



**Crawley Borough Council**

Year ending 31 March 2013

**Audit Progress Report**

25 June 2013

Members of the Audit & Governance Committee  
Crawley Borough Council  
Town Hall  
The Boulevard  
Crawley  
RH10 1UZ

25 June 2013

Dear Members

### **Audit Progress Report - 2012/13**

We are pleased to attach our Audit Progress Report.

This Progress Report summarises the work we have undertaken to date since our appointment as your auditor on 1 September 2012. The purpose of this report is to provide the Audit and Governance Committee with an overview of the stage we have reached in your 2012/13 audit and ensure our audit is aligned with the Committee's service 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 issued our Audit Plan to the March Audit and Governance Committee. We continue to review and update our risk assessment. There are no new issues that we are required to communicate to you as a result of this work.

We welcome the opportunity to discuss this report with you as well as understand whether there are other matters which you consider may influence our audit.

Yours faithfully

Paul King  
Director  
For and behalf of Ernst & Young LLP  
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# 1. Work completed

## **Meetings**

We have held a number of meetings with key officers as part of our ongoing audit process, including:

- Regular meetings with key finance staff to discuss significant risks around the accounts, and updates on our work
- Regular meetings with Senior Finance Officers to discuss the significant risks faced by the Council.

## **Walk throughs and tests of control**

We have completed our walk throughs of financial and identified key controls which we wish to place reliance on. Internal Audit is now testing of them and we will review their work on completion to maximise the reliance we can place on their work and controls. To date our work has not identified any issues that we need to bring to your attention as those charged with governance.

## **Final accounts work**

We plan to start this work at the end of July and this will give us time to complete our work by the 30 September deadline.

## **Value for money assessment**

We are completing our initial risk assessment for our value for money work in line with the Audit Commission's specified criteria and areas of focus. Once we have completed our assessment we will communicate to you any specific risks identified and any additional local risk-based work we may need to undertake as a result.

## **Grant claim certification**

We have not yet started any work on the certification of your claims. We aim to plan the audit of your housing benefit claim this month and your NNDR claim in August.

## 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 2012/13 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 Chair 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:	<b>December</b>	Fee Letter
Risk assessment and setting of scopes	<b>December/ January</b>	
Testing of routine processes and controls	<b>February/April</b>	Audit Plan Progress Report
Value for money conclusion	<b>February/April</b>	
Year-end audit	<b>July – September</b>	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
		Whole of Government Accounts Certification
Reporting	<b>October</b>	Annual Audit Letter
Grant claims	<b>December</b>	Report on the audit of grant claims

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 concluded our planning discussions during February 2013. We have shared our draft 2012/13 Audit Plan with the Director of Resources and the Head of Finance, Revenues and Benefits and will bring our 2012/13 Audit Plan to the Audit and Governance Committee in March 2013. We will continue to update our planning throughout the course of our audit process.*

## Appendix 1: Audit Progress

### *Progress against key deliverables*

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

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