



Oxfordshire County Council

Year ending 31 March 2014

Briefing Note - Audit Progress Report

July 2014



Ernst & Young LLP
Apex Plaza
Forbury Road
Reading
RG1 1YE

Tel: +44 118 928 1599
Fax: +44 118 928 1101
MGrindley@uk.ey.com



Audit and Governance Committee
Oxfordshire County Council
County Hall
New Road
Oxford
OX1 1ND

2 July 2014

Dear Councillors

Audit Progress Report - 2013/14

We are pleased to attach our Audit Progress Report.

The purpose of this report is to provide the Audit and Governance Committee with an overview of the stage we have reached in your 2013/14 audit and ensure our audit is aligned with the Committee's expectations.

Our audit will be undertaken in accordance with the requirements of the Audit Commission Act 1998, the Code of Audit Practice, the Audit Commission Standing Guidance, auditing standards and other professional requirements.

We brought our Audit Fee Letter to the July 2013 Audit and Governance Committee and our audit plan to the February 2014 Committee meeting.

We welcome the opportunity to discuss this report with you at the next Committee meeting. In the meantime if you have any comments please let me know.

Yours faithfully

Maria Grindley
Director
For and behalf of Ernst & Young LLP
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1. Planned work

Meetings

We will continue regular meetings with key officers as part of our audit process including:

- Regular meetings with key finance staff during the opinion audit visit to discuss significant risks around the accounts, and updates on our work;
- Quarterly meetings with the Chief Finance Officer to discuss the significant risks faced by the Council and our approach and progress with the audit.

Walk throughs and tests of control

The current position is that we are now completing our walk throughs. We have received all the Internal Audit files except for Treasury Management and we are currently reviewing them. We aim to complete our controls work before we start our final accounts work in July.

Value for money assessment

We have completed our initial risk assessment for our value for money work in line with the Audit Commission's specified criteria and areas of focus. We reported the focus of our work in our audit plan which came to the February Audit Committee and there are no further issues or risks from our ongoing review to raise at this stage.

Financial Statements

We updated our risk assessment for our financial statement work in our last progress report with the addition of a significant risk on the NDR appeals provision. We have not identified any further risks.

2. Timetable

Audit and Governance Committee Timeline

We have set out below a timetable showing the key stages of the audit, including the value for money work and the whole of government accounts, and the deliverables we have agreed to provide to you through the 2013/14 Audit and Governance Committee cycle.

We will provide formal reports to the Audit and Governance Committee throughout our audit process as outlined below. Where required, we will issue an Interim Report, summarising the findings from our audit at that stage. From time to time matters may arise that require immediate communication with the Audit and Governance Committee and we will discuss them with the Audit and Governance Committee Chairman as appropriate.

Following the conclusion of our audit we will prepare an Annual Audit Letter in order to communicate to the Council and external stakeholders, including members of the public, the key issues arising from our work.

Audit phase	Timetable	Deliverables
High level planning:	April 2013	Fee Letter taken to the July 2013 Audit and Governance Committee
Risk assessment and setting of scopes	December/ January	
Testing of routine processes and controls	February 2014	Audit Plan presented to 26 February Committee.
Value for money conclusion	February/September 2014	Outcome included in audit report and report to those charged with governance in September.
Update on progress and interim feedback	April 2014	Progress report
Year-end audit	July – September 2014	Report to those charged with governance Audit report (including our opinion on the financial statements and a conclusion as to whether the Council has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources). Audit completion certificate
Reporting	October 2014	Whole of Government Accounts Certification Annual Audit Letter

In addition to the above formal reporting and deliverables we will seek to provide practical business insights and updates on regulatory matters through our Sector Briefings.

Planning discussions

We will update our planning throughout the course of our audit.

Appendix 1: Audit Progress

Progress against key deliverables

Key deliverable	Timetable in plan	Status	Comments
Fee Letter	April 2013	Completed	Reported to Those Charged With Governance July 2013
Audit Plan	January 2014	Completed	Reported to Those Charged With Governance February 2014
Report to Those Charged with Governance	September 2014	not due	
Audit Report (including opinion and vfm conclusion)	September 2014	not due	
Audit Certificate	September 2014	not due	
WGA Certificate	October 2014	not due	
Annual Audit Letter	October 2014	not due	
Report on the Audit of Grant Claims	January 2015	not due	

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Ernst & Young LLP, 1 More London Place, London, SE1 2AF.

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