

**Our reference** SBC Closing the Audit 11-12

13 September 2012

Malcolm Vickers  
Deputy Chief Executive  
Stafford Borough Council  
Civic Centre  
Riverside  
Stafford  
ST16 3AQ

**Direct line** 0844 053 5524

**Email** [g-patterson@audit-commission.gov.uk](mailto:g-patterson@audit-commission.gov.uk)

Dear Malcolm

**Stafford Borough Council: Audit of Accounts 2011/12 - Auditor's report on the financial statements and Notice of Certification of Completion of the Audit**

I am pleased to be able to advise you that the audit of the Authority's accounts for the year ending 31 March 2012 has been completed.

An unqualified opinion and the audit certificate on the accounts were issued on 13 September 2012. On the same date I also issued an unqualified conclusion on the Authority's arrangements for securing value for money as required by the Audit Commission's Code of Practice. I enclose a copy my report on those statements.

In this letter I outline your responsibilities in respect of the use of my report.

Please ensure that:

- you only publish the financial statements accompanied by my relevant report on those statements;
- you only publish the financial statements accompanied by the 'other information' provided to me before I issued my report and specifically referred to in my report; and,
- you do not publish the financial statements accompanied by any other information not provided to me prior to issuing my report.

You may wish to publish and distribute the financial statements in electronic format. I would like to draw your attention to the Statement of Responsibilities of Auditors and Audited Bodies prepared by the Audit Commission and issued in March 2010. This specifically provides that:

- the examination of the controls over the electronic publication of audited financial statements is beyond the scope of the audit of the financial statements and I cannot be held responsible for changes made to audited information after the initial publication of the financial statements and my report; and,
- where you wish to publish or distribute the financial statements electronically,

you are responsible for ensuring that the publication accurately presents the financial statements and my report on those financial statements. This responsibility also applies to the presentation of any financial information published in respect of prior periods.

I give my consent for my report on the financial statements to be reproduced and referred to electronically when accompanied by the statements of accounts. However, please do not reproduce my signature in any electronic format for any purpose.

I have not had to issue a report in the public interest under Section 8 of the Audit Commission Act 1998.

Please note that Regulation 11 of the Accounts and Audit (England) Regulations 2011 requires the Authority to give notice by advertisement, including notification on its website, that the audit has been concluded and that the statement of accounts is available for inspection by local government electors.

This notification should include:

- A statement of the rights conferred on local government electors by section 14 of the 1998 Act.
- The address at which, and the hours during which those rights may be exercised.
- Details of where the statement of accounts can be found on your website.

I would therefore like to express my thanks to yourself, officers and members for the help and assistance they have provided this year.

Yours sincerely

**Grant Patterson**  
District Auditor