



UNIVERSITY COUNCIL  
AUDIT COMMITTEE  
TUESDAY 5<sup>TH</sup> NOVEMBER 2013  
2:00 PM IN ROOM 103, SKINNER BUILDING

**A G E N D A**

*Lunch will precede the meeting at 1:00 pm in Room 103 without staff members present.*

1. **Welcome from the Chair** Chair
2. **Apologies** Chair  

The Clerk will advise of any apologies for absence received.
3. **Minutes of the last meeting held on 30<sup>th</sup> September 2013** Chair  

Members need to approve the minutes as a correct record and authorise the Chair to sign them *(attached)*.
4. **Matters arising** Chair  

Members need to raise any matters arising that are not dealt with later on the agenda.

(i) Environmental issues
5. **Student Union accounts *(attached)*** SU Manager



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|------------|---|------------------------|
| <b>6.</b>  | <b>BG (Lincoln) Ltd accounts</b> <i>(attached)</i>  | Director of Resources  |
| <b>7.</b>  | <b>Risk Register</b> <i>(attached)</i>  | Deputy Vice Chancellor |
| <b>8.</b>  | <b>Internal audit</b>   | Head of Internal Audit |
|            | (i) Draft Internal Auditor's Annual Report <i>(attached)</i>  |                        |
|            | (ii) Reports  |                        |
|            | <ul style="list-style-type: none"><li>• Review of Fundraising</li><li>• Finance System Audit</li></ul>      |                        |
| <b>9.</b>  | <b>External audit</b>   | Director of Resources  |
|            | (i) From the accounts <i>(attached)</i> :   |                        |
|            | <ul style="list-style-type: none"><li>• Cover</li><li>• Governors and Contents</li><li>• Accounts</li></ul> |                        |
|            | (ii) Management letter/report <i>(attached)</i>   |                        |
|            | (iii) To discuss tender process for external audit  | Director of Resources  |
| <b>10.</b> | <b>Audit Committee</b>  | Deputy Vice Chancellor |
|            | (i) Annual Assurance Return <i>(attached)</i>   |                        |
|            | (ii) Draft annual report <i>(attached)</i>  |                        |
| <b>11.</b> | <b>Agenda suggestions</b>   |                        |



**12. Key items for the University Council**

**13. Any other business**

Internal Audit Timetable (*attached*)

**14. Date of next meeting**

Please note that the next meeting of the Audit Committee will take place on Tuesday 4<sup>th</sup> March 2014 at 2:00 pm.