

STAFFORD COLLEGE CORPORATION

**MEETING OF THE AUDIT COMMITTEE TO BE HELD ON
TUESDAY 15 MARCH 2011 AT 5.30 pm IN ROOM T323**

AGENDA

Note: Any member wishing to discuss any of the following items prior to the meeting is asked to contact the Clerk

1. Apologies for absence
2. Declaration of Interests: Members are reminded of their duty to declare an interest, financial or otherwise, in any item on the Agenda.
3. Meeting held on 16 November 2010:
 - (a) Parts I and II Minutes
 - (b) Matters Arising

Item from Internal Audit Service:

4. RSM Tenon to report on progress against the Audit Plan for 2010/11, including the following Assignment Reports:
 - (i) Faculty of Arts - Income Generation (01.10/11)
 - (ii) Learning Resources Centre - Purchasing Stock and Cash Controls (02.10/11)
 - (iii) Risk Management - Assurance Stocktake (03.10/11)
 - (iv) Framework for Safeguarding (04.10/11)
 - (v) Operational Financial Controls - Payroll (05.10/11)
 - (vi) Value for Money - Procurement (06.10/11)

Items for Discussion/Information:

5. VAT Inspection: Vice Principal (Resources) to report on the outcome of the HMRC VAT Inspection undertaken during January 2011
6. Learner Number Assurance: Vice Principal (Resources) to report on proposed arrangements for the audit of learner number systems in 2010/11
7. Risk Management: Vice Principal (Resources) to present a termly update
8. Partnership Provision: Vice Principal (Resources) to present the termly Partnership Provision report
9. Audit Reviews - Progress Against Recommendations: Vice Principal (Resources) to report on progress made against recommendations contained in previous audit reports
10. Any Other Business
11. Date and Time of Next Meeting: Tuesday 21 June 2011