



INFRASTRUCTURE, GOVERNMENT AND  
HEALTHCARE

## **External Audit Progress Report**

Royal Borough of Windsor  
and Maidenhead

16 December 2009

AUDIT

## External Audit - Audit & Performance Review Panel Progress Report

<p><b>Summary of work performed in the last quarter</b></p>	<p>Since the last meeting of the Audit and Performance Review Panel, we have undertaken the following elements of the Audit Plan:</p> <ul style="list-style-type: none"> <li>• <b>Annual Audit Letter:</b> We have drafted our Annual Audit Letter and included this in the papers to this meeting;</li> <li>• <b>Pension Fund Audit:</b> We have concluded our work in relation to the pension fund audit, issuing our opinion in relation to the pension fund annual report;</li> <li>• <b>Grant claims:</b> We have completed our work in relation to the 2008/09 audit of grant claims. We have certified the following claims: <ul style="list-style-type: none"> <li>✓ Housing and Council Tax Benefits;</li> <li>✓ NNDR3;</li> <li>✓ Disabled Facilities Grant;</li> <li>✓ Teachers Pensions;</li> <li>✓ Sure Start; and</li> <li>✓ SCITT</li> </ul> </li> </ul>		
<p><b>Summary of work planned for the next quarter</b></p>	<p>Our work over the next quarter will focus upon:</p> <ul style="list-style-type: none"> <li>• Finalising the <b>Risk Management</b> review</li> <li>• <b>2009/10 External Audit Plan:</b> We will finalise our audit plan to cover the 2009/10 programme of external audit work, as well as undertaking the initial planning work. We will present our 2009/10 plan to the next Audit and Performance Review Panel.</li> <li>• Undertaking the <b>interim audit</b>, as part of our 2009/10 accounts audit.</li> </ul>		
<p><b>Performance Improvement Observations</b></p>	<ul style="list-style-type: none"> <li>• No new performance improvement observations have been raised since the last meeting.</li> </ul>		
<p><b>KPMG Team</b></p>	<ul style="list-style-type: none"> <li>• Jo Lees will be on maternity leave from January 2010. During this period, she will be covered by Nick Rolfe, one of our specialist Public Sector Audit managers. There are no further changes to your core team.</li> </ul>		
<p><b>Actions</b></p>	<p>The Audit Panel is asked to</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the progress outlined above; and</li> <li>• <b>Approve</b> the Annual Audit Letter.</li> </ul>		
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