

STAFFORD COLLEGE CORPORATION

**MEETING OF THE AUDIT COMMITTEE TO BE HELD ON  
TUESDAY 9 MARCH 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*

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 of the Audit Committee held on 17 November 2009:
  - (a) Minutes
  - (b) Matters arising

**Items from Internal Audit Service :**

4. RSM Tenon to report on progress against the Audit Plan for 2009/10, including the following internal audit assignment reports:
  - (i) Marketing (01.09-10)
  - (ii) Cash and Stocks (02.09-10)
  - (iii) Governance (03.09-10)
  - (iv) *Creditors (04.09-10) if ready*
  - (v) *Risk Management (05.09-10) if ready*

**Items for Discussion/Information:**

5. Learner Number Assurance: Vice Principal (Resources) to report on proposed arrangements for 2009/10
6. Review of Provider Employer Responsive Provision: Vice Principal (Resources) to report on the findings of the LSC's PFA team following their audit of Apprenticeships and Train 2 Gain during December 2009 - January 2010
7. Funding Assurance Review: Mr M Daykin, KPMG, to report on the final outcome of the FAR audit undertaken on behalf of the LSC during the Autumn term 2009
8. Risk Management: Vice Principal (Resources) to present a termly update
9. Partnership Provision: Vice Principal (Resources) to report on the College's sub-contracted provision with partners, as required by the LSC
10. Audit Reviews - Progress Against Recommendations: Vice Principal (Resources) to report on progress made against recommendations contained in previous audit reports
11. National Audit Office Report: Clerk to present the NAO's Statement on Internal Control: A Guide for Audit Committees (January 2010)

***Items for Action:***

12. Appointment of Financial Statements/Regularity Audit Providers: Vice Principal (Resources) to report on findings following a review of the market, as requested at the November 2009 meeting of the Committee
13. Any Other Business
14. Date and Time of Next Meeting: Tuesday 15 June 2010 at 5.30 pm