ARG Committee Work Plan 2017/18

Task Name	*Sep-17*	*Dec-17*	*Feb-18*	*Apr-18*	*Jun-18*	*Aug-18*	*Ongoing item?*	*Comments*
1. Financial Reporting and External Audit								
1.1 Mid Year Budget Reviews			■					For information and discussion
1.2 Review Annual Financial Statements and meet with external auditor to: -invite presentation of audit methodology -discuss any qualifications raised in the most recent audit or comments made in the acoompanying management letter -assess the appropriateness of the Town's response to matters so raised -invite comment on the financial systems and affairs of the Town having regard to comparable benchmarks		■						
1.3 Consider reappointment/appointment of auditor							Ongoing	
1.4 Other areas of accounting treatment as identified or requested, that have a material impact on reported financial performance e.g. depreciation methodology, overhead calculation methodology, asset accounting plocies and procedures etc							Ongoing	Ongoing reviews through policy and procedure reviews, asset reevaluations etc.
1.5 Review Audit Outcomes							Ongoing	As required
2. Risk Management, Internal Controls, Legislative Compliance and Internal Audit								
2.1 Consider and review the Town's register of risks derived from Council decisions and risk management framework			■				Ongoing	
2.2 Internal Audit Plan 2018						■		
2.3 Regulation 17 Review		■						
2.4 BiMonthly Business Improvement Plan Report (Better Practice Review incorporated)	■	■	■	■	■	■		
2.5 Compliance Audit Return			■					Regulation 15(1) of the LG (Audit) Regulations
3. Reporting								
3.1 Committee to report annually to Council: -outlining outcomes achieved against the Committee's annual work program and the results of self-assessment of performance for the preceding poeriod including any recommended changes to its term of reference -outlining any identified training needs -advising future work program proposals -invite comment from the Council on the above						■		
4. Other Matters								
4.1 Committee Members to attend workshops on their roles, functions and expectations							Ongoing	
4.2 Review terms of reference			■					
4.3 Review / adopt work program for the financial year				■				
4.4 Consider any other matters within the terms of reference of the Committee							Ongoing	
4.5 Funding and Donations quarterly update		■		■		■	Ongoing	
4.6 Bi-monthly status reports	■	■	■	■	■	■		
4.7 Schedule November Meeting to December in line with Elections / Public Consultation	■							
4.8 Committee Member appointment		■						
4.9 Annual Review of ARG Committee Meeting schedule for 2018		■						
5. Policies								
5.1 Develop and implement an Internal Audit Policy					■			