

**Julie Murphy**  
**Chief Finance Officer**

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Rochdale, OL16 1XU

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Enquiries: Julie Murphy  
Date: 9 August 2021

Mazars LLP  
One St Peter's Square  
Manchester  
M2 3DE

9 August 2021

Dear Karen,

**Rochdale Borough Council - audit for year ended 31 March 2021**

This representation letter is provided in connection with your audit of the financial statements of Rochdale Metropolitan Borough Council ('the Council') for the year ended 31 March 2021 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (the Code) and applicable law.

I confirm that the following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, inspection of supporting documentation) sufficient to satisfy myself that I can properly make each of the following representations to you.

**My responsibility for the financial statements and accounting information**

I believe that I have fulfilled my responsibilities for the true and fair presentation and preparation of the financial statements in accordance with the Code and applicable law.

**My responsibility to provide and disclose relevant information**

I have provided you with:

- access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other material;
- additional information that you have requested from us for the purpose of the audit; and
- unrestricted access to individuals within the Council you determined it was necessary to contact in order to obtain audit evidence.

I confirm as Chief Finance Officer that I have taken all the necessary steps to make me aware of any relevant audit information and to establish that you, as auditors, are aware of this information.

As far as I am aware there is no relevant audit information of which you, as auditors, are unaware.

### **Accounting records**

I confirm that all transactions that have a material effect on the financial statements have been recorded in the accounting records and are reflected in the financial statements. All other records and related information, including minutes of all Council, Cabinet and committee meetings, have been made available to you.

### **Accounting policies**

I confirm that I have reviewed the accounting policies applied during the year in accordance with Code and International Accounting Standard 8 and consider these policies to faithfully represent the effects of transactions, other events or conditions on the Council 's financial position, financial performance and cash flows.

### **Accounting estimates, including those measured at fair value**

I confirm that any significant assumptions used by the Council in making accounting estimates, including those measured at current or fair value, are reasonable.

### **Contingencies**

There are no material contingent losses including pending or potential litigation that should be accrued where:

- information presently available indicates that it is probable that an asset has been impaired or a liability had been incurred at the balance sheet date; and
- the amount of the loss can be reasonably estimated.

There are no material contingent losses that should be disclosed where, although either or both the conditions specified above are not met, there is a reasonable possibility that a loss, or a loss greater than that accrued, may have been incurred at the balance sheet date.

There are no undisclosed contingent gains which should be disclosed.

All material matters, including unasserted claims, that may result in litigation against the Council have been brought to your attention. All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to you and accounted for and disclosed in accordance with the Code and applicable law.

### **Laws and regulations**

I confirm that I have disclosed to you all those events of which I am aware which involve known or suspected non-compliance with laws and regulations, together with the actual or contingent consequences which may arise therefrom.

The Council has complied with all aspects of contractual agreements that would have a material effect on the accounts in the event of non-compliance.

## **Fraud and error**

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

I have disclosed to you:

- all the results of my assessment of the risk that the financial statements may be materially misstated as a result of fraud;
- all knowledge of fraud or suspected fraud affecting the Council involving:
  - management and those charged with governance;
  - employees who have significant roles in internal control; and
  - others where fraud could have a material effect on the financial statements.

I have disclosed to you all information in relation to any allegations of fraud, or suspected fraud, affecting the Council's financial statements communicated by employees, former employees, analysts, regulators or others.

## **Related party transactions**

I confirm that all related party relationships, transactions and balances, have been appropriately accounted for and disclosed in accordance with the requirements of the Code and applicable law.

I have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which I am aware.

## **Future commitments**

I am not aware of any plans, intentions or commitments that may materially affect the carrying value or classification of assets and liabilities or give rise to additional liabilities.

## **Subsequent events**

I confirm all events subsequent to the date of the financial statements and for which the Code and applicable law, require adjustment or disclosure have been adjusted or disclosed.

Should further material events occur after the date of this letter which may necessitate revision of the figures included in the financial statements or inclusion of a note thereto, I will advise you accordingly.

## **Covid-19**

I confirm all grants and cost and income pressures in relation to Covid-19 have been accounted for correctly. Assessments of the impact of the Covid-19 Virus pandemic on the Council, including the impact of mitigation measures and uncertainties, have been continually assessed throughout the 2020/21 Financial Year with the levels of risk and reserves at year end measured, with a resulting increase in earmarked reserves for future pressures.

## **Going concern**

To the best of my knowledge there is nothing to indicate that the Council will not continue as a going concern in the foreseeable future. The period to which I have paid particular attention in assessing the appropriateness of the going concern basis is not less than twelve months from the date of approval of the accounts.

### **Unadjusted misstatements**

I confirm that the effects of the uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole. All uncorrected misstatements are included in Appendix A.

### **Specific representations – Manchester Airport Long-Term Investment valuation**

I confirm that with regards to the Council's valuation of its Long-Term Investment in Manchester Airport Group of £32.0m, valuation of shares, I am satisfied that the assumptions used by the professional valuer in respect of the future growth for the Manchester Airport Group and which underpin the valuation, are reasonable and appropriate.

### **Approval**

The approval of this letter of representation was minuted by the Council's Audit and Governance Committee at its meeting on 9 August 2021.

Yours sincerely

Julie Murphy

Chief Finance Officer

Name: Julie Murphy

Position: Chief Finance Officer

Date 9 August 2021

**Signed on behalf Rochdale Borough Council**

## Appendix A

### Unadjusted Misstatements

	Details of Adjustment	Assets (£'000)	Liabilities (£'000)	Reserves (£'000)	Income Statement (£'000)
1.	Dr Revaluation Reserve			893	
	Cr Property, Plant and Equipment	(893)			
2.	Dr Pension Liability		2,000		
	Cr Pension Reserve			(2,000)	
	<b>Total</b>	<b>(893)</b>	<b>2,000</b>	<b>(1,107)</b>	

### Description of Adjustment

1. Within the Property, Plant and Equipment valuations a 10% uplift in the BCIS rate had been applied for one asset due to the asset being a listed building. The BCIS rate should have been applied in the valuation calculation without the uplift, as when completing a depreciated replacement cost (DRC) valuation, the calculation should be based on the modern equivalent asset.
2. During 2020/21 two schools transferred to become academies. There were 61 non-teaching staff from these schools included within the actuarial report as at 31<sup>st</sup> March 2021. As these schools have converted to academy status the pension liability for these staff should not have been included within the actuarial report as at 31<sup>st</sup> March 2021.