

PUBLIC ACCOUNTS COMMITTEE'S REVIEW OF AUDIT COMMITTEES

QUESTIONNAIRE FOR SELECTED AGENCIES

General

The Auditor-General reported on the results of a Compliance Review of the Operations of Audit Committees in volume three of the *New South Wales' Auditor-General's Report to Parliament, 2002* (pp 3-6). This questionnaire focuses on the areas for improvement identified in the report.

1. Does your agency have an audit committee? If yes, when was it established? If no, are the functions of an audit committee performed by another body and when was it established?

YES _____

NO _____

2. If your agency does not have an audit committee or equivalent, please document why not. (The rest of the questionnaire assumes the existence of an audit committee.)

3. Is Senior Management aware of the recommendations to improve the operations of audit committees made in the Auditor-General's Compliance Review?

4. Were changes made to the operations of your agency's audit committee as a result of the findings in the Compliance Review? If so, when were they put in place? Please provide details.

Membership of the Audit Committee

- 5. Please list the current members of the audit committee or equivalent by name, their full time position, and indicate how long they have been members.

- 6. Who is the chair of the audit committee, and what position within the agency does this person hold? How was the chair appointed?

- 7. If a board manages your agency, does the charter for the audit committee require members to be independent non-executive board members appointed by the board?

- 8. For Departments, are any members of the audit committee independent to your organisation? If yes, please indicate who. Have they ever been employed within your organisation? If yes, please provide details.

Overseeing Internal Audit Activities

- 9. Does the audit committee formally review the qualifications and staff of internal audit? If yes, please describe this process.

- 10. Does the audit committee annually assess the performance of internal audit? If yes, please provide details.

Dealings with External Audit

- 11. Does the audit committee review and consider the external auditor’s annual plan and audit fee?

- 12. Does the audit committee provide the external auditor with the opportunity to discuss matters of significance arising from the audit, both during the course of the audit, and before finalisation of the audit report? How does this occur?

Financial Reporting of the Agency

- 13. Does the audit committee review:
 - a. The accounting policies of the agency
 - b. Significant estimates and judgements in the financial report
 - c. Compliance of the financial report with laws, regulations and standards?

a. _____

b. _____

c. _____

- 14. Does the audit committee make a recommendation to the CEO/board to sign the financial report?

- 15. Does the audit committee review all representation letters to be signed by management and given to the auditors?

External Reporting of Audit Committee Activities

- 16. Does the agency's most recent annual report include a reference to the audit committee?

- 17. If yes, does the annual report include:
 - a. A summary of the committee's responsibilities and activities
 - b. Details of each member's term of appointment, expertise and attendance at meetings
 - c. The total number of meetings held during the year?

Periodic Review of the Audit Committee

18. Has the audit committee's performance been self-assessed in the last three years? If yes, when was it performed, and who performed it?

19. If a review was performed, did the chair assess the individual contribution and performance of members of the committee?

20. Did the agency's CEO/board consider the results of the review?

21. Were the review recommendations acted upon? Please provide details.

If you have any queries, please contact the Committee secretariat on 9230 2631.

Please complete this survey by 27 August 2004 and fax to the Committee on 9230 3052 or by post to:

The Committee Manager
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Parliament of New South Wales
Macquarie St
Sydney NSW 2000