

Audit Committee 10 December 2008

Year end reporting timetable 2008-9

Executive summary and recommendations

Introduction

The Executive has prepared a timetable for the stages necessary to complete the 2008-9 annual report and accounts. The timetable is attached, although this is subject to change as the Executive will need to confirm the Privy Council's requirements for laying the annual report and accounts in Parliament.

Decision

The Committee is requested to note the document. No decision is required.

Background information

The Privy Council Office has advised that, when the annual report and accounts are laid in Parliament, the report will need to be published as a Parliamentary paper.

The timetable has been reviewed and agreed by Baker Tilly and the National Audit Office.

The Committee noted at its meeting on 26 June 2008 that the public sector would be moving to adopt International Financial Reporting Standards (IFRS), which would change the format of the accounts in future years. For the 2008-9 report and accounts, the published accounts will comply with UK generally accepted accounting principles. The timetable attached to this paper applies to the published accounts.

In addition for the 2008-9 financial year, a shadow (unpublished) version of the accounts will need to comply with IFRS. The published accounts for 2009-10 will be required to comply with IFRS.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-11-10	a	ADT	PPR	Executive summary year end reporting timetable 2008-9 Audit Committee 10 December 2008	Final DD: None	Public RD: None

Resource implications

Employee time in preparation of annual report, in the Finance, Communications and Secretariat departments.

Financial implications

Payment of fees to Baker Tilly and National Audit Office.
Fee for publishing the annual report and accounts as a Parliamentary paper.

Appendices

Timetable for preparation of 2008-9 annual report and accounts.

Date of paper

10 November 2008.

Stages for completion of annual report and accounts (2009)

Step number and description	Parties Responsible	Target date	Actual date	Comment
1. Secretary to Council to check Privy Council's requirements for laying annual report in Parliament and whether there are any new requirements. The Secretary to Council should notify the Privy Council of the intended date for submitting the approved report at step 35 and check that this will allow the report to be laid in Parliament before the summer recess.	Secretary to Council Privy Council Office	Friday 30 January 2009		
2. Agree year end timetable with auditors	Finance department Baker Tilly NAO	Friday 30 January 2009		
3. Secretariat to begin drafting relevant parts of annual report.	Secretariat	Friday 30 January 2009 - Monday 30 March 2009 (all reports to be with Comms by 31 March)		Word limit per Committee report: 450 words.
4. Baker Tilly's external audit strategy and NAO's external audit strategy sent to Secretariat for February Audit Committee	Baker Tilly NAO Finance department Secretariat	Monday 16 February 2009		Finance department to liaise with Baker Tilly and NAO Monday 16 February is the deadline for the Audit Committee papers
5. Audit Committee reviews and approves external audit strategy from Baker Tilly and external audit strategy from NAO.	Audit Committee, Finance department, Secretariat	Thursday 26 February 2009		

Step number and description	Parties Responsible	Target date	Actual date	Comment
6. Communications to request items from contributors to the front part of the annual report (i.e. Communications activities; Policy and Standards; Registrants profiles)	Publications Manager	Tuesday 10 March 2009 (deadline for responses: Tuesday 7 April 2009)		
7. Communications to request Chief Executive's and President's statements from Policy and Standards.	Publications Manager Head of Policy and Standards	Tuesday 10 March 2008 - Tuesday 7 April 2009		
8. Communications begin to collate and edit front part contributions and put the front part into HPC house style.	Publications Manager	Tuesday 7 April 2009 - Friday 17 April 2009		Note: Easter weekend falls on Friday 10 April - Monday 13 April.
9. Meeting with Jonathan Bracken to verify front part of annual report. Meeting to be arranged by Secretariat. Publications Manager to attend.	Secretariat Publications Manager Jonathan Bracken	Tuesday 21 April 2009		
10. Copy of draft front part and draft unaudited accounts (Word version) sent to NAO and to Baker Tilly for review of format and general content.	Finance department	To be sent to NAO/ Baker Tilly by 28 April 2009. Baker Tilly and NAO to make any comments by 15 May 2009.		
11. Finance department completes management commentary, remuneration report, all year end financial files, supporting working papers and draft financial statements (HPC consolidated accounts and 22-26 Stannary Street Limited), ready for audit.	Finance department	By Thursday 30 April 2009		Note: Bank Holiday on Monday 4 May.

Step number and description	Parties Responsible	Target date	Actual date	Comment
12. Onsite audit work commences	Baker Tilly Finance department	Friday 1 May 2009		Note: Bank Holiday on Monday 4 May.
13. Onsite audit work completed	Baker Tilly Finance department	Monday 18 May 2009		Note: An HPC all employee training day is likely in the first two weeks of May.
14. Draft <u>front part</u> of annual report sent to Secretariat for May Council Publications Manager to prepare executive summary, as a paper for discussion/approval. The executive summary should ask the Council to <ul style="list-style-type: none"> (1) approve front part of annual report and (2) agree that the Audit Committee and the Finance and Resources Committee should be jointly responsible for reviewing the annual report and accounts and recommending the report and accounts to the Council for approval. The executive summary should also state that the document had been verified by Jonathan Bracken but the audit by Baker Tilly and NAO had not been completed.	Communications Secretariat	Friday 8 May 2009		
15. Council review draft front part of annual report (excluding financial statements). Council to be asked to approve front part of annual report and agree that the Audit Committee and the Finance and Resources Committee should be jointly responsible for reviewing the annual report and accounts and recommending the annual report and accounts to Council for approval.	Council Communications Secretariat	Wednesday 20 May 2009		

Step number and description	Parties Responsible	Target date	Actual date	Comment
16. Baker Tilly audit completed, including first draft audit findings as discussed with HPC management (Simon Leicester and Marc Seale)	Mark Harris and David Blacher, Baker Tilly Director of Finance Chief Executive	Tuesday 26 May 2009		Note: Bank Holiday on Monday 25 May. Director of Finance to highlight all changes to Publications Manager (using track changes function in Word) and Publications Manager to make changes.
17. Results of audit, audit findings and audit files forwarded by Baker Tilly to NAO	Baker Tilly (Finance department to ensure this happens)	Tuesday 26 May 2009		All audit queries raised by Baker Tilly during field work to be cleared, subject to Audit Committee approval.
18. NAO review of Baker Tilly files complete. Feedback by NAO to HPC management (Simon Leicester and Marc Seale).	Steve Ecroyd, NAO Director of Finance Chief Executive	Thursday 4 June 2009		Director of Finance to highlight all changes to Publications Manager (using track changes function in Word) and Publications Manager to make changes.
19. Draft annual report and financial statements emailed by Finance department to Audit Committee members for feedback (copy to Audit Committee Secretary and Publications Manager)	Director of Finance Audit Committee	Thursday 4 June 2009		Feedback by Committee members to be made directly to Director of Finance
20. Format annual report and financial statements in accordance with house style.	Publications Manager	Friday 5 June 2009		
21. Incorporate Audit Committee feedback into draft report and financial statements. Draft report and accounts sent to Secretariat for June Finance Committee. Director of Finance to prepare executive summary – taking note of Council's decision re: sign off at step 15.	Director of Finance Publications Manager Secretariat	Tuesday 9 June 2009		Director of Finance to highlight changes to Publications Manager (using track changes function in Word). Publications Manager to make changes.

Step number and description	Parties Responsible	Target date	Actual date	Comment
22. Final deadline for clearance of any additional queries raised by National Audit Office. Queries should be cleared by Baker Tilly, NAO and HPC Finance department	Baker Tilly NAO Finance department	By Thursday 11 June 2009		Friday 12 June 2009 is the deadline for papers for the Audit Committee.
23. All papers to be submitted to Secretariat for circulation to June Audit Committee, including Baker Tilly and NAO audit findings document. Director of Finance to prepare executive summary – taking note of Council’s decision re: sign off at step 18.	Baker Tilly NAO Finance department Secretariat	By Friday 12 June 2009		
24. Finance and Resources Committee review draft report and financial statements	Finance and Resources Committee Finance department Publications Manager Secretariat	Tuesday 23 June 2009		Baker Tilly and NAO to be present at meeting. Director of Finance to highlight all changes to Publications Manager (using track changes function in Word) and Publications Manager to make changes.
25. Audit Committee review draft report and financial statements, external auditors’ findings, letters of representation, annual internal audit report	Audit Committee Finance department Communications Secretariat	Wednesday 24 June 2009		Baker Tilly and NAO to be present at meeting. Director of Finance to verbally give any amendments made by Finance and Resources Committee on 23 June.
26. Draft report and accounts sent to Secretariat for July Council papers. Secretary to Council to prepare executive summary.	Finance department Secretariat	Thursday 25 June 2009		Finance to include any amendments asap and to send amended document to Secretariat by 5pm.

Step number and description	Parties Responsible	Target date	Actual date	Comment
27. Council receive annual report and financial statements. This should be a paper for discussion/ approval – as Council cannot delegate approval of the accounts, but taking note of step 16 above.	Council Finance department Communications Secretariat	Monday 6 July 2009		
28. Final annual report and accounts signed by President and Chief Executive and sent to Baker Tilly. Letters of representation signed as follows: a) 22-26 Stannary Street letter of representation to Baker Tilly to be signed by Chief Executive. b) HPC letter of representation to Baker Tilly to be signed by President c) Letter of representation to NAO to be signed by Chief Executive.	President Chief Executive Director of Finance Baker Tilly	Monday 6 July 2009		NAO has confirmed that it needs only one copy of annual report and accounts, but for its certification purposes it needs to be A4 and single sided.
29. Board meeting of 22/26 Stannary Street to be held to sign off financial statements for Stannary Street.	President Chief Executive Director of 22-26 Stannary Street Secretary to Council	Monday 6 July 2009		
30. David Blacher, Baker Tilly signs audit certificate and accounts and sends annual report and accounts to Comptroller and Auditor General, NAO	From David Blacher, Baker Tilly to Comptroller and Auditor General, NAO	Tuesday 7 July 2009		Signed report and accounts to be sent from Baker Tilly to NAO.
31. Comptroller and Auditor General signs annual report and returns it to Secretary to Council at HPC	From Comptroller and Auditor General, NAO to Secretary to Council	Friday 10 July 2009		Signed reports and accounts to be sent from NAO to HPC, to arrive by lunchtime on 10 July.

Step number and description	Parties Responsible	Target date	Actual date	Comment
32. Secretariat distributes copies of signed report to the following parties. (1) One copy to Baker Tilly (2) One copy to NAO (3) One copy to Privy Council Office for laying in Parliament for their records. (4) One copy for Communications (5) One spare copy retained in Secretariat	Secretariat	Monday 13 July 2009		This step and parties' requirements (number of copies) to be checked.
33. Secretariat informs Publications Manager that report has been signed. Publications Manager to insert dates of signatures in Word document.	Secretary to Council Publications Manager	Monday 13 July 2009		Printed copy to include the dates of all signatures.
34. Publications Manager sends final dated version to Secretary to Council.	Publications Manager	Monday 13 July 2009		
35. Secretary to Council sends annual report and accounts to Privy Council for laying in Parliament	From Secretary to Council to Privy Council Office	Monday 13 July 2009		Date and procedures to be checked with Privy Council Office at step 1.
36. Privy Council to provide House of Commons number and to liaise with The Stationery Office (TSO) regarding additions to annual report, in line with Journal Office guidance to laying papers before House of Commons and their publication.	Privy Council Office	Wednesday 15 July 2009		
37. Privy Council provides Secretary to Council with final PDF version of annual report and informs Secretary to Council when it has been laid.	Privy Council Office Niamh O'Sullivan	Check date with Privy Council.		
38. Baker Tilly and NAO provided with the final version in electronic PDF copy, with both Baker Tilly and NAO to give final response by Friday 24 July 2009.	From Niamh O'Sullivan to Baker Tilly and NAO	Wednesday 15 July 2009 - Friday 24 July 2009.		Draft provided for information only. No amendments to be made at this stage.
39. Baker Tilly and NAO to confirm that the final version (electronic PDF version) is correct	From Baker Tilly and NAO to Niamh O'Sullivan	By Friday 24 July 2009		

Step number and description	Parties Responsible	Target date	Actual date	Comment
40. Publishing of annual report	Communications	By Friday 28 August 2009		Check date the report will be laid in Parliament. The report should only be published after Baker Tilly and NAO have confirmed it is accurate (step 39).
41. For the version of the annual report published on the HPC website, the following paragraph should be added after the Comptroller and Auditor General's signature on the audit certificate. This is normal audit practice when different electronic versions from the one certified are published: 'The maintenance and integrity of the Health Professions Council's website is the responsibility of the Accounting Officer; the work carried out by the auditors does not involve consideration of these matters and accordingly the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website.'	Communications	By Friday 28 August 2009		
42. Secretary to Council to send final document to Companies House, Baker Tilly and NAO, when HPC does its annual return.	Secretary to Council	Early - mid September 2009		