

Audit Committee, 20 March 2014

Annual Report Timetable 2013-14

Executive summary and recommendations

Introduction

The enclosed timetable provides an overview of the Annual Report and Accounts process.

Decision

The Committee is asked to note the report.

Resource implications

None.

Financial implications

None.

Appendices

Annual Report Timetable 2013-14

Date of paper

12 March 2014

	Description	Parties Responsible	Target date	Comment
1	NAO's external audit strategy sent to Secretariat for September Audit Committee	NAO Finance Secretariat	16 September 2013	Complete
2	Audit Committee considers external audit strategy from NAO and asked to approve it	Audit Committee Finance Secretariat	16 September 2013	Complete
3	Agree year end timetable with auditors	Finance NAO	TBC	
4	Secretariat to check Privy Council's requirements for laying annual report in Parliament and Scottish Parliament's requirements. Secretariat to notify the Privy Council and the Scottish Parliament of the intended date for submitting the approved report at step 24 and check that this will allow the report to be laid in Parliament before the summer recess. Note: The Privy Council Office will need a Word document, preferably with no colour or graphics.	Secretariat Privy Council Office Scottish Parliament	25 January 2014	Complete
5	Secretariat to draft and send relevant sections to Finance: - Information on the Council's composition and attendance.	Secretariat	25 January 2014 – Tuesday 31 March 2014	
6	Policy and Standards to prepare Chief Executive's and Chair's joint foreword.	Secretariat Director of Policy and Standards	25 January 2014 - 31 March 2014	Complete

	Description	Parties Responsible	Target date	Comment
7	Finance to give NAO template for accounts including comparatives and transactions up to end of December	Finance NAO	15 January 2014	Complete
8	Interim audit by NAO	NAO Finance	20 January 2014 (2 weeks)	Complete
9	Remuneration report to NAO	NAO Finance	13 March for comments by 31 March 2014	
10	NAO visit to test period 10 & 11 transactions where possible	NAO Finance	27 & 28 March 2014 (transactions to be sent by 17 March)	
11	Governance statement to NAO for review Initial comments to be received by April 25.	NAO Finance	17 April 2014	
12	Copy of draft front part and draft unaudited accounts, management commentary and remuneration report (Word version) sent to NAO for review initial review. Also to be sent to Communications for house style check. Also send to Audit Committee and Jonathan Bracken.	Finance	30 April for comments by 9 May 2014	
13	Finance completes all year-end financial files and supporting working papers ready for audit. Annual report sent to NAO with incorporated comments from above.	Finance	15 May 2014	
14	Final audit visit	NAO Finance department	19-30 May 2014	

	Description	Parties Responsible	Target date	Comment
15	NAO audit completed, including first draft audit findings as discussed with Director of Finance and Chief Executive.	NAO Director of Finance Chief Exec	5 June	
16	Communications to format annual report and financial statements in accordance with house style. Report to be sent to Jonathan Bracken to verify.	Publishing Manager Jonathan Bracken	15-20 May 2014	
17	Papers sent to Secretariat for June Audit Committee: 1) Annual report 2) NAO audit findings Director of Finance to prepare executive summary for annual report and accounts. It is to be clear in summary that the whole report is presented for context, but that the Audit Committee should be concerned solely with the Audit information.	NAO Finance Secretariat	16 June 2014	
18/	Audit Committee review draft report and financial statements, external auditors' findings and letters of representation NAO to attend meeting. Any suggested amendments to form a tabled document for Council to agree.	Finance Secretariat Jonathan Bracken	24 June 2014	

	Description	Parties Responsible	Target date	Comment
19	<p>Draft report and accounts sent to Secretariat for July Council meeting, including a table of changes suggested by the Audit Committees.</p> <p>If any substantive changes, Jonathan Bracken to verify.</p> <p>Director of Finance to prepare executive summary for annual report and accounts.</p>	<p>Audit Committee</p> <p>Secretariat</p>	24 June 2014	
20	<p>Council receive annual report and financial statements.</p> <p>This should be a paper for discussion/ approval – as Council cannot delegate approval of the accounts.</p> <p>Tabled amendments of Audit Committee</p>	<p>Council</p> <p>Finance</p> <p>Comms</p> <p>Secretariat</p>	1/2 July 2014	
21	<p>Final annual report and accounts signed by Chair and Chief Executive and sent to NAO. Letter of representation to be signed by Chief Executive.</p>	<p>Chair</p> <p>Chief Executive</p> <p>Secretariat</p>	1/2 July 2014	
22	<p>Comptroller and Auditor General signs annual report. National Audit Office to e-mail Secretary to Council and Audit Committee Secretary to confirm date of signature.</p> <p>Signed report and accounts to be sent from NAO to HCPC.</p>	<p>NAO</p> <p>Secretariat</p>	Around 4 July 2014	
23	<p>Secretariat distributes copies of signed report:</p> <p>(1) One copy to Finance</p> <p>(2) One copy retained in Secretariat</p>	<p>Secretariat</p>	7 July 2014	
24	<p>Secretariat sends draft annual report and accounts by e-mail to Privy Council for approval.</p>	<p>Secretariat</p> <p>Privy Council Office</p>	7 July 2014	

	Description	Parties Responsible	Target date	Comment
25	Secretariat will liaise directly with TSO in approving the proof to be laid in Parliament. Secretariat to produce version of annual report to be laid in Scottish Parliament (see version for previous year).	Secretariat TSO	7 - 11 July 2014	
26	Privy Council to provide HCPC with House of Commons number	Privy Council Office	8 July 2014	
27	NAO provided with the final version in PDF copy, to give final response	Secretariat NAO	9 - 10 July 2014	
28	Privy Council informs Secretary to Council when the report has been laid.	Privy Council Office Secretariat	15 July 2014	
29	Publishing of annual report	Comms	By 22 August 2014	