

North Kent College Corporation Board

Audit Committee – Terms of Reference – November 2016

Committee	Terms of Reference
Audit Committee	<ol style="list-style-type: none">1. to advise the Board on the adequacy and effectiveness of the FE College's systems of internal control and its arrangements for risk management, control and governance processes, and securing economy, efficiency and effectiveness (value of for money)2. to advise the Board on the appointment, reappointment, dismissal and remuneration of the Financial Statements Auditor and the Internal Audit Services (IAS)3. to advise the Board on the scope and objectives of the work of the Internal Audit Services (IAS), the Financial Statements auditor and the Funding Auditor (where appointed)4. to ensure effective co-ordination between the Internal Audit Services (IAS) , the Funding Auditor and the Financial Statements Auditors, including whether the work of the Funding Auditor should be relied upon for internal audit purposes5. to consider and advise the Board on the Audit Strategy and Annual Internal Audit Plans for the Internal Audit Services (IAS)6. to advise the Board on Internal Audit Visit reports and annual reports and on control issues included in the management letters of the Financial Statement Auditor and management responses to these7. to monitor, within an agreed timescale, the implementation of agreed recommendations relating to Internal Audit Visit reports, Internal Audit annual reports, the Funding Auditor's management letter and follow-up visit reports (where appropriate) and the Financial Statements Auditors management letter8. to consider and advise the BOARD on relevant reports by the National Audit Office (NAO), the Education Skills Funding Agency (ESFA) and other funding bodies, and where appropriate managements response to these.9. To establish, in conjunction with FE college management, relevant annual performance measures and indicators, and to monitor the effectiveness of the Internal Audit Services (IAS) and Financial Statements Auditor through these measures and indicators and decide, based on this review, whether a competition for price and quality of the audit services is appropriate10. To produce and an annual report to the Board and the Principal as Chief Accounting Officer, which should include the committee's advice on the effectiveness of the FE college's risk management, control and governance processes, and any significant matters arising from the work of the Internal Audit Services (IAS), the Funding Auditors and the Financial Statements Auditor.11. To ensure that all allegations of fraud and irregularity are properly investigate12. To be informed of all additional services undertaken by the Internal Audit Services (IAS), the Financial Statements Auditors and the Funding Auditors13. To review the annual Financial Statements

Committee Details

Description	Name of Governor
Chair of Committee	External Governor (Finance expertise where possible)
Governors	X 3 External X 1 Staff
SMT Representation	Vice Principal/Finance & Resources Executive Director of Estates
External	Internal Audit Services (Scrutton Bland) Financial Statements Services (Buzzacott)
Clerk to the Corporation	Y Hughes
Quorum	3

Audit Committee Annual Business Plan

AUTUMN TERM	SPRING TERM	SUMMER TERM
Internal Audit Report	Internal Audit Report	Internal Audit Report
Internal Audit Services Annual Report	Outstanding Internal Audit Recommendations	Outstanding Internal Audit Recommendations
Financial Statements Audits	Risk Management – update	Internal Audit Services Strategic Plan for the next year
Annual Report	POLICIES for review	Financial Statement Audit Strategy
Regularity Audit Report	PIDA Whistle Blowing Anti Fraud Policy Anti Bribery Policy	Risk Management – update
Annual Audit Committee Report to the Board & Principal	Gifts & Hospitality Policy Financial Regulations	Monitoring of College performance – Audit
Annual Performance review of audit providers	Monitoring of College performance – Audit	
Risk Management Policy & Procedures		
Risk Register		
Outstanding Internal Audit Recommendations		
Monitoring of College performance – Audit		