

20 December 2011

Mr John Ward
District Treasurer
Chichester District Council
East Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1TY

Direct line 0844-798-4640
Mobile 07760-173158
Email m-catlow@audit-
commission.gov.uk

Dear John

Report on grant claim certification 2010/11

The statement of responsibilities in respect of grant certification, available from www.audit-commission.gov.uk, requires me to report the results of my certification work to those charged with governance to highlight the errors, adjustments and qualifications arising in your claims and returns.

This letter summarises this information for your 2010/11 claims. It includes messages arising from my assessment of your arrangements for preparing claims and reports and details of those claims that were amended or qualified.

In 2010/11, my audit team certified claims with a total value of £78.2million. A full review was undertaken of two of the three claims reviewed. There were no amendments to any claims during this period and all claim certificates were unqualified.

The fees charged for grant certification work in 2010/11 totalled £17,398. This compares to a total fee for 2009/10 of £27,050. A detailed analysis of this is provided in the appendix to this letter. I do not consider that there are any significant recommendations to make at this time.

To fulfil my responsibilities outlined above, I would be grateful if you could arrange for this letter to be considered by the Corporate Governance and Audit Committee at its earliest convenience. In the meantime, I am happy to answer any questions you may have on this subject.

Yours sincerely



Mark Catlow
Audit Manager

Appendix 1

Claims and returns above £500,000

Claim	Value £	Adequate control environment	Amended	Qualification letter	Final fee £	09/10 Fee £
Housing and council tax benefit	39,051,755	Yes	No	No	14,379	22,806
National non-domestic rates	38,677,658	Yes	No	No	1,182	3,297
Disabled Facilities	523,000	Yes	No	No	1,837	947

Explanations for variances in fees

Housing and council tax benefits: Fees fell as all pre-audit and first day requirements were met by Chichester. The nominated single point of contact for audit queries worked very well and there were fewer general queries arising from the Northgate software employed by the Council.

National non-domestic rates: Only part A testing was undertaken in 2010-11, reducing the overall level of work needed to certify the return

Disabled facilities: The claim increased to just above the £500k threshold and detailed testing was therefore undertaken. This increased the audit fee for 2010-11.