

# Appendix A

## Indicative draft work plan for the Finance and Audit Subcommittee

An indicative draft work programme covering a 12 month period of work for the Finance and Audit Subcommittee is set out below:

<b>February</b>	<ul style="list-style-type: none"><li>• Review the draft Forecast Outturn and Annual Budget</li><li>• Latest Budget Monitoring</li><li>• Annual Review of organisational approach to Risk Management and Governance</li><li>• External Audit Plan</li><li>• Internal Audit Annual Plan (following year)</li><li>• Progress against Internal Audit Annual Plan</li></ul>
<b>June</b>	<ul style="list-style-type: none"><li>• Annual Report and draft Statement of Accounts</li><li>• Update of MTFS</li><li>• Draft Outturn Management Accounts (previous year)</li><li>• Progress against Internal Audit Annual Plan</li><li>• Internal Audit Annual Members' Report (previous year)</li></ul>
<b>September</b>	<ul style="list-style-type: none"><li>• Statement of Accounts (including External Auditor's opinion)</li><li>• Latest Budget Monitoring</li><li>• Annual Governance Statement</li><li>• Progress against Internal Audit Annual Plan</li></ul>
<b>November</b>	<ul style="list-style-type: none"><li>• Review principles, assumptions and high level assumptions for developing the MTFS and Annual Budget</li><li>• Latest Budget Monitoring</li><li>• Progress against Internal Audit Annual Plan</li><li>• Annual Audit Letter (previous year)</li><li>• Effectiveness of the system of Internal Audit</li></ul>