Ashford and St. Peter's Hospitals NHS
NHS Foundation Trust

TRUST BOARD
27th January 2011

TITLE	Minutes of the special Audit Committee meeting held on 16th December 2010.
EXECUTIVE SUMMARY	The Audit Committee considered the following key points: - ▪ **Draft Charitable Fund 2009/10 Annual Report and Accounts** – reviewed and approved the draft charitable fund annual report and accounts for the 2009/10 financial year; ▪ **Draft KPMG Draft Audit Highlights Memorandum** – reviewed and noted the draft ISA 260 report from KPMG; and ▪ **Management Representations Letter** – reviewed and approved the draft management representations letter.
BOARD ASSURANCE (Risk) / IMPLICATIONS	The Board is assured by the scrutiny provided by the Audit Committee on matters of risk.
STAKEHOLDER / PATIENT IMPACT AND VIEWS	None obtained.
EQUALITY AND DIVERSITY ISSUES	None that I am aware of.
LEGAL ISSUES	None that I am aware of.
The Trust Board is asked to:	Note the minutes of the special Audit Committee meeting held on 16th December 2010.
Submitted by:	Terry Price, Non-Executive Director/Audit Committee Chair Paul Doyle, Deputy Director of Finance
Date:	17th January 2011
Decision:	For Noting

Ashford and St. Peter's Hospitals NHS
NHS Foundation Trust

TRUST BOARD
27th January 2011

Minutes of the Audit Committee Meeting held on 16th December 2010

PRESENT:	Mr. Terry Price	Non-Executive Director and Committee Chair
	Mr. Peter Taylor	Non-Executive Director
IN ATTENDANCE:	Mr. John Headley	Director of Finance and Information
SECRETARY:	Mr. Paul Doyle	Deputy Director of Finance
APOLOGIES:	Mr. Nadeem Aziz	Non-Executive Director
	Mr. Andrew Liles	Chief Executive

1. Introductions and Apologies

Terry Price stated that the special meeting had been called to consider the annual accounts for the Charitable Fund for 2009/10. Apologies were as listed above.

2. Draft Charitable Fund Report and Accounts for 2009/10

The Deputy Director of Finance presented the draft annual report and accounts for the Charitable Fund for 2009/10. The document had been audited by KPMG and reflected the comments arising from the audit and from the review by the charities helpdesk at KPMG. It was now with KPMG for final sign off.

The document needed Trust Board approval so that it could be submitted to the Charity Commission by the 31st January 2011 deadline.

The Committee discussed the key points in the document and approved them. On the assumption that no further changes arose from the final KPMG review it was agreed that these could now be presented to the January 2011 Trust Board meeting for formal sign off. PD

3. KPMG Audit Highlights Memorandum

The Committee considered the draft highlights memorandum prepared by KPMG which included their proposed unqualified audit opinion on the accounts. It was noted that there were no material weaknesses identified during the audit.

The memorandum stated that the Trust Board would need to approve a management representations letter to be signed and sent to KPMG. The Committee discussed the draft representations letter and agreed its submission to the Trust Board for formal approval. PD

4. Any Other Business

There were no items of Any Other Business.

5. Date and Time of Next Meeting

Wednesday 19th January 2011 at 11.00am in the Level 2 Seminar Room.