

Warwickshire Joint Audit and Standards Committee Report Summary

Meeting Date: 21st October 2020

Subject: 2019/20 Draft Letters of representation – PCC and Chief Constable

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Purpose of the Report:

The purpose of this report is to provide to the Joint Audit and Standards Committee the draft letters of representation, for Warwickshire PCC and Chief Constable. The timescales and progress on the 2019/20 accounts is very tight in relation to the timing of this JASC meeting, so they are provided as provisional document only, subject to the finalisation of the audit.

A management representation letter is a letter written by the external auditors, which is signed by the PCC and Chief Constable. The letter attests to the accuracy of the financial statements that have been submitted to the auditors for their analysis. This committee undertakes its role in accordance with the latest CIPFA guidance on Audit Committees. This guidance recommends the following regarding the audit committee's role in relation to the external audit process:

Monitoring the External Audit Process

1. Providing assurance that the external auditor team maintains independence following its appointment;
2. Receiving and considering the work of external audit, and
3. Supporting the quality and effectiveness of the external audit process

In order to fulfil this requirement the JASC are requested to consider the draft Management Representation Letter as appended to this report and members are invited to raise any specific issues with Grant Thornton regarding the external audit or contents of the letters of representation.

The draft letters of representation included on this agenda are provisional at this stage, pending the finalisation of the audit. However, it is felt that given the vast majority of the audit work has been undertaken, Grant Thornton are as confident as they can be that there will not be any need for non-standard representations, so there is minimal chance of them changing, although this possibility does remain until that point.

Recommendation:

The Audit Committee is recommended to consider the auditors letters of representation and to make any comments for the PCC and Chief Constable for consideration prior to each letter being finalised and signed. If there are any significant changes to the draft letters on completion of the audit these will be shared with the Committee.