

Audit Committee, 19 March 2015

Annual Report Timetable 2014-15

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

The costs associated with producing and publishing the annual report and accounts are included in the Secretariat and Communications budgets for 2014-15.

Appendices

Annual Report Timetable 2014-15

Date of paper

4 March 2015

	Description	Parties Responsible	Target date	Comment
2	Audit Committee considers external audit strategy from NAO and asked to approve it	Audit Committee Finance Secretariat	9 September 2014	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 2015	Complete
5	Secretariat to draft and send relevant sections to Finance: - Information on the Council's composition and attendance. - E&D statement (if any change) - Personal data incidents	Secretariat	31 March 2015	
6	Policy and Standards to prepare Chief Executive's and Chair's joint foreword.	Secretariat Director of Policy and Standards	31 March 2015	
7	Interim audit by NAO	NAO Finance	26 January 2015	Complete

	Description	Parties Responsible	Target date	Comment
8	Interim audit by NAO	NAO Finance	w/c 23 March 2015 (transactions to be sent by 16 March)	
9	March transactions, whole year B/sheet transactions & TB to NAO	Finance	28 April 2015	
10	Draft Annual report to be sent to Communications for house style check, Audit Committee and Jonathan Bracken, for comment.	Finance	8 May 2015	
11	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	11 May 2015	
12	Final audit visit	NAO Finance department	11 May to 22 May 2015	
13	NAO audit completed, including first draft audit findings as discussed with Director of Finance and Chief Executive.	NAO Director of Finance Chief Exec	29 May 2015	
14	Communications to format annual report and financial statements in accordance with house style. Report to be sent to Solicitor to Council to verify.	Publishing Manager Jonathan Bracken	1 June 2015 to 5 June 2015	

	Description	Parties Responsible	Target date	Comment
15	<p>Papers sent to Secretariat for June Audit Committee:</p> <p>1) Annual report 2) NAO audit findings</p> <p>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.</p>	<p>NAO Finance Secretariat</p>	11 June 2015	
16	<p>Audit Committee review draft report and financial statements, external auditors' findings and letters of representation</p> <p>NAO to attend meeting.</p> <p>Any suggested amendments to form a tabled document for Council to agree.</p>	<p>Finance Secretariat Jonathan Bracken</p>	17 June 2015	
17	<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, Solicitor to Council to verify.</p> <p>Director of Finance to prepare executive summary for annual report and accounts.</p>	<p>Audit Committee Secretariat</p>	22 June 2015	
18	<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 Finance Comms Secretariat</p>	29/30 June 2015	

	Description	Parties Responsible	Target date	Comment
19	Final annual report and accounts signed by Chair and Chief Executive and sent to NAO. Letter of representation to be signed by Chief Executive.	Chair Chief Executive Secretariat	29/30 June 2015	
20	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. Signed report and accounts to be sent from NAO to HCPC.	NAO Secretariat	Around 3 July 2015	
22	Secretariat sends draft annual report and accounts by e-mail to Privy Council for approval.	Secretariat Privy Council Office	7 July 2015	
23	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 2015	
25	NAO provided with the final version in PDF copy, to give final response	Secretariat NAO	9 - 10 July 2015	
26	Privy Council informs Secretary to Council when the report has been laid.	Privy Council Office Secretariat	15 July 2015	
27	Publishing of annual report	Comms	By 22 August 2015	