

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: 26 September 2013

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

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

Dear Sirs

Representations regarding the 2012-13 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 2013.

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 2012/13; 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

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

- 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:
 - 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

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. There have been no uncorrected misstatements identified during the audit.

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.

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

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 26 September 2013.

Signed by:

Ness Young, CPFA
Corporate Director of Resources, S151 Officer,
Bridgend County Borough Council

[Officer who signs on behalf of management]

Date:

Signed by:

Chairperson of the Joint Committee- C J Willis

[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