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# Report to those charged with governance (ISA 260) 2012/13

London Borough of Brent

September 2013



**The contacts at KPMG in connection with this report are:**

**Phil Johnstone**

*Director*

*KPMG LLP (UK)*

Tel: + [44] 207 311 2091

philip.johnstone@kpmg.co.uk

**Steve Lucas**

*Senior Manager*

*KPMG LLP (UK)*

Tel: + [44] 207 311 2184

stephen.lucas@kpmg.co.uk

**Jonathan Ware**

*Assistant Manager*

*KPMG LLP (UK)*

Tel: + [44] 207 311 2283

jonathan.ware@kpmg.co.uk

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This report is addressed to the Authority and has been prepared for the sole use of the Authority. We take no responsibility to any member of staff acting in their individual capacities, or to third parties. The Audit Commission has issued a document entitled *Statement of Responsibilities of Auditors and Audited Bodies*. This summarises where the responsibilities of auditors begin and end and what is expected from the audited body. We draw your attention to this document which is available on the Audit Commission's website at [www.auditcommission.gov.uk](http://www.auditcommission.gov.uk).

External auditors do not act as a substitute for the audited body's own responsibility for putting in place proper arrangements to ensure that public business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

If you have any concerns or are dissatisfied with any part of KPMG's work, in the first instance you should contact Phil Johnstone, the appointed engagement lead to the Authority, who will try to resolve your complaint. If you are dissatisfied with your response please contact Trevor Rees on 0161 246 4000, or by email to [trevor.rees@kpmg.co.uk](mailto:trevor.rees@kpmg.co.uk), who is the national contact partner for all of KPMG's work with the Audit Commission. After this, if you are still dissatisfied with how your complaint has been handled you can access the Audit Commission's complaints procedure. Put your complaint in writing to the Complaints Unit Manager, Audit Commission, 3<sup>rd</sup> Floor, Fry Building, 2 Marsham Street, London, SW1P 4DF or by email to [complaints@audit-commission.gsi.gov.uk](mailto:complaints@audit-commission.gsi.gov.uk). Their telephone number is 03034448330.

### This report summarises:

- the key issues identified during our audit of the London Borough of Brent's (the Authority's) financial statements for the year ended 31 March 2013; and
- our assessment of the Authority's arrangements to secure value for money (VFM) in its use of resources.

### Financial statements

Our *External Audit Plan 2012/13* presented to you in March 2013 set out the four stages of our financial statements audit process.



This report focuses on the second and third stages of the process: control evaluation and substantive procedures. Our on site work for these took place in two tranches during April 2013 (interim audit) and July to September 2013 (year end audit). We carried out the following:

Control Evaluation	<ul style="list-style-type: none"> <li>■ Evaluate and test selected controls over key financial systems</li> <li>■ Review internal audit function</li> <li>■ Review accounts production process</li> <li>■ Review progress on critical accounting matters</li> </ul>
Substantive Procedures	<ul style="list-style-type: none"> <li>■ Planning and performing substantive audit procedures.</li> <li>■ Concluding on critical accounting matters.</li> <li>■ Identifying audit adjustments.</li> <li>■ Reviewing the Annual Governance Statement.</li> </ul>

We are now in the final phase of the audit. Some aspects are also discharged through this report:

Completion	<ul style="list-style-type: none"> <li>■ Declaring our independence and objectivity.</li> <li>■ Obtaining management representations.</li> <li>■ Reporting matters of governance interest.</li> <li>■ Forming our audit opinion.</li> </ul>
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### VFM conclusion

Our *External Audit Plan 2012/13* explained our risk-based approach to VFM work, which follows guidance provided by the Audit Commission. We have completed our work to support our 2012/13 VFM conclusion. This included:

- assessing the potential VFM risks and identifying the residual audit risks for our VFM conclusion;
- considering the results of any relevant work by the Authority, the Audit Commission, other inspectorates and review agencies in relation to these risk areas.

### Structure of this report

This report is structured as follows:

- Section 2 summarises the headline messages.
- Section 3 sets out the key findings from our audit work in relation to the 2012/13 financial statements.
- Section 4 outlines the key findings from our work on the VFM conclusion.

### Acknowledgements

We would like to take this opportunity to thank Officers and Members for their continuing help and co-operation throughout our audit work.

This table summarises the headline messages. The remainder of this report provides further details on each area.

<b>Proposed audit opinion</b>	<p>We anticipate issuing an unqualified audit opinion by 30 September 2013.</p> <p>We also expect to report that the wording of your Annual Governance Statement accords with our understanding.</p>
<b>Audit adjustments</b>	<p>The audit of your financial statements identified one material adjustment within Property, Plant and Equipment and three non-trivial adjustments, none of which affected the Authority's financial position. The Authority also made a small number of trivial adjustments, most of which were of a presentational nature.</p> <p>For completeness, we have included the details of the non-trivial audit differences in Appendix 1. The Authority has decided that these will be adjusted.</p>
<b>Accounts production and audit process</b>	<p>The Authority has good processes in place for the production of the financial statements. Officers dealt efficiently with audit queries and the audit process has been completed within the planned timescales.</p> <p>We have worked with officers throughout the year to discuss the specific risk areas for this year's audit. The Authority addressed the issues appropriately.</p>
<b>Control environment</b>	<p>The Authority's organisation and IT control environment is effective, and controls over the key financial systems are sound.</p> <p>We are satisfied that internal audit are compliant with the Code of Practice for Internal Audit in Local Government and have been able to place reliance on their work where this was relevant to our work.</p>
<b>Completion</b>	<p>At the date of this report our audit of the financial statements is substantially complete. Before we can issue our opinion we require a signed management representation letter.</p> <p>We confirm that we have complied with requirements on objectivity and independence in relation to this year's audit of the Authority's financial statements.</p>
<b>VFM conclusion</b>	<p>We expect to conclude that the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources. We therefore anticipate issuing an unqualified VFM conclusion by 30 September 2013. This is also subject to consideration of any objection to the financial statements.</p>
<b>Audit certificate</b>	<p>As of 12 September 2013, we have not received your completed Whole of Government Accounts return. If we do not receive this in sufficient time to allow us to complete the procedures specified by the National Audit Office on the return by 30 September, we cannot formally conclude the audit and issue an audit certificate at the same time as we issue our opinion.</p> <p>We will provide an update to the Audit Committee on the progress of the audit of the WGA return.</p>

**We have identified no issues in the course of the audit that are considered to be material.**

**The wording of your Annual Governance Statement accords with our understanding.**

### Proposed audit opinion

We anticipate issuing an unqualified audit opinion by 30 September 2013 subject to consideration of a potential objection from a member of the public.

### Audit differences

In accordance with ISA 260 we are required to report uncorrected audit differences to you. We also report any material misstatements which have been corrected and which we believe should be communicated to you to help you meet your governance responsibilities.

We identified one material adjustment that was corrected, where capital additions and disposals had both been overstated by £32.8m as part of an exercise to align the asset register with the phases of the South Kilburn regeneration project. In addition, we identified three non trivial adjustments which we have included in Appendix A for completeness.

There is no net impact on the General Fund as a result of audit adjustments.

In addition, we identified a small number of presentational adjustments required to ensure that the financial statements are compliant with the *Code of Practice on Local Authority Accounting the United Kingdom 2012/13 ('the Code')*. We understand that the Authority will be addressing these where it considers it appropriate.

### Annual Governance Statement

We have reviewed the Annual Governance Statement and confirmed that:

- it complies with *Delivering Good Governance in Local Government: A Framework* published by CIPFA/SOLACE; and
- it is not misleading or inconsistent with other information we are aware of from our audit of the financial statements.

The Authority has good processes in place for the production of the financial statements and good quality supporting working papers. .

Officers dealt efficiently with audit queries and the audit process could be completed within the planned timescales.

#### Accounts production and audit process

ISA 260 requires us to communicate to you our views about the significant qualitative aspects of the Authority's accounting practices and financial reporting. We also assessed the Authority's process for preparing the financial statements and its support for an efficient audit.

We considered the following criteria:

Element	Commentary
<b>Accounting practices and financial reporting</b>	The Authority has good financial reporting arrangements in place.  We consider that accounting practices are appropriate.
<b>Completeness of draft financial statements</b>	We received a complete set of draft financial statements on 28 June 2013.
<b>Quality of supporting working papers</b>	Our <i>Accounts Audit Protocol and PBC (prepared by client listing)</i> , which we issued in February 2013 and discussed with officers set out our working paper requirements for the audit.  The quality of working papers provided met the standards specified in our <i>Accounts Audit Protocol</i> .
<b>Critical accounting matters (key audit risks)</b>	We have discussed with officers throughout the year the areas of specific audit risk and undertaken specific audit procedures. There are no matters to draw to your attention.

Element	Commentary
<b>Response to audit queries</b>	Officers resolved audit queries in a reasonable time.

#### Prior year recommendations

As part of our audit we have specifically followed up the Authority's progress in addressing the recommendations in last year's ISA 260 report.

The Authority has reported back to the Audit Committee on progress against the recommendations throughout the year which we have monitored. Where appropriate we have completed testing on the areas during our opinion work. We are satisfied the Authority have implemented the recommendations in the *ISA 260 Report 2011/12*.

We have worked with Officers throughout the year to discuss specific risk areas. The Authority addressed the issues appropriately.

In our External Audit Plan 2012/13, presented to you in March 2013, we identified the key risks affecting the Authority's 2012/13 financial statements.

We have now completed our testing of these areas and set out our evaluation following our substantive work.

The table below sets out our detailed findings for each risk.

Key audit significant risks	Issue	Findings
<p>Property, plant and equipment</p>	<p>The potential for impairments and valuation changes makes this balance inherently risky due to the high level of judgement and estimation uncertainty. Changes in valuation are often very significant. This is a particular risk in the current economic environment.</p> <p>This is also a complex area of accounting, due to the impact of capital financing on the accounting transactions.</p>	<p>We reviewed the controls that the Authority has in place to determine its property, plant and equipment balances including instructions provided to the Authority's property valuer. We found the controls to be appropriate and the instructions given to the valuer were consistent with our understanding of the Authority's revaluation policies.</p> <p>We assessed the independence, qualifications and experience of the valuer and found it sufficient to allow us to place reliance on their work.</p> <p>We performed substantive procedures over a sample of valuations and their associated depreciation calculations and obtained assurance that the accounting treatment had been appropriately applied.</p>
<p>Pension liability and pensions costs</p>	<p>Pension liabilities require a significant level of expertise, judgement and estimation and are therefore more susceptible to error. Pension costs are a judgement area driven by actuarial techniques.</p> <p>These are both very complex accounting areas.</p>	<p>We reviewed the instructions provided to the Actuary and found them to be in line with our expectations.</p> <p>We reviewed the controls in place and the information supplied by the Authority to the Actuary and found them to be satisfactory.</p> <p>We also undertook tests of detail on the accounting entries performed as a result of the information provided by the actuary and found them to be compliant with IAS 19.</p>

Key audit risk	Issue	Findings
	<p>The Council has three Private Finance Initiative (PFI) schemes including one to provide and maintain social housing and replacement residential facilities for people with learning disabilities. This scheme is complex and has three phases with further assets being brought onto the balance sheet this year. Accounting for the scheme will be complex and judgement areas will include the assumptions and other factors built into the financial model for the scheme.</p> <p>Note: In the audit plan we initially highlighted this as a significant risk. After consideration of the values of additions, we decided that while it was a risk, it wasn't a significant risk.</p>	<p>We reviewed the arrangements that the Council has put in place to determine the accounting entries and disclosures required in the financial statements for the PFI scheme, and tested accounting entries back to supporting documentation. No errors were found.</p>
	<p>The Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 ("the Code") included key changes for:</p> <ul style="list-style-type: none"> <li>■ Housing Revenue Account (HRA);</li> <li>■ Carbon Reduction Commitment (CRC) ; and</li> <li>■ Exit Packages.</li> </ul>	<p>We reviewed the Authority's financial statements against the new requirements of the Code and found that the items had been adequately disclosed.</p>
	<p>The Council's finance department has two major challenges during the period the financial statements are audited – they are due to move offices and new financial systems are due to be operational from 1 August 2013. While plans are being made as to how the workload is managed, the Council will need to ensure that the quality of its financial statements, working papers and responses to audit queries do not suffer.</p>	<p>We discussed arrangements and timetabling with officers and planned our work wherever possible to help avoid any "bottlenecks".</p> <p>We did not experience significant delays in the audit as a result of the office move. The planned move to the new Oracle system has been delayed until November 2013.</p>

Key audit risk	Issue	Findings
	<p>As at 30 November 2012, the Council is forecasting an underspend of £795,000 against its 2012/13 budget. This includes delivering a savings programme totalling £12m.</p> <p>The Council currently estimates that another £7m in savings will need to be achieved during 2013/14 to address the further reductions to local authority funding. Against a backdrop of continued demand pressures across all areas, especially in adult services, it will become more and more difficult to deliver these savings in a way that secures longer term financial and operational sustainability.</p> <p>If there are any related liabilities at year end, these will need to be accounted for in the 2012/13 financial statements as appropriate.</p>	<p>In conjunction with our VFM work we critically assessed the controls the Authority has in place to ensure a sound financial standing.</p> <p>We reviewed the budget monitoring arrangements and found these to be robust. The savings planned for 2012/13 were delivered in line with the plan with the General Fund reserve being increased to £12m.</p> <p>We found that the Medium Term Financial Plan had considered the potential funding reductions and that it was sufficiently robust to assist the Authority in delivering services while maintaining financial stability. The budget for 2013/14 was agreed by the Council with a further £11m of savings identified.</p> <p>Our work on creditors and provisions did not identify any concerns with liabilities not being accounted for in the correct year.</p>

## Control environment

**The Authority's organisation and IT control environment is effective, and controls over the key financial systems are sound.**

**We are satisfied that internal audit are compliant with the Code of Practice for Internal Audit in Local Government and have been able to place reliance on their work where this was relevant to our work.**

During April 2013 we completed our control evaluation work. We did not issue an interim report as there were no significant issues arising from this work. For completeness we reflect on key findings from this work.

### Organisational and IT control environment

Controls operated at an organisational level often have an impact on controls at an operational level and if there were weaknesses this would have implications for our audit. We therefore obtain an understanding of the Authority's overall control environment and determine if appropriate controls have been implemented.

The Authority also relies on information technology (IT) to support both financial reporting and internal control processes.

We found that your organisational and IT control environment is effective overall.

### Review of Internal Audit

We work with your internal auditors to assess the control framework for certain key financial systems and seek to rely on any relevant work they have completed to minimise unnecessary duplication of work.

Where we intend to rely on internal audit's work in respect of the Authority's key financial systems, auditing standards require us to complete an overall assessment of the internal audit function and to evaluate and test aspects of their work.

Based on the internal audit Annual report, our review of their reports, attendance at Audit Committee and regular meetings during the course of the year, internal audit continue to comply with the Code of Practice for Internal Audit in Local Government.

Since April 2013, the United Kingdom Public Sector Internal Audit Standards (PSIAS) apply across the whole of the public sector, including local government. These standards are intended to promote further improvement in the professionalism, quality, consistency and effectiveness of internal audit across the public sector.

### Controls over key financial systems

Where we have determined that this is the most efficient audit approach to take, we test selected controls that address key risks within the financial systems. The strength of the control framework informs the substantive testing we complete during our final accounts visit.

Based on the work of your internal auditors, and our own work on controls, the controls over the financial systems are sound.

## Completion

**We confirm that we have complied with requirements on objectivity and independence in relation to this year's audit of the Authority's financial statements.**

**Before we can issue our opinion we require a signed management representation letter.**

**Once we have finalised our opinions and conclusions we will prepare our *Annual Audit Letter* and close our audit.**

### Declaration of independence and objectivity

As part of the finalisation process we are required to provide you with representations concerning our independence.

In relation to the audit of London Borough of Brent's financial statements for the year ending 31 March 2013, we confirm that there were no relationships between KPMG LLP and the Authority, its directors and senior management and its affiliates that we consider may reasonably be thought to bear on the objectivity and independence of the audit engagement lead and audit staff. We also confirm that we have complied with Ethical Standards and the Audit Commission's requirements in relation to independence and objectivity.

We have provided a detailed declaration in Appendix 2 in accordance with ISA 260.

### Management representations

You are required to provide us with representations on specific matters such as your financial standing and whether the transactions within the financial statements are legal and unaffected by fraud. We have provided a template to the Authority, a draft of which is reproduced in Appendix 3. We require a signed copy of your management representations before we issue our audit opinion.

### Other matters

ISA 260 requires us to communicate to you by exception 'audit matters of governance interest that arise from the audit of the financial statements'.

There are no others matters which we wish to draw to your attention in addition to those highlighted in this report relating to the audit of the Authority's 2012/13 financial statements.

## VFM conclusion

**Our VFM conclusion considers how the Authority secures financial resilience and challenges how it secures economy, efficiency and effectiveness.**

**We have concluded that the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.**

### Background

Auditors are required to give their statutory VFM conclusion based on two criteria specified by the Audit Commission. These consider whether the Authority has proper arrangements in place for:

- securing financial resilience: looking at the Authority’s financial governance, financial planning and financial control processes; and
- challenging how it secures economy, efficiency and effectiveness: looking at how the Authority is prioritising resources and improving efficiency and productivity.

We follow a risk based approach to target audit effort on the areas of greatest audit risk. We consider the arrangements put in place by the Authority to mitigate these risks and plan our work accordingly. Our approach was set out in more detail in our *External Audit Plan 2012/13*.

### Departures of senior officers

We identified a specific piece of work we needed to complete in relation to termination payments made to senior officers.

Our review found that the Council had followed appropriate procedures and that there were no issues that impacted on our value for money conclusion. A detailed report was prepared for officers highlighting the overall findings. There are no specific recommendations we are required to report to the Audit Committee.

### Conclusion

We have concluded that the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

VFM criterion	Met
Securing financial resilience	✓
Securing economy, efficiency and effectiveness	✓



## Appendix 1: Audit differences

**This appendix sets out the audit differences, all of which have been adjusted.**

We are required by ISA 260 to report all uncorrected misstatements, other than those that we believe are clearly trivial, to those charged with governance (which in the Authority's case is the Audit Committee). There are no uncorrected non trivial misstatements. We are also required to report all material misstatements that have been corrected and also other adjusted items that we believe should be communicated to you to assist you in fulfilling your governance responsibilities.

### Corrected audit differences

The following table sets out the non trivial audit differences identified by our audit of London Borough of Brent's financial statements for the year ended 31 March 2013. The Authority has decided to adjust for these.

No.	Income and Expenditure Statement	Movement in Reserves Statement	Impact			Basis of audit difference
			Assets	Liabilities	Reserves	
1						Capital additions and disposals were both overstated by £32.8m as part of an exercise to align the asset register with the phases of the South Kilburn regeneration project. This had no impact on the main financial statements as the error is all within PPE and presented within note 12 of the accounts.
2	Dr Financing and Investment I&E £3.419m					Investment income contained £3.4m of internal income that had been charged to Net Cost of Services.
	Cr Net Cost of Services £3.419m					

## Appendix 1: Audit differences (continued)

This appendix sets out the audit differences, all of which have been adjusted.

No.	Impact					Basis of audit difference
	Income and Expenditure Statement	Movement in Reserves Statement	Assets	Liabilities	Reserves	
3			Dr PPE £7.899m			<p>Recorded disposal of PFI asset incorrect for two reasons:</p> <ol style="list-style-type: none"> <li>1. The transaction was an impairment rather than a disposal.</li> <li>2. The impairment had already been accounted for on recognition of the asset.</li> </ol> <p>In addition, a similar impairment had been made on the asset in the previous year that wasn't required and has been corrected.</p>
	Cr Other operating expenditure £2.987m					
	Cr Other housing services £4.912m					
		Dr MiRS £7.899m				
					Cr Capital Adjustment Account £7.899m	
4			Cr PPE (assets under construction) £1.889m			<p>Duplication of addition, which is part of a larger asset currently under construction. Addition appeared in asset register both as a separate asset and as part of asset under construction.</p>
					Dr Revaluation Reserve £1.889m	
	<b>Cr £7.899m</b>	<b>Dr £7.899m</b>	<b>Dr £6.010m</b>	<b>Zero</b>	<b>Cr £6.010m</b>	<b>Total impact of adjustments</b>

**The Code of Audit Practice requires us to exercise our professional judgement and act independently of both the Commission and the Authority.**

### Requirements

Auditors appointed by the Audit Commission must comply with the *Code of Audit Practice* (the Code) which states that:

*“Auditors and their staff should exercise their professional judgement and act independently of both the Commission and the audited body. Auditors, or any firm with which an auditor is associated, should not carry out work for an audited body that does not relate directly to the discharge of auditors’ functions, if it would impair the auditors’ independence or might give rise to a reasonable perception that their independence could be impaired.”*

In considering issues of independence and objectivity we consider relevant professional, regulatory and legal requirements and guidance, including the provisions of the Code, the detailed provisions of the Statement of Independence included within the Audit Commission’s Standing guidance for local government auditors (Audit Commission Guidance) and the requirements of APB Ethical Standard 1 *Integrity, Objectivity and Independence* (Ethical Standards).

The Code states that, in carrying out their audit of the financial statements, auditors should comply with auditing standards currently in force, and as may be amended from time to time. Audit Commission Guidance requires appointed auditors to follow the provisions of ISA (UK & I) 260 Communication of *Audit Matters with Those Charged with Governance* that are applicable to the audit of listed companies. This means that the appointed auditor must disclose in writing:

- Details of all relationships between the auditor and the client, its directors and senior management and its affiliates, including all services provided by the audit firm and its network to the client, its directors and senior management and its affiliates, that the auditor considers may reasonably be thought to bear on the auditor’s objectivity and independence.
- The related safeguards that are in place.

- The total amount of fees that the auditor and the auditor’s network firms have charged to the client and its affiliates for the provision of services during the reporting period, analysed into appropriate categories, for example, statutory audit services, further audit services, tax advisory services and other non-audit services. For each category, the amounts of any future services which have been contracted or where a written proposal has been submitted are separately disclosed. We do this in our Annual Audit Letter.

Appointed auditors are also required to confirm in writing that they have complied with Ethical Standards and that, in the auditor’s professional judgement, the auditor is independent and the auditor’s objectivity is not compromised, or otherwise declare that the auditor has concerns that the auditor’s objectivity and independence may be compromised and explaining the actions which necessarily follow from his. These matters should be discussed with the Audit Committee.

Ethical Standards require us to communicate to those charged with governance in writing at least annually all significant facts and matters, including those related to the provision of non-audit services and the safeguards put in place that, in our professional judgement, may reasonably be thought to bear on our independence and the objectivity of the Audit Partner and the audit team.

### General procedures to safeguard independence and objectivity

KPMG’s reputation is built, in great part, upon the conduct of our professionals and their ability to deliver objective and independent advice and opinions. That integrity and objectivity underpins the work that KPMG performs and is important to the regulatory environments in which we operate. All partners and staff have an obligation to maintain the relevant level of required independence and to identify and evaluate circumstances and relationships that may impair that independence.

**We confirm that we have complied with requirements on objectivity and independence in relation to this year's audit of the Authority's financial statements.**

Acting as an auditor places specific obligations on the firm, partners and staff in order to demonstrate the firm's required independence. KPMG's policies and procedures regarding independence matters are detailed in the Ethics and Independence Manual ('the Manual'). The Manual sets out the overriding principles and summarises the policies and regulations which all partners and staff must adhere to in the area of professional conduct and in dealings with clients and others.

KPMG is committed to ensuring that all partners and staff are aware of these principles. To facilitate this, a hard copy of the Manual is provided to everyone annually. The Manual is divided into two parts. Part 1 sets out KPMG's ethics and independence policies which partners and staff must observe both in relation to their personal dealings and in relation to the professional services they provide. Part 2 of the Manual summarises the key risk management policies which partners and staff are required to follow when providing such services.

All partners and staff must understand the personal responsibilities they have towards complying with the policies outlined in the Manual and follow them at all times. To acknowledge understanding of and adherence to the policies set out in the Manual, all partners and staff are required to submit an annual Ethics and Independence Confirmation. Failure to follow these policies can result in disciplinary action.

#### **Auditor declaration**

In relation to the audit of the financial statements of the London Borough of Brent for the financial year ending 31 March 2013, we confirm that there were no relationships between KPMG LLP and the London Borough of Brent, its directors and senior management and its affiliates that we consider may reasonably be thought to bear on the objectivity and independence of the audit engagement lead and audit staff. We also confirm that we have complied with Ethical Standards and the Audit Commission's requirements in relation to independence and objectivity.

**We ask you to provide us with representations on specific matters such as whether the transactions within the financial statements are legal and unaffected by fraud.**

**The wording for these representations is prescribed by auditing standards.**

**We require a signed copy of your management representations before we issue our audit opinion.**

Dear Sirs

This representation letter is provided in connection with your audit of the financial statements of London Borough of Brent (“the Authority”) for the year ended 31 March 2013, for the purpose of expressing an opinion:

- i. as to whether these financial statements give a true and fair view of the financial position of the Authority as at 31 March 2013 and of the Authority’s expenditure and income for the year then ended;
- ii. whether the Pension Fund financial statements give a true and fair view of the financial transactions of the Pension Fund during the year ended 31 March 2013 and the amount and disposition of the Fund’s assets and liabilities as at 31 March 2013, other than liabilities to pay pensions and other benefits after the end of the scheme year; and
- iii. whether the financial statements have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2012/13.

These financial statements comprise the London Borough of Brent Movement in Reserves Statement, the London Borough of Brent Comprehensive Income and Expenditure Statement, the London Borough of Brent Balance Sheet, the London Borough of Brent Cash Flow Statement, the Housing Revenue Account Income and Expenditure Statement, the Movement on the Housing Revenue Account Statement and the Collection Fund and the related notes. The Pension Fund financial statements comprise the Fund Account, the Net Assets Statement and the related notes.

The Authority confirms that the representations it makes in this letter are in accordance with the definitions set out in the Appendix to this letter.

The Authority confirms that, to the best of its knowledge and belief, having made such inquiries as it considered necessary for the purpose of appropriately informing itself:

### **Financial statements**

1. The Authority has fulfilled its responsibilities, as set out in regulation 8 of the Accounts and Audit (England) Regulations 2011, for the preparation of financial statements that:
  - give a true and fair view of the financial position of the Authority as at 31 March 2013 and of the Authority’s expenditure and income for the year then ended;
  - give a true and fair view of the financial transactions of the Pension Fund during the year ended 31 March 2013 and the amount and disposition of the Fund’s assets and liabilities as at 31 March 2013, other than liabilities to pay pensions and other benefits after the end of the scheme year; and
  - have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2012/13.

The financial statements have been prepared on a going concern basis.

2. Measurement methods and significant assumptions used by the Authority in making accounting estimates, including those measured at fair value, are reasonable.
3. All events subsequent to the date of the financial statements and for which the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 requires adjustment or disclosure have been adjusted or disclosed.

**We ask you to provide us with representations on specific matters such as whether the transactions within the financial statements are legal and unaffected by fraud.**

**The wording for these representations is prescribed by auditing standards.**

**We require a signed copy of your management representations before we issue our audit opinion.**

**Information provided**

4. The Authority has provided you with:
  - access to all information of which it is aware, that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
  - additional information that you have requested from the Authority for the purpose of the audit; and
  - unrestricted access to persons within the Authority from whom you determined it necessary to obtain audit evidence.
5. All transactions have been recorded in the accounting records and are reflected in the financial statements.
6. The Authority acknowledges its responsibility for such internal control as it determines necessary for the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In particular, the Authority acknowledges its responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.

The Authority has disclosed to you the results of its assessment of the risk that the financial statements may be materially misstated as a result of fraud.

8. The Authority has disclosed to you all information in relation to:
  - a) Fraud or suspected fraud that it is aware of and that affects the Authority 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; and
  - b) allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, analysts, regulators or others.

9. The Authority has disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
10. The Authority has disclosed to you and has appropriately accounted for and/or disclosed in the financial statements in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.
11. The Authority has disclosed to you the identity of the Authority's related parties and all the related party relationships and transactions of which it is aware and all related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2012/13.

**We ask you to provide us with representations on specific matters such as whether the transactions within the financial statements are legal and unaffected by fraud.**

**The wording for these representations is prescribed by auditing standards.**

**We require a signed copy of your management representations before we issue our audit opinion.**

Included in the Appendix to this letter are the definitions of both a related party and a related party transaction as the Authority understands them and as defined in IAS 24, except where interpretations or adaptations to fit the public sector are detailed in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2012/13.

13. On the basis of the process established by the Authority and having made appropriate enquiries, the Authority is satisfied that the actuarial assumptions underlying the valuation of pension scheme liabilities are consistent with its knowledge of the business.

The Authority further confirms that:

- a) all significant retirement benefits, including any arrangements that:
- are statutory, contractual or implicit in the employer's actions;
  - arise in the UK and the Republic of Ireland or overseas;
  - are funded or unfunded; and
  - are approved or unapproved,

have been identified and properly accounted for; and

- b) all settlements and curtailments have been identified and properly accounted for.

This letter was tabled and agreed at the meeting of the Audit Committee on 26 September 2013.

Yours faithfully,

Chair of the Audit Committee

Chief Financial Officer



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