



**AC09/10: 016**

**MATTERS ARISING FROM MINUTES**

Noted [i]: AC09/10: 005 [i] – R Larcher reported that the Site Security Strategy will be taken to the Finance & General Purposes Committee on 27.01.10 due to time constraints on the Agenda of the meeting held 09.12.09.

Noted [iii]: AC09/10: 005 [ii] – R Larcher reported that the Crimes Database is in the process of being tested in preparation for going live at the end of 2009 and a report will be brought to the Audit Committee to be held on 03.03.10.

**AC09/10: 017**

**EXCEPTIONS REPORT [PART I]**

Noted [i]: Two outstanding Exceptions were dealt with under Matters Arising.

Noted [iii]: The Annual Internal Audit Report will be brought before the Corporation Board at its meeting on 16.12.09.

**AC09/10: 018**

**PATHWAYS TRAINING FINAL AUDIT REPORT**

Noted [i]: Nicola Thornton-Scott, Pathways Manager, presented the report provided by Provider Audit and Governance Service (PAGS) of WAG drawing specific attention to the following:-

- Mention of a previous review of Work Based Learning reporting in November 2007 was carried out by PAGS and not internal audit.
- No significant issues were identified as a result of the internal audit.
- The conclusion of the PAGS auditor that “*there is a sound system of control in place over the funds received from WAG*”.

Noted [iii]: The Chair and Committee congratulations and thanks for maintaining and managing the Pathways Training Work Based Learning delivery very well.

**AC09/10: 019**

**AUDIT RELATED LETTER ARL/FE/30 –  
PROCUREMENT SAVINGS REPORT**

Noted [i]: K Holley, Vice Principal: Finance & Information Systems, presented the report drawing attention to the following:

- The total procurement savings made during the year 2008/2009 amounted to £378,300.49 which is on a par with the savings made in the previous year.

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**AUDIT RELATED LETTER ARL/FE/30 –  
PROCUREMENT SAVINGS REPORT – [CONT'D]**

- The returns will now be collated by WAG and a report will be received by the College during March/April 2010 outlining whether the target has been achieved.

Noted [ii]: The congratulations and thanks of the Chair and Committee of another good result being achieved.

**AC09/10: 020**

**CERTIFICATE OF LOSSES 2008/2009**

Noted [i]: K Holley, Vice Principal: Finance & Information Systems, presented the paper outlining the following:-

- A register of insurance claims and crimes reported is produced through circulating to budget holders which enables them to report on losses each year.
- No losses were found for 2008/2009 and a nil return was submitted to DCELLS WAG.

**AC09/10: 021**

**DRAFT INTERNAL AUDIT STRATEGY**

Noted [i]: K Holley, Vice Principal: Finance & Information Systems, introduced the Strategy and Helen Cargill of Bentley Jennison, Internal Auditors, gave a more detailed explanation of the areas scheduled to be audited.

Noted [ii]: The announcement of 09.12.09 that Bentley Jennison were to merge with Tenon on 31.12.09 and will henceforth be called RSM Tenon.

Noted [iii]: The audit of Student Services has arisen from the Risk Control Register report and Bentley Jennison will be reviewing controls.

Noted [iv]: To satisfy External Audit Reliance or to meet Regulatory Requirements Bentley Jennison will undertake audits of Key Financial Controls; Assets and Inventories as a follow up to last year's audit; and annual review required by HEFCW of HE Data Systems and Processes.

Noted [v]: An audit of Marketing will take place in June 2010 to follow up on the 2008/2009 report that received an unsatisfactory opinion.

Noted [vi]: The areas listed under Advisory Input and Other Internal Audit Coverage could be amended under instruction from the Governors.

<b><u>Resolved [i]</u></b> : The scheduled review of Catering be delayed and replaced with the Commercial Review which enables an audited position to be reported prior to the production and implementation of a Commercial Strategy	<b>VP:FIS/ INTERNAL AUDITORS 12.05.10</b>
<b><u>Resolved [ii]</u></b> : The scheduled audit of Student Records & Registration be delayed and replaced with the Review of Learning Support which will allow for benchmarking against sector and satisfies the proviso expressed by the Corporation Board in the Confidential Part II [Business] Minute ( <b><u>CB09/10: 028 [iii]</u></b> ) which required internal audit to examine areas requiring the “ <i>highest resource increases in the 2009-2010 academic year</i> ”.	<b>VP:FIS/ INTERNAL AUDITORS 12.05.10</b>
<b><u>Resolved [iii]</u></b> : K Holley, Vice Principal: Finance & Information Systems, is to liaise with the Internal Auditors to ensure that reports of both replacement audits are brought to the Audit Committee to be held on 19.05.10.	<b>VP:FIS/ INTERNAL AUDITORS 19.05.10</b>

Noted [i]: K Holley, Vice Principal: Finance & Information Systems, presented the paper before the Committee explaining that the Report was a regulatory requirement that should be considered, amended as necessary, then forwarded to the full Corporation Board.

<b><u>Resolved [i]</u></b> : The Annual Report of the Audit Committee is approved as written and becomes the final version to be forwarded to the Corporation Board.	<b>VP:FIS/ CLERK 16.12.09</b>
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**SIGNED BY COMMITTEE CHAIRPERSON**

**Signature:** .....

**Date:**.....