

Local Members' Interest
N/A

STAFFORDSHIRE AND STOKE-ON-TRENT JOINT ARCHIVES COMMITTEE
22 NOVEMBER 2010

REPORT OF THE DIRECTOR OF FINANCE AND RESOURCES

STAFFORDSHIRE AND STOKE-ON-TRENT ARCHIVE SERVICE:
FINAL ACCOUNTS AUDIT

1. PURPOSE OF THE REPORT

- 1.1 To note the outcome of the final accounts audit.
- 1.2 To approve the letter of representation from the Director of Finance and Resources.

2. SUMMARY

- 2.1 The draft 2009/10 Statement of Accounts was approved by this Committee on 17 June 2010 and the audit commenced on 16 August 2010. The accounts were available for inspection from 28 June to 23 July.
- 2.2 When the audit commenced on 16 August the auditors found that working papers were not of the standard they would expect and that improvements were required. The financial statements were re-worked and the final version of the accounts is available on the Archives' website. The revised financial statements were passed to the auditors.
- 2.3 The audit has now been completed and the report of the auditors, PricewaterhouseCoopers, is elsewhere on this agenda.
- 2.4 As part of normal year end processes I am required to make a written representation to the auditors expressing an opinion as to whether the accounts give a true and fair view of the financial position of the Council in accordance with the appropriate rules and regulations. My letter is attached as Appendix 1 to this report and I would welcome discussion regarding any matters covered by the letter. The committee are asked to approve the letter.
- 2.5 I would like to take this opportunity to thank both PWC and the staff of both authorities for their hard work and professionalism in undertaking the final accounts process.

3. RECOMMENDATION

- 3.1 That the report be received.
- 3.2 That the letter of representation be approved.

4. FINANCIAL IMPLICATIONS

4.1 There are no financial implications in this report.

5. PERSONNEL AND EQUAL OPPORTUNITIES IMPLICATIONS

5.1 There are no personnel or equal opportunities implications in this report.

6. LEGAL IMPLICATIONS

6.1 There are no legal implications in this report.

Andrew Burns, Director of Finance and Resources

Background documents:

Accounts and Audit Regulations 2003
Code of Practice on Local Authority
Accounting in the United Kingdom 2009

Contact officers:

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PRICEWATERHOUSECOOPERS LLP

Cornwall Court
19 Cornwall Street
Birmingham
B3 2DT

DATE: 22 November 2010

MANAGEMENT REPRESENTATION LETTER 2009/10

This representation letter is provided in connection with your audit of the financial statements of Staffordshire and Stoke-on-Trent Joint Archives Committee (the Committee) for the year ended 31 March 2010.

Your audit is conducted for the purpose of expressing an opinion as to whether the financial statements of the Committee give a true and fair view of the state of affairs of the Committee as at 31 March 2010, of its income and expenditure and cash flows for the year then ended, and have been properly prepared in accordance with relevant legal and regulatory requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2009.

My responsibilities as Director of Finance for preparing the financial statements are set out in the Statement of Responsibilities for the Statement of Accounts. I am also responsible for the administration of the financial affairs of the Committee. I also acknowledge that I am responsible for making accurate representations to you.

I confirm that the following representations are made on the basis of enquiries of other chief officers and members of Staffordshire and Stoke-on-Trent Joint Archives Committee with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation, to satisfy myself that I can properly make each of the following representations to you.

I confirm, to the best of my knowledge and belief and having made the appropriate enquiries, the following representations:

Accounting records

I have taken all the steps that I ought to have taken in order to make myself aware of any relevant audit information and to establish that you (the Committee's auditors) are aware of that information, including that:

- All the accounting records, whether for the purposes of financial reporting or any other purpose, have been made available to you for the purposes of your audit and all the transactions undertaken by the Committee have been properly reflected and recorded in the accounting records.
- All other records and related information which might affect the fair presentation of, or necessary disclosure in, the financial statements, including minutes of meetings, have been made available to you and no such information has been withheld.

So far as I am aware, there is no relevant audit information of which you are unaware.

Accounting policies

I confirm that I have reviewed the Committee's accounting policies and estimation techniques and, having regard to the possible alternative policies and techniques, the accounting policies and estimation techniques selected for use in the preparation of the financial statements are the most appropriate to give a true and fair view for the Committee's particular circumstances, as required by the Code of Practice on Local Authority Accounting in the United Kingdom 2009.

Related party transactions

I confirm that the Committee has disclosed all related party transactions relevant to the Committee and that I am not aware of any other such matters required to be disclosed in the financial statements under the requirements of the Code of Practice on Local Authority Accounting in the United Kingdom 2009.

Contractual arrangements/agreements

All contractual arrangements (including side-letters to agreements) entered into by the Committee with third parties have been properly reflected in the accounting records or, where material (or potentially material) to the financial statements, have been disclosed to you.

Laws and regulations

I am not aware of any instances of actual or potential breaches of or non-compliance with laws and regulations which provide a legal framework within which the Committee conducts its business and which are central to the Committee's ability to conduct its business or that could have a material effect on the financial statements.

I am not aware of any irregularities, or allegations of irregularities including fraud, involving members, management or employees who have a significant role in the accounting and internal control systems, or that could have a material effect on the financial statements.

Fraud

I acknowledge responsibility for the design and implementation of internal control to prevent and detect fraud. The Internal Control system as implemented within the Committee is designed to manage risk to a reasonable level, as demonstrated by the risk assessments undertaken by internal audit, rather than to eliminate all risk of fraud. It can therefore only provide a reasonable, but not absolute, assurance of effectiveness.

I have disclosed to you:

- i) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud
- ii) my knowledge of fraud or suspected fraud affecting the Committee involving:

- members
- management
- employees who have significant roles in internal control, or
- others where the fraud could have a material effect on the financial statements;

iii) my knowledge of any allegations of fraud, or suspected fraud, affecting the Committee's financial statements communicated by members, employees, former employees, analysts, regulators or others.

Misstatements detected during the audit

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

I confirm that the financial statements are free from material misstatement, including omissions.

Subsequent events

There have been no circumstances or events subsequent to the period end which require adjustment of or disclosure in the financial statements or in the notes thereto.

As minuted by the Joint Archives Committee at its meeting on 22nd November 2010.

<p>..... (CHIEF FINANCIAL OFFICER)</p>	<p>..... DATE</p>
<p>For and on behalf of Staffordshire and Stoke-on-Trent Joint Archives Committee</p>	