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BOD 83/2011 (Agenda Item: 14)

**Report to the Meeting of the
Oxford Health NHS Foundation Trust
Board of Directors**

25 May 2011

**Board Approval to Delegate Authority to Audit Committee for Annual
Accounts / Report**

For: Approval

Under the Trust's Scheme of Decisions Reserved to the Board, the Board must ensure that the preparation and approval of the Trust's annual report and annual accounts takes place. The actual approval may be delegated (so long as the Board is satisfied that there is a process in place for this).

This report sets out the process of 2010/11 annual account and annual report consideration and approval. The report proposes that the Board request that the Audit Committee consider and approve these for submission to Monitor.

Report

In consultation with the Trust's Auditors, the following timetable for annual accounts and annual report preparation and approval has been developed:

- **25 May** – the Board delegates authority to the Audit Committee to approve audited accounts / annual report.
- **26 May** – the Audit Committee receives a report from the auditors (on accounts) and approves the audited accounts for submission. Accounts, certificates and letter of representation will be signed. The Audit Committee will also consider the annual report text.
- **7 June** – the audited accounts (along with other documentation) and annual report text submitted to Monitor.
- **29 June** – at its meeting, the Board receives copies of the approved and submitted audited accounts / annual report.
- **30 June** – full annual report and full accounts laid before Parliament.
- **20 July** – full annual report and full accounts, sent to Monitor.

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As in previous years, the Trust's Audit Committee will be asked to scrutinise the audited accounts (along with associated reports) and consider the annual report text. To assist in a timely submission to Monitor, the Audit Committee is asked to approve the submissions following scrutiny. This delegation is possible under the Trust's Scheme of Delegation / Scheme of Decisions Reserved to Board.

Recommendation

The Board is requested to approve the report and, specifically, authorise the Audit Committee to consider and, if deemed appropriate, approve the Trust's full statutory accounts, annual report text for 2010/11, and authorise the Letter of Representation.

Author and Title: Justinian C Habner, Trust Secretary
Lead Executive Director: Gareth Kenworthy, A/Director of Finance

1. *A risk assessment has been undertaken around the legal issues that this paper presents and there are no issues that need to be referred to the Trust Solicitors.*