

LONGLEY PARK SIXTH FORM COLLEGE

NOTES of an inquorate meeting of the
AUDIT COMMITTEE
held on 3RD DECEMBER 2008 at 4.00pm
at the College, Horninglow Road, Sheffield

Present: Margaret Ferris (Chair)
Alan Hancock

Advisors: Richard Lewis (Baker Tilly)
Ian Wallace (Bentley Jennison)

In attendance: Sharon Langridge (Clerk to the Corporation)
Mo Nisbet (Principal)

Apologies for absence were received from Max Caley, Alastair Reid, Paul White, the Deputy Principal and the Finance Manager.

Action by

1 QUORUM

Members noted that the meeting was inquorate and agreed to have an informal discussion on some of the items on the agenda.

2 MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2008

Members accepted the Minutes of the meeting held on 10th September 2008 as an accurate record.

3 MATTERS ARISING

There were no matters arising.

4 EXTERNAL AUDIT

(a) Report and Financial Statements 2007-08

Richard Lewis explained that the financial statements were presented in a slightly different format this year with the Operating and Financial Review replacing the Members' Report. He drew attention to the FRS17 position and explained that the deficit should reduce over time. He advised the Committee that Baker Tilly intended to issue an unqualified audit opinion and confirmed that the financial statements complied with LSC requirements and the Statement of Recommended Practice (SORP).

Members noted that the FRS17 position had a significant impact on the balance sheet. Richard confirmed that he had discussions with the Deputy Principal and the Finance Manager who would be keeping the situation under review as part of the monthly management accounts.

Members agreed that the Governing Body should consider approving the Report and Financial Statements for 2007-08.

(b) Audit Findings Report

Richard Lewis presented the audit findings report. He confirmed that Baker Tilly would provide an unqualified audit opinion on both the financial statements and regularity audits.

Members queried the status of the College's bank covenants. Richard confirmed that these had not been breached during the financial year and that he had advised the Deputy Principal and Finance Manager to keep them under review during the current year.

Members recorded their thanks to the Finance Manager, Janet Brown, and her team and also thanked Richard and his team on behalf of the College for the smooth conduct of the audit process.

(c) Financial Statements Letter of Representation

Members agreed that the Governing Body should consider approving the financial statements letter of representation and authorising it to be signed by the Chair.

(d) Regularity Audit Letter of Representation

Members agreed that the Governing Body should consider approving the regularity audit letter of representation and authorising it to be signed by the Chair.

5 INTERNAL AUDIT PROGRESS REPORT

Ian Wallace presented the progress report. He apologised that there had been a delay in producing the draft reports for the Corporate Governance and Staff Utilisation audits as data on the audit fieldworker's laptop had become corrupted. It was hoped that these would be available during the week commencing 8th December.

6 AUDIT COMMITTEE ANNUAL REPORT

Members considered the draft report which had been prepared on the Committee's behalf by the Clerk. They noted in the performance indicators that continuity staff had proved to be an issue.

Members agreed to clear the annual report with absent Members of the Committee for submission to the Corporation and the Principal.

7 LSC FINANCIAL MANAGEMENT CONTROL EVALUATION

Members noted that work on completing the Financial Management Control Evaluation was progressing in order to meet the filing deadline of 12th December. They noted that there might be an extension of the deadline, but this would need to be confirmed.

