



Task Name	September 2017	December 2017	February 2018	April 2018	June 2018	August 2018	Is this item Ongoing?	Comments
1. Financial Reporting and External Audit							<input type="checkbox"/>	
1.1 Mid-Year Budget Reviews							<input type="checkbox"/>	For information and discussion
1.2 Review Annual Financial Statements & meet with external auditor to: - invite presentation of audit methodology and risk assessments within the audit plan - discuss any qualifications raised in the most recent audit or comments made in the accompanying 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							<input type="checkbox"/>	
1.3 Consider reappointment/appointment of auditor							<input checked="" type="checkbox"/>	
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 policies and procedures etc							<input checked="" type="checkbox"/>	Ongoing reviews through policy and procedure reviews, asset revaluations etc.
1.5 Review Audit Outcomes							<input checked="" type="checkbox"/>	As required
2. Risk Management, Internal Controls, Legislative Compliance and Internal Audit							<input type="checkbox"/>	
2.1 Consider and review the Town's register of risks derived from Council decisions and risk management framework							<input checked="" type="checkbox"/>	
2.2 Internal Audit Plan 2018							<input type="checkbox"/>	
2.3 Regulation 17 review							<input type="checkbox"/>	
2.4 Bi Monthly Business Improvement Plan Report (Better practice review incorporated)							<input type="checkbox"/>	
2.5 Compliance Audit Return							<input type="checkbox"/>	Regulation 15(1) of the LG (Audit) Regulations
3. Reporting							<input type="checkbox"/>	
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 period including any recommended changes to its terms of reference - outlining any identified training needs - advising future work program proposals - invite comment from the Council on the above							<input type="checkbox"/>	
4. Other Matters							<input type="checkbox"/>	
4.1 Committee members to attend workshops their roles, functions and expectations							<input checked="" type="checkbox"/>	
4.2 Review terms of reference							<input type="checkbox"/>	
4.3 Review/Adopt work program for the financial year							<input type="checkbox"/>	
4.4 Consider any other matters within the terms of reference of the Committee							<input checked="" type="checkbox"/>	
4.5 Funding and donations quarterly update							<input checked="" type="checkbox"/>	
4.6 Bi Monthly Status Reports							<input type="checkbox"/>	
4.7 Schedule November Meeting to December in line with Elections / Public Consultation							<input type="checkbox"/>	
4.8 Committee member appointment							<input type="checkbox"/>	
4.9 Annual review of ARG Committee Meeting schedule for 2018							<input type="checkbox"/>	
5. Policies							<input type="checkbox"/>	
5.1 Develop and implement an Internal Audit Policy							<input type="checkbox"/>	