



Audit Committee Remit Policy

If you require this policy in a different format please ask a member of staff

Date of Approval
October 2007

Review Due
October 2010

This policy outlines the process of Audit within the Association. In applying this policy the Association is adhering to the recommendations from the Revised Code of Practice that medium to large registered social landlords have an Audit Committee in place.

Principle Duties:

Assist Committee in ensuring that Financial Reports to external parties are balanced and fair and conform to accounting standards.

To confirm to Committee that there are no outstanding matters of disagreement between management and the external auditor.

To learn from the external auditor any principal matters of concern.

To consider whether the association is getting good value for money from its external auditor.

To review the external audit work and fees on behalf of Committee.

To satisfy Committee that there is sufficient systematic review of the internal arrangements of the Association.

To ensure that weaknesses in control are being corrected.

To ensure that the recommendations from the Internal Auditor are followed through.

To commission special investigations into matters of particular concern relating to internal control.

The following matrix lays out the functions, powers of sub committees and committees along with departments concerned.

Audit Committee Remit: External Audit

Function	Staff Delegation	Powers of Sub	Powers of Mana		Department
Appoint External Auditors,	Prepare Report Implement Decision	Interview/ Select External Auditors	Receive and consider recommendations and ratify	*	Finance
Plan Annual Audit	Prepare Report Liaise with Auditors	Prepare, review plan, approve , oversee	Receive and consider recommendations and ratify	*	Headed by Finance in liaison with all
Annual review of audit process and	Prepare reports	Review, make recommendations	Receive and consider. Approve responses	*	Finance

**Audit Committee Remit: External Audit
(Cont.)**

Function	Staff Delegation	Powers of Sub	Powers of Mana		Department
Review Code of Audit Practice	Prepare Reports Implement	Review and make recommendations and approve	Receive, consider and ratify	*	Finance
Periodic Letter of Engagement	Prepare and report	Review and approve	Receive, consider and ratify	*	Finance

Audit Committee Remit: Internal Audit

Function	Staff Delegation	Powers of Sub	Powers of Mana	Depa rt m
Appoint Internal Auditors.	Prepare Report Implement Decision	Interview/ Select Internal Auditors	Receive and consider recommendations and ratify	* All departments
Plan Programme of Internal Audit	Prepare Report Liaise with Auditors	Prepare/ review plan, approve	Receive and consider recommendations and ratify	* Headed by Finance In liaison
Receive and Approve Internal Audit Reports	Prepare Reports	Review, make recommendations	Receive, consider and ratify .	* All departments
Annual review of audit process	Prepare reports	Review, make recommendations.	Receive, consider and ratify	* All departments

Audit Committee Remit: General

Function	Staff Delegation	Powers of Sub	Powers of Mana		Department
Review Association's control systems	Prepare Reports Implement	Review and make recommendations	Receive, consider and ratify.	*	All departments
Review Association's Performance Management Framework	Prepare Reports Implement	Review and monitor performance. Make	Receive, consider and ratify.	*	All departments
Review Association's Stakeholder Consultation	Prepare Reports and Implement	Instruct consultation with stakeholders	Receive, consider and ratify.	*	All departments

Review

This policy will be reviewed every three years, the next review being due in October 2010, or sooner if legislative or best practice changes require this.