

Ken Finch
Treasurer
North Wales Fire Authority
Bodlondeb
CONWY
LL11 1WF

Date	3 December 2003
Our reference	
Your reference	
Tel No	01244 288530
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Pages	1 of 3

Dear Ken

Letter of Representation for the 2002/2003 Final Accounts

In accordance with our normal annual procedure and SAS 440 (Management Representations) I would be grateful if you could provide me with formal representations on a number of matters connected with the financial accounts.

As part of my audit for 2002/2003, and in order to express an opinion as to whether the financial statements present fairly the financial position of the Authority, I would be grateful if you could please provide the following representations:

1. The financial statements have been prepared in accordance with the Code of Practice on Local Authority Accounting (ACOP) and the requirements set out in the Best Value Accounting Code of Practice (BVACOP).
2. There are no significant contingent liabilities/assets or post balance sheet events, except as disclosed in the financial statements. In particular,
 - there are no significant items pending litigation,
 - there are no material commitments or contractual issues, other than those already disclosed in the financial statements
3. Provisions and contingent liabilities have been treated in accordance with the requirements of FRS12.
4. All the transactions undertaken by the Authority have been properly reflected and recorded in the accounting records.
5. Amounts included as expenditure for capital purposes are in accordance with the requirements of Local Government & Housing Act 1989.
6. Fixed assets, including any additions and disposals during the year, have been identified and correctly and appropriately treated on the Authority's balance sheet.
7. There are no plans or intentions that may affect the valuation or classification of assets and liabilities and that any permanent diminution of fixed assets has been identified and treated in accordance with FRS 11.
8. There have been no:
 - Irregularities involving management who have significant roles in the system of internal accounting control.
 - Irregularities involving other employees that could have a material effect on the financial statements.

- Communications from regulatory agencies concerning non-compliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial statements.
9. There are no subsidiaries, associates, joint ventures or joint arrangements other than those disclosed in the accounting statements and associated notes.
 10. Adequate bad debt provisions have been made for all categories of debtors.
 11. The financial statements and/or the notes to the accounts include any –
 - Violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - Other material factor that would influence the readers view of the statements.
 12. Provision, when material, has been made to reduce excess or obsolete stocks or inventory items to their estimated net realisable value.
 13. The assets of the Authority have not been used in any way as security for loans.
 14. All obligations under finance leases or hire purchase contracts have been disclosed in the accounts.
 15. No financial guarantees have been given to third parties.
 16. The Authority has complied with all aspects of contractual agreements that would require adjustment to, or disclosure in, the financial statements.
 17. There are no other material transactions with related parties (as defined by FRS 8), other than those recorded and disclosed.
 18. The disclosure requirements of FRS 17 have been met and the figures used have been compiled in accordance with generally accepted accounting principles.
 19. Internal debtors and creditors have been identified and removed from the consolidated accounts.

With respect to item 2 above I would also be grateful if you could provide me with details of any significant items which have not been included in the accounts and your justification for their treatment, if there are any.

In order for you to be able to sign the representation I would envisage that you would need to consult the monitoring officer and other officers as appropriate.

If you have any queries or would like to discuss any of these points please do not hesitate to contact me.

Yours sincerely

David Jones
Audit Manager

David Jones

Audit Commission in Wales

Dear David

Letter of Representation for the 2002-2003 Final Accounts

Further to your letter dated 3 December 2003, I confirm that, to the best of my knowledge and belief and having made appropriate enquiries, the following representations are given to you in connection with your audit for the year ended 31 March 2003. Please note that I am not making my representation about any matter that I am not aware of.

1. The financial statements have been prepared in accordance with the Code of Practice on Local Authority Accounting (ACOP) and the requirements set out in the Best Value Accounting Code of Practice (BVACOP).
2. There are no significant contingent liabilities/assets or post balance sheet events, except as disclosed in the financial statements. In particular, there are no significant items pending litigation nor are there any material commitments or contractual issues, other than those already disclosed in the accounts.
3. Provisions and contingent liabilities have been treated in accordance with the requirements of FRS12.
4. All the transactions undertaken by the Authority have been properly reflected and recorded in the accounting records.
5. Amounts included as expenditure for capital purposes are in accordance with the requirements of Local Government & Housing Act 1989.
6. Fixed assets, including any additions and disposals during the year, have been identified and correctly and appropriately treated on the Authority's balance sheet.
7. There are no plans or intentions that may affect the valuation or classification of assets and liabilities and that any permanent diminution of fixed assets has been identified and treated in accordance with FRS 11.
8. There have been no:
 - Irregularities involving management who have significant roles in the system of internal accounting control. In making this representation, I have taken the assumption that 'irregularity' means of a fraudulent nature.
 - Irregularities involving other employees that could have a material effect on the financial statements.

- Communications from regulatory agencies concerning non-compliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial statements.
9. There are no subsidiaries, associates, joint ventures or joint arrangements other than those disclosed in the accounting statements and associated notes.
10. Adequate bad debt provisions have been made for all categories of debtors.
11. The financial statements and/or the notes to the accounts include any, if appropriate, and necessary:
- Violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - Other material factor that would influence the readers view of the statements.
12. Provision, when material, has been made to reduce excess or obsolete stocks or inventory items to their estimated net realisable value.
13. The assets of the Authority have not been used in any way as security for loans.
14. All obligations under finance leases or hire purchase contracts have been disclosed in the accounts.
15. No financial guarantees have been given to third parties.
16. The Authority has complied with all aspects of contractual agreements that would require adjustment to, or disclosure in, the financial statements.
17. There are no other material transactions with related parties (as defined by FRS 8), other than those recorded and disclosed.
18. The disclosure requirements of FRS 17 have been met and the figures used have been compiled in accordance with generally accepted accounting principles.
19. Internal debtors and creditors have been identified and removed from the consolidated accounts.

This letter has been copied to the Monitoring Officer and the Chief Fire Officer.

Yours sincerely

Treasurer

Copy to: Ian Miller, Monitoring Officer

Simon Smith, Chief Fire Officer