



**Vale of White Horse District Council**

Year ending 31 March 2013

**Audit Progress Report**

June 2013

Councillor Simon Howell- Chairman  
Audit & Governance Committee  
Vale of White Horse District Council  
Abbey House  
Abingdon, Oxon  
OX14 3JE

14 June 2013

Dear Councillor Howell

## **Audit Progress Report - 2012/13**

We are pleased to attach our Audit Progress Report.

This Progress Report summarises the work we have undertaken to date since our appointment as your auditor on 1 September 2012. The purpose of this report is to provide the Audit Committee with an overview of the stage we have reached in your 2012/13 audit and ensure our audit is aligned with the Committee's service expectations.

Our audit will be undertaken in accordance with the requirements of the Audit Commission Act 1998, the Code of Audit Practice, the Audit Commission Standing Guidance, auditing standards and other professional requirements.

We issued our Audit Plan to the Audit & Governance Committee on 20 March 2013. Since then we have completed our walkthroughs and started our tests of control and have continued to update our risk assessment. There are no new issues that we are required to communicate to you as a result of this work.

We welcome the opportunity to discuss this report with you as well as understand whether there are other matters which you consider may influence our audit.

Yours faithfully

Maria Grindley  
Director  
For and behalf of Ernst & Young LLP  
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# 1. Work completed

## Meetings

We have met with members of the senior management team and key members of staff as part of our ongoing audit process:

- ▶ March 2013 - Meeting with Strategic Director & Chief Finance Officer and Head of Finance to discuss engagement team, audit plan and our audit approach.
- ▶ Jan 2012 -Feb 2012 - meetings with key finance staff to discuss and significant issues/risks around the accounts preparation process.
- ▶ Meeting with the Chief Executive and Strategic Director & Chief Finance Officer on 9 May 2013 to discuss issues facing the Council, and to update them on progress with the audit.

## Completion of walkthroughs and tests of control

We have completed our walkthroughs and some test of control, placing reliance on the work of internal audit where possible.

At this stage, our work has not identified any issues that we need to bring to your attention as those charged with governance.

## Value for money assessment

We are in the process of reviewing our initial risk assessment for our value for money work against the Audit Commission's specified criteria and areas of focus. Once we have completed our risk assessment we will communicate to you any specific risks we have identified and any additional local risk based work we may need to undertake as a result.

## Grant claim certification

We have not yet started any work on the certification of your claims. We plan to start the audit of your housing benefit claim in September 2013 and your NNDR claim in August 2013

## Additional work

The audit plan discussed with you on 20 March 2013 identified two possible areas of additional work to support our opinion.

- ▶ Introduction of new fixed asset system; and
- ▶ Adjustments to fixed asset values, and entries in the asset register

Officers have confirmed that the new fixed asset system will not be introduced for the 2012/13 accounts, and this is no longer required.

Work has commenced on the fixed asset adjustments and it is anticipated this will be completed by the June meeting of the Audit and Governance Committee. We will agree the audit fee for this work with officers and report it to Members as soon as possible. It is not expected to exceed the indicative fee already discussed with Members.

## 2. Timetable

### Audit Committee Timeline

We have set out below a timetable showing the key stages of the audit, including the value for money work and the whole of government accounts, and the deliverables we have agreed to provide to you through the 2012/13 Audit Committee cycle.

We will provide formal reports to the Audit and Governance Committee throughout our audit process as outlined below. Where required, we will issue an Interim Report, summarising the findings from our audit at that stage. From time to time matters may arise that require immediate communication with the Audit and Governance Committee and we will discuss them with the Audit and Governance Committee Chair as appropriate.

Following the conclusion of our audit we will prepare an Annual Audit Letter in order to communicate to the Council and external stakeholders, including members of the public, the key issues arising from our work.

Audit phase	Timetable	Deliverables
High level planning:	<b>November</b>	Fee Letter
Risk assessment and setting of scopes	<b>November/ January</b>	
Testing of routine processes and controls	<b>January/April</b>	Audit Plan
Value for money conclusion	<b>March - September</b>	
Year-end audit	<b>July – September</b>	Report to those charged with governance
		Audit report (including our opinion on the financial statements and a conclusion as to whether the Council has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources).
		Audit completion certificate
		Whole of Government Accounts Certification
Reporting	<b>October</b>	Annual Audit Letter
Grant claims	<b>December</b>	Report on the audit of grant claims

In addition to the above formal reporting and deliverables we will seek to provide practical business insights and updates on regulatory matters through our Sector Briefings.

### Ongoing planning discussions

We concluded our planning discussions during January and February 2013. We have discussed and shared our 2012/13 Audit Plan with the Executive and officers, and it was discussed with the Audit Committee in March 2013.

# Appendix 1: Audit Progress

**Progress against key deliverables**

Key deliverable	Timetable in plan	Status	Comments
<b>Fee Letter</b>	November 2013	Completed	Reported to Audit & Governance Committee January 30 2013
<b>Audit Plan</b>	March/April 2013	Completed	Reported to Audit & Governance Committee March 20 <sup>th</sup> 2013
<b>Report to Those Charged with Governance</b>	September 2013		
<b>Audit Report (including opinion and vfm conclusion)</b>	September 2013		
<b>Audit Certificate</b>	September 2013		
<b>WGA Certificate</b>	September 2013		
<b>Annual Audit Letter</b>	October 2013		

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