

APPENDIX B

Paul King
District Auditor
Audit Commission,
3rd Floor,
Eastbrook,
Shaftesbury Road,
Cambridge CB2 8BF

Fax no:
Your ref:
Our ref:
Date: 26 September 2011

Dear Paul

Central Bedfordshire Council - Audit for the year ended 31 March 2011

I confirm to the best of my knowledge and belief, having made appropriate enquiries of other officers of Central Bedfordshire Council, the following representations given to you in connection with your audit of the Council's financial statements for the year ended 31 March 2011. All representations cover the Council's accounts included within the financial statements.

Compliance with the statutory authorities

I have fulfilled my responsibility under the relevant statutory authorities for preparing the financial statements in accordance with the Code of Practice for Local Authority Accounting in the United Kingdom and International Financial Reporting Standards, which give a true and fair view of the financial position and financial performance of the Council, for the completeness of the information provided to you, and for making accurate representations to you.

Uncorrected misstatements

The effects of uncorrected financial statements misstatements summarised in the attached schedule are not material to the financial statements, either individually or in aggregate.

These misstatements have been discussed with those charged with governance within the Council and the reasons for not correcting these items are as follows;

(i) Capital Financing – MRP

This misstatement will not be corrected within the accounts due to the immaterial nature of the item.

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(ii) Amounts Due From and To Bedford Borough Council

The potential accruals misstatement has not been corrected within the final accounts due to the nature of the item.

(iii) Collection Fund Adjustment Account

The Collection Fund Adjustment Account misstatement has not been amended within the accounts as this related to a prior year error that has been resolved within the 2010/11 closing balances.

(iv) Pension Fund

The Pension Fund liability has not been restated within the accounts as this misstatement is due to timing differences in the production of actuarial information and does not alter the overall financial position of the authority.

(v) Trading Operations

This misstatement will not be corrected within the accounts due to the immaterial nature of the item.

(vi) Cut Off Testing

The potential misstatement has not been corrected within the final accounts due to the nature of the error.

(vii) Debtors – Housing Benefit

The Debtors – Housing Benefit misstatement has not been amended within the accounts due to the immaterial nature of the item. This misstatement is due to timing differences in the production of the estimates included in the accounts and the final agreed position. The estimates were calculated on a reasonable basis and the misstatement does not impact upon the main financial statements.

(viii) Debtors – NNDR3

The Debtors – NNDR3 misstatement has not been amended within the accounts due to the immaterial nature of the item. This misstatement is due to timing differences in the production of the estimates included in the accounts and the final agreed position. The estimates were calculated on a reasonable basis and the misstatement does not impact upon the main financial statements.

(ix) Cash and Bank

This misstatement will not be corrected within the accounts due to the immaterial nature of the errors.

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(x) Property Plant and Equipment

The Fixed Assets misstatement has not been corrected within the final accounts due to the nature of the error and the assurances provided over the residual fixed asset base.

(xi) Note 7 – Other Adjustments

This misstatement, that is related to the Capital Adjustment Account, will not be amended within the accounts due to the immaterial nature of the item and does not alter the reader's understanding of the accounts.

(xii) Disclosure Notes

This misstatement will not be amended as the 1 April 2009 balances for items such as debtors and creditors are already included as comparator information within the balance sheet.

Supporting records

All relevant information and access to persons within the entity has been made available to you for the purpose of your audit, and all the transactions undertaken by the Council have been properly reflected and recorded in the financial statements.

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 that 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 Council has complied with all aspects of contractual arrangements that could have a material effect on the financial statements in the event of non-compliance.

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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.

Specific representations (as included last year)

There are no material onerous contracts that should be provided for under FRS12 other than those which have been properly recorded and disclosed in the financial statements.

I confirm that the Council did not enter in to any financial guarantees during the year.

Related party transactions

I confirm that I have disclosed the identity of Central Bedfordshire Council 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 requirement of the framework.

Subsequent events

All events subsequent to the date of the financial statements, which would require additional adjustment or disclosure in the financial statements, have been adjusted or disclosed.

Signed on behalf of Central Bedfordshire Council

I confirm that this letter has been discussed and agreed by the Council's Audit Committee on 26 September 2011.

Signed

Name C P Warboys

Position Chief Finance Officer (s.151)

Date

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