

This matter is being dealt with

By : Dennis Napier
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Your Ref. :
Our Ref. : CT/Fire/ /DDN
Date : 24 September 2012

Mr S Nicklin
District Auditor
Audit Practice
Audit Commission
Nickalls House
Metro Centre
Gateshead
NE11 9NH

Dear Sir

Tyne and Wear Fire and Rescue Authority - Audit for the year ended 31 March 2012

Letter of Management Representation

I confirm to the best of my knowledge and belief, having made appropriate enquiries of other officers of Tyne and Wear Fire and Rescue Authority, the following representations given to you in connection with your audit of the Authority's financial statements for the year ended 31 March 2012. All of the following representations cover both the Authority's accounts and, where relevant, the Firefighters' Pensions Fund Accounts, which are included within the financial statements.

Compliance with the statutory authorities

I have fulfilled my responsibility under the relevant statutory authorities for preparing financial statements in accordance with the Accounts and Audit (England) Regulations 2012 and the Code of Practice for Local Authority Accounting in the United Kingdom which give a true and fair view of the financial position and financial performance of the Authority, for the completeness of the information provided to you, and for making accurate representations to you.

Uncorrected misstatements

Audit sample testing has identified some missed accruals, with a total estimated value of £33,000. In view of the relatively small sums of money involved, I have decided not to adjust the financial statements.

Supporting records

I have made available all relevant information and access to persons within the Authority for the purpose of your audit. I have properly reflected and recorded in the financial statements all the transactions undertaken by the Authority.

Irregularities

I acknowledge my responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud or error.

I also confirm that I have disclosed:

- my knowledge of fraud, or suspected fraud, involving either management, employees who have significant roles in internal control, or others where fraud could have a material effect on the financial statements;
- my knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others; and
- the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

Law, regulations, contractual arrangements and codes of practice

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

Transactions and events have been carried out in accordance with law, regulation or other authority. The Authority has complied with all aspects of contractual arrangements that could have a material effect on the financial statements in the event of non-compliance.

All known actual or possible litigation, claims and contingencies, whose effects should be considered when preparing the financial statements, have been disclosed to the auditor and accounted for and disclosed in accordance with the applicable financial reporting framework.

Accounting estimates including fair values

I confirm the reasonableness of the significant assumptions used in making the accounting estimates, including those measured at fair value.

Specific representations

I am satisfied that:

- loans, cash and investment balances managed by Sunderland City Council on the Authority's behalf have been correctly identified and allocated between the two sets of financial statements
- the cost of services provided to the Authority by Sunderland City Council has been properly identified and accurately included in the accounts
- staff and other costs have been correctly allocated between fire fighting and community safety activities.

Related party transactions

I confirm that I have disclosed the identity of Tyne and Wear Fire and Rescue Authority's related parties and all the related party relationships and transactions of which I am aware. I have appropriately accounted for and disclosed such relationships and transactions in accordance with the requirements of the Code.

Subsequent events

I have adjusted for or disclosed in the financial statements all relevant events subsequent to the date of the financial statements.

Signed on behalf of Tyne and Wear Fire and Rescue Authority

I confirm that this letter has been discussed and agreed by those charged with governance on 24 September 2012.

Tom Capeling, Chief Fire Officer

Malcolm Page, Finance Officer

Dave Smith, Clerk to the Authority

Mr G N Cook, Chairman of Governance Committee (on behalf of those charged with governance)
24th September 2012

