

Brentwood Borough Council

Year ending 31 March 2014

Annual Audit Letter

20 October 2014



Building a better
working world

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The Members
Brentwood Borough Council
Town Hall
Ingrave Road
Brentwood
CM15 8AY

20 October 2014

Dear Members,

Annual Audit Letter

The purpose of this Annual Audit Letter is to communicate to the Members of Brentwood Borough Council and external stakeholders, including members of the public, the key issues arising from our work, which we consider should be brought to their attention.

We have already reported the detailed findings from our audit work to those charged with governance of Brentwood Borough Council in the following report:

**2013/14 Audit results report for
Brentwood Borough Council**

Issued 30 September 2014

The matters reported here are the most significant for the Authority.

I would like to take this opportunity to thank the officers of Brentwood Borough Council for their assistance during the course of our work.

Yours faithfully

Debbie Hanson
Director
For and behalf of Ernst & Young LLP
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In March 2010 the Audit Commission issued a revised version of the 'Statement of responsibilities of auditors and audited bodies' (Statement of responsibilities). It is available from the Chief Executive of each audited body and via the [Audit Commission's website](#).

The Statement of responsibilities serves as the formal terms of engagement between the Audit Commission's appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The Standing Guidance serves as our terms of appointment as auditors appointed by the Audit Commission. The Standing Guidance sets out additional requirements that auditors must comply with, over and above those set out in the Code of Audit Practice 2010 (the Code) and statute, and covers matters of practice and procedure which are of a recurring nature.

This Audit Results Report is prepared in the context of the Statement of responsibilities. It is addressed to the Members of the audited body, and is prepared for their sole use. We, as appointed auditor, take no responsibility to any third party.

Our Complaints Procedure – If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, you may take the issue up with your usual partner or director contact. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute. We can provide further information on how you may contact our professional institute.

1. Executive summary

Our 2013/14 audit work has been undertaken in accordance with the Audit Plan we issued on 17 February 2014 and is conducted in accordance with the Audit Commission's Code of Audit Practice, International Standards on Auditing (UK and Ireland) and other guidance issued by the Audit Commission.

The Authority is responsible for preparing and publishing its Statement of Accounts, accompanied by the Annual Governance Statement. In the Annual Governance Statement, the Authority reports publicly on an annual basis on the extent to which they comply with their own code of governance, including how they have monitored and evaluated the effectiveness of their governance arrangements in the year, and on any planned changes in the coming period. The Authority is also responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

As auditors we are responsible for:

- ▶ forming an opinion on the financial statements;
- ▶ reviewing the Annual Governance Statement;
- ▶ forming a conclusion on the arrangements that the Authority has in place to secure economy, efficiency and effectiveness in its use of resources; and
- ▶ undertaking any other work specified by the Audit Commission.

Summarised below are the conclusions from all elements of our work:

Audit the financial statements of Brentwood Borough Council for the financial year ended 31 March 2014 in accordance with International Standards on Auditing (UK & Ireland).	On 30 September 2014 we issued an unqualified audit opinion in respect of the Authority's financial statements.
Form a conclusion on the arrangements the Authority has made for securing economy, efficiency and effectiveness in its use of resources.	On 30 September 2014 we issued an unqualified value for money conclusion.
Issue a report to those charged with governance of the Authority (the Audit and Scrutiny Committee) communicating significant findings resulting from our audit.	On 30 September 2014 we issued our report in respect of the Authority.
Report to the National Audit Office on the accuracy of the consolidation pack the Authority is required to prepare for the Whole of Government Accounts.	We reported our findings to the National Audit Office on 30 September 2014.
Consider the completeness of disclosures in the Authority's Annual Governance Statement, identify any inconsistencies with the other information of which we are aware from our work and consider whether it complies with CIPFA / SOLACE guidance.	No issues to report.
Consider whether, in the public interest, we should make a report on any matter coming to our notice in the course of the audit.	No issues to report.
Determine whether any other action should be taken in relation to our responsibilities under the Audit Commission Act.	No issues to report.

Issue a certificate that we have completed the audit in accordance with the requirements of the Audit Commission Act 1998 and the Code of Practice issued by the Audit Commission.	On 30 September 2014 we issued our audit completion certificate.
Issue a report to those charged with governance of the Authority summarising the certification (of grant claims and returns) work that we have undertaken.	Work on the Authority's Housing Benefit Claim is still ongoing. Our annual certification report in respect to the 2013/14 financial year will be issued to those charged with governance on completion of this work in December 2014.

1.1 Audit Fees

The table below sets out the scale fee and our final proposed audit fees.

	Proposed final fee	Scale fee
Code audit work	88,775	£89,775
Certification of claims and returns *	£15,794	£15,794

* Work on the certification of claims and returns is not yet complete. We will report our final fee for the certification work after we completed our work in December 2014.

We confirm that we have not undertaken any non-audit work outside of the Audit Commission's Audit Code requirements.

2. Key findings

2.1 Financial statement audit

We audited the Authority's Statement of Accounts in line with the Audit Commission's Code of Audit Practice, International Standards on Auditing (UK and Ireland) and other guidance issued by the Audit Commission. We issued an unqualified audit report on 30 September 2014.

In our view, the quality of the process for producing the accounts, including the supporting working papers was generally good. However, we identified a number of errors in accounting for fixed assets as outlined below. The main issues identified as part of our audit were:

Significant risk 1: Localisation of Business Rates

There have been significant changes in the arrangements for business rate arrangements from April 2013. The detailed accounting arrangements for the new arrangement were not clear at the time the Authority was preparing its accounts, and this was therefore presented as a risk in terms of the financial statements. One of the main changes is that individual local authorities now need to provide for rating appeals. This includes not only claims from 1 April 2013 but claims that relate to earlier periods.

Our audit work confirmed that the accounting treatment adopted by the Council for business rates was appropriate and in compliance with the CIPFA Code of Practice.

In addition we are satisfied that the provision for NNDR appeals has been calculated on a reasonable basis in line with accounts requirements.

Significant risk 2: Accounting for fixed assets

The changes in the asset system and valuer in 2012/13, along with the history of errors in accounting for fixed assets, contributed to the errors identified in the 2012/13 accounts. We are still resolving the prior year issues and, in discussion with Capita, we are coming close to a resolution. No other issues were identified

The Council also appointed a new valuer again for 2013/14. Late information received from the Valuer resulted in material changes being made to the accounts, for which the Council amended the accounts for the largest of these. Their review identified significant change in values of a number of assets and we requested that management confirm their agreement with the findings of the valuer.

Significant risk 3: General Ledger System Change

Our audit work did not identify any issues and we were able to place reliance on the controls operating within the new General Ledger system.

Significant risk 4: Management Override

ISA (UK&I) 240 requires that we plan our audit work to consider the risk of fraud. This includes consideration of the risk that management may override controls in order to manipulate the financial statements.

Our audit procedures and testing did not identify any instances of misstatement due to fraud and error.

Other key findings:

We identified five misstatements within the draft financial statements, which management has chosen not to adjust. None of which were individually or in aggregate material to the presentation and disclosures of the financial statements. Management, in agreement with the Audit and Scrutiny Committee provided a rationale as to why these misstatements were not corrected

Our audit identified a number of further misstatements which the audit team highlighted to management for amendment. All of these were corrected during the course of our work. We considered two of these misstatements to be significant, which we reported separately in our Audit Results Report. None of the adjustments affected the Council's financial position or level of useable reserves.

The Council have completed their review of the single status and all necessary accounting entries and provisions have been correctly made.

2.2 Value for money conclusion

We are required to carry out sufficient work to conclude on whether the Authority has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

In accordance with guidance issued by the Audit Commission, in 2013/14 our conclusion was based on two criteria:

- ▶ The organisation has proper arrangements in place for securing financial resilience; and
- ▶ The organisation has proper arrangements for challenging how it secures economy, efficiency and effectiveness.

We issued an unqualified value for money conclusion on 30 September 2014. Our audit did not identify any significant matters.

We did however note that, along with many other local authorities, Brentwood is facing significant financial challenges over the next three to four years. The Authority's external funding sources are reducing and are subject to change and uncertainty in future years. Some of the main areas of uncertainty relate to:

- ▶ Future levels of business rates income;
- ▶ Future funding through the New Homes Bonus; and
- ▶ Level of Government funding through the Revenue Support Grant (RSG) and Baseline Funding (business rates).

The Council is clearly aware of the challenges it faces and is continuing with its Transformation Programme. It has a strong track record of delivering savings and meeting its budget. Good progress has already been made on identifying savings to bridge the budget gap of around £0.86 million in 2016-17. Members need to be aware of the future financial pressures the Authority is facing and consider carefully the impact of any decisions they make on the ongoing sustainability of the Authority's financial position and its ability to maintain service levels in future years.

2.3 Whole of government accounts

We reported to the National Audit office on 30 September 2014 the results of our work performed in relation the accuracy of the consolidation pack the Authority is required to prepare for the whole of government accounts. We did not identify any areas of concern.

2.4 Annual governance statement

We are required to consider the completeness of disclosures in the Authority's Annual Governance Statement, identify any inconsistencies with the other information of which we are aware from our work, and consider whether it complies with CIPFA / SOLACE guidance. We completed this work and did not identify any areas of concern.

2.5 Certification of grants claims and returns

We have not yet completed our work on the certification of grants and claims. We will issue the Annual Certification Report for 2013/14 in December 2014.

3. Control themes and observations

As part of our audit of the financial statements, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. Although our audit was not designed to express an opinion on the effectiveness of internal of internal control, we are required to communicate to those charged with governance at the Authority, any significant deficiencies in internal control.

We have not identified any significant weakness in the design of operation of an internal control that might result in a material error in your financial statements of which you are not aware.

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