</b>	<b>Action Taken</b>
62	Audit of Financial Statements 2011/12 - Issues Raised	That the objective set for the practice of balancing entries to end by no later than the closure of the 2013/14 accounts and for officers to aim to improve practices by the 2012/13 accounts, be noted.	K Feather / L Thomas	Significant progress has been made in identifying the accounting entries that were the underlying cause of the balancing entries contained within the 2011/12 accounts. Revised procedures have been put in place for closure of the 2012/13 accounts. The draft 2012/13 accounts were produced by the statutory deadline of 30 <sup>th</sup> June 2013. No balancing entries were contained within the comprehensive income and expenditure statement. Unfortunately, it was not possible to eliminate all balancing entries in the cashflow statement. Officers continue to work on this with the aim of eliminating the entries in the cashflow statement for the production of the final statement in September and resolving the matter fully in the 2013/14 accounts.

**12<sup>TH</sup> JUNE 2013**

<b>Agenda Item No.</b>	<b>Report</b>	<b>Action Required</b>	<b>Responsible Officer</b>	<b>Action Taken</b>
6	Collaborative Projects Arrangements	The protocol for collaborative projects should be developed to include the role of the Audit Committee	C Everett	Collaboration protocol to be completed and applied with specific references to the roles of Cabinet, Audit and Overview and Scrutiny Committees.
7	Briefing meeting held on 22 <sup>nd</sup> February 2013	A further joint meeting to be arranged	P Evans	Meeting took place on 23 <sup>rd</sup> July 2013.
10	Internal Audit Annual Report	Officers consider options for more member involvement in the preparation of the Annual Governance Statement.	P Evans	Options have been considered. Members were given an informal briefing on the Annual Governance Statement on the 3 <sup>rd</sup> July 2013, resulting in changes to the AGS.
10	Internal Audit Annual Report	The IA Manager to consider the suggestion for future annual reports to include an additional set of data on the outstanding number of recommendations still relative to the reporting period.	D Webster	Agreed. Data to be collated during the year and included in the next Annual Report.
11	Internal Audit Progress Report	A report on school banking arrangements be included in the Committee's Forward Working Programme	K Feather	Paper to the meeting on 17 <sup>th</sup> July.

**12<sup>TH</sup> JUNE 2013**

<b>Agenda Item No.</b>	<b>Report</b>	<b>Action Required</b>	<b>Responsible Officer</b>	<b>Action Taken</b>
11	Internal Audit Progress Report	The IA Manager to provide the committee with a copy of the audit report on Leisure Centre Income	D Webster	Report issued on 20 <sup>th</sup> June 2013.
11	Internal Audit Progress Report	The IA Manager to amend the Recommendation Tracking report to read Recommendation Implementation	D Webster	To be completed for the September committee
11	Internal Audit Progress Report	The Chief Executive to discuss with Cllr Attridge the suggestion for relevant Cabinet Members to be involved in responding to outstanding recommendations	C Everett	Outstanding audit recommendations which are fundamental or significant which have been escalated to directors will be shared with cabinet members by the Chief Executive and Audit Manager if they are not assured that there is corrective action in place to comply.
11	Internal Audit Progress Report	The Head of Finance to be invited to respond to outstanding recommendations for her section at a future meeting	K Feather	September meeting.
14	Forward Work Programme	Update to include items on school banking arrangements and section 106 agreements	D Webster	Completed.