

REPORT OF: CHIEF FINANCE OFFICER

TO: ACCOUNTS AND AUDIT COMMITTEE

DATES: 19th OCTOBER 2021

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LETTER OF REPRESENTATION

PURPOSE OF REPORT

1. The purpose of this report is to inform the Accounts and Audit Committee of the requirement for the Council's Chief Finance Officer to provide the External Auditors with a Letter of Representation in relation to the Statement of Accounts for 2020/21.

RECOMMENDATIONS

2. It is recommended that:-
 - a) the Accounts and Audit formally acknowledge the requirement of the Council's Chief Finance Officer to provide the External Auditors with a Letter of Representation in relation to the Statement of Accounts for 2020/21; and
 - b) once the letter is agreed, the Chairman of the Committee countersigns the letter accordingly.

REASONS FOR RECOMMENDATION

3. To note the requirement to provide a Letter of Representation.

ISSUE

4. To comply with relevant Auditing Standards, the Council's External Auditors require a 'Letter of Representation' from the person with specific responsibility for the financial statements which, in this Council, is the Chief Finance Officer (designated under s151 of the Local Government Act 1972). The purpose of the letter is to obtain written representations on matters where the Auditors are relying on the judgement of management rather than corroborative evidence.
5. It is also a requirement that the letter is formally acknowledged by the appropriate Committee of the Council in relation to our Statement of Accounts (the Committee charged with governance). Given the remit of this Committee, Councillors are asked to formally acknowledge the Letter of Representation in relation to the Statement of Accounts for 2020/21 and that the Chairman of the Accounts and Audit Committee signs the letter accordingly.

6. The Letter of Representation for 2020/21 is provided at [Appendix A](#).
7. Councillors should note that at the time of writing this report, the audit had not concluded and so, whilst there are no uncorrected misstatements, should any arise in the period up to the meeting of the Committee, the draft letter may need to be amended.

IMPLICATIONS

Policy

8. There are no policy implications arising from the contents of this report.

Financial

9. There are no financial implications arising from the contents of this report.

Legal

10. There are no legal implications arising directly from the contents of this report.

Risk Management

11. There are no risk management implications arising from the contents of this report.

Health and Safety:

12. There are no Health and Safety implications arising directly from the contents of this report.

Sustainability:

13. There are no sustainability implications arising directly from this report.

Community Safety:

14. There are no community safety issues arising directly from the contents of this report.

Equality and Diversity:

15. There are no equality and diversity issues arising from the contents of this report.

APPENDICES

Appendix A – Draft Letter of Representation 2020/21