

Archwilydd Cyffredinol Cymru
Auditor General for Wales



WALES AUDIT OFFICE
SWYDDFA ARCHWILIO CYMRU

Audit of Financial Statements Report

Vale of Glamorgan Council Shared Regulatory Services Joint Committee

Audit year: 2015-16

Issued: September 2016

Document reference: 523A2016

Status of report

This document has been prepared as part of work performed in accordance with statutory functions.

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The team who delivered the work comprised Anthony Veale, Steve Wyndham, Gareth Rees, Alexis Smith and Jennie Morris.

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The Auditor General intends to issue an unqualified audit report on your financial statements. There are some issues to report to you prior to their approval.

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Summary report

Introduction

1. The Auditor General is responsible for providing an opinion on whether the financial statements give a true and fair view of the financial position of the Shared Regulatory Services Joint Committee (the Joint Committee) at 31 March 2016 and its income and expenditure for the year then ended.
2. We do not try to obtain absolute assurance that the financial statements are correctly stated, but adopt the concept of materiality. In planning and conducting the audit, we seek to identify material misstatements in your financial statements, namely, those that might result in a reader of the accounts being misled.
3. The quantitative levels at which we judge such misstatements to be material for the Joint Committee is £171,240. Whether an item is judged to be material can also be affected by certain qualitative issues such as legal and regulatory requirements and political sensitivity.
4. International Standard on Auditing (ISA) 260 requires us to report certain matters arising from the audit of the financial statements to those charged with governance of a body in sufficient time to enable appropriate action.
5. This report sets out for consideration the matters arising from the audit of the financial statements of the Joint Committee, for 2015-16, that require reporting under ISA 260.

Status of the audit

6. We received the draft financial statements for the year ended 31 March 2016 on 30 June 2016, at the agreed deadline, and although the majority of our audit work upon the statements is complete a number of areas of our audit are ongoing at the time of drafting this report:
 - **IAS19 pension fund actuarial figures:** we are reviewing the IAS19 figures that have been recently provided by the actuary to reflect the transfer of staff from the three predecessor Council bodies to the Joint Committee; and
 - **Note 15 – Exit Packages:** we are waiting for information from Bridgend County Borough Council in regard to our audit testing upon redundancy costs;
7. In addition, we will also need to review the amended accounts when the final version is received, and also complete our management review of the audit work done by the audit team. There is therefore the possibility of additional issues emerging until these tasks are completed.
8. We are reporting to you the more significant issues arising from the audit, which we believe you must consider prior to approval of the financial statements. The audit team has already discussed these issues with the Head of Finance.

Proposed audit report

9. It is the Auditor General's intention to issue an unqualified audit report on the financial statements once you have provided us with a Letter of Representation based on that set out in [Appendix 1](#).
10. The proposed audit report is set out in [Appendix 2](#).

Significant issues arising from the audit

Uncorrected misstatements

11. There are no misstatements identified in the financial statements, which remain uncorrected.

Corrected misstatements

12. There are a small number of misstatements that have been corrected by management, which we consider should be drawn to your attention due to their relevance to your responsibilities over the financial reporting process. They are set out with explanations in [Appendix 3](#).

Other significant issues arising from the audit

13. In the course of the audit, we consider a number of matters both qualitative and quantitative relating to the accounts and report any significant issues arising to you. There were some issues arising in these areas this year:
 - **We have some concerns about the qualitative aspects of your accounting practices and financial reporting.** Whilst recognising that 2015-16 is the first year for which financial statements have been produced for the Joint Committee, there is scope to improve the quality of the draft statements, and they would, in our view, benefit from a more thorough quality assurance review in future years prior to them being presented for audit.
 - **We did not encounter any significant difficulties during the audit.** Officers fully engaged with the audit process and resolved audit queries promptly. We received information in a timely and helpful manner and were not restricted in our work.
 - **There were no significant matters discussed and corresponded upon with management which we need to report to you.**
 - **There are no other matters significant to the oversight of the financial reporting process that we need to report to you.**
 - **We did not identify any material weaknesses in your internal controls.**
 - **There are not any other matters specifically required by auditing standards to be communicated to those charged with governance.**

Independence and objectivity

14. As part of the finalisation process, we are required to provide you with representations concerning our independence.
15. We have complied with ethical standards and in our professional judgment, we are independent and our objectivity is not compromised. There are no relationships between the Wales Audit Office and the Council that we consider to bear on our objectivity and independence.

Appendix 1

Final Letter of Representation

Audited body's letterhead

Auditor General for Wales
Wales Audit Office
24 Cathedral Road
Cardiff
CF11 9LJ

28 September 2016

Representations regarding the 2015-16 financial statements

This letter is provided in connection with your audit of the financial statements (including that part of the Remuneration Report that is subject to audit) of the Shared Regulatory Services Joint Committee for the year ended 31 March 2016 for the purpose of expressing an opinion on their truth and fairness and their proper preparation.

We confirm that to the best of our knowledge and belief, having made enquiries as we consider sufficient, we can make the following representations to you.

Management representations

Responsibilities

We have fulfilled our responsibilities for:

- The preparation of the financial statements in accordance with legislative requirements and the Accounting Code of Practice; in particular the financial statements give a true and fair view in accordance therewith.
- The design, implementation, maintenance and review of internal control to prevent and detect fraud and error.

Information provided

We have provided you with:

- Full access to:
 - all information of which we are aware that is relevant to the preparation of the financial statements such as books of account and supporting documentation, minutes of meetings and other matters;

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- additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to staff from whom you determined it necessary to obtain audit evidence.
 - The results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - Our knowledge of fraud or suspected fraud that we are aware of and that affects the Joint Committee and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
 - Our knowledge of any allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, regulators or others.
 - Our knowledge of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
 - The identity of all related parties and all the related party relationships and transactions of which we are aware.

Financial statement representations

All transactions, assets and liabilities have been recorded in the accounting records and are reflected in the financial statements.

Significant assumptions used in making accounting estimates, including those measured at fair value, are reasonable.

Related party relationships and transactions have been appropriately accounted for and disclosed.

All events occurring subsequent to the reporting date which require adjustment or disclosure have been adjusted for or disclosed.

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.

The financial statements are free of material misstatements, including omissions.

Representations by the Joint Committee

We acknowledge that the representations made by management, above, have been discussed with us.

We acknowledge our responsibility for the preparation of true and fair financial statements in accordance with the applicable financial reporting framework. The financial statements were approved by the Joint Committee on 20 September 2016.

We confirm that we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that it has been communicated to you. We confirm that, as far as we are aware, there is no relevant audit information of which you are unaware.

Signed by:

Officer who signs on behalf of management

Date:

Signed by:

Member who signs on behalf of the Joint Committee

Date:

Appendix 2

Proposed audit report of the Auditor General to the Shared Regulatory Services Joint Committee

I have audited the accounting statements and related notes of Shared Regulatory Services Joint Committee for the year ended 31 March 2016 under the Public Audit (Wales) Act 2004. Shared Regulatory Services Joint Committee's accounting statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet and the Cash Flow Statement.

The financial reporting framework that has been applied in their preparation is applicable law and the Code of Practice on Local Authority Accounting in the United Kingdom 2015-16 based on International Financial Reporting Standards (IFRSs).

Respective responsibilities of the responsible financial officer and the Auditor General for Wales

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on pages 7-8, the responsible financial officer is responsible for the preparation of the statement of accounts, which gives a true and fair view.

My responsibility is to audit the accounting statements and related notes in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require me to comply with the Financial Reporting Council's Ethical Standards for Auditors.

Scope of the audit of the accounting statements

An audit involves obtaining evidence about the amounts and disclosures in the accounting statements and related notes sufficient to give reasonable assurance that the accounting statements and related notes are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Shared Regulatory Services Joint Committee's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the responsible financial officer and the overall presentation of the accounting statements and related notes.

In addition, I read all the financial and non-financial information in the Narrative Report to identify material inconsistencies with the audited accounting statements and related notes and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies, I consider the implications for my report.

Opinion on the accounting statements of Shared Regulatory Services Joint Committee

In my opinion the accounting statements and related notes:

- give a true and fair view of the financial position of Shared Regulatory Services Joint Committee as at 31 March 2016 and of its income and expenditure for the year then ended; and

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- have been properly prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2015-16.

Opinion on other matters

In my opinion, the information contained in the Narrative Report is consistent with the accounting statements and related notes.

Matters on which I report by exception

I have nothing to report in respect of the following matters, which I report to you, if, in my opinion:

- adequate accounting records have not been kept;
- the accounting statements are not in agreement with the accounting records and returns;
or
- I have not received all the information and explanations I require for my audit;
- the Governance Statement does not reflect compliance with guidance.

Certificate of completion of audit

I certify that I have completed the audit of the accounts of Shared Regulatory Services Joint Committee in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Auditor General for Wales' Code of Audit Practice.

For and on behalf of
Huw Vaughan Thomas
Auditor General for Wales
September 2016

Wales Audit Office
24 Cathedral Road
Cardiff
CF11 LJ

Appendix 3

Summary of corrections made to the draft financial statements which should be drawn to the attention of the Shared Regulatory Services Joint Committee

During our audit we identified the following misstatements that have been corrected by management, which we consider should be drawn to your attention due to their relevance to your responsibilities over the financial reporting process.

Value of correction	Nature of correction
Various	IAS19 (Employee Benefits) pension fund actuarial adjustment The IAS19 figures within the Financial Statements and the related disclosures within Note 14 (Retirement Benefits) have been amended in accordance with the revised information provided by the Pension Fund actuary to reflect the transfer of staff from the three predecessor Councils to the Shared Regulatory Services Joint Committee.
N/A	Income and Expenditure Disclosure An additional disclosure note has been added to provide a detailed breakdown of the Joint Committee's material expenditure upon transport and supplies and services.
N/A	Note 15: Employees Emoluments The Remuneration Bandings table within the Note has been amended to include the fact that a small number of staff received compensation in regard to loss of office. These compensation payments require disclosure within the Note in accordance with the requirements of the Code.
£ 1,425	Note 15 Exit Packages The number and cost for one of the bandings was amended to reflect the correct basis for compiling the disclosure, in this case including an additional entry to the 0 - £20,000 banding.
N/A	Typographical and narrative corrections A number of narrative changes have been made to the financial statements. The most significant of these relate to: <ul style="list-style-type: none">• Explanatory Foreword: additional narrative has been included to better inform users of the accounts of the nature of the Joint Committee and of its finances and financial position;• Note 1 amended to reflect those changing policies that are applicable to the Joint Committee; and• Note references have been amended on the face of Consolidated Income and Expenditure account and Balance Sheet to reflect the correct references.

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