

# Wycombe District Council

Year ended 31 March 2013

## Annual Audit Letter

31 October 2013

Ernst & Young LLP



The Members  
Wycombe District Council  
Queen Victoria Road  
High Wycombe  
Bucks  
HP11 1BB

22 October 2013

Dear Member

**Annual Audit Letter**

The purpose of this Annual Audit Letter is to communicate to the Members of Wycombe District 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 in our 19 September 2013 2012-13 Audit results report.

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

We would like to take this opportunity to thank the officers of Wycombe District Council for their assistance during the course of our work.

Yours faithfully

**Mick West**  
Director  
For and behalf of Ernst & Young LLP  
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## Contents

<b>1. Executive summary</b> .....	<b>2</b>
<b>2. Key findings</b> .....	<b>4</b>
<b>3. Control themes and observations</b> .....	<b>6</b>

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 2012-13 audit work has been undertaken in accordance with the Audit Plan we issued in March 2013 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 it complies with its own code of governance, including how it has monitored and evaluated the effectiveness of its 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
- ▶ 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 Wycombe District Council for the financial year ended 31 March 2013 in accordance with International Standards on Auditing (UK & Ireland).	On 25 September 2013 we issued an unqualified audit opinion in respect of the Authority.
Form a conclusion on the arrangements the Authority has made for securing economy, efficiency and effectiveness in its use of resources.	On 25 September 2013 we issued an unqualified value for money conclusion.
Issue a report to those charged with governance of the Authority (the Audit Committee) communicating significant findings resulting from our audit.	On 19 September 2013 we issued our final 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 25 September 2013.
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 1998.

No issues to report.

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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 25 September 2013 we issued our audit completion certificate.

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Issue a report to those charged with governance of the Authority summarising the certification (of grants claims and returns) work that we have undertaken.

We will issue the report for 2012-13 in January 2014.

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## 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 auditor's report on 25 September 2013.

In our view, the quality of the process for producing the accounts, including the supporting working papers, was good. The main area for improvement is for the Council to ensure all supporting working papers are prepared and reviewed prior to the commencement of the audit.

### 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 2012-13 our conclusion was based on two criteria:

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

We issued an unqualified value for money conclusion on 25 September 2013. Our audit did not identify any significant matters.

## **2.3 Whole of Government Accounts**

We reported to the National Audit office on 25 September 2013 the results of our work performed in relation to the consolidation pack that 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**

The Annual Certification Report for 2011-12 was prepared by the previous auditor.

We will issue the Annual Certification Report for 2012-13 in January 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 control we communicated to those charged with governance, the Audit Committee, as required, significant deficiencies in internal control.

The matters reported are shown below and are limited to those deficiencies that we identified during the audit and that we concluded are of sufficient importance to merit being reported.

<b>Weakness identified</b>	<b>Impact</b>
We found that a number of key control account reconciliations were not always routinely carried out through the year and/or were not always reviewed by a senior officer; and that a number of year-end reconciliations contained reconciling items that were not cleared or supported adequately.	Increased risk of undetected error or misstatement in the financial statements.

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Ernst & Young LLP, 1 More London Place, London, SE1 2AF.

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