Basingstoke and Deane Borough Council
Audit results report
Year ended 31 March 2018

24 July 2018
Private and Confidential

24 July 2018

Dear Audit and Accounts Committee Members

We are pleased to attach our audit results report for the forthcoming meeting of the Audit and Accounts Committee. This report summarises our audit conclusion in relation to the audit of Basingstoke and Deane Borough Council (the Council) for 2017/18.

We have substantially completed our audit of the Council for the year ended 31 March 2018.

Subject to concluding the outstanding matters listed in our report, we confirm that we expect to issue an unqualified audit opinion on the financial statements in the form at Section 3, before the 30 July Audit and Accounts Committee and therefore before the statutory deadline of 31 July 2018.

We are reporting a number of matters on your arrangements to secure economy, efficiency and effectiveness in your use of resources.

This report is intended solely for the use of the Audit and Accounts Committee, other members of the Council, and senior management. It should not be used for any other purpose or given to any other party without obtaining our written consent.

We would like to thank your staff for their help during the audit.

We welcome the opportunity to discuss the contents of this report with you at the Audit and Accounts Committee meeting on 30 July 2018.

Yours faithfully

Paul King
Associate Partner
For and on behalf of Ernst & Young LLP
Encl
In April 2015 Public Sector Audit Appointments Ltd (PSAA) issued “Statement of responsibilities of auditors and audited bodies”. It is available from the via the PSAA website (www.PSAA.co.uk).

The Statement of responsibilities serves as the formal terms of engagement between 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 “Terms of Appointment (updated February 2017)” issued by the PSAA sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and in legislation, and covers matters of practice and procedure which are of a recurring nature.

This report is made solely to the Audit and Accounts Committee and management of Basingstoke and Deane Borough Council in accordance with the statement of responsibilities. Our work has been undertaken so that we might state to the Audit and Accounts Committee, and management of Basingstoke and Deane Borough Council those matters we are required to state to them in this report and for no other purpose. To the fullest extent permitted by law we do not accept or assume responsibility to anyone other than the Audit and Accounts Committee and management of Basingstoke and Deane Borough Council for this report or for the opinions we have formed. It should not be provided to any third-party without our prior written consent.
Executive Summary
Executive Summary

Scope update

In our audit planning report presented at the 26 March 2018 meeting of the Audit and Accounts Committee, we provided you with an overview of our audit scope and approach for the audit of the financial statements. We carried out our audit in accordance with that plan, with the exception of our subsequent identification of a significant risk relating to the valuation of Property, Plant and Equipment (PPE) and Investment Property, as set out in our Audit Progress Report presented to the 25 June 2018 meeting of the Audit and Accounts Committee.

During our year-end procedures we were able to focus the risk as being only in relation to investment properties. PPE remains another area of audit focus.

We updated our planning materiality assessment using the draft results and have also reconsidered our risk assessment. Based on our materiality measure of gross expenditure on provision of services, we have updated our overall materiality assessment to £2.03m (Audit Planning Report – £2.03m). This results in updated performance materiality, at 75% of overall materiality, of £1.5m, and an updated threshold for reporting misstatements of £50,000.

We also identified areas where misstatement at a lower level than our overall materiality level might influence the reader and developed an audit strategy specific to these areas, including:

- Remuneration disclosures including any severance payments, exit packages and termination benefits. We audit these fully given their inherent sensitive nature.
- Related party transactions. We consider any related parties in terms of the underlying relationship and potential influence, and not simply the overall values.

Status of the audit

We have substantially completed our audit of the Council’s financial statements for the year ended 31 March 2018 and have performed the procedures outlined in our Audit planning report. Subject to satisfactory completion of the following outstanding items, we expect to issue an unqualified opinion on the Council’s financial statements in the form which appears at Section 3.

- Receipt of the signed statement of accounts
- Completion of closing audit procedures; and
- Receipt of the signed management representation letter

We have also considered the request to exercise our statutory powers under section 8 of the Local Audit and Accountability Act 2014 (see section 06) and have concluded that we should not do so.
# Executive Summary

## Audit differences

We identified one minor audit difference in the financial statements relating to pension assets of £724,000. Given that this is not significant, we agreed with Officers that the financial statements should not be amended.

We have not identified any adjusted audit differences over our reporting threshold of £1.5m.

Details can be found in Section 4 Audit Differences.

## Areas of audit focus

Our Audit Planning Report identified key areas of focus for our audit of the Council’s financial statements. This report sets out our observations and conclusions, including our views on areas which might be conservative, and where there is potential risk and exposure. We summarise our consideration of these matters, and any others identified, in the "Key Audit Issues" section of this report.

We ask you to review these and any other matters in this report to ensure:

- There are no other considerations or matters that could have an impact on these issues
- You agree with the resolution of the issue
- There are no other significant issues to be considered.

There are no matters, apart from those reported by management or disclosed in this report, which we believe should be brought to the attention of the Audit and Accounts Committee.

## Control observations

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements and which is unknown to you, although we are reporting one issue regarding lease agreements. Details of this issue are set out in section 07.

## Value for money

We have considered your arrangements to take informed decisions; deploy resources in a sustainable manner; and work with partners and other third parties. In our Audit Planning Report we identified no significant risks.

We have no matters to report about your arrangements to secure economy efficiency and effectiveness in your use of resources.
## Executive Summary

### Other reporting issues

We have reviewed the information presented in the Annual Governance Statement for consistency with our knowledge of the Council. We have no matters to report as a result of this work.

We have performed the procedures required by the National Audit Office (NAO) on the Whole of Government Accounts submission. We had no issues to report.

As set out in our Audit planning report we noted that issues have been raised with us by a legal firm representing a local charity about the Council’s proposed Hotel Development Agreement in respect of Basing View. Further details can be found on page 29.

We have no other matters to report.

### Independence

We have no issues to report.

Please refer to Section 9 for our update on Independence.
Areas of Audit Focus
### Areas of Audit Focus

#### Significant risk

<table>
<thead>
<tr>
<th>Misstatements due to fraud or error</th>
<th>What is the risk?</th>
</tr>
</thead>
<tbody>
<tr>
<td>The financial statements as a whole are not free of material misstatements whether caused by fraud or error.</td>
<td></td>
</tr>
<tr>
<td>As identified in ISA (UK and Ireland) 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We identify and respond to this fraud risk on every audit engagement.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>What judgements are we focused on?</th>
</tr>
</thead>
<tbody>
<tr>
<td>As part of our work we focused the key judgemental areas of financial statements, such as accounting policies, the model applied to the minimum revenue provision and unusual transactions.</td>
</tr>
<tr>
<td>We reviewed accounting estimates for evidence of management bias, and specifically focused on the following:</td>
</tr>
<tr>
<td>‣ IAS 19 disclosures;</td>
</tr>
<tr>
<td>‣ NDR appeals provision; and</td>
</tr>
<tr>
<td>‣ Valuation of land and buildings in Property, Plant and Equipment and Investment Properties.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>What are our conclusions?</th>
</tr>
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<tbody>
<tr>
<td>Our audit work found no evidence that management had attempted to override internal controls. This conclusion is based on detailed testing of accounts entries susceptible to potential manipulation.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>What did we do?</th>
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<tbody>
<tr>
<td>We have performed the procedures described in our original audit plan. Please see the following page for full details.</td>
</tr>
</tbody>
</table>
Areas of Audit Focus

Significant risk

Further details on procedures/work performed

We identified the key fraud risks at the planning stage of the audit and considered the effectiveness of management’s controls that are designed to address the risk of fraud. We updated our understanding of the risks of fraud and the controls put in place to address them and made enquiries of Internal Audit, management and those charged with governance to support our understanding.

We have:

- Reviewed the appropriateness of journal entries recorded in the general ledger, and other adjustments made in the preparation of the financial statements.
- Formed an expectation of the movements we expected to see in the Balance Sheet from the prior year, based on our review of minutes and reports and meetings with officers through the year. We reviewed, gained an understanding of and tested the movements in accounts receivable and accounts payable balances within the Balance Sheet from the prior year and challenged where those movements were outside our expectations.
- Reviewed, discussed with management and challenged any accounting estimates on revenue or expenditure recognition for evidence of bias, specifically:
  - IAS 19 disclosures;
  - NDR appeals provision; and
  - Valuation of land and buildings in Property, Plant and Equipment and Investment Properties.
  
  We found that the valuation method for each is appropriate.
- Reviewed the transactions in the financial statements for evidence of any significant unusual transactions. We found no evidence of any unusual transactions.
## Significant Risk

### Valuation of Investment Properties

#### What is the risk?

The fair value of Investment Properties (IP) represent significant balances in the Council’s accounts and are subject to valuation changes, impairment reviews and depreciation charges. Management is required to make material judgemental inputs and apply estimation techniques to calculate the year-end balances recorded in the balance sheet.

#### What did we do?

We had early conversations with officers to understand the reasons for the large revaluation movements recorded.

We have:
- Considered the work performed by the Council’s valuers, this included a review of the adequacy of the scope of the work performed, their professional capabilities and the results of their work;
- Sample tested key asset information used by the valuer in performing their valuation (e.g. floor plans to support valuations based on price per square metre);
- Tested accounting entries have been correctly processed in the financial statements,

#### What judgements are we focused on?

As part of our work we focused the key judgemental areas within asset valuations, such as the passing rents used to generate the valuations and the method used for valuing certain assets.

We reviewed the accounting estimate of asset valuation for evidence of management bias.

#### What are our conclusions?

Prior to our review the Council identified one valuation issue to the valuation of investment properties being an understatement of £100,000 relating to inaccurate base data used in the valuation.

We have confirmed this difference is isolated in nature and as it has been corrected we conclude that investment properties are correctly valued in the financial statements.
## Areas of Audit Focus

### Other risk

### Valuation of Property, Plant and Equipment (PPE)

#### What is the risk?

The fair value of Property, Plant and Equipment (PPE) represent significant balances in the Council’s accounts and are subject to valuation changes, impairment reviews and depreciation charges. Management is required to make material judgemental inputs and apply estimation techniques to calculate the year-end balances recorded in the balance sheet.

<table>
<thead>
<tr>
<th>What did we do?</th>
<th>What are our conclusions?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What did we do?</strong></td>
<td><strong>What are our conclusions?</strong></td>
</tr>
<tr>
<td>We had early conversations with officers to understand the reasons for the large revaluation movements recorded.</td>
<td>Prior to our review the Council identified two main issues relating to the valuation of PPE.</td>
</tr>
<tr>
<td>We have:</td>
<td>The first issue was a difference between the financial statements and the valuer’s report, arising from a change between the valuer’s draft report and the final report leading to an overstatement of £348,000.</td>
</tr>
<tr>
<td>• Considered the work performed by the Council’s valuers, this included a review of the adequacy of the scope of the work performed, their professional capabilities and the results of their work;</td>
<td>The second issue was an understatement of £75,000 relating to inaccurate base data used in the valuation.</td>
</tr>
<tr>
<td>• Sample tested key asset information used by the valuer in performing their valuation (e.g. floor plans to support valuations based on price per square metre);</td>
<td>We have confirmed these differences are isolated in nature and as they have been corrected we conclude that land and buildings are correctly valued in the financial statements.</td>
</tr>
<tr>
<td>• Considered the annual cycle of valuations to ensure that assets have been valued within a 5 year rolling programme as required by the Code for land and buildings within Plant, Property and Equipment. We have also considered if there are any specific changes to assets that have occurred and that these have been communicated to the valuer;</td>
<td></td>
</tr>
<tr>
<td>• Reviewed assets not subject to valuation in 2017/18 to confirm that the remaining asset base is not materially misstated; and</td>
<td></td>
</tr>
<tr>
<td>• Tested accounting entries have been correctly processed in the financial statements,</td>
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## Areas of Audit Focus

### Other risk

#### Accounting for pension liability

**What is the risk?**

The Local Authority Accounting Code of Practice and IAS19 require the Council to make extensive disclosures within its financial statements regarding its membership of the Local Government Pension Scheme administered by Hampshire County Council.

The Council’s pension liability is a material estimated balance and the Code requires that this liability be disclosed on the Council’s balance sheet. At 31 March 2018 this totalled £87.4 million.

The information disclosed is based on the IAS 19 report issued to the Council by the actuary to the County Council.

Accounting for this scheme involves significant estimation and judgement and therefore management engages an actuary to undertake the calculations on their behalf. ISAs (UK and Ireland) 500 and 540 require us to undertake procedures on the use of management experts and the assumptions underlying fair value estimates.

#### What did we do?

We have:

- Liaised with the auditors of Hampshire County Council Pension Fund, to obtain assurances over the information supplied to the actuary in relation to Basingstoke and Deane Borough Council;
- Assessed the work of the Pension Fund actuary (AON Hewitt) including the assumptions they have used by relying on the work of PWC - Consulting Actuaries commissioned by Public Sector Auditor Appointments for all Local Government sector auditors, and considering any relevant reviews by the EY actuarial team; and
- Reviewed and tested the accounting entries and disclosures made within the Council's financial statements in relation to IAS19.

For all employers that are part of the Hampshire Pension Fund, we identified that the Fund value at 31 March 2018 used by the actuary in their report was understated. The actuary uses the Fund value as at 31 December 2017 and estimates how Fund performance will affect the values as at 31 March 2018. The Fund performance was higher than the benchmark in Quarter 4 and this caused the difference between the actuary’s estimate and the actual Fund value to be significant for 2017/18.

Basingstoke and Deane Borough Council’s share of the difference was calculated as £724,000. Given that this is not significant, we agreed with Officers that the financial statements should not be amended. This has therefore been included in the schedule of unadjusted audit differences in section 4.

#### What are our conclusions?

We are satisfied that the required IAS 19 disclosures have been reflected in the financial statements and are based on accurate supporting information.
Areas of Audit Focus

Other risk

Understatement of NDR Appeals Provision

What is the risk?
A consequence of the move to local authority rates retention was that local authorities are no longer deemed to be acting solely as agents of central Government. As a result, and in accordance with proper accounting practice, they are now required to set aside part of each year's collectible business rates in a “provision”. The amount set aside represents each authority's estimate of the sums that must ultimately be repaid to ratepayers as a result of successful appeals against the original valuations.

Management is required to make material judgemental inputs and apply estimation techniques to calculate the year-end balances recorded in the balance sheet.

What did we do?
We have:

- Obtained the NDR appeals provision calculation and agreed the amounts to the general ledger accounts;
- Reviewed schedule for correctness and completeness, including whether the provision is consistent with our understanding of the entity;
- Reviewed the Council’s assumptions on success rates and resulting reductions against historic rates; and
- Obtained a listing of currently lodged and expected appeals and recalculating the provision

What are our conclusions?
We are satisfied that the NDR Appeals provision has been appropriately calculated and reflected in the financial statements. It is based on accurate supporting information.
### Areas of Audit Focus

#### Other risk

<table>
<thead>
<tr>
<th><strong>Accuracy of lease disclosures</strong></th>
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**What is the risk?**

The Code requires the disclosure of the total future minimum lease rentals receivable.

By their nature the future receipts have to be estimated using the annual rent, the date of the rent review and an estimate of whether or not the break option may be used, among others.

Management is required to make material judgemental inputs and apply estimation techniques to calculate the year-end balances recorded in the financial statements.

**What did we do?**

- Assessed the completeness and accuracy of the lease schedule.
- Performed a sample test of individual leases back to the signed lease to confirm the annual rent amount, rent review date and break options.
- Enquired with officers and obtaining corroborating information on their assessment of the likelihood of renewal or use of the break option.

**What are our conclusions?**

We are satisfied that the required lease disclosures have been reflected correctly in the financial statements and are based on accurate supporting information.
Areas of Audit Focus

Other risk

Earlier deadline for production of the financial statements

What is the risk?
Earlier deadline for production of the financial statements

The Accounts and Audit Regulations 2015 introduced a significant change in statutory deadlines from the 2017/18 financial year. The timetable for the preparation and approval of accounts will be brought forward with draft accounts needing to be prepared by 31 May and the publication of the accounts by 31 July.

These changes provided risks for both the preparers and the auditors of the financial statements. The Council now has less time to prepare the financial statements and supporting working papers. Risks to the Council include slippage in delivering data for analytics work in format and to time required, late working papers and internal quality assurance arrangements.

As your auditor, we have a more significant peak in our audit work and a shorter period to complete the audit. Risks for auditors relate to delivery of all audits within same compressed timetable. Slippage at one client could potentially put delivery of others at risk.

To mitigate this risk we required:

• good quality draft financial statements and supporting working papers by the agreed deadline;
• appropriate Council staff to be available throughout the agreed audit period; and
• complete and prompt responses to audit questions.

If were unable to meet key dates within our agreed timetable, we notified you of the impact on the timing of your audit.

Where additional work was required to complete your audit, due to additional risks being identified, additional work being required as a result of scope changes, or poor audit evidence, we notified you of the impact on the fee and the timing of the audit.

What are our conclusions?
The Council and auditors worked closely to mitigate the risk and we anticipate being in a position to issue the audit report by the 31 July deadline.

What did we do?

We have:

• Worked with the Council to engage early to facilitate early substantive testing where appropriate.
• Facilitated faster close workshops to provide an interactive forum for Local Authority accountants and auditors to share good practice and ideas to enable us all to achieve a successful faster closure of accounts for the 2017/18 financial year.
• Worked with the Council to implement EY Client Portal, this:
  • Streamlined our audit requests through a reduction of emails and improved means of communication;
  • Provided on-demand visibility into the status of audit requests and the overall audit status;
  • Reduced risk of duplicate requests; and
  • Provided better security of sensitive data.
• Agreed the team and timing of each element of our work with you; and
• Agreed the supporting working papers that we require to complete our audit.
## Areas of Audit Focus

<table>
<thead>
<tr>
<th>IFRS 15 Implementation</th>
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<tr>
<td>The new revenue standard, IFRS 15, creates a single source of revenue requirements for all entities in all industries and is a significant departure from legacy IFRS. The new standard applies to revenue from contracts with customers and replaces all of the legacy revenue standards and interpretations in IFRS, including IAS 11 Construction Contracts and IAS 18 Revenue. IFRS 15 is principles-based but provides more application guidance and increased judgement. IFRS 15 also specifies the accounting treatment for certain items not typically thought of as revenue, such as certain costs associated with obtaining and fulfilling a contract and the sale of certain non-financial assets. This new standard has been adopted into the code for 2018/19. The new standard will have little effect on some entities, but will require significant changes for others.</td>
</tr>
<tr>
<td>The standard describes the principles an entity must apply to measure and recognise revenue. The core principle is that an entity will recognise revenue at an amount that reflects the consideration to which the entity expects to be entitled in exchange for transferring goods or services.</td>
</tr>
<tr>
<td>Entities will need to exercise judgement when considering the terms of the contract(s) and all of the facts and circumstances, including implied contract terms. Entities will also have to apply the requirements of the standard consistently to contracts with similar characteristics and in similar circumstances.</td>
</tr>
<tr>
<td>Basingstoke and Deane Borough Council is aware of this new standard, but has not yet carried out a detailed assessment as, based on CIPFA advice, they believe that the new requirement will not have a substantial effect on the Authority’s financial statements. They will continue to monitor and review any guidance in preparation of the 2018/19 accounts.</td>
</tr>
<tr>
<td>The work performed so far is in line with our expectation given that this is not applicable until 2018/19.</td>
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INDEPENDENT AUDITOR’S REPORT TO THE MEMBERS OF BASINGSTOKE AND DEANE BOROUGH COUNCIL

Opinion

We have audited the financial statements of Basingstoke and Deane Borough Council for the year ended 31 March 2018 under the Local Audit and Accountability Act 2014. The financial statements comprise the:

- Movement in Reserves Statement,
- Comprehensive Income and Expenditure Statement,
- Balance Sheet,
- Cash Flow Statement,
- Collection Fund,
- and the related notes 1 to 27.

The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

In our opinion the financial statements:

- give a true and fair view of the financial position of Basingstoke and Deane Borough Council as at 31 March 2018 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report below. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC’s Ethical Standard and the Comptroller and Auditor General’s (C&AG) AGN01, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Head of Financial Services’ use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Head of Financial Services has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Authority’s ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the Statement of Accounts For the year ended 31 March 2018, other than the financial statements and our auditor’s report thereon. The Head of Financial Services is responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in this report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other
Audit Report

Draft audit report

Our opinion on the financial statements

Information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of the other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Local Audit and Accountability Act 2014

In our opinion, based on the work undertaken in the course of the audit, having regard to the guidance issued by the C&AG in November 2017, we are satisfied that, in all significant respects, Basingstoke and Deane Borough Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Council;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects.

Responsibility of the Head of Financial Services

As explained more fully in the Statement of the Head of Financial Services’ Responsibilities set out on page 54, the Head of Financial Services is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18, and for being satisfied that they give a true and fair view.

In preparing the financial statements, the Head of Financial Services is responsible for assessing the Authority’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority either intends to cease operations, or have no realistic alternative but to do so.

The Authority is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance, and to review regularly the adequacy and effectiveness of these arrangements.

Auditor’s responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit
Audit Report

Draft audit report

Our opinion on the financial statements

conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at https://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor’s report.

Scope of the review of arrangements for securing economy, efficiency and effectiveness in the use of resources

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the C&AG in November 2017, as to whether the Basingstoke and Deane Borough Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The C&AG determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to form a view on whether, in all significant respects, Basingstoke and Deane Borough Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the National Audit Office (NAO) requires us to report to you our conclusion relating to proper arrangements.

We report if significant matters have come to our attention which prevent us from concluding that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Certificate

We certify that we have completed the audit of the accounts of Basingstoke and Deane Borough Council in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice issued by the National Audit Office.

Use of our report

This report is made solely to the members of Basingstoke and Deane Borough Council, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

Paul King (Associate Partner)
Ernst & Young LLP (Local Auditor)
Reading
30 July 2018
Our opinion on the financial statements

The maintenance and integrity of the Basingstoke and Deane Borough Council web site is the responsibility of the directors; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the web site. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.
Audit Differences
Audit Differences

In the normal course of any audit, we identify misstatements between amounts we believe should be recorded in the financial statements and the disclosures and amounts actually recorded. These differences are classified as “known” or “judgemental”. Known differences represent items that can be accurately quantified and relate to a definite set of facts or circumstances. Judgemental differences generally involve estimation and relate to facts or circumstances that are uncertain or open to interpretation.

Summary of adjusted differences

There were no adjusted differences greater than £1.5 million that were identified during the course of our audit.

Summary of unadjusted differences

We identified one unadjusted audit difference greater than our reporting threshold of £50,000 during the course of the audit, an overstatement of the pension liability of £724,000.

The Fund value at 31 March 2018 used by the actuary in their report was understated. The actuary uses the Fund value as at 31 December and estimates how Fund performance will affect the values as at 31 March. The Fund performance was significantly higher than the benchmark in Quarter 4 and this caused the difference between the actuary’s estimation and the actual Fund value to be significant for 2017/18.

Given that this is not significant, we agreed with Officers that the financial statements should not be amended.
Value for Money Risks
Value for Money

Background

We are required to consider whether the Council has put in place ‘proper arrangements’ to secure economy, efficiency and effectiveness on its use of resources. This is known as our value for money conclusion.

For 2017/18 this is based on the overall evaluation criterion:

“In all significant respects, the audited body had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people”

Proper arrangements are defined by statutory guidance issued by the National Audit Office. They comprise your arrangements to:

- Take informed decisions;
- Deploy resources in a sustainable manner; and
- Work with partners and other third parties.

In considering your proper arrangements, we will draw on the requirements of the CIPFA/SOLACE framework for local government to ensure that our assessment is made against a framework that you are already required to have in place and to report on through documents such as your annual governance statement.

Overall conclusion

We identified no significant risks around these arrangements.

We therefore expect having no matters to report about your arrangements to secure economy, efficiency and effectiveness in your use of resources.

We are only required to determine whether there are any risks that we consider significant within the Code of Audit Practice, where risk is defined as:

“A matter is significant if, in the auditor’s professional view, it is reasonable to conclude that the matter would be of interest to the audited body or the wider public”

Our risk assessment supports the planning of enough work to deliver a safe conclusion on your arrangements to secure value for money, and enables us to determine the nature and extent of any further work needed. If we do not identify a significant risk we do not need to carry out further work.

The table below presents the findings of our work in response to the risks areas in our Audit Planning Report.
As part of our assessment of your proper arrangements, we considered the Council's financial resilience over the medium term and the impact on the level of General Fund Reserve balances at the 31 March 2018 and at the 31 March 2021.

### Assessment of Revenue Reserves Position to 2021

<table>
<thead>
<tr>
<th>Description</th>
<th>Year</th>
<th>Value (£m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total available Reserves at 31 March 2018</td>
<td>2018/19</td>
<td>41.50</td>
</tr>
<tr>
<td>Run Rate - Use of Reserves (unplanned)</td>
<td>2018/19</td>
<td>(13.32)</td>
</tr>
<tr>
<td>Planned use of Reserves (GF) in 2018/19, 2019/20 &amp; 2020/21</td>
<td></td>
<td>(20)</td>
</tr>
<tr>
<td>Expected use of Reserves to cover Savings Plan non-delivery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other local consideration that may impact Reserve position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Predicted Reserve position at 31 March 2021</td>
<td>2018/19</td>
<td>28.18</td>
</tr>
</tbody>
</table>

We have also looked at the Council's planned use of borrowing over the same time frame to inform our assessment.

As a result of our assessment, we are satisfied that the Council's General Fund reserve balance at 31 March 2021 will remain above the Council's approved minimum level.
06 Other reporting issues
Other reporting issues

Consistency of other information published with the financial statements, including the Annual Governance Statement

We must give an opinion on the consistency of the financial and non-financial information in the Statement of Accounts 2017/18 with the audited financial statements.

We must also review the Annual Governance Statement for completeness of disclosures, consistency with other information from our work, and whether it complies with relevant guidance.

Financial information in the Narrative Statement in the Statement of Accounts 2017/18 and published with the financial statements was consistent with the audited financial statements.

We have reviewed the Annual Governance Statement and can confirm it is consistent with other information from our audit of the financial statements and we have no other matters to report.

Whole of Government Accounts

Alongside our work on the financial statements, we also review and report to the National Audit Office on your Whole of Government Accounts return. The extent of our review, and the nature of our report, is specified by the National Audit Office.

We have no issues to raise.

Other powers and duties

We have a duty under the Local Audit and Accountability Act 2014 to consider whether to report on any matter that comes to our attention in the course of the audit, either for the Council to consider it or to bring it to the attention of the public (i.e. “a report in the public interest”). We did not identify any issues which required us to issue a report in the public interest.

As set out in our Audit planning report we noted that issues have been raised with us by a legal firm representing a local charity about the Council’s proposed Hotel Development Agreement in respect of Basing View. The issues concern the Council’s legal powers to enter into the Agreement, and the request was that as auditors we consider exercising our statutory powers under section 8 of the Local Audit and Accountability Act 2014 on the basis that the Council may have made a decision involving unlawful expenditure. We have considered the issues raised and reviewed the information and the legal and valuation advice that the Council obtained, specifically in respect of the Council complying with State Aid rules and also the duty on it to obtain best consideration under section 123 of the Local Government Act 1972. That advice supports the conclusion that the Council has considered these requirements, and that it is compliant with them. Having reviewed the issue and relevant evidence we have concluded that we should not exercise our statutory powers.

We also have a duty to make written recommendations to the Council, copied to the Secretary of State, and take action in accordance with our responsibilities under the Local Audit and Accountability Act 2014. We did not identify any issues.
Other reporting issues

Other matters

We have no other matters to report.
Assessment of Control Environment

Financial controls

Under ISA (UK&I) 265 it is mandatory to communicate significant deficiencies in internal control in writing to any audit client. Unless the audit team has used the ‘Management Letter template’ to communicate significant deficiencies, it is mandatory to use this section if there are any.

It is the responsibility of the Council to develop and implement systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. Our responsibility as your auditor is to consider whether the Council has put adequate arrangements in place to satisfy itself that the systems of internal financial control are both adequate and effective in practice.

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. As we have adopted a fully substantive approach, we have therefore not tested the operation of controls.

Although our audit was not designed to express an opinion on the effectiveness of internal control we are required to communicate to you significant deficiencies in internal control.

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

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Leases</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observation</td>
<td>Our audit testing identified one case where the Council was receiving income from a property where the lease had expired. Further investigation identified a total of 23 cases out of 386 properties, where leases had expired and no new lease had been put in place, the Council is still receiving the rent and rent determinations have taken place. The total annual rent of these properties is £500,685. Not having an up-to-date unexpired lease may put the Council into a weaker legal and financial position.</td>
<td></td>
</tr>
<tr>
<td>Management comment</td>
<td>In most cases the leases are inside the provisions of the Landlord and Tenant Act 1954 in the context of security of tenure and therefore continue on the same terms and conditions as per the original lease with notice periods between 3 to 6 months. The larger leases identified are currently subject to review.</td>
<td></td>
</tr>
</tbody>
</table>
08 Data Analytics
Use of Data Analytics in the Audit

Data analytics
We used our data analysers to enable us to capture entire populations of your financial data. These analysers:

- Help identify specific exceptions and anomalies which can then be the focus of our substantive audit tests; and
- Give greater likelihood of identifying errors than traditional, random sampling techniques.

In 2017/18, our use of these analysers in the Council’s audit included testing journal entries and employee expenses, to identify and focus our testing on those entries we deem to have the highest inherent risk to the audit.

We capture the data through our formal data requests and the data transfer takes place on a secured EY website. These are in line with our EY data protection policies which are designed to protect the confidentiality, integrity and availability of business and personal information.

Journal Entry Analysis
We obtain downloads of all of the Council’s financial ledger transactions posted in the year. We perform completeness analysis over the data, reconciling the sum of transactions to the movement in the trial balances and financial statements to ensure we have captured all data. Our analysers then review and sort transactions, allowing us to more effectively identify and test journals that we consider to be higher risk, as identified in our audit planning report.

Payroll Analysis
We also use our general ledger analyser in our payroll testing. We analyse the data against a number of specifically designed procedures. These include analysis of payroll costs by month to identify any variances from established expectations, as well as more detailed transactional interrogation.
Independence
Independence

Confirmation

We confirm that there are no changes in our assessment of independence since our confirmation in our audit planning board report presented to the Audit and Accounts Committee on 26 March 2018.

We complied with the FRC Ethical Standards and the requirements of the PSAA’s Terms of Appointment. In our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning of regulatory and professional requirements.

We consider that our independence in this context is a matter which you should review, as well as us. It is important that you consider the facts known to you and come to a view. If you would like to discuss any matters concerning our independence, we will be pleased to do this at the meeting of the Audit and Accounts Committee on 30 July 2018.
Independence

Relationships, services and related threats and safeguards

The FRC Ethical Standard requires that we provide details of all relationships between Ernst & Young (EY) and your Council, and its directors and senior management and its affiliates, including all services provided by us and our network to your Council, its directors and senior management and its affiliates, and other services provided to other known connected parties that we consider may reasonably be thought to bear on the our integrity or objectivity, including those that could compromise independence and the related safeguards that are in place and why they address the threats.

There are no relationships from 1 April 2017 to the date of this report, which we consider may reasonably be thought to bear on our independence and objectivity.

Services provided by Ernst & Young

Below includes a summary of the fees that you have paid to us in the year ended 31 March 2018 in line with the disclosures set out in FRC Ethical Standard and in statute.

As at the date of this report, there are no future services which have been contracted and no written proposal to provide non-audit services has been submitted.
Independence

Fee analysis

As part of our reporting on our independence, we set out below a summary of the fees paid for the year ended 31 March 2018.

We confirm that we have not undertaken non-audit work outside the PSAA Code requirements.

The audit fee covers the:
- Audit of the financial statements
- Value for money conclusion
- Whole of Government accounts.

<table>
<thead>
<tr>
<th></th>
<th>Final fee 2017/18</th>
<th>Planned fee 2017/18</th>
<th>Scale fee 2017/18</th>
<th>Final Fee 2016/17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Total Fee - Code work</td>
<td>TBC</td>
<td>55,669*</td>
<td>55,669</td>
<td>55,669</td>
</tr>
<tr>
<td>Other non-audit services not covered above (Housing Benefits)</td>
<td>TBC</td>
<td>17,304**</td>
<td>17,304**</td>
<td>17,304*</td>
</tr>
<tr>
<td>Total fees</td>
<td>TBC</td>
<td>72,973</td>
<td>72,973</td>
<td>72,973</td>
</tr>
</tbody>
</table>

For Basingstoke and Deane Borough Council our indicative fee was set at the scale fee level. This indicative fee was based on certain assumptions, including:
- The overall level of risk in relation to the audit of the financial statements is not significantly different from that of the prior year
- Officers meeting the agreed timetable of deliverables;
- The operating effectiveness of the internal controls for the key processes identified within our audit strategy;
- We can rely on the work of internal audit as planned;
- Our accounts opinion and value for money conclusion being unqualified;
- Appropriate quality of documentation is provided by the council;
- There is an effective control environment; and
- Prompt responses are provided to our draft reports.

We are discussing additional fees with officers in relation to the new significant risk, which included the involvement of EY Real Estate as an auditor’s expert, and the delays relating to analytics data. We will also discuss an additional fee for the request that we received from the representatives of a local charity to issue an advisory notice under section 8 of the Local Audit and Accountability Act 2014.

* The planned fee does not include any amount for work considering the request that we exercise statutory auditor powers under section 8 of the Local Audit and Accountability Act 2014.

** The Council completed the testing workbooks for the 2016/17 Housing Benefit certification work so we will be applying a 20% discount on this figure and reimbursing the Council £3,282. When it is, the actual figure for the 2016/17 work will be £13,128.
Appendices
## Required communications with the Audit and Accounts Committee

There are certain communications that we must provide to the Audit Committees of UK clients. We have detailed these here together with a reference of when and where they were covered:

<table>
<thead>
<tr>
<th>Required communications</th>
<th>What is reported?</th>
<th>When and where</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terms of engagement</td>
<td>Confirmation by the Audit and Accounts Committee of acceptance of terms of engagement as written in the engagement letter signed by both parties.</td>
<td>The statement of responsibilities serves as the formal terms of engagement between the PSAA’s appointed auditors and audited bodies.</td>
</tr>
<tr>
<td>Our responsibilities</td>
<td>Reminder of our responsibilities as set out in the engagement letter.</td>
<td>Audit planning report - March 2018</td>
</tr>
<tr>
<td>Planning and audit approach</td>
<td>Communication of the planned scope and timing of the audit, any limitations and the significant risks identified.</td>
<td>Audit planning report - March 2018</td>
</tr>
</tbody>
</table>
| Significant findings from the audit | ▶ Our view about the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures  
▶ Significant difficulties, if any, encountered during the audit  
▶ Significant matters, if any, arising from the audit that were discussed with management  
▶ Written representations that we are seeking  
▶ Expected modifications to the audit report  
▶ Other matters if any, significant to the oversight of the financial reporting process | Audit planning report - March 2018 |
## Appendix A

### Required communications

<table>
<thead>
<tr>
<th>What is reported?</th>
<th>When and where</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Going concern</strong></td>
<td>Events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern, including:</td>
</tr>
<tr>
<td></td>
<td>• Whether the events or conditions constitute a material uncertainty</td>
</tr>
<tr>
<td></td>
<td>• Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements</td>
</tr>
<tr>
<td></td>
<td>• The adequacy of related disclosures in the financial statements</td>
</tr>
<tr>
<td></td>
<td>No conditions or events were identified, either individually or together to raise any doubt about Basingstoke and Deane Borough Council's ability to continue for the 12 months from the date of our report</td>
</tr>
<tr>
<td><strong>Misstatements</strong></td>
<td>Uncorrected misstatements and their effect on our audit opinion</td>
</tr>
<tr>
<td></td>
<td>• The effect of uncorrected misstatements related to prior periods</td>
</tr>
<tr>
<td></td>
<td>• A request that any uncorrected misstatement be corrected</td>
</tr>
<tr>
<td></td>
<td>• Material misstatements corrected by management</td>
</tr>
<tr>
<td><strong>Subsequent events</strong></td>
<td>Enquiry of the Audit and Accounts Committee where appropriate regarding whether any subsequent events have occurred that might affect the financial statements.</td>
</tr>
<tr>
<td><strong>Fraud</strong></td>
<td>Enquiries of the Audit and Accounts Committee to determine whether they have knowledge of any actual, suspected or alleged fraud affecting the Council</td>
</tr>
<tr>
<td></td>
<td>• Any fraud that we have identified or information we have obtained that indicates that a fraud may exist</td>
</tr>
<tr>
<td></td>
<td>• Unless all of those charged with governance are involved in managing the Council, any identified or suspected fraud involving:</td>
</tr>
<tr>
<td></td>
<td>• Management;</td>
</tr>
<tr>
<td></td>
<td>• Employees who have significant roles in internal control; or</td>
</tr>
<tr>
<td></td>
<td>• Others where the fraud results in a material misstatement in the financial statements.</td>
</tr>
<tr>
<td></td>
<td>The nature, timing and extent of audit procedures necessary to complete the audit when fraud involving management is suspected</td>
</tr>
<tr>
<td></td>
<td>Any other matters related to fraud, relevant to Audit and Accounts Committee responsibility.</td>
</tr>
</tbody>
</table>

Audit results report - July 2018
## Appendix A

### Our Reporting to you

<table>
<thead>
<tr>
<th>Required communications</th>
<th>What is reported?</th>
<th>When and where</th>
</tr>
</thead>
</table>
| Related parties         | Significant matters arising during the audit in connection with the Council’s related parties including, when applicable:  
  - Non-disclosure by management  
  - Inappropriate authorisation and approval of transactions  
  - Disagreement over disclosures  
  - Non-compliance with laws and regulations  
  - Difficulty in identifying the party that ultimately controls the Council                                                                                                                                  | Audit results report – July 2018                   |
| Independence            | Communication of all significant facts and matters that bear on EY’s, and all individuals involved in the audit, objectivity and independence.  
  Communication of key elements of the audit engagement partner’s consideration of independence and objectivity such as:  
  - The principal threats  
  - Safeguards adopted and their effectiveness  
  - An overall assessment of threats and safeguards  
  - Information about the general policies and process within the firm to maintain objectivity and independence  
  Communications whenever significant judgments are made about threats to objectivity and independence and the appropriateness of safeguards put in place. | Audit planning report – March 2018 and Audit results report – July 2018 |
| External confirmations  | - Management’s refusal for us to request confirmations  
  - Inability to obtain relevant and reliable audit evidence from other procedures.                                                                                                                                 | We have received all requested confirmations         |
| Consideration of laws and regulations | - Subject to compliance with applicable regulations, matters involving identified or suspected non-compliance with laws and regulations, other than those which are clearly inconsequential and the implications thereof. Instances of suspected non-compliance may also include those that are brought to our attention that are expected to occur imminently or for which there is reason to believe that they may occur  
  - Enquiry of the Audit and Accounts Committee into possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements and that the Audit and Accounts Committee may be aware of | We have asked management and those charged with governance. We have not identified any material instances or non-compliance with laws and regulations |
## Appendix A

### Our Reporting to you

<table>
<thead>
<tr>
<th>Required communications</th>
<th>What is reported?</th>
<th>When and where</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significant deficiencies in internal controls identified during the audit</td>
<td>▶ Significant deficiencies in internal controls identified during the audit.</td>
<td>Audit results report ‒ July 2018</td>
</tr>
</tbody>
</table>
| Consideration of laws and regulations | ▶ Subject to compliance with applicable regulations, matters involving identified or suspected non-compliance with laws and regulations, other than those which are clearly inconsequential and the implications thereof. Instances of suspected non-compliance may also include those that are brought to our attention that are expected to occur imminently or for which there is reason to believe that they may occur  
▶ Enquiry of the Audit and Accounts Committee into possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements and that the Audit and Accounts Committee may be aware of | We have asked management and those charged with governance. We have not identified any material instances or non-compliance with laws and regulations                                      |
| Significant deficiencies in internal controls identified during the audit | ▶ Significant deficiencies in internal controls identified during the audit.                                                                                                                                           | Audit results report ‒ July 2018                    |
| Written representations we are requesting from management and/or those charged with governance | ▶ Written representations we are requesting from management and/or those charged with governance                                                                                                                       | Audit results report ‒ July 2018                    |
| Material inconsistencies or misstatements of fact identified in other information which management has refused to revise | ▶ Material inconsistencies or misstatements of fact identified in other information which management has refused to revise                                                                                           | Audit results report ‒ July 2018                    |
## Appendix A

**Our Reporting to you**

<table>
<thead>
<tr>
<th>Required communications</th>
<th>What is reported?</th>
<th>When and where</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditors report</td>
<td>• Any circumstances identified that affect the form and content of our auditor's report</td>
<td>Audit results report - July 2018</td>
</tr>
<tr>
<td>Fee Reporting</td>
<td>• Breakdown of fee information when the audit planning report is agreed</td>
<td>Audit planning report - March 2018 and Audit results report - July 2018</td>
</tr>
<tr>
<td></td>
<td>• Breakdown of fee information at the completion of the audit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Any non-audit work</td>
<td></td>
</tr>
<tr>
<td>Certification work</td>
<td>• Summary of certification work</td>
<td>Certification Report - January 2019</td>
</tr>
</tbody>
</table>
Management Rep Letter

Paul King
Associate Partner
Ernst & Young LLP
Apex Plaza
Forbury Road
Reading RG1 1YE

This letter of representations is provided in connection with your audit of the financial statements of Basingstoke and Deane Borough Council (“the Council”) for the year ended 31 March 2018. I recognise that obtaining representations from me concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the financial position of Basingstoke and Deane Borough Council as of 31 March 2018 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

I understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, I make the following representations, which are true to the best of my knowledge and belief, having made such inquiries as I considered necessary for the purpose of appropriately informing ourselves:

A. Financial Statements and Financial Records

1. I have fulfilled my responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

2. I acknowledge, as a member of management of the Council, my responsibility for the fair presentation of the financial statements. I believe the financial statements referred to above give a true and fair view of the financial position, financial performance (or results of operations) and cash flows of the Council in accordance with [the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18]. I have approved the financial statements.

3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.

4. As a member of management of the Council, I believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18, that are free from material misstatement, whether due to fraud or error.

5. I believe that the effects of the unadjusted audit difference, shown in the accompanying schedule relating to the IAS pension disclosure estimate identified by and brought to the attention from the auditor is not significant. It has been agreed with the auditor that the financial statements pertaining to the latest period presented should not be amended as the difference is immaterial.

B. Non-compliance with law and regulations, including fraud

1. I acknowledge that management is responsible to determine that the Council’s activities are conducted in accordance with laws and regulations and that management are responsible to identify and address any non-compliance with applicable laws and regulations, including fraud.
Management representation letter

Appendix B

2. I acknowledge that I am responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
3. I have disclosed to you the results of my assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. I have no knowledge of any fraud or suspected fraud involving management or other employees who have a significant role in the Council’s internal controls over financial reporting. In addition, I have no knowledge of any fraud or suspected fraud involving other employees in which the fraud could have a material effect on the financial statements. I have no knowledge of any allegations of financial improprieties, including fraud or suspected fraud, (regardless of the source or form and including without limitation, any allegations by “whistleblowers”) which could result in a misstatement of the financial statements or otherwise affect the financial reporting of the Council.

C. Information Provided and Completeness of Information and Transactions
1. I have provided you with:
   • Access to all information of which I am 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 me for the purpose of the audit; and
   • Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
3. I have made available to you all minutes of the meetings of the Council, Cabinet and Audit and Accounts Committee held through the year to the most recent meeting on the following date: 25 June 2018.

4. I confirm the completeness of information provided regarding the identification of related parties. I have disclosed to you the identity of the Council’s related parties and all related party relationships and transactions of which I am aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.

5. I believe that the significant assumptions used in making accounting estimates, including those measured at fair value, are reasonable.
6. I have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

D. Liabilities and Contingencies
1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. I have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. I have recorded and/or disclosed, as appropriate, all liabilities related to litigation and claims, both actual and contingent.

E. Subsequent Events
1. There have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.
Management representation letter

F. Other information
1. I acknowledge my responsibility for the preparation of the other information. The other information comprises the Narrative Report.

2. I confirm that the content contained within the other information is consistent with the financial statements.

G. Use of the Work of a Specialist
1. I agree with the findings of the specialists that I engaged to evaluate the valuation of land and buildings and investment property, in generating the IAS19 pension disclosures and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. I did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and I am not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

H. Estimates
1. I believe that the measurement processes, including related assumptions and models, used to determine the accounting estimates have been consistently applied and are appropriate in the context of the applicable financial reporting framework.

2. I confirm that the significant assumptions used in making the NDR appeals provision, valuation of assets and IAS19 disclosure estimates appropriately reflect my intent and ability to carry out specific courses of action on behalf of the entity.

3. I confirm that the disclosures made in the financial statements with respect to the accounting estimates are complete and made in accordance with the applicable financial reporting framework.

4. I confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements due to subsequent events.

I. Retirement benefits
1. On the basis of the process established by myself and having made appropriate enquiries, I am satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with my knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

Signed on behalf of Basingstoke and Deane Borough Council
I confirm that this letter has been discussed and agreed by the Audit and Accounts Committee on 30 July 2018.

Signed:

Phillip Hood (Head of Financial Services)
Date: 30 July 2018
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ED None

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