

STAFFORD COLLEGE CORPORATION

**MEETING OF THE AUDIT COMMITTEE TO BE HELD ON
TUESDAY 15 JUNE 2010 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

PART I

1. Apologies for absence
2. Membership: To welcome Mrs J Deaville to her first meeting, following her appointment to the Committee by the Corporation on 22 April 2010
3. Declaration of Interests: Members are reminded of their duty to declare an interest, financial or otherwise, in any item on the Agenda
4. Meeting of the Audit Committee held on 9 March 2010:
 - (a) Minutes
 - (b) Matters Arising
 - Learner Number Assurance (Minute 595.0)
 - Vice Principal (Resources) to confirm the fee of £5,600 + VAT and expenses (unchanged from last year) for KPMG's 5-day Learner Number Assurance audit of 2009/10 data

Items from Internal Audit Service:

5. RSM Tenon to report on progress against the Audit Plan for 2009/10, including the following Assignment Reports:
 - (i) Capital Project
 - (ii) Recommendations Follow-Up
6. Internal Audit Needs Assessment: RSM Tenon to present the proposed Internal Audit Needs Assessment and Periodic Plan for 2010/11, for recommendation to the Corporation in July 2010

Items from Financial Statements/Regularity Auditors:

7. Mr M Dawson, KPMG, to present the following:
 - (a) Audit Strategy and Planning Memorandum regarding the audit of the College's Financial Statements for the year ended 31 July 2010
 - (b) Final written report on the FAR audit conducted on behalf of the LSC during the Autumn term 2009, as agreed at the March 2010 meeting of the Committee

Items for Discussion/Information:

8. Risk Management: Vice Principal (Resources) to present the termly update, including the updated Risk Register
9. Partnership Provision: Vice Principal (Resources) to present the termly update
10. Audit Providers - Progress Against Recommendations: To receive an updated schedule from the Vice Principal (Resources) showing progress made against recommendations contained in previous audit reports

Items for Decision/Action:

11. Internal Audit Service: To review of the performance of the Internal Audit Service provider in 2009/10 and to set performance indicators for 2010/11 - *Chair of the Committee to report*
12. Any Other Business
13. Date and Time of Next Meeting: Tuesday 16 November 2010

PART II

Under paragraph 17(2)(d) of the Instrument of Government, the following item is to be dealt with on a confidential basis:

14. Meeting held on 9 March 2010:
 - (a) Minutes
 - (b) Matters Arising