

# Doncaster College

## TERMS OF REFERENCE FOR THE AUDIT COMMITTEE 2010/11

1. Membership	1.1 The membership of the Audit Committee shall be 6 members (one of whom may be an External Co-opted Member).
	1.2 Members shall serve for a period of one College year and shall be eligible for re-appointment.
	1.3 Membership of the Committee shall be determined at the final meeting of the Governing Body in the College year.
	1.4 The Chair of the Board and the Chief Executive cannot be members of the Audit Committee.
	1.5 The Audit Committee will have a distinct and separate membership to the Finance and Resources Committee.
2. Quorum	2.1 The quorum for the meeting shall be 3 members
3. Frequency of Meetings	3.1 The Audit Committee shall meet at least once a term.
4. Responsibilities of the Audit Committee	4.1 To advise the Governing Body on the adequacy and effectiveness of the FE College's systems of internal control and its arrangements of risk management, control and governance processes, and securing economy, efficiency and effectiveness (value for money)
	4.2 To advise the Governing Body on the appointment, reappointment, dismissal and remuneration of the financial statements auditor and the internal audit service (IAS)
	4.3 To advise the Governing Body on the scope and objectives of the work of the IAS, the financial statements auditor and the funding auditor ( <i>if and when appointed</i> )

	4.4	To ensure effective co-ordination between the IAS, the funding auditor ( <i>where appointed</i> ) and the financial statements auditor including whether the work of the funding auditor should be relied upon for internal audit purposes
	4.5	To consider and advise the Governing Body on the audit strategy and annual internal audit plans for the IAS
	4.6	To advise the Governing Body on internal audit assignments reports and annual reports and on control issues included in the management letters of the financial statements auditor and the funding auditor ( <i>where appointed</i> ), and management's responses to these
	4.7	To monitor, within an agreed timescale, the implementation of agreed recommendations relating to internal audit assignment reports, internal audit annual reports, the funding auditor's management letter and spot-check reports ( <i>where appropriate</i> ) and the financial statements auditor's management letter
	4.8	To consider and advise the Governing Body on relevant reports by the <i>National Audit Office</i> , the <i>Learning and Skills Council</i> and other funding bodies, and where appropriate management's response to these
	4.9	To establish, in conjunction with FE College management, relevant annual performance measures and indicators, and to monitor the effectiveness of the IAS and financial statements auditor through these measures and indicators and decide, based on this review, whether a competition for price and quality of the audit service is appropriate

	4.10	To produce an annual report for the Governing Body and accounting officer, which should include the Committee's advice on the effectiveness of the FE College's risk management, control and governance processes, and any significant matters arising from the work of the IAS, the funding auditors ( <i>where appointed</i> ) and the financial statements auditor
	4.11	To ensure that all allegations of fraud and irregularity are properly followed up
	4.12	To be informed of all additional services undertaken by the IAS, the financial statements auditors and the funding auditors ( <i>where appropriate</i> )
	4.13	To recommend the annual financial statements to the Governing Body for approval
<b>5. Election of Chair and Vice Chair</b>	5.1	The Chair shall be elected at the first meeting of the Audit Committee in each College year.
	5.2	The Vice Chair of the Audit Committee shall be elected at the first meeting of the Audit Committee in each College year.
<b>6. Clerking the Committee</b>	6.1	The Clerk to the Corporation will provide the clerking for the committee.
<b>7. Reporting to the Governing Body</b>	7.1	The minutes of the Audit Committee will be presented to the next meeting of the Governing Body.

*(Based upon the minimum terms of reference for a further education college audit committee – Annex B – Supplement B: Audit Code of Practice [December 2004])*