

Mr Neil Bellamy  
District Auditor  
Audit Commission  
Rivermead House  
7 Lewis Court  
Grove Park  
Enderby  
Leicestershire  
LE19 1SU

Our Ref: IP/  
Your Ref:  
Please Contact: Isabell Procter  
Ext/Direct Line 8757 / 838757  
Date: 26<sup>th</sup> September 2011  
E-mail: [iprocter@northampton.gov.uk](mailto:iprocter@northampton.gov.uk)

Dear Mr Bellamy

### **Northampton Borough Council - Audit for the year ended 31 March 2010**

I confirm to the best of my knowledge and belief, having made appropriate enquiries of other officers of Northampton Borough 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.

#### **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* 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.

#### **Supporting records**

All relevant information and access to persons within the Council 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.

#### **Internal Control**

I have communicated to you all deficiencies in internal control of which I am aware.

#### **Irregularities**

I acknowledge my responsibility for the design, implementation and maintenance of internal control systems 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 arrangement 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.

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.

### **Related party transactions**

I confirm that I have disclosed the identity of Northampton Borough 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.

## Other representations

- The Council provided accurate information to the actuary for the purpose of calculating the required pension disclosures in accordance with the Code of Practice for Local Authority Accounting and IAS19. All unfunded liabilities (e.g. discretionary added years awarded to staff) are included in the IAS 19 figures.
- There are no known bad debts other than those already provided for in the financial statements.

I confirm that this letter was discussed and agreed by the Audit Committee on 26<sup>th</sup> September 2011.

Yours sincerely,

**Isabell Procter**

**Director of Finance & Support**

Signed on behalf of Northampton Borough Council