

BORDERS COLLEGE
AUDIT COMMITTEE
TERMS OF REFERENCE

1 Constitution

A minimum of five Members of the Regional Board, excluding the Chair of the Board, Chair or Member of the Finance and General Purposes Committee and Principal.

At least one member of the Committee should have a background in finance, accounting or auditing; if no such member has the requisite background then the Committee may co-opt an individual with the appropriate background. The Regional Board will be advised of the details of any proposed co-opted individual. The co-opted individual will not count for the purposes of constituting a quorum. The Vice Principal, Finance and Corporate Services would normally be in attendance but may be excluded at the request of the Committee.

1.1 Quorum: Three members of the Committee shall constitute a quorum.

1.2 Chair: To be elected by the Regional Board.

2 Terms of Reference

2.1 To make a recommendation to the Regional Board on the appointment, reappointment, remuneration or removal of the internal auditors;

2.2 To advise the Regional Board of the process for the appointment of the external auditor (currently appointed by Audit Scotland) its remuneration and of any issues relating to the role of the external auditor.

2.3 To review the processes and advise the Regional Board on the internal and external auditor's assessment of the College's financial and other internal control systems;

2.4 To review and advise the Regional Board on compliance with corporate governance requirements and good practice guidance;

2.5 Reviewing the scope, efficiency and effectiveness of the work of internal audit and advise the Regional Board thereon;

2.6 To establish appropriate performance measures and indicators to monitor the effectiveness of external audit;

2.7 To consider the College's annual financial statements and the external auditor's report after review by the Finance and General Purposes Committee and prior to submission to the Regional Board;

- 2.8 To advise the Regional Board on relevant issues arising from the Audit Committee's consideration of internal audit, progress reports, annual reports and College Management's response thereto;
- 2.9 To respond appropriately to any notification to the Audit Committee of fraud or other improprieties;
- 2.10 To review the external auditor's Management letter and monitor Management's response;
- 2.11 To advise the Regional Board on relevant issues arising from the external auditor's management letter, other external audit reports and College's Management's response thereto;
- 2.12 To promptly pursue recommendations arising from audit reports and monitor their implementation.
- 2.13 To have access to and ensure attendance of external auditors at Audit Committee and Regional Board meetings as required;
- 2.14 To advise the Regional Board of any potential conflict of interest following consideration of any non-statutory audit work;
- 2.15 To ensure the College has effective arrangements for securing economic and efficient use of the College's resources and report to the Regional Board thereon and on the identification of potential topics for value for money reviews, having regard to national value for money studies in the further education sector;
- 2.16 To produce and submit an annual report to the Regional Board;
- 2.17 To review previously reported cases of impropriety to establish whether they have been handled appropriately;
- 2.18 To note any updates of Register of Board Members' Interests;
- 2.19 To note any updates of Register of Gifts.

3 Meetings

- 3.1 The Committee shall meet four times a year;
- 3.2 The Committee shall sit privately without any non-members present for all or part of a meeting if they so decide;
- 3.3 The members of the Audit Committee should meet with the internal and external auditors without the Executive team present at least annually.

4 Reporting

All Members of the Regional Board shall receive a copy of the minutes of each meeting and the Chair of the Committee shall make an oral or written report at the following Regional Board meeting. A formal Annual Report shall also be submitted to the Regional Board.