

Audit Committee 2019-20 work plan

Item	Author
24th April 2019 (Report deadline: Wed 10th April 2019)	
Audit committee update	Grant Thornton
Annual plan (for the upcoming year)	Internal Audit
Internal audit monitoring report	Internal Audit
Counter Fraud update and future work provision	Counter Fraud Unit
Annual review and approval of RIPA guidance policies	Counter Fraud Unit
Annual Governance Statement	Darren Knight
Crematorium Capital Scheme	Mike Redman
Draft Accounting Policies	Sarah Didcote
24th July 2019 (Report deadline: 12th July 2019)	
Audit committee update	Grant Thornton
Auditing Standards – communicating with the Audit Committee	Grant Thornton
Annual Audit Fee letter for the coming year	Grant Thornton
Audit highlights memorandum - ISA 260 (for the previous year) inc. Financial Resilience	Grant Thornton
Internal audit opinion (for the previous year)	Internal Audit
Statement of Accounts (previous year) (inc. letter of representation)	Finance Team
Annual Review of Risk Management Policy	Ann Wolstencroft
18th September 2019 (Report deadline 6th September 2019)	
Internal audit monitoring report	Internal Audit
Counter Fraud update and future work provision	Counter Fraud Unit
22nd January 2020 (Report deadline 10th January 2020)	
IT Security update	IT
Audit committee update	Grant Thornton
Annual audit letter (for the previous year)	Grant Thornton
Certification of grants and returns (for the previous year)	Grant Thornton
Internal audit monitoring report	Internal Audit
Annual governance statement – significant issues action plan	Internal Audit
24th March 2020 (Report deadline 12th March 2020)	

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Annual review and approval of RIPA guidance policies	Counter Fraud Unit
Annual review of Code of Corporate Governance	Darren Knight
Annual Governance Statement	Darren Knight
Annual Review of Risk Management Policy	
22nd July 2020 (Report deadline 10th July 2020)	
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Statement of Accounts (previous year) (inc. letter of representation)	Finance Team

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ANNUAL ITEMS (standing items to be added to the work plan each year)		
January		
	IT Security update	IT
	Audit committee update	Grant Thornton
	Annual audit letter (for the previous year)	Grant Thornton
	Certification of grants and returns (for the previous year)	Grant Thornton
	Internal audit monitoring report	Internal Audit
	Annual governance statement – significant issues action plan	Internal Audit
April		
	Audit committee update	Grant Thornton
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	Counter Fraud update and future work provision	Counter Fraud Unit
	Annual review and approval of RIPA guidance policies	Counter Fraud Unit
	Annual review of Code of Corporate Governance	Darren Knight
	Annual Governance Statement	Darren Knight
	Annual Review of Risk Management Policy	
July		
	Audit committee update	Grant Thornton
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September		

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	Internal audit monitoring report	Internal Audit
	Counter Fraud update and future work provision	Counter Fraud Unit

Information Security annual report – awaiting confirmation from Tony O about when would be an appropriate time in the year to do this.