



**Oxford City Council**  
Year ending 31 March 2014

**Audit Progress Report**

November 2013

Audit & Governance Committee  
Oxford City Council  
Town Hall Offices  
St Aldates  
Oxford  
OX1 1BX

6 November 2013

Dear Councillors

**Audit Progress Report - 2013/14**

We are pleased to attach our Audit Progress Report.

The purpose of this report is to provide the Audit and Governance Committee with an overview of the stage we have reached in your 2013/14 audit and ensure our audit is aligned with the Committee's 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 brought our Audit Fee Letter to the June 2013 Audit and Governance Committee.

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. Planned work

## **Meetings**

We will continue regular meetings with key officers as part of our ongoing audit process including:

- Fortnightly meetings with key finance staff during the opinion audit visit to discuss significant risks around the accounts, and updates on our work;
- Quarterly meetings with the Executive Director of Organisation Development and Corporate Services and Senior Finance Officers to discuss the significant risks faced by the Council and our approach and progress with the audit.

## **Walk throughs and tests of control**

We will complete our walk throughs and tests of controls in the New Year, We have shared the IT controls we tested in 2012/13 with your Internal Auditors. Whilst we do not direct the work of Internal Audit, if they cover the controls we wish to rely on we will review their work to see if we can place reliance on it.

## **Value for money assessment**

We will update our risk assessment for our value for money work in line with the Audit Commission's specified criteria and areas of focus. We will report any risks identified in our audit plan which will come to the February 2014 Audit and Governance Committee.

## **Financial Statements**

We will update our risk assessment for our financial statement work following completion of our planning work. We will report any risks identified in our audit plan which will come to the February 2014 Audit and Governance Committee.

## **Grant claim certification 2013/14**

We have not yet started any work on the certification of your 2013/14 claims.

## **Grant claim certification 2012/13**

The only remaining work we have for 2012/13 is the certification of the Housing Benefit and Council Tax Benefit claim and this work is currently underway.

## 2. Timetable

### Audit and Governance 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 2013/14 Audit and Governance 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>June 2013</b>	Fee Letter taken to the June 2013 Audit and Governance Committee
Risk assessment and setting of scopes	<b>December/ January</b>	Report on the audit of 2012/13 grant claims
Testing of routine processes and controls	<b>February 2014</b>	Audit Plan Progress Report (if required)
Value for money conclusion	<b>February/April 2014</b>	
Year-end audit	<b>July – September 2014</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 2014</b>	Annual Audit Letter
Grant claims	<b>December 2014</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.

### Planning discussions

We will update our planning throughout the course of our audit.

## Appendix 1: Audit Progress

### *Progress against key deliverables*

Key deliverable	Timetable in plan	Status	Comments
Fee Letter	June 2013	Completed	Reported to Those Charged With Governance July 2013
2012/13 grant claim report	January 2014	not due	
Audit Plan	January 2014	not due	
Report to Those Charged with Governance	September 2014	not due	
Audit Report (including opinion and vfm conclusion)	September 2014	not due	
Audit Certificate	September 2014	not due	
WGA Certificate	October 2014	not due	
Annual Audit Letter	October 2014	not due	
Report on the Audit of Grant Claims	January 2015	not due	

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