

# Informing the audit risk assessment for Cheshire Fire and Rescue Service 2021/22

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## Purpose

The purpose of this report is to contribute towards the effective two-way communication between Cheshire Fire and Rescue Service external auditors and Cheshire Fire and Rescue Service's Fire Authority, as 'those charged with governance'. The report covers some important areas of the auditor risk assessment where we are required to make inquiries of the Fire Authority under auditing standards.

## Background

Under International Standards on Auditing (UK), (ISA(UK)) auditors have specific responsibilities to communicate with the Fire Authority. ISA(UK) emphasise the importance of two-way communication between the auditor and the Fire Authority and also specify matters that should be communicated.

This two-way communication assists both the auditor and the Fire Authority in understanding matters relating to the audit and developing a constructive working relationship. It also enables the auditor to obtain information relevant to the audit from the Fire Authority and supports the Fire Authority in fulfilling its responsibilities in relation to the financial reporting process.

## Communication

As part of our risk assessment procedures we are required to obtain an understanding of management processes and the Fire Authority's oversight of the following areas:

- General Enquiries of Management
- Fraud,
- Laws and Regulations,
- Related Parties,
- Going Concern, and
- Accounting Estimates.

## Purpose

This report includes a series of questions on each of these areas and the response we have received from Cheshire Fire and Rescue Service's management. The Fire Authority should consider whether these responses are consistent with its understanding and whether there are any further comments it wishes to make.

## General Enquiries of Management

| Question   | Management response  |
|--|--|
| <p>1. What do you regard as the key events or issues that will have a significant impact on the financial statements for 2021/22?</p>  | <p>Setting the Authority Budget in alignment with IRMP, and the resulting Council Tax precept .</p> <p>Progress against the capital programme</p> <p>Changes in the valuations of Land and Building Assets – new valuers for 2021-22</p> <p>Changes that affect the pensions liability or the pension funding arrangements.</p> <p>Response to Covid pandemic and associated cost/funding issues, including grants</p> |
| <p>2. Have you considered the appropriateness of the accounting policies adopted by Cheshire Fire and Rescue Service?</p> <p>Have there been any events or transactions that may cause you to change or adopt new accounting policies? If so, what are they?</p> | <p>When preparing the accounts, accounting policies and the application of proper practices under local government legislation are considered; for any individually significant transactions; for changes to budgets or key parts of the budgets, such as the capital programme; and as part of the financial statement preparation.</p> <p>No.</p>  |
| <p>3. Is there any use of financial instruments, including derivatives? If so, please explain</p>  | <p>Financial instruments are used in the normal course of funding activities, for example, leases and loans. Generally the authority is risk adverse and the type of financial instrument used is generally the kind that are measured at contract value or at amortised cost. The Authority does not seek to mitigate risk through the use of derivatives; it does so through sound financial planning.</p>           |
| <p>4. Are you aware of any significant transaction outside the normal course of business? If so, what are they?</p>  | <p>No, nothing to report</p>   |

## General Enquiries of Management

| Question   | Management response   |
|--|---|
| 5. Are you aware of any changes in circumstances that would lead to impairment of non-current assets? If so, what are they?  | No  |
| 6. Are you aware of any guarantee contracts? If so, please provide further details   | NWFC is a company limited by Guarantee, the Authority's liability is limited to £1. The Authority has not provided guarantees to any third party.   |
| 7. Are you aware of the existence of loss contingencies and/or un-asserted claims that may affect the financial statements? If so, please provide further details  | <p>The Authority is aware of two types of contingent liability. The first is the liability under Fire Fighter Injury Scheme - this is included as part of the overall IAS 19 pensions liability.</p> <p>The second is that arising from the insolvency of a former insurer. However, it is not possible to quantify any potential claims.</p> |
| 8. Other than in house solicitors, can you provide details of those solicitors utilised Cheshire Fire and Rescue Service during the year. Please indicate where they are working on open litigation or contingencies from prior years? |   |

## General Enquiries of Management

| Question  | Management response  |
|---|--|
| 9. Have any of the Cheshire Fire and Rescue Service's service providers reported any items of fraud, non-compliance with laws and regulations or uncorrected misstatements which would affect the financial statements? If so, please provide further details | We are not aware of any such issues.   |
| 10. Can you provide details of other advisors consulted during the year and the issue on which they were consulted?   | Bruton Knowles re Land and Building values<br>Hymans Robertson re LGPS pension liabilities<br>GAD for the Firefighters Pension Scheme pension liabilities<br>Link Asset Services re investment and loan portfolios |
| 11. Have you considered and identified assets for which expected credit loss provisions may be required under IFRS 9, such as debtors (including loans) and investments? If so, please provide further details  | Yes and none to report   |

# Fraud

## Matters in relation to fraud

ISA (UK) 240 covers auditors responsibilities relating to fraud in an audit of financial statements.

The primary responsibility to prevent and detect fraud rests with both the Fire Authority and management. Management, with the oversight of the Fire Authority, needs to ensure a strong emphasis on fraud prevention and deterrence and encourage a culture of honest and ethical behaviour. As part of its oversight, the Fire Authority should consider the potential for override of controls and inappropriate influence over the financial reporting process.

As Cheshire Fire and Rescue Service's external auditor, we are responsible for obtaining reasonable assurance that the financial statements are free from material misstatement due to fraud or error. We are required to maintain professional scepticism throughout the audit, considering the potential for management override of controls.

As part of our audit risk assessment procedures we are required to consider risks of fraud. This includes considering the arrangements management has put in place with regard to fraud risks including:

- assessment that the financial statements could be materially misstated due to fraud,
- process for identifying and responding to risks of fraud, including any identified specific risks,
- communication with the Fire Authority regarding its processes for identifying and responding to risks of fraud, and
- communication to employees regarding business practices and ethical behaviour.

We need to understand how the Fire Authority oversees the above processes. We are also required to make inquiries of both management and the Fire Authority as to their knowledge of any actual, suspected or alleged fraud. These areas have been set out in the fraud risk assessment questions below together with responses from Cheshire Fire and Rescue Service's management.

# Fraud risk assessment

| Question  | Management response   |
|---|---|
| <p>1. Has Cheshire Fire and Rescue Service assessed the risk of material misstatement in the financial statements due to fraud?</p> <p>How has the process of identifying and responding to the risk of fraud been undertaken and what are the results of this process?</p> <p>How do the Cheshire Fire and Rescue Service's risk management processes link to financial reporting?</p> | <p>Yes</p> <p>Management has considered the likelihood of control failings that could lead to material misstatement due to misappropriation of assets or suppression of liabilities. Systems have been constructed with checks and balances to ensure that transactions are initiated for proper purposes in line with operating requirements and Authority Plans. Review of internal control of our core systems is part of the Internal Audit Annual Programme and control compliance is considered by officers when preparing the annual review of effectiveness as part of the AGS process. Management has assurance that effective control arrangements are in place.</p> <p>The Authority's risk management processes are designed to ensure the Authority meets its statutory duties and fulfils its corporate objectives. To meet these requirements adequate resources have to be applied to the Authority's operations and in turn these resources need to be approved by the Authority through its budget setting process. Management is held to account for budget management and the financial reporting processes ensure that spending against budget is reconciled to spending as reported under the Code.</p> |
| <p>2. What have you determined to be the classes of accounts, transactions and disclosures most at risk to fraud?</p>   | <p>Non-pay expenditure is at risk of fraud through misappropriation of funds or assets.</p>   |
| <p>3. Are you aware of any instances of actual, suspected or alleged fraud, errors or other irregularities either within Cheshire Fire and Rescue Service as a whole, or within specific departments since 1 April 2021? If so, please provide details</p>  | <p>None that have been reported</p>   |

## Fraud risk assessment

| Question   | Management response  |
|--|--|
| 4. As a management team, how do you communicate risk issues (including fraud) to those charged with governance?  | TCWG (the Fire Authority) are informed as part of regular reporting through the Committee Structure and to the Authority as a whole. The Constitution has identified certain financial matters that are of such significance as to require approval by the whole Authority.  |
| 5. Have you identified any specific fraud risks? If so, please provide details<br><br>Do you have any concerns there are areas that are at risk of fraud?<br><br>Are there particular locations within Cheshire Fire and Rescue Service where fraud is more likely to occur? | None identified<br><br>Stores - the value of such fraud is not likely to be material in the context of the financial statements. However, the Authority has a zero tolerance of fraud<br><br>Stores - as above.  |
| 6. What processes do Cheshire Fire and Rescue Service have in place to identify and respond to risks of fraud?   | The Authority significantly updated its anti-fraud and corruption framework in 2015 and has kept it up to date as legislation and best practise has developed.<br>The framework begins with a statement of intent to promote honesty in service delivery, to seek out fraudulent and corrupt practises and to prosecute to the full extent of the law.<br>Key policies are in place which describe the actions to be taken by Members and officers. The Treasurer, Head of Finance, Director of Governance and Commissioning and Chief Fire Officer must be notified if fraud is suspected. The Authority's Confidential Reporting Policy (Whistleblowing) and Corporate Complaints Policy provide a route for raising concerns with the Authority and detail the safeguards and support available. Investigation into fraud which will normally be carried out by the Internal Audit provider which will liaise with the Chief Fire Officer, Head of Finance and Director of Governance and Commissioning and where relevant refer to the Police. |

# Fraud risk assessment

| Question  | Management response   |
|---|---|
| <p>7. How do you assess the overall control environment for Cheshire Fire and Rescue Service, including:</p> <ul style="list-style-type: none"> <li>the existence of internal controls, including segregation of duties; and</li> <li>the process for reviewing the effectiveness the system of internal control?</li> </ul> <p>If internal controls are not in place or not effective where are the risk areas and what mitigating actions have been taken?</p> <p>What other controls are in place to help prevent, deter or detect fraud?</p> <p>Are there any areas where there is a potential for override of controls or inappropriate influence over the financial reporting process (for example because of undue pressure to achieve financial targets)? If so, please provide details</p> | <p>The internal control process is rated as strong.</p> <p>There is an internal audit process designed to provide assurance over the overall system of control it includes annual review of key elements such as financial controls, cyclical reviews, risk based and reactive reviews.</p> <p>Senior officers review the findings of internal audit reviews and these findings inform the authority's assessment.</p> <p>No significant weaknesses have been identified but all recommendations for improvement are accepted and a programme of follow up review is in place.</p> <p>A limited number of people have the access and authorisation rights in Agresso that enable them to amend transaction data. However, there are mitigating controls in place such as an audit trail of actions and restrictions on the basic ability to procure/contract.</p> |
| <p>8. Are there any areas where there is potential for misreporting? If so, please provide details</p>  | <p>Property and pension valuations - these are complex and utilise the work of external experts</p>   |

## Fraud risk assessment

| Question   | Management response  |
|--|--|
| <p>9. How does Cheshire Fire and Rescue Service communicate and encourage ethical behaviours and business processes of it's staff and contractors?</p> <p>How do you encourage staff to report their concerns about fraud?</p> <p>What concerns are staff expected to report about fraud? Have any significant issues been reported? If so, please provide details</p> | <p>The Authority has a range of policies and procedures in place. New staff, contractors and members have tailored induction programmes, including the Authority's core values.</p> <p>We have reporting channels set out in our policies and procedures which include whistle-blowing arrangements and whistle blower protections.</p> <p>Staff are expected to report anything they suspect may be classed as, fraud, bribery, or corruption including transactions, events and circumstances that may give rise to fraud, bribery or corruption. No issues to report.</p> |
| <p>10. From a fraud and corruption perspective, what are considered to be high-risk posts?</p> <p>How are the risks relating to these posts identified, assessed and managed?</p>  | <p>Procurement posts</p> <p>The Authority has clear procurement procedures – procurement must be in line with the budget proposals – all expenditure is monitored by budget holders and reflected in budget monitoring reports.</p>  |
| <p>11. Are you aware of any related party relationships or transactions that could give rise to instances of fraud? If so, please provide details</p> <p>How do you mitigate the risks associated with fraud related to related party relationships and transactions?</p>  | <p>No</p> <p>See above re procurement. The Authority also has in place a comprehensive system of registers of interests, gifts and hospitality that all Members and officers must complete. The registers include guidance on what is acceptable and what must be declined, officers and Members are encouraged to disclose all including those that are acceptable. Declarations of interest are taken at all Authority meetings.</p>   |

## Fraud risk assessment

| Question   | Management response  |
|--|--|
| <p>12. What arrangements are in place to report fraud issues and risks to the Fire Authority ?</p> <p>How does the Fire Authority exercise oversight over management's processes for identifying and responding to risks of fraud and breaches of internal control?</p> <p>What has been the outcome of these arrangements so far this year?</p> | <p>There is a formal reporting programme to the Authority and its Committees. Briefings on all decisions and significant issues are routinely provided to the Group Leaders and the Independent Members and made available to the full Authority. Officers make themselves available to go into further detail and invite questions and challenge from the Authority.</p> <p>Although relationships with officers are professional and friendly there is a very clear separation of roles and responsibilities and Members avoid being involved in engagements or activities that compromise or could be perceived as compromising that separation.</p> <p>Nothing has arisen during the year.</p> |
| <p>13. Are you aware of any whistle blowing potential or complaints by potential whistle blowers? If so, what has been your response?</p>  | <p>No</p>  |
| <p>14. Have any reports been made under the Bribery Act? If so, please provide details</p>   | <p>No</p>  |

# Law and regulations

## Matters in relation to laws and regulations

ISA (UK) 250 requires us to consider the impact of laws and regulations in an audit of the financial statements.

Management, with the oversight of the Fire Authority, is responsible for ensuring that Cheshire Fire and Rescue Service's operations are conducted in accordance with laws and regulations, including those that determine amounts in the financial statements.

As auditor, we are responsible for obtaining reasonable assurance that the financial statements are free from material misstatement due to fraud or error, taking into account the appropriate legal and regulatory framework. As part of our risk assessment procedures we are required to make inquiries of management and the Fire Authority as to whether the body is in compliance with laws and regulations. Where we become aware of non-compliance or suspected non-compliance we need to gain an understanding of the non-compliance and the possible effect on the financial statements.

Risk assessment questions have been set out below together with responses from management.

## Impact of laws and regulations

| Question  | Management response  |
|---|--|
| <p>1. How does management gain assurance that all relevant laws and regulations have been complied with?</p> <p>What arrangements does Cheshire Fire and Rescue Service have in place to prevent and detect non-compliance with laws and regulations?</p> <p>Are you aware of any changes to the Cheshire Fire and Rescue Service's regulatory environment that may have a significant impact on the Cheshire Fire and Rescue Service's financial statements?</p> | <p>Various roles have responsibilities associated with compliance with laws and regulations, e.g. the Head of Operational Policy and Assurance is responsible for health and safety and the Director of Transformation is responsible for pension administration. The Director of Governance and Commissioning is the Authority's Monitoring Officer.</p> <p>Compliance issues are regularly reported to the Service Management Team and to the Fire Authority and its Committees.</p> <p>No</p> |
| <p>2. How is the Fire Authority provided with assurance that all relevant laws and regulations have been complied with?</p>   | <p>There is a formal reporting programme to the Authority and its Committees. This includes reporting upon Internal Audit activity and findings.</p>   |
| <p>3. Have there been any instances of non-compliance or suspected non-compliance with laws and regulation since 1 April 2021 with an on-going impact on the 2021/22 financial statements? If so, please provide details</p>  | <p>No</p>  |
| <p>4. Are there any actual or potential litigation or claims that would affect the financial statements? If so, please provide details</p>  | <p>No</p>  |

## Impact of laws and regulations

| Question   | Management response  |
|--|--|
| 5. What arrangements does Cheshire Fire and Rescue Service have in place to identify, evaluate and account for litigation or claims?                       | There is good co-ordination between the Finance Team, Legal Services and Director of Governance and Commissioning who is the Authority's Monitoring Officer, |
| 6. Have there been any reports from other regulatory bodies, such as HM Revenues and Customs, which indicate non-compliance? If so, please provide details | No   |

# Related Parties

## Matters in relation to Related Parties

Cheshire Fire and Rescue Service are required to disclose transactions with bodies/individuals that would be classed as related parties. These may include:

- bodies that directly, or indirectly through one or more intermediaries, control, or are controlled by Cheshire Fire and Rescue Service;
- associates;
- joint ventures;
- a body that has an interest in the authority that gives it significant influence over the Cheshire Fire and Rescue Service;
- key management personnel, and close members of the family of key management personnel, and
- post-employment benefit plans (pension fund) for the benefit of employees of the Cheshire Fire and Rescue Service, or of any body that is a related party of the Cheshire Fire and Rescue Service.

A disclosure is required if a transaction (or series of transactions) is material on either side, i.e. if a transaction is immaterial from the [type of body]'s perspective but material from a related party viewpoint then the Cheshire Fire and Rescue Service must disclose it.

ISA (UK) 550 requires us to review your procedures for identifying related party transactions and obtain an understanding of the controls that you have established to identify such transactions. We will also carry out testing to ensure the related party transaction disclosures you make in the financial statements are complete and accurate.

## Related Parties

| Question   | Management response   |
|--|---|
| <p>1. Have there been any changes in the related parties including those disclosed in Cheshire Fire and Rescue Service's 2020/21 financial statements?</p> <p>If so please summarise:</p> <ul style="list-style-type: none"> <li>the nature of the relationship between these related parties and Cheshire Fire and Rescue Service whether Cheshire Fire and Rescue Service has entered into or plans to enter into any transactions with these related parties</li> <li>the type and purpose of these transactions</li> </ul> | No  |
| <p>2. What controls does Cheshire Fire and Rescue Service have in place to identify, account for and disclose related party transactions and relationships?</p>  | <p>The Authority also has in place a comprehensive system of registers of interests, that all Members and officers must complete. This register is reviewed periodically to ensure that all Related Parties are identified and adequately reported in the financial statements.</p> |
| <p>3. What controls are in place to authorise and approve significant transactions and arrangements with related parties?</p>  | <p>All requests over £10k are referred to Strategic Procurement for scrutiny, tender process and contract purposes. Orders are also sampled in Finance through system management. Contracts are signed by Director of Governance and Commissioning, the Monitoring Officer.</p>     |
| <p>4. What controls are in place to authorise and approve significant transactions outside of the normal course of business?</p>   | <p>All requests over £10k are referred to Strategic Procurement for scrutiny, tender process and contract purposes. Orders are also sampled in Finance through system management. Contracts are signed by Director of Governance and Commissioning, the Monitoring Officer.</p>     |

# Going Concern

## Matters in relation to Going Concern

The audit approach for going concern is based on the requirements of ISA (UK) 570, as interpreted by Practice Note 10: Audit of financial statements and regularity of public sector bodies in the United Kingdom (Revised 2020). It also takes into account the National Audit Office's Supplementary Guidance Note (SGN) 01: Going Concern – Auditors' responsibilities for local public bodies.

Practice Note 10 confirms that in many (but not all) public sector bodies, the use of the going concern basis of accounting is not a matter of significant focus of the auditor's time and resources because the applicable financial reporting frameworks envisage that the going concern basis for accounting will apply where the body's services will continue to be delivered by the public sector. In such cases, a material uncertainty related to going concern is unlikely to exist.

For this reason, a straightforward and standardised approach to compliance with ISA (UK) 570 will often be appropriate for public sector bodies. This will be a proportionate approach to going concern based on the body's circumstances and the applicable financial reporting framework. In line with Practice Note 10, the auditor's assessment of going concern should take account of the statutory nature of the body and the fact that the financial reporting framework for local government / fire service bodies presume going concern in the event of anticipated continuation of provision of the services provided by the body. Therefore, the public sector auditor applies a 'continued provision of service approach', unless there is clear evidence to the contrary. This would also apply even where those services are planned to transfer to another body, as in such circumstances, the underlying services will continue.

For many public sector bodies, the financial sustainability of the body and the services it provides are more likely to be of significant public interest than the application of the going concern basis of accounting. Financial sustainability is a key component of value for money work and it is through such work that it will be considered.

# Going Concern

| Question  | Management response   |
|---|---|
| <p>1. What processes and controls does management have in place to identify events and / or conditions which may indicate that the statutory services being provided by Cheshire Fire and Rescue Service will no longer continue?</p>   | <p>As fire and rescue services are a statutory requirement under the Fire and Rescue Service Act 2004, whether it be Cheshire Fire Authority or a subsequent reorganised service, there will still be a fire and rescue service that will be funded and operational. We are aware that the Government is due to produce a 'White Paper' on fire governance and this is being monitored at the highest level internally and nationally through the NFCC. Discussions with the Police and Crime Commissioner have indicated there is no wish to change from the Fire Authority.</p> |
| <p>2. Are management aware of any factors which may mean for Cheshire Fire and Rescue Service that either statutory services will no longer be provided or that funding for statutory services will be discontinued? If so, what are they?</p>  | <p>None that we are aware of</p>  |
| <p>3. With regard to the statutory services currently provided by Cheshire Fire and Rescue Service, does Cheshire Fire and Rescue Service expect to continue to deliver them for the foreseeable future, or will they be delivered by related public authorities if there are any plans for Cheshire Fire and Rescue Service to cease to exist?</p>     | <p>Cheshire Fire and Rescue Service expects to continue to deliver its services in its current format for the foreseeable future</p>  |
| <p>4. Are management satisfied that the financial reporting framework permits Cheshire Fire and Rescue Service to prepare its financial statements on a going concern basis? Are management satisfied that preparing financial statements on a going concern basis will provide a faithful representation of the items in the financial statements?</p> | <p>We are satisfied that the accounts can be prepared on a 'going concern' basis in terms of both governance and financial sustainability and that the accounts will provide a faithful representation as a result.</p>   |

# Accounting estimates

## Matters in relation to accounting estimates

ISA (UK) 540 (Revised December 2018) requires auditors to understand and assess a body's internal controls over accounting estimates, including:

- The nature and extent of oversight and governance over management's financial reporting process relevant to accounting estimates;
- How management identifies the need for and applies specialised skills or knowledge related to accounting estimates;
- How the body's risk management process identifies and addresses risks relating to accounting estimates;
- The body's information system as it relates to accounting estimates;
- The body's control activities in relation to accounting estimates; and
- How management reviews the outcomes of previous accounting estimates.

As part of this process auditors also need to obtain an understanding of the role of those charged with governance, which is particularly important where the estimates have high estimation uncertainty, or require significant judgement.

Specifically do Fire Authority members:

- Understand the characteristics of the methods and models used to make the accounting estimates and the risks related to them;
- Oversee management's process for making accounting estimates, including the use of models, and the monitoring activities undertaken by management; and
- Evaluate how management made the accounting estimates?

We would ask the Fire Authority to satisfy itself that the arrangements for accounting estimates are adequate.

# Accounting Estimates - General Enquiries of Management

| Question   | Management response   |
|--|---|
| 1. What are the classes of transactions, events and conditions, that are significant to the financial statements that give rise to the need for, or changes in, accounting estimate and related disclosures? | Property Asset Valuations, Pension Fund/Scheme valuations   |
| 2. How does the Cheshire Fire and Rescue Service's risk management process identify and address risks relating to accounting estimates?  | Accounting policies reviewed and amended if appropriate to ensure estimates, risks and valuations are identified. Commissioning of professional advisors to support accounting estimates where necessary. Review of draft accounting figures by the Treasurer (S151 officer). |
| 3. How does management identify the methods, assumptions or source data, and the need for changes in them, in relation to key accounting estimates?  | Review of professional guidance. Consultation with appointed experts. Where possible, independent verification or review of assumptions.  |
| 4. How do management review the outcomes of previous accounting estimates?   | Comparison between current/past estimates and actual figures where possible. Challenge to professional experts around variances and assumptions.  |
| 5. Were any changes made to the estimation processes in 2021/22 and, if so, what was the reason for these?   | No. Change in property valuers following re-tender but no change to processes.  |

## Accounting Estimates - General Enquiries of Management

| Question   | Management response   |
|--|---|
| <p>6. How does management identify the need for and apply specialised skills or knowledge related to accounting estimates?</p>   | <p>Review of accounting regulations and changes, regular CIPFA professional and technical updates. S151 officer assesses requirements versus in house skills to determine specialist knowledge/experts to be engaged.</p>   |
| <p>7. How does the Cheshire Fire and Rescue Service determine what control activities are needed for significant accounting estimates, including the controls at any service providers or management experts?</p>  | <p>Review of draft accounts includes material assumptions and material variance from previous/anticipated estimate figures. Regular dialogue with external professionals to satisfy ourselves that the methods, assumptions and values used are understandable and acceptable</p> |
| <p>8. How does management monitor the operation of control activities related to accounting estimates, including the key controls at any service providers or management experts?</p>  | <p>Review and challenge of assumptions and variance from previous/anticipated estimate figures. Ensure a working understanding of valuation process.</p>  |
| <p>9. What is the nature and extent of oversight and governance over management's financial reporting process relevant to accounting estimates, including:</p> <ul style="list-style-type: none"> <li>- Management's process for making significant accounting estimates</li> <li>- The methods and models used</li> <li>- The resultant accounting estimates included in the financial statements.</li> </ul> | <p>Review/Challenge by Head of Finance followed by S151 officer review. Review, Scrutiny and Approval by Closure of Accounts Committee (Fire Authority Members).</p>  |

## Accounting Estimates - General Enquiries of Management

| Question   | Management response  |
|--|--|
| <p>10. Are management aware of any transactions, events, conditions (or changes in these) that may give rise to recognition or disclosure of significant accounting estimates that require significant judgement (other than those in Appendix A)? If so, what are they?</p> | <p>No</p>  |
| <p>11. Why are management satisfied that their arrangements for the accounting estimates, as detailed in Appendix A, are reasonable?</p>   | <p>Rigorous tender process ensures that appointed professional experts have sufficient qualification, capacity, knowledge and experience to undertake valuations and provide reasonable estimates as requested. Regular professional updates and seminars for members of the finance team ensure current technical knowledge, robust review and where appropriate challenge of Accounting Estimates provided by experts. Ongoing S151 Officer review of arrangements and estimates to ensure fit for purpose and reasonable.</p>   |
| <p>12. How is the Fire Authority provided with assurance that the arrangements for accounting estimates are adequate ?</p>   | <p>Each year the Treasurer/Head of Finance presents an assurance statement to the Authority confirming the robustness of estimates used in the preparation of the annual budgets. This is supplemented by the Treasury Management Strategy that sets out the prudential performance indicators which are affected by the outcome of those budget estimates.</p> <p>For estimates relating to financial reporting, a Closure of Accounts Committee receives the accounts before they are authorised for issue at which the Treasurer and Head of Finance take members through the financial statements highlighting key transactions and balances and any significant points which aid their understanding of how the accounts are made up.</p> |

## Appendix A Accounting Estimates

| Estimate                      | Method / model used to make the estimate   | Controls used to identify estimates   | Whether management have used an expert       | Underlying assumptions:<br>- Assessment of degree of uncertainty<br>- Consideration of alternative estimates  | Has there been a change in accounting method in year? |
|-------------------------------|--|---|--|---|---|
| Land and buildings valuations | Current value defined as 'existing use' by Cheshire Fire Authority.  | Valuations are performed with sufficient regularity to ensure that the fair value of a revalued asset does not differ materially from its carrying amount. For land and buildings all material assets will be valued in March 2022. | Yes  | Degree of uncertainty inherent with any revaluation. We employ professional valuers and rely on expert opinion. This will be via a new valuer for 2021-22 | No  |
| Depreciation                  | Depreciation methods, useful lives and residual values are reviewed each financial year and adjusted if appropriate. | See left  | Yes, valuers are consulted where appropriate | Depreciation is calculated on a straight line basis as this reflects consumption of assets and is a reasonable assumption                                 | No  |

## Appendix A Accounting Estimates

| Estimate  | Method / model used to make the estimate  | Controls used to identify estimates  | Whether management have used an expert                     | Underlying assumptions:<br>- Assessment of degree of uncertainty<br>- Consideration of alternative estimates   | Has there been a change in accounting method in year? |
|---|---|--|--|--|---|
| Valuation of defined benefit net pension fund liabilities | The actuarial gains and losses figures are calculated by the actuarial expert. These figures are based on making % adjustments to the closing values of assets/liabilities. | The Authority respond to queries raised by the actuaries and verify the assumptions used.  | Hymans Robertson (LGPS) & GAD (Firefighters).              | The nature of these figures forecasting into the future are based upon the best information held at the current time and are developed by experts in their field.  | No.   |
| Level 2 investments                                       | Financial instruments consist of investments and loans and loan arrangements, measured initially at cost and then at amortised cost using the effective interest method.    | Knowledge by the Investment team who manages the investment and loan portfolio in assessing the potential risk in credit losses. | No   | The portfolio is assessed on an individual borrower for its expected credit losses using:<br>i) Probability of default<br>ii) Loss of given default  | No  |
| Level 3 investments                                       | As above  |  |  |  |   |
| Fair value estimates                                      | Fair value is assessed by calculating the present values of the cash flows that will take place of the remaining term of the instrument in line with accounting policies    | The Authority uses PWLB interest rates where applicable  | Yes, Link Asset Services re: FV estimate of Loan Portfolio | For PWLB, interest rates prevailing at 31 March 2022; No early repayment or impairment is recognised; Where an instrument will mature in the next 12 months, the carrying amount is assumed to be an approximate to fair value; and The fair value of trade and other receivables is taken to be the invoiced or billed amount | No  |

## Appendix A Accounting Estimates

| Estimate                              | Method / model used to make the estimate   | Controls used to identify estimates   | Whether management have used an expert                                      | Underlying assumptions:<br>- Assessment of degree of uncertainty<br>- Consideration of alternative estimates   | Has there been a change in accounting method in year? |
|---------------------------------------|--|---|---|--|---|
| Provisions                            | Provisions are identified through detailed monthly management accounts which flags any potential issues to management.               | Each provision is separately reviewed by financial accounts and a working is put together to support the calculation.         | As necessary on an individual basis   | Each provision is assessed on an individual basis to ensure that it meets the criteria of a provision per IAS 37. The degree of uncertainty is assessed when determining whether a provision is the correct treatment for an item. | No.   |
| Accruals                              | We use standard accruals accounting – accruals are based on expenses incurred within the financial year that have not yet been paid. | Monthly management accounts provides rigorous analysis so that any accruals are highlighted and actioned throughout the year. | No  | See left   | No  |
| Credit loss and impairment allowances | Review of all assets including investments undertaken annually in line with the accounting policy                                    | See left.   | Discussion with Link Asset Services and internal asset team as appropriate. | N/A.   | No.   |

## Appendix A Accounting Estimates (Continued)

| Estimate                  | Method / model used to make the estimate   | Controls used to identify estimates      | Whether management have used an expert | Underlying assumptions:<br>- Assessment of degree of uncertainty<br>- Consideration of alternative estimates | Has there been a change in accounting method in year? |
|---------------------------|--|--|--|--|---|
| Finance lease liabilities | Property, plant and equipment held under finance leases is recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower) | IFRS 16 - Accounting treatment of Leases | No                                     | The Fire Authority has no assets held under a finance lease.   | No  |



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