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Assistant Chief Executive - Finance  
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10 April 2014

Ref: GPS/UDC/14-15/Fee  
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Dear Steve

## Annual Audit and Certification Fees 2014/15

We are writing to confirm the audit and certification work that we propose to undertake for the 2014/15 financial year at Uttlesford District Council. The fee reflects the risk-based approach to audit planning set out in the Code of Audit Practice and the work mandated by the Audit Commission for 2014/15.

### Indicative Audit Fee

The audit fee covers the:

- ▶ Audit of the financial statements;
- ▶ Value for money conclusion; and
- ▶ Whole of Government accounts.

For the 2014/15 financial year the Audit Commission has set the scale fee for each audited body as part of the recent 5 year procurement exercise and consequently it is not liable to increase in that period without a change in scope.

The 2014/15 scale fee is 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;
- ▶ We are able to place reliance on the work of internal audit to the maximum extent possible under auditing standards;
- ▶ The financial statements will be available to us in line with the agreed timetable;
- ▶ Working papers and records provided to us in support of the financial statements are of a good quality and are provided in line with our agreed timetable; and
- ▶ Prompt responses are provided to our draft reports.

Meeting these assumptions will help ensure the delivery of our audit at the indicative audit fee.

The indicative audit fee set out in the table below has initially been set at the scale fee level as the overall level of risk in relation to the audit of the financial statements is not significantly different from that of the prior year.

#### Certification fee

The Audit Commission has set an indicative certification fee for each audited body. The indicative fee is based on the 2012-13 actual certification fees available adjusted to reflect any known schemes that no longer require auditor certification. The Audit Commission has also revised the previously published 2013/14 indicative certification fee to reflect further schemes that no longer require auditor certification.

The indicative fee is based on the expectation that an audited body is able to provide the auditor with complete and materially accurate claims and returns, with supporting working papers, within agreed timeframes.

The indicative certification fee for 2014/15 relates to work on grant claims and returns for the year ended 31 March 2015. We have set the certification fee at the indicative fee level. We will update our risk assessment after we complete 2013/14 certification work, and to reflect further changes in the Audit Commission's certification arrangements.

#### Summary of Fees

	Indicative fee 2014/15 £	Planned fee 2013/14 £	Actual fee 2012/13 £
Total Code audit fee	69,654	69,654	*70,379
Certification of claims and returns	21,040	18,716	**28,219

\* An additional fee of £725 was charged in relation to responding to local elector correspondence in 2012/13. A further fee is yet to be charged in relation to dealing with an objection to the Council's accounts. This objection has not yet been concluded and the final fee therefore cannot be confirmed.

\*\* The final fee for the certification of claims and returns cannot be confirmed as our work on the housing benefit claim was only completed on 9 April. The final additional fee for this work will now need to be agreed with the Council and Audit Commission. As at 19 February we estimated the additional fee to be £8,269. This is reflected in the figure reported above.

Any additional work that we may agree to undertake (outside of the Audit Code of Practice) will be separately negotiated and agreed with you in advance.

#### Billing

The indicative audit fee will be billed in 4 quarterly instalments of £5,260.

## Audit Plan

Our plan for the audit of the financial statements will be issued in January 2015. This will detail the significant financial statement risks identified, planned audit procedures to respond to those risks, and any changes in fee. It will also set out the risks identified in relation to the Value for Money conclusion. Should we need to make any significant amendments to the audit fee during the course of the audit, we will discuss this in the first instance with the Finance Manager (S151 officer) and, if necessary, prepare a report outlining the reasons for the fee change for discussion with the Governance Committee.

## Audit team

The key members of the audit team for 2014/15 are:

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Director

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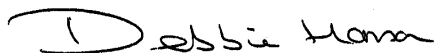
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We are committed to providing you with a high quality service. If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please contact me. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London, SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute.

Yours faithfully



Debbie Hanson  
Director  
Ernst & Young LLP  
United Kingdom

cc. Councillor Howell, Chair of the Audit and Performance Committee