



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

**Dorset & Wiltshire Fire and Rescue Service**  
Five Rivers Community Health & Wellbeing Centre,  
Hulse Road, Salisbury, Wiltshire SP1 3NR

Item 8  
Appendix B

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dwfire.org.uk email:ian.cotter@dwfire.org.uk

KPMG LLP  
3 Assembly Square  
Britannia Quay  
Cardiff  
CF10 4AX

Your ref:

My ref:

Ask for: Ian Cotter

Date: 21 September 2016

Dear Sir

This representation letter is provided in connection with your audit of the financial statements of Dorset Fire Authority ("the Authority"), for the year ended 31 March 2016, for the purpose of expressing an opinion:

- i) as to whether these financial statements give a true and fair view of the financial position of the Authority as at 31 March 2016 and of the Authority's expenditure and income for the year then ended; and
- ii) whether the financial statements have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

These financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement and the related notes.

Dorset and Wiltshire Fire and Rescue Authority confirms that the representations it makes in this letter are in accordance with the definitions set out in the Appendix to this letter.

Dorset and Wiltshire Fire and Rescue Authority confirms that, to the best of its knowledge and belief, having made such inquiries as it considered necessary for the purpose of appropriately informing itself:

#### **Financial statements**

1. Dorset and Wiltshire Fire and Rescue Authority has fulfilled its responsibilities, as set out in the Accounts and Audit Regulations 2015, for the preparation of financial statements that:
  - i) give a true and fair view of the financial position of Dorset Fire Authority as at 31 March 2016 and of Dorset Fire Authority's expenditure and income for the year then ended;
  - ii) have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.



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The financial statements have been prepared on a going concern basis.

2. Measurement methods and significant assumptions used by Dorset and Wiltshire Fire and Rescue Authority in making accounting estimates, including those measured at fair value, are reasonable.
3. All events subsequent to the date of the financial statements and for which IAS 10 Events after the reporting period requires adjustment or disclosure have been adjusted or disclosed.
4. The effects of uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to this representation letter.

### **Information provided**

5. Dorset and Wiltshire Fire and Rescue Authority has provided you with:
  - access to all information of which it is aware, that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
  - additional information that you have requested from Dorset and Wiltshire Fire and Rescue Authority for the purpose of the audit; and
  - unrestricted access to persons within Dorset and Wiltshire Fire and Rescue Authority from whom you determined it necessary to obtain audit evidence.
6. All transactions have been recorded in the accounting records and are reflected in the financial statements.
7. Dorset and Wiltshire Fire and Rescue Authority confirms the following:
  - i) Dorset and Wiltshire Fire and Rescue Authority has disclosed to you the results of its assessment of the risk that the financial statements may be materially misstated as a result of fraud.

Included in the Appendix to this letter are the definitions of fraud, including misstatements arising from fraudulent financial reporting and from misappropriation of assets.

- ii) Dorset and Wiltshire Fire and Rescue Authority has disclosed to you all information in relation to:
  - a) Fraud or suspected fraud that it is aware of and that affects Dorset Fire Authority and involves:
    - management;



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- employees who have significant roles in internal control; or
  - others where the fraud could have a material effect on the financial statements; and
- b) allegations of fraud, or suspected fraud, affecting Dorset Fire Authority's financial statements communicated by employees, former employees, analysts, regulators or others.

In respect of the above, Dorset and Wiltshire Fire and Rescue Authority acknowledges its responsibility for such internal control as it determines necessary for the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In particular, Dorset and Wiltshire Fire and Rescue Authority acknowledges its responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.

8. Dorset and Wiltshire Fire and Rescue Authority has disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
9. Dorset and Wiltshire Fire and Rescue Authority has disclosed to you and has appropriately accounted for and/or disclosed in the financial statements, in accordance with IAS 37 Provisions, Contingent Liabilities and Contingent Assets, all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.
10. Dorset and Wiltshire Fire and Rescue Authority has disclosed to you the identity of Dorset Fire Authority's related parties and all the related party relationships and transactions of which it is aware. All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with IAS 24 Related Party Disclosures.
11. Dorset and Wiltshire Fire and Rescue Authority confirms that:
- a) The financial statements disclose all of the key risk factors, assumptions made and uncertainties surrounding Dorset Fire Authority's ability to continue as a going concern as required to provide a true and fair view.
  - b) Any uncertainties disclosed are not considered to be material and therefore do not cast significant doubt on the ability of Dorset Fire Authority to continue as a going concern.
12. On the basis of the process established by Dorset and Wiltshire Fire and Rescue Authority and having made appropriate enquiries, Dorset and Wiltshire Fire and Rescue Authority is satisfied that the actuarial assumptions underlying the valuation of defined benefit obligations are consistent with its knowledge of the business and are in accordance with the requirements of IAS 19 (revised) Employee Benefits.

Dorset and Wiltshire Fire and Rescue Authority further confirms that:

- a) all significant retirement benefits, including any arrangements that are:
  - statutory, contractual or implicit in the employer's actions;



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- arise in the UK and the Republic of Ireland or overseas;
- funded or unfunded; and
- approved or unapproved,

have been identified and properly accounted for; and

- b) all plan amendments, curtailments and settlements have been identified and properly accounted for.

This letter was tabled and agreed at the meeting of the Dorset and Wiltshire Fire and Rescue Authority Finance and Audit Committee on 21st September 2016.

Yours faithfully,

Councillor Bob Jones  
Chairman of the Finance and Audit Committee

Phil Chow  
Director of Finance  
Dorset and Wiltshire Fire and Rescue Authority