



AUDIT COMMITTEE

22ND SEPTEMBER 2015

AGENDA ITEM (8)

LETTER OF REPRESENTATION 2014/15

Accountable Member	Audit Committee
Accountable Officer	Jenny Poole Chief Finance Officer 01285 623313 jenny.poole@cotswold.gov.uk

Purpose of Report	To present for consideration the Council's Letter of Representation for 2014/15.
Recommendation(s)	That the Committee considers the content of the letter of representation for 2014/15 and approves the Chief Finance Officer and the Chairman of the Committee signing the letter.
Reason(s) for Recommendation(s)	Each year, upon completion of the audit of the Council's financial statements, the Council is required to submit a letter of representation to the Council's auditor. Without the letter of representation, the Auditor cannot issue an opinion on the Council's accounts.

Ward(s) Affected	N/A
Key Decision	No
Recommendation to Council	No

Financial Implications	None
Legal and Human Rights Implications	None
Environmental and Sustainability Implications	None
Human Resource Implications	None
Key Risks	If the letter of representation is not submitted to Grant Thornton, the Auditor will not be able to issue the opinion on the financial statements and the Council will not be able to publish its statement of accounts within the statutory deadline of 30 th September 2015.

Equalities Impact Assessment	Not Required
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Related Decisions	None
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Background Documents	None
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Appendices	Appendix A - Draft text of Letter of Representation.
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Performance Management Follow Up	Implement Committee decision
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Background Information

1. Each year, upon completion of the audit of the Council's financial statements, the Chief Finance Officer is required to submit a letter of representation to the Council's auditor. The letter formally and publicly confirms the accuracy and completeness of the presented statement of accounts.
2. The text of the letter of representation for 2014/15 is attached at **Appendix A** to this report.
3. Upon receipt of the letter of representation, the Council's auditors may formally issue their opinion on the financial statements.
4. The Committee is asked to consider the content of the letter and to approve the Chairman of the Committee and the Chief Finance Officer signing the letter on behalf of the Council.

(END)