

# Audit Progress Report

## Year ending 31 March 2015

Oxford City Council

29 June 2015

Ernst & Young LLP



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

29 June 2015

Direct line: 07881518875

Email: mwest@uk.ey.com

Dear Members

## **Audit Progress Report 2014-15**

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 timetable we are proposing for your 2014-15 audit and to 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 provided our Audit Fee Letter to the Chief Executive and the Audit and Governance Committee in April 2014.

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

Mick West  
Director  
For and Behalf of Ernst & Young LLP  
UK

Enc

## Contents

<b>1. Planned work .....</b>	<b>2</b>
<b>2. Timetable.....</b>	<b>3</b>
<b>Appendix A Audit Progress.....</b>	<b>5</b>

# 1. Planned work

## 2014-15 Planning

Since our last progress report we have presented our 2014-15 Audit Plan to the Audit and Governance Committee. We will continue to keep the plan under review and will inform you of any changes to our risk assessments and planned work.

### Meetings and progress to date

We continue to have regular meetings with key officers as part of our ongoing audit process. These have proved beneficial as we have discussed the Westgate Development and the accounting treatment for the new scheme, the purchase of St Aldates, changes in accounting treatment for group accounts and leases in advance of the final accounts audit. No significant issues arising but we are having a discussion with the Council's finance team over the classification of the leases for the land element at St Aldates and Westgate.

Our interim reviews have not identified any issues we wish to bring to your attention.

We also held meetings with the Housing Benefit team and selected samples for testing for our initial work in mid-June.

Future meetings include:

- ▶ 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 for Organisational Development & Corporate Services and Senior Finance Officers to discuss the significant risks faced by the Council and our approach and progress with the audit.

### Audit and Governance Committee

If members of the Audit and Governance Committee have any particular issues they want to discuss with us we would be pleased to discuss these with you.

## 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 2014-15 and 2015-16 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	Deliverable
High level planning:	<b>April 2014</b>	Fee Letter provided to the Chief Executive and Chair of the Audit and Governance Committee in April 2014
Risk assessment and setting of scopes	<b>March 2015</b>	Audit Plan - the Audit and Governance Committee April 2015
Update on progress and interim feedback	<b>June 2015</b>	Progress report - Reported to the Audit and Governance Committee June 2015
Value for money conclusion	<b>January/September 2015</b>	Ongoing
Year-end audit	<b>July – September 2015</b>	Report to the Audit and Governance Committee in September 2015 including <ul style="list-style-type: none"> <li>- 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).</li> <li>- Audit completion certificate</li> <li>- Whole of Government Accounts certification</li> </ul>
Reporting	<b>November 2015</b>	Annual Audit Letter
Certification work	<b>January 2016</b>	2014-15 Certification of claims and returns annual report

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 A Audit Progress

Progress against key deliverables

Key deliverable	Timetable in plan	Status	Comments
<b>2013-14 Certification of claims and returns annual report</b>	January 2015	Completed	Reported to the Audit and Governance Committee - January 2015
<b>Audit Plan</b>	March 2015	Done	Reported to the Audit and Governance Committee - April 2015
<b>Annual Results Report to the Audit and Governance Committee</b>	September 2015	not due	
<b>Auditor's Report (including opinion and vfm conclusion)</b>	September 2015	not due	
<b>Audit Certificate</b>	September 2015	not due	
<b>WGA Certificate</b>	October 2015	not due	
<b>Annual Audit Letter</b>	November 2015	not due	
<b>2014-15 Certification of claims and returns annual report</b>	January 2016	not due	

EY | Assurance | Tax | Transactions | Advisory

Ernst & Young LLP

© Ernst & Young LLP. Published in the UK.  
All Rights Reserved.

The UK firm Ernst & Young LLP is a limited liability partnership registered in England and Wales with registered number OC300001 and is a member firm of Ernst & Young Global Limited.

Ernst & Young LLP, 1 More London Place, London, SE1 2AF.

[ey.com](http://ey.com)