



EASTHALL PARK

Remit for Audit & Finance Committee

Date of Current Review	January 2020
Date of Next Review	November 2022
Reviewed By	Management Committee

CORPORATE FIT	
Strategic Plan	✓
Risk Register	✓
Regulatory Standards	✓
Equalities Strategy	✓
Legislation	✓

On request, the Co-operative will provide translations of all our documents, policies and procedures in various languages and other formats such as computer disc, tape, large print, Braille etc. and these can be obtained by contacting the Co-operative's offices.



EASTHALL PARK HOUSING CO-OPERATIVE

REMIT FOR AUDIT AND FINANCE SUB COMMITTEE

1. ROLE AND COMPOSITION

- 1.1 The Audit and Finance Sub-Committee has been established by the Management Committee to provide assurance on matters relating to control and compliance.
- 1.2 The Audit and Finance Sub-Committee will comprise of at least three and up to a maximum of six members of the Management Committee (this number may include Co-optees up to a maximum of two).
- 1.3 The Secretary of the Management Committee is eligible to attend as a full member of the Sub-Committee.
- 1.4 Each member of the Sub-Committee will undergo appropriate training.
- 1.5 The Sub-Committee will abide by the Co-operative's Standing Orders and Rules.
- 1.6 The Sub-Committee will normally meet at least four times in the calendar year.
- 1.7 Each minute of the Sub-Committee will be presented to the Management Committee.
- 1.8 Following the Annual General Meeting and subsequent election of Finance and Audit Sub-Committee members, the Full Committee will elect a chair to serve until the next Annual General Meeting.
- 1.9 Senior staff – including the Director, Housing Manager and Finance Manager - will service the Sub-Committee as appropriate.

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- 1.7 Three members will form a quorum. Where a meeting becomes inquorate after the start, the meeting shall be adjourned.

3. RESPONSIBILITIES AND FUNCTIONS

The Management Committee has delegated authority to the Audit and Finance Sub-Committee to take decisions and approve actions in relation to:

3.1 Financial Planning and Control

- (a) To develop, review and recommend to Committee strategies to enhance the Co-operative's long-term financial viability.
- (b) To review and recommend for adoption 30-year financial projections together with appropriate sensitivity analysis and comment.
- (c) To review and approve the annual budget for the Co-operative including an analysis of cost centres representing the main functions of the organisation.
- (d) To monitor performance against budget through review of quarterly management accounts.
- (e) To contribute towards all aspects of the Co-operative's planning process.
- (f) Approve the Co-operative's Treasury Management Policy.
- (g) To review and recommend for adoption the 5 Year Financial Forecast to the Scottish Housing Regulator.

3.2 External Audit

- (a) Determine and oversee the process for the selection and appointment of the external auditor. It will review the terms of the external auditor's appointment. It will make recommendations to the Management Committee on the appointment or re-appointment of the external auditor.
- (b) Monitor the quality of the service provided by the external auditor and agree the scope of the annual audit, in consultation with senior staff. It will ensure the accounts are audited in time for the AGM.
- (c) Make recommendations to the Management Committee in respect of the approval of the annual accounts and the

implementation of recommendations from the external auditor following its consideration of the Auditor's management letter.

- (d) Agree any remedial action identified in the course of the audit and will report it to the Management Committee.
- (e) Review the Co-operative's accounting policies and practice at least once a year and oversee the implementation of any changes.
- (f) Meet with the external auditor to discuss any issues arising from the audit process or its findings, if necessary without the presence of staff, and report to the Management Committee.

3.3 Internal Audit

- (a) Determine and oversee the process for the selection and appointment of the internal auditor. It will review the terms of the internal auditor's appointment. It will approve the appointment or re-appointment of the auditor. It will approve any changes necessary to ensure that internal audit arrangements remain appropriate to its needs.
- (b) Monitor the quality of the service provided by the internal auditor and report to the Management Committee on the proposed annual programme.
- (c) Receive and consider reports from the internal auditor.
- (d) Meet with the internal auditor at least once a year without staff present to confirm that all issues identified have been addressed and will report the outcome to the Management Committee.
- (e) Present to the Committee the Annual Internal Audit Report outlining the summary of areas covered, recommendations made and actions undertaken.

3.4 Risk Management

- (a) The Audit and Finance Sub-Committee will oversee the implementation and application of the Co-operative's risk management strategy. It will keep identified risks under review and will report any significant issues of concern to the Management Committee. It will ensure that identified risks are managed efficiently and effectively.

4. REVIEW AND EVALUATION

- 4.1 The Audit & Finance Sub-Committee will evaluate its performance and effectiveness on an annual basis and will report to the Management Committee.
- 4.2 It will identify and make recommendations on changes required to the remit to ensure that the Co-operative's aims and objectives are achieved.

5. EQUALITY AND DIVERSITY

- 5.1 The Audit and Finance Sub-Committee will ensure that the terms of the Co-operative's policy on equalities and diversity are observed in all its actions and activities.

6. REVIEW

- 6.1 This remit was approved by the Management Committee in January 2020.
- 6.2 It can only be amended with the approval of the Management Committee.
- 6.3 This remit will be reviewed every three years or earlier if required.