

Plumpton College

**Minutes of the Audit Committee meeting
held on Wednesday 2nd September 2009**

- Present: Pat Foster - Governor / chairman
 Christine Howe - Governor
 Geoff Miller - Co-opted member
 Stan Stanier - Governor
- In attendance: Jenny Brooker - Clerk to the Corporation
 Jonathan Ericson - Baker Tilly
 Geoff Gregory - Deputy Principal (Resources)
 Des Lambert - Principal
 Richard Seager - ESSC Internal Audit Service
 David Stokes - Deputy Principal (Academic & Quality)
 Val Wilkinson - Director of Finance
- Apologies: David Evans - Governor

Meeting commenced: 5.00pm

Minute Item		Action by whom	Action by when
Ac/09/18	<p>Minutes of the meeting held 24th June 2009</p> <p>The minutes of the previous meeting were agreed and signed by the chairman.</p>		
Ac/09/19	<p>Matters Arising</p> <p>Ac/09/11: The terms of reference of the committee had been updated and were available on the corporate information page of the College website.</p> <p>Ac/09/14: Ms Wilkinson confirmed that instructions had been produced for scanning tills.</p>		
Ac/09/20	<p>Financial Statements Audit Strategy</p> <p>Mr Ericson outlined the main points of the strategy for dealing with the audit of the 2008/09 accounts and the regularity audit. This included the timetable, scope, respective responsibilities, key audit risks and issues and fees. He advised that Baker Tilly would be working closely with ESSC audit service to ensure audit work was not duplicated. With regard to the audit timetable, it was vital that the annual members report was approved by the Corporation at its December meeting.</p> <p>Key risks affecting the audit strategy included the introduction of claw back and in-year reconciliation. Mr Ericson confirmed that capital project costs were treated as a fixed asset and any colleges embarking on capital projects were advised to closely scrutinise cash flow forecasts beyond 12 months.</p>		

	<p>Mr Ericson confirmed that the main audit fee included the routine audit of the teachers pension scheme, although there had been additional work and additional costs for this year.</p> <p>The new funding and commissioning framework and methodologies underlining it were still not confirmed but Baker Tilly had run some training sessions for Colleges and finance teams and had been working with local authorities to help them understand their 16-18 funding role. The implications of the changes would impact on Colleges in the 2010-11 academic year.</p> <p>Mr Ericson stated that it was a very difficult time in terms of financial planning and it was vitally important that Colleges recognised the responsibility of Corporations to review the robustness of College finances going forward.</p> <p>Agreed: Mr Ericson to provide the College with a document outlining the post LSC commissioning and funding framework.</p> <p>Agreed to Recommend: The Strategy be approved by the Corporation.</p>	JE	01.10.09
		Clerk/PF	29.09.09
Ac/09/21	<p>Draft Regularity Audit</p> <p>The Committee considered the draft responses to the regularity audit questionnaire. The questionnaire followed a checklist produced by the LSC and formed the basis of the regularity review.</p> <p>Agreed to Recommend: The regularity audit self assessment questionnaire be approved by the Corporation subject to the following amendments:</p> <p>Point 1 – Alter 3rd bullet point replace annually with ‘every 2 years’.</p> <p>Point 2 – OT Norris to be replaced by Plumpton College Charitable Foundation (Incorporating OT Norris)</p> <p>Point 7 - £1m to be replaced by £1.5m</p> <p>Point 12- Additional bullet point stating ‘Monthly cash flow forecast is considered by the F&GP committee at each of its meetings. The cash flow forecast goes beyond the 12 months recommended by the LSC’.</p> <p>Point 14 – Replace final bullet point with ‘There has been one change in senior post holders during the year. The post of Clerk was altered from a senior to a non-senior post holder position’.</p> <p>Point 18 – Replace penultimate bullet point with ‘Register of interests is reviewed annually and circulated to Governors’.</p> <p>Point 35 – Alter 9th bullet point from 2007/08 to 2008/09.</p> <p>Point 39 – Addition of 2nd bullet point stating ‘The Buildings Sub</p>	Clerk/PF	29.09.09

	<p>to be audited. Mr Seager confirmed that a planning document would be produced and agreed with the College in advance of each audit.</p> <p>In response to Mr Ericson, Mr Seager stated that the date of the audit of learner number and funding claims would need to be reviewed depending on the timing of machinery of government changes. Mr Ericson advised that external audit would place greater scrutiny on this area due to the introduction of clawback.</p> <p>Agreed: The Corporation be recommended to approve the Internal Audit Strategy 1/8/09-31/7/12 and Annual Plan 2009/10.</p>	Clerk/PF	29.09.09
Ac/09/24	<p>Date of Next Meeting</p> <p>The next meeting would be held on Tuesday 1st December 2009 at 5.00pm.</p> <p>There being no further business the meeting closed at 6.00pm.</p>		

JKB 22/09/09

Signed..... (chairman) Dated.....