

WEST MIDLANDS FIRE AND CIVIL DEFENCE AUTHORITY

22ND NOVEMBER 2004

1. **ANNUAL EXTERNAL AUDIT LETTER 2003/2004**

Joint report of the Chief Fire Officer and Treasurer.

RECOMMENDED

THAT the report be noted.

2. **PURPOSE OF REPORT**

This report is submitted to inform Members of the content of the Annual Audit Letter submitted by the Authority's external auditors, KPMG, for 2003/2004.

3. **BACKGROUND**

3.1 The Authority's external auditor, KPMG have completed their audit cycle for 2003/2004, and have summarised their findings on matters which have arisen during the audit in a letter. A copy of the letter is attached as the Appendix to this report.

3.2 In particular the following areas have been reviewed

3.2.1 Financial aspects of corporate governance.

3.2.2 Audit of accounts.

3.2.3 Performance management.

3.2.4 Audit summary.

3.2.5 Summary of recommendations and action plan.

3.2.6 Prior year implementation plan and progress.

3.2.7 Auditors Statutory Report on the BVPP.

3.3 Representatives from KPMG will be present at the meeting to answer

Members' questions in relation to this report.

4. **EQUALITY AND DIVERSITY IMPLICATIONS**

Equality and Diversity Policies will be complied with in actions and initiatives arising from the audit.

5. **CORPORATE AIMS SUPPORTED**

The principal corporate aims supported by the information in this report are as follows:-

2. To create a financial plan which operates within the budget, to ensure the most efficient use of resources.

12. To continuously improve the quality of service.

6. **LEGAL IMPLICATIONS**

The course of action recommended in this report does not raise issues which should be drawn to the attention of the Authority's Monitoring Officer.

7. **FINANCIAL IMPLICATIONS**

There are no direct financial implications for the Authority arising from this report.

BACKGROUND PAPERS

KPMG audit management letter 2003/2004

External audit files

Final Accounts 2003/2004 – Files located in Finance Office

F. J. E. SHEEHAN
CHIEF FIRE OFFICER

L. BATEMAN
TREASURER