

Helen Thompson
Director
Ernst & Young LLP
Wessex House
19 Threefield Lane
Southampton
SO14 3QB



30 September 2013

Dear Helen

**BRACKNELL FOREST BOROUGH COUNCIL – 2012/13 FINANCIAL YEAR
LETTER OF REPRESENTATION**

Further to your letter dated 16 August 2013 I set out below representations on the matters requested, on behalf of Bracknell Forest Borough Council, for the financial year 2012/13

A. Financial Statements and Financial Records

1. I have fulfilled my responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the CIPFA Code of Practice on Local Authority Accounting (CIPFA Code).
2. I acknowledge my responsibility for the fair presentation of the financial statements. I believe the financial statements referred to above give a true and fair view of the financial position, financial performance and cash flows of the Council in accordance with the CIPFA Code and are free of material misstatements, including omissions. I have approved the financial statements.
3. I confirm that the Responsible Officer has:
 - ▶ reviewed the accounts;
 - ▶ reviewed all relevant written assurances relating to the accounts; and
 - ▶ made other enquiries as appropriate.
4. That the significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.
5. I believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA Code that are free from material misstatement, whether due to fraud or error.

B. Fraud

1. I acknowledge that I am responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
2. I have disclosed to you the results of my assessment of the risk that the financial statements may be materially misstated as a result of fraud.

CORPORATE SERVICES

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T: 01344 352000 F: 01344 352255 Minicom: 01344 352045 www.bracknell-forest.gov.uk

C. Compliance with Laws and Regulations

1. I have disclosed to you all known actual or suspected non compliance with laws and regulations whose effects should be considered when preparing the financial statements.

D. Information Provided and Completeness of Information and Transactions

1. I have provided you with:
 - ▶ Access to all information of which I am aware that is relevant to the preparation of the financial statements such as records, documentation and other matters as agreed in terms of the audit engagement.
 - ▶ Additional information that you have requested from me for the purpose of the audit; and
 - ▶ Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. That all material transactions have been recorded in the accounting records and are reflected in the financial statements.
3. I have made available to you all minutes of the meetings of the Council and its relevant committees (or summaries of actions of recent meetings for which minutes have not yet been prepared) held through the year to the most recent meeting on the following date: 18 September 2013.
4. I confirm the completeness of information provided regarding the identification of related parties. I have disclosed to you the identity of the Council related parties and all related party relationships and transactions of which I am aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.
5. I have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

E. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. I have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. I have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in the financial statements all guarantees that the Council has given to third parties.

F. Subsequent Events

1. That other than described in the financial statements, there have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

G. Accounting Estimates

1. I believe that the significant assumptions used in making accounting estimates, including those measured at fair value, and the valuations for Other Land and Buildings, are reasonable.
2. In respect of accounting estimates recognised or disclosed in the financial statements:
 - ▶ I believe the measurement processes, including related assumptions and models, used in determining accounting estimates is appropriate and the application of these processes is consistent.
 - ▶ That the disclosures relating to accounting estimates are complete and appropriate in accordance with the applicable financial reporting framework.
 - ▶ That the assumptions I used in making accounting estimates appropriately reflects our intent and ability to carry out specific courses of action on behalf of the entity, where relevant to the accounting estimates and disclosures.
 - ▶ That no subsequent event requires an adjustment to the accounting estimates and disclosures included in the financial statements.

H. Segmental reporting

1. I have reviewed the operating segments reported internally to the Members and that I am satisfied that it is appropriate to aggregate these as, in accordance with IFRS 8: Operating Segments, they are similar in each of the following respects:
 - ▶ The nature of the products and services
 - ▶ The nature of the production processes
 - ▶ The type or class of customer for their products and services
 - ▶ The methods used to distribute their products

I. Going Concern

1. I have made you aware of any issues that are relevant to the Council's ability to continue as a going concern, including significant conditions and events, our plans for future action, and the feasibility of those plans.

J. Retirement benefits

1. On the basis of the process established by the Council and having made appropriate enquiries, I am satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with my knowledge of the Council's activities. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

Yours sincerely

Alan Nash
Borough Treasurer

I confirm that this Letter of Representation was approved by the Governance and Audit Committee of the Council at its meeting on 30 September 2013

Councillor Alan Ward
Chairman of Governance and Audit Committee