#

**MEETING OF THE AUDIT COMMITTEE**

21st November 2016, 5.30 pm

Committee Room

**A G E N D A**

1. **Pre-meeting with Financial Statements Auditor and Members of the Audit Committee**

2. **Declaration of Interests** - Members are reminded of the need to declare any personal or financial interest in any item of business to be discussed during the meeting

3. **Apologies for absence -** To receive and consider for approval the apologies for absence of members from the meeting

4. **Minutes of the meeting** held on the 21st June 2016 – **attached**

4.1 **Matters arising** from the minutes of the meeting held on the 21st June 2016

5. **Correspondence**

6. **Annual Report on Risk Management** – report attached

7. **Internal Audit:**

1. Internal Audit Annual Report 2015/2016 – **report attached**
2. SFA Learner Number Funding Audit – **report attached**
3. Internal Audit Strategy and Operational Audit Plan 2016/2017 – **following discussions since the last meeting related to the requirement for a 2 day subcontractor audit, this document is being re-presented for further discussion and agreement.**

9. **Annual Report of the Audit Committee to the Corporation 2015/2016** – draft Report attached for the Committee to consider;

10. **External Audit: Financial Statements:**

1. **Financial Statements 2015/2016:** Draft Accounts – attached
2. Self-Assessment of Compliance with Regularity and Propriety Requirements – attached
3. Draft Audit Findings Report – attached for consideration and review
4. Letter of Representation – attached for review

11. **Audit Review and Evaluation:**

1. **Review of Audit Recommendations** – paper attached

12. **Date of next meeting –** In accordance with the Corporation Calendar 2016/2017, the next meeting of the Committee is scheduled for **21st March 2017 at 5.30 pm.**