

**Health Professions Council
Audit Committee Meeting –26th September 2006**

2006/07 YEAR END REPORTING TIMETABLE

Executive Summary and Recommendations

1. Introduction

One of the Audit Committee's Terms of Reference is to "review the Council's Annual Report and Accounts and to make recommendations to the Council as appropriate." Production of the Accounts and Annual Report firstly requires the development of a reporting timetable. To streamline the timetable and ensure input from all the relevant parties at the desired time, we are presenting our intended timetable to the Committee for review.

2. Decision

The Committee is requested to review the document and make recommendations as appropriate. No decision is required.

3. Background information

The Finance Manager held a joint meeting with Baker Tilly, NAO and PKF auditors and Richard Kennett, the Accounting member of the Audit Committee at HPC premises on Thursday 24th August to obtain and incorporate their input into the 2006/07 Year End timetable. A subsequent meeting was held on Monday 11th September between the Finance Manager, Communications Manager and the Secretary to Council to streamline further aspects.

4. Resource implications

Considerable time spent internally by Finance and Communications (Annual Report aspects) Dept employees.

5. Financial implications

Audit Fees payable to Baker Tilly, National Audit Office and PKF. These have yet to be determined as part of the Budget process.
Annual Report printing costs (yet to be determined).

6. Background papers

Nil

7. Appendices

- Draft Timetable

8. Date of paper

14th September 2006

DRAFT TIMETABLE FOR 06/07 YEAR END AUDIT AND ANNUAL REPORT PROCESS

Mid January 2007	Audit Plan commences
Thursday 1 st February	Agreement on YE Timetable reached with the auditors (Baker Tilly and NAO)
Friday 16 th February	Cut off for sending Auditor Plan and Strategy papers to the Secretariat for the Audit Committee meeting
Wednesday 28 th February	Audit Committee review (and approval) of the Year End Audit Planning documentation (Audit Strategy)
Mon19th March	Comms & Secretariat depts begin compiling skeleton Annual Report, specifically Committee and Council reports (not all Committee/Council meetings completed until 31 March however).
Saturday 31st March	Financial Year End
Friday 27 th April	All YE financial files, supporting working papers and draft Financial Statements (HPC consolidated and 22-26 SS Ltd) to be completed by the Finance Department, ready for audit. Skeleton Annual Report produced by Comms dept (excepting financial. Statements, management commentary, Exec Officer's reports and photos). Copy of draft accounts and Annual Report sent to NAO for review of format and general content.
Tuesday 1st May	Onsite Audit commences (Baker Tilly)
Monday 14 th May	Baker Tilly onsite audit completion ¹
Monday 21st May	Draft Annual Report, (all inclusive bar photos) sent to Baker Tilly for review - no facsimilie signatures included. Cut off for paper submission to the Council Meeting
Tuesday 29 th May (Mon is Bank Hol.)	Baker Tilly audit completion, including first draft audit findings, as discussed with HPC Management. Results forwarded to NAO.
Thursday 31 st May	Council Meeting review of the Draft Annual Report (excluding the Financial Statements) in the partial design format.
Thursday 7th June	NAO review of Baker Tilly files complete. Feedback following NAO audit to HPC management. Email draft Annual Report and

¹ Confirm if Financial Accountant on study leave in the week commencing 15th May

	Financial Statements to Audit Committee for their pre-meeting feedback.
Monday 11 th June	Cut off for paper submission to the Finance & Resources Committee. Incorporate feedback from Audit Committee members received to date.
Thursday 14 th June	Cut off for paper submission to the Audit Committee, including Baker Tilly audit findings report.
Thursday 21 st June	Finance and Resources Committee review of the draft Annual Report and Financial Statements.
Monday 25 th June	Cut off for paper submission to the Council Meeting
Tuesday 26th June	Audit Committee review and approval of the draft Annual Report and Financial Statements. Review and approval of the audit findings from the external auditors. Approval of the Letters of Representation. Review and approval of the annual report of the Internal Auditors.
Thursday 5th July	Council approval of the Laser Print version of the Annual Report and Financial Statements.
Friday 6 th July	Annual Report and Financial Statements signed by Executive Officers (President and Chief Executive) and signed copies sent to Baker Tilly for final review and signing, then forwarding on to NAO for same.
Early/mid July	Annual Report and Financial Statements forwarded by NAO to Privy Council/tabled in Parliament. NAO to send a final copy to BT and 2 copies to HPC. HPC to send a copy to Companies House and keep one on file.
July/August	Printing and publishing of the Annual Report arranged by the Comms Dept.
Mid September	Annual Meeting. Copies of the published Annual Report made available to attendees.