



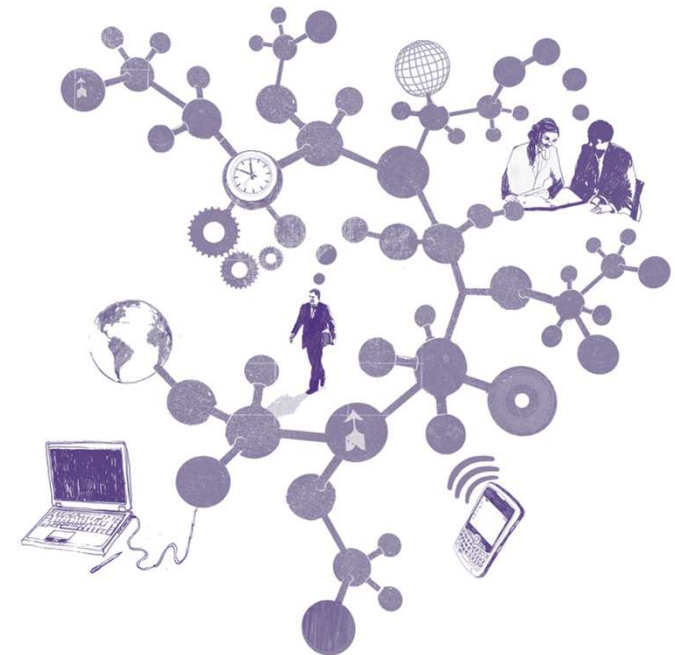
Grant certification work plan for Dover District Council

Year ended 31 March 2013

09 August 2013

Emily Hill
Associate Director
T 020 7728 3259
E emily.hill@uk.gt.com

Daniel Woodcock
Assistant Manager
T 07921 659914
E daniel.woodcock@uk.gt.com



Contents

| Section | Page |
|--|-------------|
| 1. Our approach to grant certification work | 3 |
| Appendix A Summary of expected claims and returns for the year ended 31 March 2013 | 7 |

Our approach to grant certification work

Introduction

Various grant-paying bodies require external certification of claims for grant or subsidy and returns of financial information.

The Audit Commission makes certification arrangements with grant-paying bodies, including confirming which claims and returns require certification and issuing certification instructions. These instructions are tailored to each scheme and set out the specific procedures to be applied in examining the claim or return. The Audit Commission agrees the deadline for submission of each claim by authorities and the deadline for certification by auditors.

As the Council's appointed external auditor, we undertake grant certification work acting as an agent of the Audit Commission.

Certification arrangements

The Audit Commission's certification arrangements are designed to be proportionate to the claim or return. The arrangements for 2012-13 are:

- for claims and returns below £125,000, certification by us is not required, regardless of any statutory certification requirement or any certification requirement set out in grant terms and conditions
- for claims and returns above £125,000 and below £500,000, we are required to perform limited tests to agree entries on the claim or return to underlying records, but are not required to undertake any testing of the eligibility of expenditure or data

- for claims and returns over £500,000, we are required to assess the control environment for the preparation of the claim or return and decide whether or not to place reliance on it. Where reliance is placed on the control environment, we are required to undertake limited tests to agree entries on the claim or return to underlying records but not to undertake any testing of the eligibility of expenditure or data. Where reliance is not placed on the control environment, we are required to undertake all the tests in the relevant certification instruction and use our assessment of the control environment to inform decisions on the level of testing required.

In determining whether we place reliance on the control environment, we consider other work we have undertaken on the Council's financial ledger and any other relevant systems, and make appropriate use of relevant internal audit work where possible.

However, all tests within the certification instructions should be completed in every case every three years, to confirm the auditor's understanding of the control environment and that it is appropriate to place or continue to place reliance upon it.

Role of all parties

The table below summarises the respective roles and responsibilities of the parties involved in the certification process.

| Party | Role & responsibility |
|-------------------|--|
| Grant paying body | Sets conditions of grant and deadline for submission for pre-certified and certified claims |
| Audit Commission | Issues certification instructions for auditor work |
| Council | Submits claims for certification to the Appointed Auditor within grant paying body submission deadlines |
| Appointed Auditor | Certifies claims in accordance with Audit Commission certification instructions and within certification deadlines |

The Council's role is set out in more detail below:

- the Head of Finance is responsible for ensuring that supporting accounting records are sufficient to document the transactions for which claims are made. These records should be maintained in accordance with proper practices and kept up to date, including records of income and expenditure in relation to claims and returns
- the Council should ascertain the requirements of schemes at an early stage to allow those responsible for incurring eligible expenditure to assess whether it falls within the scheme rules and to advise those responsible for compiling claims and returns to confirm any entitlement
- the Council should ensure all deadlines for interim and final claims are met to avoid sanctions and penalties from grant paying bodies
- grant-paying bodies usually require the Council's certificate to be given by an appropriate senior officer. This is typically the Director of Finance, Housing and Community or an officer authorised by written delegated powers
- the Council should monitor arrangements with any third parties involved in the certification process.

Claims history

The claims and returns in 2011-12 were:

- Housing and council tax benefit claim
- National non-domestic rates return
- Pooling of housing capital receipts
- Housing Revenue Account subsidy

Due to changes in government funding, the Housing Revenue Account subsidy scheme finished in 2011-12, which means that there will be no certification in relation to this.

Our certificate

Following our work on each claim or return, we issue our certificate. The wording of this depends on the level of work performed as set out above, stating either the claim or return is in accordance with the underlying records, or the claim or return is fairly stated and in accordance with the relevant terms and conditions. Our certificate also states that the claim has been certified:

- without qualification
- without qualification but with agreed amendments incorporated by the Council
or
- with a qualification letter (with or without agreed amendments incorporated by the Council).

Where a claim is qualified because the Council has not complied with the strict requirements set out in the certification instruction, there is a risk that grant-paying bodies will retain funding claimed by the Council or claw back funding which has already been provided or has not been returned.

In addition, where claims or returns require amendment or are qualified, this increases the time taken to undertake this work, which may impact on the certification fee.

Certification work fees

The Audit Commission sets an indicative scale fee for grant claim certification based on 2010/11 actual certification fees for each Council. The indicative scale fee for the Council is £26,450. This fee is based on the following assumptions:

- there will be no change in the scope of our work due to the control environment in place during the year
- the Council provides adequate working papers to support each entry in the claim/return
- the Council's staff are available to deal with our queries in a timely manner and provide such explanations and supporting evidence necessary to support entries.

Where there is any significant variation from these assumptions, we will discuss a variation to the indicative scale fee with the Council and the Audit Commission. Due to placing reliance on the National non-domestic rates and Pooling of housing capital receipts control environments in 2010/11 and 2011/12, we are required to complete detailed testing in 2012/13 to confirm our understanding of the control environment. As a result, we are expecting to seek a fee variation in relation to these claims. However, at this time it is not possible to provide an indicative figure for this since it will be dependent on the results of initial testing.

The Council has identified all claims and returns requiring certification and this information is incorporated into Appendix A to this plan.

Administration

When each expected claim or return is completed, a copy of the signed claim should be sent to Emily Hill at the following address:

Grant Thornton UK LLP
Grant Thornton House
Melton Street
Euston Square
London
NW1 2EP

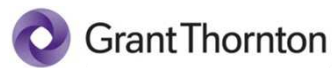
- The **original** claims and returns should be retained by the Council.
- If additional claims and returns are identified by either us or the Council they will be incorporated into the appendix in this plan
- All claims and returns listed in appendix A should be sent to us, even if below the de minimis limit so that we can confirm that no certification is required. We are required to report the value of these claims to the Audit Commission in our annual certification report.

Managing the certification process – our role

- We intend to certify all claims and returns in accordance within the deadlines set by the Audit Commission. If we receive any claims after the Council's submission deadline, we will endeavour to certify them within the Audit Commission deadline but, where this is not possible, within three months from receipt
- A copy of each certified claim or return will be sent to the relevant named contact when the certification process is complete, along with a copy of the qualification letter, where applicable
- Copies of the certification instructions can be provided on request for any new claims or returns
- We expect to complete the certification of all claims by late 2013 and will issue a grant certification report highlighting any issues that need to be brought to the Council's attention.

Appendix A: Summary of expected claims & returns for the year ended 31 March 2013

| Claim (CI reference) | Authority deadline | Certification deadline | Claim certified in prior year | Prior year outcome |
|---|--------------------|------------------------|-------------------------------|------------------------|
| Housing and council tax benefits scheme (BEN01) | 30/04/13 | 30/11/13 | Yes | Qualified and amended |
| Pooling of housing capital receipts (CFB06) | 12/07/13 | 27/09/13 | Yes | No amendments required |
| National non-domestic rates return (LA01) | 28/06/13 | 27/09/13 | Yes | No amendments required |



© 2013 Grant Thornton UK LLP. All rights reserved.

'Grant Thornton' means Grant Thornton UK LLP, a limited liability partnership.

Grant Thornton is a member firm of Grant Thornton International Ltd (Grant Thornton International). References to 'Grant Thornton' are to the brand under which the Grant Thornton member firms operate and refer to one or more member firms, as the context requires. Grant Thornton International and the member firms are not a worldwide partnership. Services are delivered independently by member firms, which are not responsible for the services or activities of one another. Grant Thornton International does not provide services to clients.

grant-thornton.co.uk