



GREYTOWN
TRUST LANDS
Growing the Community since 1871

GREYTOWN DISTRICT TRUST LANDS TRUST

AUDIT AND RISK COMMITTEE TERMS OF REFERENCE

Purpose

The committee is established to advise the Trust on matters relating to the integrity of financial reporting, risk management and regulatory conformance.

Authority

The committee is authorised by the board to investigate any matter within its terms of reference. It is authorised to seek any information it requires from any employee or contractor and all will be encouraged to co-operate with the committee.

The committee may with the prior approval of the board obtain at the expense of the Trust any independent professional advice it requires.

The functions of the Audit and Risk Committee of the Greytown District Trust Lands Trust are;

Annual Budget

The following responsibility was added following recommendation from the A&R Committee and subsequent approval from the Board on 26 May.

- Review the annual draft budget prior to presentation by management to the full Board for final review and adoption.

Financial Reporting

- Review all financial statements prior to public release and be satisfied that they are accurate and that appropriate accounting policies, standards and practices have been followed – and recommend release to the board for approval.
- Ensure quality financial reporting to the board
- Advise the board on financial practices, processes and standards.

External Audit

- Recommend to the board the appointment of external auditors, the audit engagement letter and the auditors remuneration.
- Liaise with the external auditors.
- Review findings of external auditors reports and ensure recommendations are actioned and communicated to the board.
- Provide opportunities for the external auditor to brief the committee and the board without management if necessary.

Management Control Environment

- Monitor the adequacy of the overall control environment ensuring their appropriate checks and balances in the whole management and governance structure
- Monitor the effectiveness of the management control of the Trust's assets.
- Ensure that there are measures in place to control and indentify fraud particularly in the grants process.
- Review delegation and accounting policies.

Risk Management

- Monitor Key risks and contingent liabilities.
- Monitor compliance with Greytown Trust Lands Act.
- Monitor compliance with other relevant legislation e.g. Accident Compensation, Building Warrant of Fitness, Trustee Act, Health and Safety, Charities Commission, Financial Reporting etc.
- Review adequacy of insurance cover.

General

- Attend to any other matter referred to it by the board.
- Report Audit and Risk committee activities to the board including recommendations as appropriate.
- Develop a 12 month work plan.
- Ensure all matters coming to the committee are resolved fully to the committees satisfaction