

[LETTER TO BE WRITTEN ON CLIENT HEADED PAPER]

Grant Thornton UK LLP  
110 Queen Street  
Glasgow  
G1 3BX

**Will be dated same date as the audit opinion once work is completed**

Dear Sirs

**Highland and Western Isles Valuation Joint Board  
Financial Statements for the year ended 31 March 2022**

This representation letter is provided in connection with the audit of the financial statements of Highland and Western Isles Valuation Joint Board for the year ended 31 March 2022 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects in accordance with International Financial Reporting Standards and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22 and applicable law.

We confirm that to the best of our knowledge and belief having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

**Financial Statements**

- i. We have fulfilled our responsibilities for the preparation of the Highland and Western Isles Valuation Joint Board financial statements in accordance with International Financial Reporting Standards and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22 ("the Code"); in particular the financial statements are fairly presented in accordance therewith.
- ii. We have complied with the requirements of all statutory directions affecting the Highland and Western Isles Valuation Joint Board and these matters have been appropriately reflected and disclosed in the financial statements.
- iii. The Highland and Western Isles Valuation Joint Board has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There has been no non-compliance with requirements of any regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.
- iv. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- v. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. Such accounting estimates include expenditure accruals and defined benefit liabilities. We are satisfied that the material judgements used in the preparation of the financial statements are soundly based, in accordance with the Code and adequately disclosed in the financial statements. We understand our responsibilities includes identifying and considering alternative, methods, assumptions or source data that would be equally valid under the financial reporting framework, and why these alternatives were rejected in favour of the estimate used. We are satisfied that the methods, the data and the significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in accordance with the Code and adequately disclosed in the financial statements.

- vi. We confirm that we are satisfied that the actuarial assumptions underlying the valuation of pension scheme assets and liabilities for IAS19 Employee Benefits disclosures are consistent with our knowledge. We confirm that all settlements and curtailments have been identified and properly accounted for. We also confirm that all significant post-employment benefits have been identified and properly accounted for.
- vii. Except as disclosed in the Highland and Western Isles Valuation Joint Board's financial statements:
  - a. there are no unrecorded liabilities, actual or contingent
  - b. none of the assets of the Highland and Western Isles Valuation Joint Board have been assigned, pledged or mortgaged
  - c. there are no material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.
- viii. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards and the Code.
- ix. All events subsequent to the date of the financial statements and for which International Financial Reporting Standards and the Code require adjustment or disclosure have been adjusted or disclosed.
- x. Actual or possible litigation and claims have been accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards.
- xi. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
- xii. The prior period adjustments disclosed in the annual report and accounts [final note reference to be inserted] to the financial statements are accurate and complete. There are no other prior period errors to bring to your attention.
- xiii. *[para to be added if any unadjusted misstatements on conclusion of the audit process]*
- xiv. We have updated our going concern assessment. We continue to believe that the Highland and Western Isles Valuation Joint Board's financial statements should be prepared on a going concern basis and have not identified any material uncertainties related to going concern on the grounds that :
  - a. the nature of the Highland and Western Isles Valuation Joint Board means that, notwithstanding any intention to cease the Highland and Western Isles Valuation Joint Board's operations in their current form, it will continue to be appropriate to adopt the going concern basis of accounting because, in such an event, services it performs can be expected to continue to be delivered by related public authorities and preparing the financial statements on a going concern basis will still provide a faithful representation of the items in the financial statements
  - b. the financial reporting framework permits the entry to prepare its financial statements on the basis of the presumption set out under a) above; and
  - c. the Highland and Western Isles Valuation Joint Board's system of internal control has not identified any events or conditions relevant to going concern.

We believe that no further disclosures relating to the Highland and Western Isles Valuation Joint Board's ability to continue as a going concern need to be made in the financial statements
- xv. The Highland and Western Isles Valuation Joint Board has complied with all aspects of ring-fenced grants that could have a material effect on the financial statements in the event of non-compliance.

**Information Provided**

- xvi. We have provided you with:
  - a. access to all information of which we are aware that is relevant to the preparation of the Highland and Western Isles Valuation Joint Board's financial statements such as records, documentation and other matters;
  - b. additional information that you have requested from us for the purpose of your audit; and
  - c. access to persons within the Highland and Western Isles Valuation Joint Board via remote arrangements, from whom you determined it necessary to obtain audit evidence.
- xvii. We have communicated to you all deficiencies in internal control of which management is aware.
- xviii. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xix. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- xx. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Highland and Western Isles Valuation Joint Board, and involves:
  - a. management;
  - b. employees who have significant roles in internal control; or
  - c. others where the fraud could have a material effect on the financial statements.
- xxi. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, analysts, regulators or others.
- xxii. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
- xxiii. We have disclosed to you the identity of the Highland and Western Isles Valuation Joint Board's related parties and all the related party relationships and transactions of which we are aware.
- xxiv. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

**Annual Governance Statement**

- xxv. We are satisfied that the Annual Governance Statement (AGS) fairly reflects the Highland and Western Isles Valuation Joint Board's risk assurance and governance framework and we confirm that we are not aware of any significant risks that are not disclosed within the AGS.

**Narrative Report**

- xxvi. The disclosures within the Narrative Report fairly reflect our understanding of the Highland and Western Isles Valuation Joint Board's financial and operating performance over the period covered by the financial statements.

**Approval**

The approval of this letter of representation was minuted by the Highland and Western Isles Valuation Joint Board at its meeting on 25 November 2022.

Yours faithfully

Name.....

Position.....

Date.....

**Signed on behalf of the Highland and Western Isles Valuation Joint Board**