

## County Borough Supplies

Waterton  
Bridgend  
CF31 3YR

Tel: (01656) 766511

Fax: (01656) 766401



## Cyflenwi'r Fwrdeistref Sirol

Waterton  
Pen-y-bont ar Ogwr  
CF31 3YR

Ffon: (01656) 766511

Ffacs: (01656) 766401

Our Ref: CBS/

Date: 27 September 2012

Anthony Barrett  
Appointed Auditor  
Wales Audit Office  
24 Cathedral Road  
Cardiff  
CF11 9LJ

## APPENDIX 2

Copy to: KPMG LLP, 3 Assembly Square, Britannia Quay, Cardiff Bay, CF10 4AX

Dear Sirs

### **Representations regarding the 2011-12 Financial Statements**

This letter is provided in connection with your audit of the financial statements of Catalogue Supplies Service Joint Committee for the year ended 31 March 2012.

We confirm that to the best of our knowledge and belief, having made enquiries as we consider sufficient, we can make the following representations to you.

### **Management Representations**

#### **Responsibilities**

We have fulfilled our responsibilities for the preparation of the financial statements in accordance with legislative requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2011/12; in particular the financial statements give a true and fair view in accordance therewith.

We acknowledge our responsibility for the design, implementation, maintenance and review of internal control to prevent and detect fraud and error.

#### **Information Provided:**

We have provided you with:

- full access to:
  - all information of which we are aware that is relevant to the preparation of the financial statements such as books of account and supporting documentation, minutes of meetings and other matters;
  - additional information that you have requested from us for the purpose of the audit; and
  - unrestricted access to staff from whom you determined it necessary to obtain audit evidence.
- the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud;
- our knowledge of fraud or suspected fraud that we are aware of and that affects Catalogue Supplies Service Joint Committee and involves:

---

#### **Joint Supplies Service**

Bridgend County Borough Council  
Caerphilly County Borough Council  
Merthyr Tydfil County Borough Council  
Rhondda Cynon Taff County Borough Council

#### **Gwasanaethau Cyflenwi Cyfunol**

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr  
Cyngor Bwrdeistref Sirol Caerffili  
Cyngor Bwrdeistref Sirol Merthyr Tudful  
Cyngor Bwrdeistref Sirol Rhondda Cynon Taff

## County Borough Supplies

Waterton  
Bridgend  
CF31 3YR

Tel: (01656) 766511

Fax: (01656) 766401



## Cyflenwi'r Fwrdeistref Sirol

Waterton  
Pen-y-bont ar Ogwr  
CF31 3YR

Ffon: (01656) 766511

Ffacs: (01656) 766401

- management;
- employees who have significant roles in internal control; or
- others where the fraud could have a material effect on the financial statements.
- our knowledge of any allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, regulators or others;
- our knowledge of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements; and
- the identity of all related parties and all the related party relationships and transactions of which we are aware.

### **Financial statement representations**

The financial statements have been prepared on the going concern basis. This is considered appropriate by the Joint Committee, which has committed to the continuation of trading of County Borough Supplies for at least 12 months from the date of signing the financial statements.

All transactions, assets and liabilities have been recorded in the accounting records and are reflected in the financial statements.

Significant assumptions used in making accounting estimates, including those measured at fair value, are reasonable.

Related party relationships and transactions have been appropriately accounted for and disclosed.

All events occurring subsequent to the reporting date which require adjustment or disclosure have been adjusted for or disclosed.

All known actual or possible litigation and claims 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.

The financial statements are free of material misstatements, including omissions. The effects of uncorrected misstatements identified during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. A summary of these items is set out below:

- *Credit notes issued in 2012/13 relating to the year ending 31 March 2012*

£10,300 of credit notes were issued after 31 March 2012, which related to the financial year 2011/12. These credit notes should be recognised in the 2011/12 financial statements. The impact of this on the Income and Expenditure account would be to decrease turnover (sales) by £10,300 and decrease cost of sales by £9,200, with a resulting overall reduction in the surplus for the year of £1,100.

### **Representations by Catalogue Supplies Service Joint Committee**

We acknowledge that the representations made by management, above, have been discussed with us. We acknowledge our responsibility for the preparation of true and fair financial statements in accordance with the applicable financial reporting framework. The financial statements were approved by Catalogue Supplies Service on 27 September 2012.

---

#### **Joint Supplies Service**

Bridgend County Borough Council  
Caerphilly County Borough Council  
Merthyr Tydfil County Borough Council  
Rhondda Cynon Taff County Borough Council

#### **Gwasanaethau Cyflenwi Cyfunol**

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr  
Cyngor Bwrdeistref Sirol Caerffili  
Cyngor Bwrdeistref Sirol Merthyr Tudful  
Cyngor Bwrdeistref Sirol Rhondda Cynon Taff

**County Borough Supplies**

Waterton  
Bridgend  
CF31 3YR

**Tel: (01656) 766511**  
Fax: (01656) 766401



**Cyflenwi'r Fwrdeistref Sirol**

Waterton  
Pen-y-bont ar Ogwr  
CF31 3YR

**Ffon: (01656) 766511**  
Ffacs: (01656) 766401

Signed by:

Signed by:  
Chairperson of the Joint Committee- C J Willis

Ness Young, CPFA  
Assistant Chief Executive – Performance, S151  
Officer, Bridgend County Borough Council

[Officer who signs on behalf of management]

Date:

[Officer or Member who signs on behalf of  
those charged with governance]

Date:

---

**Joint Supplies Service**

Bridgend County Borough Council  
Caerphilly County Borough Council  
Merthyr Tydfil County Borough Council  
Rhondda Cynon Taff County Borough Council

**Gwasanaethau Cyflenwi Cyfunol**

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr  
Cyngor Bwrdeistref Sirol Caerffili  
Cyngor Bwrdeistref Sirol Merthyr Tudful  
Cyngor Bwrdeistref Sirol Rhondda Cynon Taff