

The Committee  
Cobtree Manor Estate  
Maidstone Borough Council  
Maidstone Gateway,  
King Street,  
Maidstone, Kent ME15 6JQ

King & Taylor (Audit) Limited  
Chartered Accountants  
Statutory auditors  
4<sup>th</sup> Floor Joynes House  
New Road  
Gravesend  
Kent  
DA11 0AT

6<sup>th</sup> January 2014

Dear Sirs,

We confirm that the following representations in connection with your audit of the financial statements for the year ended 31 March 2014 are made on the basis of enquiries of management and staff with relevant knowledge and experience (and where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you.

## 1 General

We have fulfilled our responsibilities as trustees as set out in the terms of your engagement letter, under the Charities Act 2011, for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.

All the transactions undertaken by the charity have been properly reflected and recorded in the accounting records.

All the accounting records have been made available to you for the purpose of your audit. We have provided you with unrestricted access to all appropriate persons within the charity, and with all other records and related information requested, including minutes of all management and trustee meetings and correspondence with The Charity Commission.

The financial statements are free of material misstatements, including omissions.

The effects of uncorrected misstatements (as set out in the appendix to this letter) are immaterial both individually and in total.

## 2. Internal Control

We acknowledge as trustees our responsibility for the design and implementation of internal control systems to prevent and detect fraud. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud. There have been no irregularities (or allegations of irregularities) involving management, employees who have a

significant role in internal control or others that could have a material effect on the financial statements.

### **3. Accounting Policies**

The accounting policies used are detailed in the financial statements and are consistent with those adopted in the previous financial statements.

### **4. Statement of Financial Activities (Unrestricted funds)(-£58,513)**

Except as disclosed in the financial statements, the results for the year were not materially affected by:

- (a) transactions of a sort not usually undertaken by the Charity,
- (b) circumstances of an exceptional or non-recurrent nature,
- (c) charges or credits relating to prior periods or
- (d) any change in the basis of accounting.

Any expenditure included in the financial statements (where receipts or vouchers were not available) was properly made in connection with the carrying on of the Charity's business, unless specifically notified to you as being of a private nature.

### **5. Fixed Assets (£3,674,867)**

- (a) The Charity has a satisfactory title to all fixed assets included in the financial statements.
- (b) The fixed assets to which the Charity has satisfactory title are included in the financial statements.
- (c) All amounts of expenditure capitalised in respect of fixed assets as detailed in the financial statements represent expenditure incurred in acquiring additional assets or improving existing assets. No expenditure capitalised is of a revenue nature.

### **6. Debtors (£NIL)**

There are no balances to be included in the financial statements relating to valid debtors or prepayments.

### **7. Other Current Assets (£153,874)**

In our opinion, other current assets are expected to realise in the ordinary course of business at least the amounts at which they are stated in the company's Balance Sheet.

### **8. Liabilities (£220,057)**

All known liabilities of material amount at 31 March 2014 are shown in the financial statements including the liability for all purchases to which title has passed prior to 31 March 2014.

### **9. Capital Commitments**

All commitments for capital expenditure at 31 March 2014 are shown in Note 12 of the financial statements.

## **10. Contingent Liabilities**

No contingent liabilities existed at 31 March 2014.

## **11. Post Balance Sheet Events**

No events have occurred between 31 March 2014 and the date of this letter which could materially affect the financial statements.

## **12. Transactions with Trustees**

The Charity has had at no time during the year any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit transactions) for the Trustees nor to guarantee or provide security for such matters.

## **13. Other Related Party Transactions**

All other related party transactions for the year ended 31 March 2014 are shown in Note 13. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of the Charities Act 2011 or the SORP.

## **14. Going Concern**

In our opinion, the Charity will have adequate resources available to finance its trading and other obligations during the course of the twelve months from the date of this letter.

## **15. Law and Regulations**

We confirm that the company has complied with all law and regulations relevant to the activities of the Charity during the year under audit and that we have made available all such relevant information necessary for audit purposes.

## **16. Restricted Funds**

All restricted income has been properly identified in the accounts. The expenditure relating to this income has been properly recorded and allocated to the relevant income.

## **17. Accounting estimates**

Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

Yours faithfully,

Maidstone Borough Council

Trustee