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## THE CORPORATION OF WALTHAM FOREST COLLEGE

### AUDIT COMMITTEE

20 JUNE 2019

A meeting of the Audit Committee will be held at Waltham Forest College on **Thursday 20 June 2019** commencing at **18:00** in room 214.

Please let me know if you are **unable** to attend.

13 June 2019

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### AGENDA

1. ATTENDANCE OF THE PRINCIPAL AND OTHER COLLEGE MANAGERS AT THE MEETING OF THE AUDIT COMMITTEE

*The Committee is asked to consider inviting the Principal and other College managers to attend the meeting so as to present reports and provide information.*

2. APOLOGIES FOR ABSENCE

3. DECLARATION OF INTERESTS

*Members are asked to make known if they have any interests to declare given the issues included on this agenda.*

4. MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 12 MARCH 2019

*The Committee is asked to agree the accuracy of these minutes so that they may be signed by the Chair as a correct record.*

5. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD ON 12 MARCH 2019

*This item provides an opportunity to raise issues detailed in the minutes of the meeting held on 12 March 2019 which are not the subject of separate reports on this agenda.*

6. INTERNAL AUDIT

*The Committee is asked to receive and consider the following internal audit reports on:*

- *GDPR*
- *Governance*
- *Lecturer Deployment*
- *Subcontracting*
- *Follow up Previous Recommendations*

7. INTERNAL AUDIT: ASSURANCE STRATEGY AND ANNUAL PLAN 2019/20

*The Committee is asked to receive and consider the Internal Audit Plan for 2019/20.*

8. FINANCIAL STATEMENTS 2018/19 – AUDIT ARRANGEMENTS

*The Committee is asked to receive and consider an update report on the arrangements for the audit of the Financial Statements for the College for 2018/19.*

9. HMRC VAT AUDIT OF WALTHAM FOREST COLLEGE

*The Committee is asked to receive and consider the findings from a recent VAT audit of the College.*

10. COLLEGE RISK REGISTER

*The Committee is asked to receive and consider the updated College Risk Register.*

11. PROPOSED CALENDAR OF MEETINGS FOR 2019/20

*The Committee is asked to agree the meeting dates for 2019/20:*

- *Tuesday 19 November 2019*
- *Tuesday 10 March 2020*
- *Thursday 11 June 2020*

*The meetings will commence at 18.00 unless otherwise agreed by Members.*

12. ITEMS TO BE ADDRESSED AT FUTURE MEETINGS OF THE AUDIT COMMITTEE

*The Committee is asked to note that the agendas for future meetings will include the following items:*

- *Internal Audit – Review of Audit Reports*
- *Risk Register*
- *Financial Statements – 2018-19*
- *Annual review of performance of College Auditors and re-appointment*
- *Update on GDPR*
- *Tender for audit services*
- *Annual report of the Audit Committee 2018-19*

13. ACTION POINTS ARISING FROM THIS MEETING OF THE COMMITTEE

*The Chair of the Committee will confirm the action points arising from this meeting.*