

8. AUDIT ARRANGEMENTS

External Audit

- 8.1 Audited financial statements require approval by the Management Committee and must be submitted to the Scottish Housing Regulator within six months of the financial year end. These accounts must be in the required format and contain the report of the external auditors. In addition, the financial statements must contain a report from the Management Committee, to include a statement of the Management Committee's responsibilities, together with a separate Management Committee report on the systems of internal financial control.
- 8.2 The external auditor will be appointed annually in line with Rosehill's rules.
- 8.3 An auditor review will take place at least every seven years, in line with best practice.
- 8.4 The role of the auditor and of Rosehill in relation to the audit will be clearly detailed in the Engagement Letter. The audit plan and scope will be discussed in general to ensure that timing etc. is appropriate, so that the finalised financial statements are available in good time for the Annual General Meeting. The audit fee will be discussed and agreed in advance of the audit.
- 8.5 The auditor will report to the Members at the Annual General Meeting.
- 8.6 The auditor will present a management letter within one month of the audit being completed. The Audit Committee will consider the management letter and make recommendations to the Management Committee about how Rosehill should respond. Rosehill will then take steps to ensure that any points raised are dealt with immediately and adequately.
- 8.7 The external auditors will be provided with the opportunity to meet the Audit Committee or Management Committee at any time, if either the auditors or the Committee request this.
- 8.8 The Audit Committee has the right to meet without any members of staff being present, to discuss issues that may have arisen during the auditors' work.

Internal Audit

- 8.9 Rosehill will carry out a programme of internal audit, approved by the Audit Committee. The programme will be determined by audit needs assessments, and will involve reviews of the financial and other operations. Internal audits may be carried out in house, or Rosehill may appoint external parties where appropriate.
- 8.10 The Internal Auditor will report their findings and recommendations to the Audit Committee and the Director.