



Report to: Cabinet

Subject: Annual Letter

Date: 13 January 2005

Author: Head of Finance

1. **PURPOSE OF REPORT**

To request Members to accept the Annual Letter.

2. **BACKGROUND**

A copy of the Annual Letter received from the Council's external auditors, has been circulated to all Members of the Council. It is also being reported to the Personnel and Resources Committee.

3. **INFORMATION**

This is a joint audit and inspection Annual Letter and covers not just the Council's Accounts but also the Comprehensive Performance Assessment, in addition to financial aspects of corporate governance and best value.

The report shows satisfactory progress and it is pleasing to note that there are no issues arising from the audit of accounts which require separate reporting to members.

Representatives from the Audit Commission will be present at the meeting to present the report and answer questions.

4. **RECOMMENDATION**

Members are **RECOMMENDED** to accept the Annual Letter.