



Accountants &  
business advisers

# **Southend-on-Sea Borough Council**

## **Progress report to those charged with governance**

June 2012

## 2011/12 Annual Audit Plan – progress summary as at 11 June 2012

Area of work	Scope / Associated deadlines	Status	Outputs / Date
Planning	Risk assessment and formulation of the annual audit and inspection plan. Annual Audit Fee Letter 2011/12 to be issued by April 2011. Detailed audit plan to be issued following completion of the 2010/11 audit.	First phase work completed. Second phase completed following completion of the 2010/11 audit of the financial statements. Planning for 2011/12 ongoing until completion of the statement of accounts audit.	<b>Annual Audit Fee Letter 2011/12</b> issued to management April 2011 and reported to Audit Committee June 2011. <b>Annual Audit Plan</b> issued in December 2011 and reported to Audit Committee on 12 January 2012.
<b>Accounts</b>			
Interim audit	Audit of the key financial systems that support the financial statements of accounts. To be completed prior to commencement of the audit of the financial statements in July 2012.	Work in progress – delays have been encountered in progressing elements of this work. Report of issues and progress to date provided to Audit Committee on 28 March.	<b>Interim audit progress report</b> to those charged with governance reported to Audit Committee on 28 March 2012, with further information on progress to be provided at the meeting in June 2012. Final position to be reported in the <b>Annual Governance Report</b> to those charged with governance to Audit Committee in September 2012.
Statement of accounts audit	Audit of the draft statement of accounts to determine whether they give a true and fair view of the Council's financial affairs and the income and expenditure for the year. Deadline for issue of audit opinion and publication of the statement of accounts is 30 September 2012.	Audit start date agreed – 9 July 2012.	<b>Annual Governance Report</b> to those charged with governance to be reported to Audit Committee in September 2012. <b>Opinion on the statement of accounts</b> Accounts publication deadline 30 September 2012.
<b>Use of Resources</b>			
	VFM conclusion significant risks identified in the Annual Audit Plan: <ul style="list-style-type: none"> <li>• medium term funding gap</li> <li>• new Health and Wellbeing Board arrangements</li> <li>• financial support arrangements in place for the housing revenue account.</li> </ul>	Work in progress.	Results to be reported in the <b>Annual Governance Report</b> in September 2012.

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VFM conclusion	Review to support a conclusion on whether the Council has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2012.  Conclusion to be given alongside the accounts opinion by the deadline of 30 September 2012.	Discussions on the development of arrangements to be held with management.	<b>VFM conclusion</b> Target issue date 30 September 2012.
<b>Annual Audit Letter</b>	Public-facing summary of audit work and key conclusions for the year. Target issue date 31 October 2012.	To be drafted following completion of all audit work.	<b>Annual Audit Letter</b> Target issue date 31 October 2012.
<b>Grants Report</b>	Summary of our certification work completed on 31 March 2012 claims.	To be drafted following completion of certification work.	<b>Grants Report</b> to those charged with governance to be issued by February 2013.