



**AUDIT COMMITTEE**

**23<sup>RD</sup> AUGUST 2016**

**AGENDA ITEM (8)**

**LETTER OF REPRESENTATION 2015/16**

<b>Accountable Member</b>	N/A
<b>Accountable Officer</b>	Jenny Poole Chief Finance Officer 01285 623313 jenny.poole@cotswold.gov.uk

<b>Purpose of Report</b>	To present for consideration the Council's Letter of Representation 2015/16.
<b>Recommendation(s)</b>	<b>That the Committee considers Letter of Representation 2015/16 and approves it for signature by the Chairman of the Committee and the Chief Finance Officer, on behalf of the Council</b>
<b>Reason(s) for Recommendation(s)</b>	Each year, on completion of the audit of the Council's financial statements, the Council is required to submit a Letter of Representation to its external Auditor. Without the letter of representation the Auditor cannot issue an opinion on the Council's accounts

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

<b>Financial Implications</b>	None
<b>Legal and Human Rights Implications</b>	None
<b>Environmental and Sustainability Implications</b>	None
<b>Human Resource Implications</b>	None
<b>Key Risks</b>	If the Letter of Representation is not submitted to Grant Thornton, the Auditor will not be able to issue an opinion on the Council's Financial Statements and the Council will not be able to publish its Statement of Accounts by the statutory deadline of 30 <sup>th</sup> September 2016

<b>Equalities Impact Assessment</b>	Not Required
<b>Related Decisions</b>	None
<b>Background Documents</b>	None
<b>Appendices</b>	<b>Appendix 'A'</b> - Draft Letter of Representation
<b>Performance Management Follow Up</b>	N/A

### **Background Information**

1. Each year, on 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 external auditor. The letter formally and publicly confirms the accuracy and completeness of the presented Statement of Accounts.
2. A copy of the draft Letter of Representation for 2015/16 is attached at **Appendix 'A'**.
3. On receipt of the Letter of Representation, the Council's external auditor may formally issue an opinion on the Financial Statements.
4. The Committee is requested to consider the content of the letter and to approve it for signature by the Chairman and the Chief Finance Officer, on behalf of the Council.

(END)