

North Lanarkshire Council Report

Audit & Scrutiny Panel

approval noting

Ref EK/KS/VR/FV

Date 09/12/21

Annual Accounts 2020/21 – Letters of Representation

From Elaine Kemp, Head of Financial Solutions

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Executive Summary

The purpose of this report is to provide Members with information on the Letter of Representation required to be submitted to Audit Scotland in respect of the Council's Annual Accounts and the Council's Charitable Trust Accounts for 2020/21.

Recommendations

The panel is invited to note the Letters of Representation provided to Audit Scotland

The Plan for North Lanarkshire

Priority All priorities

Ambition statement (25) Ensure intelligent use of data and information to support fully evidence based decision making and future planning

1. Background

- 1.1. The Local Government (Scotland) Act 1973 requires all local authorities to appoint an officer who has responsibility for the administration of their financial affairs (known as the Section 95 Officer).
- 1.2. International Standards on Auditing (ISA580 Written Representations) require external audit to request a written representation from the accountable officer providing written assurance on aspects of the Council's financial statements and Charitable Trust and Educational Trust Accounts including the judgements and estimates made in their preparation.

2. Report

- 2.1. The letters of representation have been signed in my capacity as Section 95 Officer for the Council and Trustee for the Charitable Trust and Educational Trust. A copy of both letters are attached.

- 2.2. As in previous years, the letters set out the representations of management and confirms that the accounts are free from material misstatement.
 - 2.3. During the course of the audit, the external auditors have highlighted a number of misstatements within the Council's financial statements which have been adjusted for the audited accounts where material.
 - 2.4. A list of items that have arisen relating to the Council's accounts and the Charitable Trust and Educational Trust accounts are contained within the External Audit Annual Audit Report which forms part of this meeting's agenda.
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3. Public Sector Equality Duty and Fairer Scotland Duty

- 3.1. There is no specific Equality Impact Assessment required, and no specific impact in relation to Fairer Scotland.
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4. Impact

4.1. Financial impact

There is no financial impact resulting from the contents of this report.

4.2. HR policy / Legislative impact

There is no HR, Policy or Legislative impact resulting from the contents of this report.

4.3. Technology / Digital impact

There is no technology or digital impact resulting from the contents of this report.

4.4. Environmental impact

There is no environmental impact resulting from the contents of this report.

4.5. Communications impact

There is no communications impact resulting from the contents of this report.

4.6. Risk impact

There is no risk impact resulting from the contents of this report.

5. Measures of success

N/A

6. Supporting documents

Appendix 1 North Lanarkshire Council Letter of Representation

Appendix 2 Charitable Trusts and Educational Endowments Letter of Representation



Elaine Kemp
Head of Financial Solutions



Our Ref: EK/KS/VR/FC
 Your Ref:
 Contact: Elaine Kemp
 Tel: 01698 302408
 E-mail: Kempe@northlan.gov.uk
 Date: 25 November 2021

Brian Howarth
 Audit Scotland
 4th Floor
 102 West Port
 Edinburgh
 EH3 9DN

Chief Executive's Office

Elaine Kemp
 Head of Financial Solutions
 Civic Centre
 Motherwell
 ML1 1AB
www.northlanarkshire.gov.uk

Dear Brian

North Lanarkshire Council Annual report and accounts 2020/21

1. This representation letter is provided about your audit of the annual accounts of North Lanarkshire Council for the year ended 31 March 2021 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view in accordance with the financial reporting framework, and for expressing other opinions on the remuneration report, management commentary and annual governance statement.

2. I confirm to the best of my knowledge and belief and having made appropriate enquiries of the Chief Executive and Corporate Management Team, the following representations given to you in connection with your audit of North Lanarkshire Council's annual accounts for the year ended 31 March 2021.

General

3. North Lanarkshire Council and I have fulfilled our statutory responsibilities for the preparation of the 2020/21 annual accounts. All the accounting records, documentation and other matters which I am aware are relevant to the preparation of the annual accounts have been made available to you for the purposes of your audit. All transactions undertaken by North Lanarkshire Council have been recorded in the accounting records and are properly reflected in the financial statements.

Financial Reporting Framework

5. The annual accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (2020/21 accounting code), and in accordance with the requirements of the Local Government (Scotland) Act 1973, the Local Government in Scotland Act 2003 and The Local Authority Accounts (Scotland) Regulations 2014.



6. In accordance with the 2014 regulations, I have ensured that the financial statements give a true and fair view of the financial position of the North Lanarkshire Council at 31 March 2021 and the transactions for 2020/21.

Accounting Policies & Estimates

7. All significant accounting policies applied are as shown in the notes to the financial statements. The accounting policies are determined by the 2020/21 accounting code where applicable. Where the code does not specifically apply I have used judgement in developing and applying an accounting policy that results in information that is relevant and reliable. All accounting policies applied are appropriate to North Lanarkshire Council's circumstances and have been consistently applied.

8. The significant assumptions used in making accounting estimates are reasonable and properly reflected in the financial statements. Judgements used in making estimates have been based on the latest available, reliable information. Estimates have been revised where there are changes in the circumstances on which the original estimate was based or as a result of new information or experience.

Going Concern Basis of Accounting

9. I have assessed North Lanarkshire Council's ability to continue to use the going concern basis of accounting and have concluded that it is appropriate. I am not aware of any material uncertainties that may cast significant doubt on North Lanarkshire Council's ability to continue as a going concern.

Assets

10. North Lanarkshire Council utilise a rolling programme of asset valuations and I have satisfied myself that the carrying amount of assets at 31 March 2021 does not differ materially from that which would be determined if a revaluation had been carried out at that date.

11. I carried out an assessment at 31 March 2021 as to whether there is any indication that an asset may be impaired and have recognised any impairment losses identified.

12. There are no plans or intentions that are likely to affect the carrying value or classification of the assets recognised within the financial statements.

13. Owned assets are free from any lien, encumbrance or charge except as disclosed in the financial statements.

Liabilities

14. All liabilities at 31 March 2021 of which I am aware have been recognised in the annual accounts.

15. Provisions have been recognised in the financial statements for all liabilities of uncertain timing or amount at 31 March 2021 of which I am aware where the conditions specified in the 2020/21 accounting code have been met. The amount recognised as a provision is the best estimate of the expenditure likely to be required to settle the obligation at 31 March 2021. Where the effect of the time value of money is material, the amount of the provision has been discounted to the present value of the expected payments.

16. Provisions recognised in previous years have been reviewed and adjusted, where appropriate, to reflect the best estimate at 31 March 2021 or to reflect material changes in the assumptions underlying the calculations of the cash flows.

17. The accrual recognised in the financial statements for holiday untaken by 31 March 2021 has been estimated on a reasonable basis.

18. The pension assumptions made by the actuary in the IAS 19 report for North Lanarkshire Council have been considered and I confirm that they are consistent with management's own view.

19. There are no plans or intentions that are likely to affect the carrying value or classification of the liabilities recognised in the financial statements.

Contingent liabilities

20. There are no significant contingent liabilities, other than those disclosed in Note 23 to the financial statements, arising either under formal agreement or through formal undertakings requiring disclosure in the accounts. All known contingent liabilities have been fully and properly disclosed, including any outstanding legal claims which have not been provided under the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 and IAS 37.

Fraud

21. I have provided you with all information in relation to:

- my assessment of the risk that the financial statements may be materially misstated because of fraud
- any allegations of fraud or suspected fraud affecting the financial statements
- fraud or suspected fraud that I am aware of involving management, employees who have a significant role in internal control, or others that could have a material effect on the financial statements.

Laws and Regulations

22. I have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.

Related Party Transactions

23. All material transactions with related parties have been appropriately accounted for and disclosed in the financial statements in accordance with the 2020/21 accounting code. I have made available to you the identity of all the North Lanarkshire Council's related parties and all the related party relationships and transactions of which I am aware.

Remuneration Report

24. The Remuneration Report has been prepared in accordance with the Local Authority Accounts (Scotland) Amendment Regulations 2014, and all required information of which I am aware has been provided to you.

Management commentary

25. I confirm that the Management Commentary has been prepared in accordance with the statutory guidance and the information is consistent with the financial statements.

Corporate Governance

26. I confirm that the North Lanarkshire Council has undertaken a review of the system of internal control during 2020/21 to establish the extent to which it complies with proper practices set out in the Delivering Good Governance in Local Government: Framework 2016. I have disclosed to you all deficiencies in internal control identified from this review or of which I am otherwise aware.

27. I confirm that the Annual Governance Statement has been prepared in accordance with the Delivering Good Governance in Local Government: Framework 2016 and the information is consistent with the financial statements. There have been no changes in the corporate governance arrangements or issues identified, since 31 March 2021, which require to be reflected.

Group Accounts

28. I have identified all the other entities in which North Lanarkshire Council has a material interest and have classified and accounted for them in accordance with the 2020/21 accounting code. Any significant issues with the financial statements of group entities, including any qualified audit opinions, have been advised to you.

29. I have considered the accounting policies of all subsidiaries and ensured that any differences with those of North Lanarkshire council have been corrected through consolidation adjustment.

Events Subsequent to the Date of the Balance Sheet

30. All events subsequent to 31 March 2021 for which the 2020/21 accounting code requires adjustment or disclosure have been adjusted or disclosed.

Common Good

31. The Council has published on its website an initial list of assets which may be part of the Common Good. Establishing what property is common good can only be determined by researching the facts and circumstances of its acquisition and its subsequent use therefore as a result these assets are not currently separately identified within the annual accounts however this remains under review. Work is undertaken as part of the disposal process to confirm that the asset is not a common good asset.

Yours sincerely

Elaine Kemp
Head of Financial Solutions



Our Ref: EK/KS/VR/FC
 Your Ref:
 Contact: Elaine Kemp
 Tel: 01698 302408
 E-mail: Kempe@northlan.gov.uk
 Date: 25 November 2021

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 ML1 1AB
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Dear Brian

JC McNaught Poor Children's Holiday Fund and North Lanarkshire Educational Endowments Annual report and accounts 2020/21

1. This representation letter is provided about your audit of the annual accounts of North Lanarkshire Council's registered charities where the sole trustees are officers of North Lanarkshire Council, in an ex-officio capacity, for the year ended 31 March 2021 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view in accordance with the financial reporting framework, and for expressing other opinions on the remuneration report, management commentary and annual governance statement.

2. I confirm to the best of my knowledge and belief and having made appropriate enquiries of the Chief Executive and Corporate Management Team, the following representations given to you in connection with your audits for the year ended 31 March 2021.

General

3. I acknowledge my responsibility and that of North Lanarkshire Council (as the administering authority) for the financial statements. All the accounting records, documentation and other matters which I am aware are relevant to the preparation of the annual accounts have been made available to you for the purposes of your audit. All transactions undertaken by the trusts have been recorded in the accounting records and are properly reflected in the financial statements.

4. I confirm that the effects of uncorrected misstatements are immaterial, individually and in aggregate, to the financial statements as a whole. I am not aware of any uncorrected misstatements.

5. The information given in the Trustee's Annual Report to the financial statements presents a balanced picture of each registered trust and is consistent with the financial statements.

Financial Reporting Framework

6. The financial statements comply with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and the regulations 9(1), (2) and (3) of the Charities Accounts (Scotland) Regulations 2006.



7. Disclosure has been made in the financial statements of all matters necessary for them to properly present the receipts and payments and statement of balances of each registered charitable trust for the year ended 31 March 2021.

Accounting Policies & Estimates

8. The significant assumptions used in making accounting estimates are reasonable and properly reflected in the financial statements.

Going Concern Basis of Accounting

9. I have assessed each registered trusts' ability to continue as a going concern and I am not aware of any material uncertainties that have arisen as a result.

Fraud

10. I have provided you with all information in relation to:

- my assessment of the risk that the financial statements may be materially misstated because of fraud
- any allegations of fraud or suspected fraud affecting the financial statements
- fraud or suspected fraud that I am aware of involving management, employees who have a significant role in internal control, or others that could have a material effect on the financial statements.

Laws and Regulations

11. I have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.

Related Party Transactions

12. I am not aware of any material transactions with related parties.

Corporate Governance

13. I confirm that there are no issues or deficiencies in internal control that require to be disclosed.

Events Subsequent to the Date of the Balance Sheet

14. All events subsequent to 31 March 2021 for which the 2020/21 accounting code requires adjustment or disclosure have been adjusted or disclosed.

Yours sincerely

Elaine Kemp
Head of Financial Solutions