

Audit Committee 5 December 2007

Year end reporting timetable 2007-8

Executive summary and recommendations

Introduction

The Executive has drafted a timetable for the stages necessary to complete the 2007-8 annual report and accounts. The draft timetable is attached, although this is subject to change as the Executive will need to confirm the Privy Council's requirements for laying the annual report and accounts in Parliament.

Decision

The Committee is requested to note the document. No decision is required.

Background information

The Privy Council Office has advised that, when the annual report and accounts are laid in Parliament, the report will need to be published as a Parliamentary paper.

Resource implications

Employee time in preparation of annual report, in the Finance, Communications and Secretariat departments.

Financial implications

Payment of fees to Baker Tilly and National Audit Office.
Fee for publishing the annual report and accounts as a Parliamentary paper.

Appendices

Draft timetable for preparation of 2007-8 annual report and accounts.

Date of paper

23 November 2007.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-11-23	a	ADT	PPR	Executive summary year end reporting timetable 2007-8 Audit Committee 5 December 2007	Final DD: None	Public RD: None

Stages for completion of annual report and accounts (2008)
Subject to change

Step number and description	Parties Responsible	Target date	Actual date	Comment
1. Secretary to Council to check Privy Council's requirements for laying annual report in Parliament and whether there are any new requirements.	Secretary to Council Privy Council Office	Friday 1 February 2008		Requirements to be confirmed with Privy Council Office.
2. Agree year end timetable with auditors	Finance department Baker Tilly NAO	Friday 1 February 2008		
3. Communications to meet annual report designers to do basic page layouts and word limits for Committee reports	Communications	By Friday 1 February 2008		
4. Secretariat to begin drafting Committee reports, Council members' biographies, Council governance page, attendance tables, chronological table of all Council and Committee meetings.	Secretariat	Friday 1 February 2008 - Monday 31 March 2008 (all reports to be with Comms by 31 March)		Word limit per Committee report: 450 words.
5. Baker Tilly's external audit strategy and NAO's external audit strategy sent to Secretariat for February Audit Committee	Baker Tilly NAO Finance department Secretariat	Friday 15 February 2008		Finance department to liaise with Baker Tilly and NAO Friday 15 February is the deadline for the Audit Committee papers
6. Audit Committee reviews and approves external audit strategy from Baker Tilly and external audit strategy from NAO.	Audit Committee Finance department Secretariat	Wednesday 27 February 2008		
7. Communications to produce Chief Executive's and President's statements. Communications begin to proof, collate and edit front part contributions and begin	Philippa Richardson, Communications	Monday 31 March 2008 - Friday 25 April 2008		

to liaise with Purbrooks re design and printing costs.				
8. Verification of front part of annual report.	Secretariat Philippa Richardson, Communications Jonathan Bracken	Monday 21 April 2008		
9. Finance department completes all year end financial files, supporting working papers and draft financial statements (HPC consolidated accounts and 22-26 Stannary Street Limited), ready for audit.	Finance department	By Wednesday 30 April 2008		
10. Communications complete liaison with Purbrooks re front part design.	Philippa Richardson, Communications	By Wednesday 30 April 2008		
11. Copy of draft front part and draft unaudited accounts (Word version) sent to NAO and to Baker Tilly for review of format and general content.	Finance department	By Wednesday 30 April 2008 Baker Tilly and NAO to make any comments by 16 May 2008		
12. Onsite audit work commences	Baker Tilly Finance department	Thursday 1 May 2008		
13. Onsite audit work completed	Baker Tilly Finance department	Friday 16 May 2008		
14. Draft <u>front part</u> of annual report (Word version) sent to Secretariat for May Council Philippa to prepare exec summary – taking note of point made at stage 17. The exec summary should also state that the document had been verified by Jonathan Bracken but the audit by Baker Tilly and NAO has not been	Communications Secretariat	Monday 19 May 2008		The executive summary will mentioned that the annual report has not been audited by Baker Tilly and the National Audit Office.

completed.				
15. Baker Tilly audit completed, including first draft audit findings as discussed with HPC management (Simon Leicester and Marc Seale)	Mark Harris and David Blacher, Baker Tilly Simon Leicester, Finance department Marc Seale, Chief Executive	Tuesday 27 May 2008		
16. Results of audit, audit findings and audit files forwarded by Baker Tilly to NAO	Baker Tilly (Finance department to ensure this happens)	Tuesday 27 May 2008		All audit queries raised by Baker Tilly during field work to be cleared, subject to Audit Committee approval.
17. Council review draft front part of annual report (excluding financial statements) (Word format). Council to be asked to agree that the Audit Committee and the Finance and Resources Committee should be jointly responsible for reviewing the annual report and accounts and agreeing any amendments.	Council Communications Secretariat	Thursday 29 May 2008		
18. NAO review of Baker Tilly files complete. Feedback by NAO to HPC management (Simon Leicester and Marc Seale).	Steve Ecroyd, NAO Simon Leicester, Finance department Marc Seale, Chief Executive	Thursday 5 June 2008		
19. Draft annual report and financial statements (Word version) emailed by Finance department to Audit Committee members for feedback (copied to Audit Committee Secretary)	Simon Leicester, Finance department Audit Committee	Thursday 5 June 2008		Feedback by Committee members to be made directly to Finance Department (Simon Leicester).
20. Incorporate Audit Committee feedback into draft report and financial statements. Draft report and statements, including Baker Tilly and NAO audit findings document (Word version) sent to	Finance department Communications Secretariat	Monday 9 June 2008		Finance department to notify Communications of any changes which are requested to front part of report.

Secretariat for June Finance Committee. Simon to prepare executive summary – taking note of Council’s decision re: sign off at step 17.				
21. Any additional queries raised by National Audit Office should be cleared by Baker Tilly, NAO and HPC Finance department	Baker Tilly NAO Finance department	By Monday 16 June 2008		Monday 16 June is the deadline for papers for the Audit Committee.
22. All papers to be submitted to Secretariat for circulation to June Audit Committee, including Baker Tilly and NAO audit findings document. Simon to prepare executive summary – taking note of Council’s decision re: sign off at step 17. Final back part of annual report to be sent to Philippa for amendment in line with house-style	Baker Tilly NAO Finance department Secretariat Finance Communications	By Monday 16 June 2008 By Monday 16 June 2008		
23. Finance and Resources Committee review draft report and financial statements (Word version)	Finance and Resources Committee Finance department Philippa Richardson, Communications Secretariat	Thursday 19 June 2008		Baker Tilly and NAO to be present at meeting
24. Draft report and statements (Word version) sent to Secretariat for July Council papers. Niamh to prepare exec summary for Council paper – paper for note by Council	Finance department Secretariat	Monday 23 June 2008		Finance to include any amendments asap and to send amended document to Secretariat by 5pm.
25. Audit Committee review draft report and financial statements (Word version), external auditors findings, letters of representation, annual internal audit report	Audit Committee Finance department Communications	Thursday 26 June 2008		Baker Tilly and NAO to be present at meeting

	Secretariat			
26. Cut-off date for designed version of full report with financial statements. Communications to edit, proof and liaise with Purbrooks.	Communications	Friday 27 June 2008		
27. Council presented with annual report and financial statements (Word version). This should be a paper to note	Council Finance department Communications Secretariat	Thursday 3 July 2008		.
28. Annual report and accounts (designed version, laser printed) signed by President and Chief Executive and sent to Baker Tilly. Letters of representation signed as follows: a) 22-26 Stannary Street letter of representation to Baker Tilly to be signed by Chief Executive. b) HPC letter of representation to Baker Tilly to be signed by President c) Letter of representation to NAO to be signed by Chief Executive.	Anna van der Gaag, President Marc Seale, Chief Executive Simon Leicester, Finance department Baker Tilly	Thursday 3 July 2008		Number of copies and format to be confirmed with Baker Tilly and National Audit Office. Format for laying the annual report to be confirmed with the Privy Council Office.
29. David Blacher, Baker Tilly signs audit certificate and accounts and sends annual report and accounts to Comptroller and Auditor General, NAO	From David Blacher, Baker Tilly to Comptroller and Auditor General, NAO	Friday 4 July 2008		All copies to be sent from Baker Tilly to NAO.
30. Comptroller and Auditor General signs annual report and returns it to Secretary to Council at HPC	From Comptroller and Auditor General, NAO to Niamh O'Sullivan, HPC	Friday 11 July 2008		All copies to be sent from NAO to HPC, to arrive by lunchtime on 11 July.
31. Secretariat distributes signed copies returned at step 30 to the following parties. (1) One copy to Baker Tilly (2) One copy to NAO (3) One copy to Privy Council	Secretariat	Monday 14 July 2008		This step and parties' requirements (i.e. number of copies) to be checked.

Office for laying in Parliament (4) One copy loaned to Communications (5) One spare copy retained in Secretariat				
32. Secretariat informs Philippa Richardson that report has been signed off and can now be printed.	Niamh O'Sullivan Philippa Richardson, Communications	Monday 14 July 2008		Printed copy to include the dates of all signatures.
33. Philippa Richardson asks printers to insert dates of Baker Tilly signature and Comptroller and Auditor General signature.	Communications	Monday 14 July 2008		
34. Send annual report and accounts (electronic PDF copy) to Privy Council for laying in Parliament	From Niamh O'Sullivan to Privy Council Office	Wednesday 16 July 2008		To be checked with Privy Council Office.
35. Before the final print run, Baker Tilly and NAO provided with the final version in electronic PDF copy, with both Baker Tilly and NAO to give final response by Friday 25 July 2008.	From Niamh O'Sullivan to Baker Tilly and NAO	Wednesday 16 July 2008 - Friday 25 July 2008		Printer's draft provided for information only. No amendments to be made at this stage.
36. Baker Tilly and NAO to confirm that the final version (electronic PDF version) is correct	From Baker Tilly and NAO to Niamh O'Sullivan	By Friday 25 July 2008		
37. Printing and publishing of annual report	Communications	By Friday 29 August 2007		
38. Finance Manager to send final document to Companies House, Baker Tilly and NAO. Communications to send copies to stakeholders.	Finance department Communications	Early - mid September 2008		
39. Annual meeting - distribute copies of annual report at meeting.	Secretariat/ Communications	Mid Sept 2008		