

Audit and Risk Committee Meeting Minutes
Special meeting to review the 2014 Audited Financial Statements

Monday 22 September 2014, 9am

1. Attendance

Members: Ms Carolyn Walsh (Chair) (CW), Ms Lyn Baker (LB),
In attendance: Ms Meredith Claremont (MC), Ms Vandana Nand (VN), Ms Somaiya
Ahmed (Audit Office)
Apologies: Elizabeth Tydd
Minute Secretary: Ms Anwen Rowe (AR)

The Chair welcomed Lyn Baker and Somaiya Ahmed who participated via teleconference to the special meeting to review the 2014 Audited Financial Statements.

2. Declarations of interest

No declarations of interest were made.

3. 2013/2014 Audited Financial Statements

The Committee discussed the Audited Financial Statements, focussing on the key issues identified in the Client Service Report.

The Committee **noted** the Audit Office will be issuing an unmodified report on the Financial Statements.

The Committee discussed the Quality Assurance controls in place with IPC's shared service provider and recommended IPC pursue the Department seeking attestation around controls. The Committee **recommended** that the IPC write to the Department to confirm arrangements for attestation.

The Committee discussed the key issues in the Client Service Report, noting the Committee would monitor the recommendations throughout the year. The Committee **noted** their concern regarding the ongoing SLA issue and **recommended** the Chair write to the Department Secretary seeking explanation for the delay in finalisation, noting this is a repeat issue in the Client Service Report.

A question was raised regarding the Defined Benefits figures in the Financial Statements. IPC confirmed actuarial advice from Treasury has been received. The Committee **noted** this advice.

A further question was raised regarding Internal Audit and assurance with respect to internal controls. IPC will seek formal update from the Internal Auditor's, O'Connor Marsden, regarding their internal controls. The Committee **noted** IPC will seek this certification.

A number of typos were identified within the Financial Statements, on note 6 and 11. The Committee **noted** IPC will correct the typos prior to sign off of the statements.

The Committee discussed note 1 (e) ii regarding timing for 5 year review of plant and equipment. IPC informed the Committee there are no major plant or equipment within IPC. An annual review of assets is undertaken of the fixed asset register. IPC's assets portfolio has no high valued assets such as property etc, hence a 5 year review is not applicable. The Committee **noted** this advice.

The Committee discussed note 5 and note 11 as GST receivables are higher in this financial year than previous year, due to an error in budget. However, going forward for 2014/2015, this has been corrected. The Committee **noted** this advice.

The Committee discussed the management representation letter and **noted** IPC is to update the template and circulate to the Committee for review, prior to sign off by the Information Commissioner.

The Committee endorsed the Financial Statements and **recommended** the Information Commissioner sign the Audited Financial Statements, subject to (i) correction of the typographical amendments and (ii) the IPC circulating an updated Management Representation Letter.

Action item 1: IPC to seek certification around controls from the Department.

Action item 2: Chair to write to Department Secretary on behalf of the Committee, regarding the delay in finalisation of the SLA (MC to draft).

Action item 3: IPC to seek confirmation of internal controls from Internal Auditor, O'Connor Marsden.

Action item 4: IPC to address typos in Financial Statements.

Action item 5: IPC to update the Management Representation letter and circulate to Committee for review.

Action item 6: Information Commissioner to sign the 2014 Financial Statements.