

STAFFORD COLLEGE CORPORATION

**MEETING OF THE AUDIT COMMITTEE TO BE HELD ON
TUESDAY 16 JUNE 2009 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. Membership:
 - (a) To welcome Mr G Davies Marshall to his first meeting, following his appointment to the Committee by the Corporation on 2 April 2009
 - (b) To report the appointment by the Corporation at its meeting on 2 April 2009 of Mrs V Woodward as Vice Chair of the Committee
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 10 March 2009:
 - (a) Minutes
 - (b) Matters Arising

Items from Internal Audit Service:

5. RSM Bentley Jennison to report on progress against the Audit Plan for 2008/09, including the following Assignment Reports:
 - (i) Catering (02.08/09)
 - (ii) Human Resources - Health Check (03.08/09)
 - (iii) Data Security Advisory Review (04.08/09)
 - (iv) Financial Planning (05.08/09)
 - (v) EBS - Timetabling (07.08/09)
 - (vi) Asset Management (08.08/09)
 - (vii) Recommendations Follow-Up (09.08/09)
 - (viii) Risk Maturity (10.08/09)
6. Internal Audit Needs Assessment: RSM Bentley Jennison to present the proposed Internal Audit Needs Assessment and Periodic Plan for 2009/10, for recommendation to the Corporation in July 2009

Items from Financial Statements/Regularity Auditors:

7. Financial Statements 2008/09: Mr M Dawson, KPMG, to present the Audit Strategy and Planning Memorandum regarding the audit of the College's Financial Statements for the year ended 31 July 2009

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. Internal Audit - Progress Against Recommendations: To receive an updated schedule from the Vice Principal (Resources) showing progress made against recommendations contained in previous internal audit assignment reports
11. Financial Management and Control Evaluation (FMCE): Vice Principal (Resources) to report the LSC's confirmation of the College's self-assessment of its financial management and control arrangements

Items for Decision/Action:

12. Standing Orders: Clerk to present for approval proposed amendments to the Committee's current Standing Orders
13. Internal Audit Service - Chair of the Committee to report on the review of the performance of the Internal Audit Service provider in 2008/09
14. Any Other Business
15. Date and Time of Next Meeting: Tuesday 17 November 2009