

JOHN WHEATLEY COLLEGE

BOARD OF MANAGEMENT

AUDIT COMMITTEE

AGENDA

Agenda of the meeting scheduled to be held on Tuesday, 31 August 2004 at 12.30pm, at The College of Building and Printing, 60 North Hanover Street.

- 1 Sederunt**
- 2 Apologies**
- 3 Terms of Reference**
(Copy attached)
- 4 Declarations of Interest**
- 5 Minutes of the Previous Meeting held on 17 June 2004.**
(copy attached)
- 6 Matters arising from the Minutes of the Previous Meeting.**
- 7 Correspondence:**
 - i) a) SFEFC – Internal Audit Needs Assessment;**
b) Principal’s Response
 - ii) SFEFC – Revised Accounts Direction for Session 2003/04**
 - iii) SFEFC – Revised Accounts Direction – letter to David McConnell;**
 - iv) Scottish Executive – Audit Committee 4th Report 2004: SFEFC Performance Management of the FE Sector in Scotland**
- 8 Internal Audit Reports**
Report by Depute Principal
(copy attached)
 - i) Payroll;**
 - ii) Attendance Management;**
 - iii) Asset Register and Capital Expenditure;**

- iv) **Student Records and Information System Review;**
- v) **Review of Audit Action Plan Grade 1 Recommendations; and**
- vi) **Management Reporting.**

- 9 **Visit by Scottish Further Education Funding Council's GMAP**
Report by Principal
(copy attached)
- 10 **Report on Loss of Cash**
Report by Chief Accountant
(copy attached)
- 11 **Audit Requirements for Education Maintenance Allowances**
Report by Chief Accountant
(copy attached)
- 12 **Audit Requirements for Student Support Funds**
Report by Chief Accountant
(copy attached)
- 13 **Audit of Data for Funding Purposes**
Report by Principal
(copy attached)
- 14 **Audit Scotland: Consultation on future study programme**
David McConnell
(copy attached)
- 15 **Audit Scotland – Technical Bulletin 2004/05 – June 2004**
(copy attached)
- 16 **Schedule of meetings Session 2004/05**
Report by Assistant Principal
- 17 **Audit Needs Assessment Financial Year 2004/05 – Review of Planned Activities**
(attached Audit Needs assessment Financial Year 2004/05 – for information)
Mike Blyth – Baker Tilly
Discussion – College Senior Staff will not be present
- 18 **Closure**
- 19 **Date of Next Meeting**
The next meeting is scheduled for Thursday, 18 November at 12.30pm at Strathclyde European Partnership, Elmbank Street.

Freedom of Information

Members will recall that the College will be making publicly available the agenda, papers and minutes of this meeting. Should members wish to retain their papers they are free to do so otherwise the College will collect the papers for destruction.

Members who have made manuscript annotations to their agenda, minutes or papers and intend to keep them must register the annotations with the individual minuting the meeting using the proforma issued with the papers.

AS/LC
John Wheatley College
17 August 2004