

HARROW COLLEGE FURTHER EDUCATION CORPORATION

MEETING OF THE AUDIT COMMITTEE

WEDNESDAY 4 DECEMBER 2013

CONVENING NOTICE

There will be a meeting of the Audit Committee on **Wednesday 4 December 2013** in the Conference Room, at the Harrow Weald Campus, commencing at **5.30 pm**.

If you are unable to attend please advise the Clerk by email to gclerk@harrow.ac.uk or by telephone on 07904 105136.

Jayne Chaplin
Clerk to the Corporation

DATE ISSUED:

DISTRIBUTION

Membership:

David Dipple	
Talwyn Hayes	
Mark Eastwood	Chair
Ketan Sheth	

In Attendance:

Judith Abbott	Director of Finance & Resources
Jayne Chaplin	Clerk
Tony Medhurst	Principal & Chief Executive
Mike Cheetham	Baker Tilly – Internal Audit Service
Paul Barron	KPMG – External Audit Service

Committee Quorum:

2 members of the Corporation

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AGENDA

Item	Report	Annex No	Action Required	Presented
1	PRELIMINARY PROCEDURAL MATTERS (5.30pm)			
1.1	Private meeting with the Principal			
1.2	Private meeting between the Committee & Auditors			
1.3	Attendance & Apologies for Absence	Verbal	For noting	Clerk
1.4	Declarations of financial or non-financial Interests in any agenda item	Verbal	For noting	Clerk
1.5	Agenda & Items of Other Urgent Business	Verbal	For noting	Chair
1.6	Minutes of the last meeting	Paper 1.6	For approval	Chair
1.7	Matters Arising	Verbal	For noting	Chair
2	YEAR-END 2012/13 (5.40pm)			
2.1	Internal Audit - Internal Audit Annual Report 2012/13	Paper 2.1	Recommend for approval	IAS
2.2	Financial Statements & Audit Management Letter 2012/13	Paper 2.2	Recommend for approval	EAS
2.3	SFA Financial Health Letter	Paper 2.3	For noting	DoFR
2.4	Annual Report of the Audit Committee 2012/13	Paper 2.4	Recommend for approval	Chair
3	ACADEMIC YEAR 2013/14			
3.1	Internal Audit Plan: Review of Recent Assignments	Paper 3.1 - TO FOLLOW	For noting	IAS
3.2	Risk Management Update	Paper 3.2	For approval	DoFR
3.3	Audit Service Tender Arrangements Update	Paper 3.3	For approval	DoFR
4	ITEMS FOR INFORMATION (6.20pm)			
4.1	New Financial Memorandum	Paper 4.1 - TO FOLLOW	For noting	DoFR
5	OTHER BUSINESS & MEETING EVALUATION (6.30pm)			
5.1	Any other Business	Verbal	For noting	Chair
5.2	Date of next meeting	Verbal	For noting	Chair
	Wednesday 14 May 2014			
5.3	Meeting Evaluation	Paper 5.3	For completion	Members