

## **RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ACCOUNTS AND AUDIT COMMITTEE**

---

Agenda Item No

meeting date: 22 AUGUST 2012  
title: LETTER OF REPRESENTATION  
submitted by: DIRECTOR OF RESOURCES  
principal author: JANE PEARSON

### 1 PURPOSE

- 1.1 To approve the Letter of Representation for 2011/12 on behalf of the Council

### 2 BACKGROUND

- 2.1 As you will be aware, each year our external auditors request a letter of representation from management confirming all material items have been disclosed within the financial statements.
- 2.2 The letter sets out assurances from the Council to the Audit Commission that relevant accounting standards have been complied with and gives further assurances that the Council has disclosed information where to withhold it would have undermined the accuracy and reliability of the Statement of Accounts. The letter also covers my own responsibilities and those of the Council in producing the annual accounts for the authority. The Audit Commission require you to approve the Letter of Representation before they can issue their opinion and conclusion on our accounts for 2011/12.

### 3 2011/12 LETTER OF REPRESENTATION

- 3.1 The letter sets out assurances from the Council to the Audit Commission that relevant accounting standards have been complied with and gives further assurances that the Council has disclosed information where to withhold it would have undermined the accuracy and reliability of the Statement of Accounts.

### 4 RECOMMENDED THAT COMMITTEE

- 4.1 Approve the Letter of Representation to the Audit Commission for 2011/12.

DIRECTOR OF RESOURCES

AA15-12/JP/AC  
10 August 2012

BACKGROUND PAPERS

For further information please ask for Jane Pearson



# RIBBLE VALLEY BOROUGH COUNCIL

---

Karen Murray  
District Auditor  
Audit Commission  
2<sup>nd</sup> Floor  
Aspinall House  
Aspinall Close  
Bolton  
BL6 6QQ

Council Offices  
Church Walk, Clitheroe  
Lancashire BB7 2RA

Tel: 01200 425111  
[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

## **Ribble Valley Borough Council - Audit for the year 2011/12 ended 31 March 2012**

I confirm to the best of my knowledge and belief, having made appropriate enquiries of other directors of Ribble Valley Borough Council, the following representations given to you in connection with your audit of the Authority's financial statements for the 2011/12 year ended 31 March 2012.

### ***Compliance with the statutory authorities***

I have fulfilled my responsibility under the relevant statutory authorities for preparing the financial statements in accordance with the Accounts and Audit (England) Regulations 2011 and the Code of Practice on Local Authority Accounting in the United Kingdom which give a true and fair view of the financial position and financial performance of the Authority, for the completeness of the information provided to you, and for making accurate representations to you.

### ***Supporting records***

I have made available all relevant information and access to persons within the Authority for the purpose of your audit. I have properly reflected and recorded in the financial statements all the transactions undertaken by the Authority.

### ***Irregularities***

I acknowledge my responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud or error.

I also confirm that I have disclosed:

- my knowledge of fraud, or suspected fraud, involving either management, employees who have significant roles in internal control or others where fraud could have a material effect on the financial statements;
- my knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others; and
- the results of our assessment of the risk the financial statements may be materially misstated as a result of fraud.

### ***Law, regulations, contractual arrangements and codes of practice***

I have disclosed to you all known instances of non-compliance, or suspected non-compliance with laws, regulations and codes of practice, whose effects should be considered when preparing financial statements.

Transactions and events have been carried out in accordance with law, regulation or other authority. The Authority has complied with all aspects of contractual arrangements that could have a material effect on the financial statements in the event of non-compliance.

All known actual or possible litigation and claims, whose effects should be considered when preparing the financial statements, have been disclosed to the auditor and accounted for and disclosed in accordance with the applicable financial reporting framework.

***Accounting estimates including fair values***

I confirm the reasonableness of the significant assumptions used in making the accounting estimates, including those measured at fair value.

***Related party transactions***

I confirm that I have disclosed the identity of the Authority's related parties and all the related party relationships and transactions of which I am aware. I have appropriately accounted for and disclosed such relationships and transactions in accordance with the requirements of the Code.

***Subsequent events***

I have adjusted for or disclosed in the financial statements all relevant events subsequent to the date of the financial statements.

Signed on behalf of Ribble Valley Borough Council

I confirm that this letter has been discussed and agreed by the Accounts and Audit Committee on 22 August 2012.

Signed

Name Jane Pearson

Position Director of Resources

Date

---