

Audit Committee Report Planner

2007/08

Month	Reporting Frequency	Deadline Specific	Report Title	Lead Author / Responsible Officer
June			SBC Internal Reports:	
	Annual	30th June	Review of Statement of Internal Control	Head of Finance
	Annual	30th June	Statement of Accounts 2006/07	Head of Finance
	Annual		Annual Internal Audit Report 2006/07	Audit Manager
	Quarterly		Quarterly Report on Internal Audit Progress	Audit Manager
	Quarterly		Individual Review of an Internal Audit Report	Audit Manager / Respective Managers
			Audit Commission Reports:	
	Annual		Annual Audit & Inspection Letter 2005/06	SD (Finance) / Audit Commission
	Annual		Use of Resources Report	SD (Finance) / Audit Commission
	Annual		2007/08 Audit Commission Plan	SD (Finance) / Audit Commission
September			SBC Internal Reports:	
	Annual	30th September	Adoption of Audited Statement of Accounts 2006/07	Head of Finance
	Annual		Annual Anti Fraud Report 2006/07	Anti-Fraud Manager
	Periodically		Review of Financial Regs & Standing Orders	Audit Manager / Procurement Manager
	Quarterly		Quarterly Report on Internal Audit Progress	Audit Manager
	Quarterly		Individual Review of an Internal Audit Report	Audit Manager / Respective Managers
			Audit Commission Reports:	
Annual	30th September	Annual Governance Report 2006/07	Head of Finance / Audit Commission	
January			SBC Internal Reports:	
	Periodically		Review of the Council's Risk Management Arrangements	Finance Projects Officer
	Quarterly		Quarterly Report on Internal Audit Progress	Audit Manager
	Quarterly		Individual Review of an Internal Audit Report	Audit Manager / Respective Managers
			Audit Commission Reports:	
	Annual		Annual Audit & Inspection Letter 2006/07	SD (Finance) / Audit Commission
Annual		Final Accounts Memo 2006/07	Head of Finance / Audit Commission	
March			SBC Internal Reports:	
	Annual		Annual Internal Audit Plan 2008/09	Audit Manager
	Periodically		Review of the Council's Arrangements for Securing VFM	Finance Projects Officer
	Quarterly		Quarterly Report on Internal Audit Progress	Audit Manager
	Quarterly		Individual Review of an Internal Audit Report	Audit Manager / Respective Managers
			Audit Commission Reports:	
		as appropriate		