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Chief Executive  
Oxford City Council  
Town Hall  
St Aldate's  
Oxford  
OX1 1BX

14 December 2012

Ref: OxCityC/FL/12/13

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Dear Peter

## Annual Audit Fee 2012/13

We are writing to confirm the audit work that we propose to undertake for the 2012/13 financial year at Oxford City Council. The fee reflects the risk-based approach to audit planning set out in the Code of Audit Practice and the work mandated by the Audit Commission for 2012/13. The audit fee covers the:

- ▶ Audit of the financial statements;
- ▶ Value for money conclusion; and
- ▶ Whole of Government accounts.

Our fee has been set by the Audit Commission as part of the recent 5 year procurement exercise and consequently is not liable to increase in that period without a change in scope.

### Indicative audit fee

For 2012/13 the Audit Commission has set the scale fee for each audited body. The 2012/13 scale fee is based on certain assumptions, including:

- ▶ The overall level of risk in relation to the audit of the financial statements is not significantly different from that of the prior year;
- ▶ We are able to place reliance on the work of internal audit to the maximum extent possible under auditing standards;
- ▶ The financial statements will be available to us in line with the agreed timetable;
- ▶ Working papers and records provided to us in support of the financial statements are of a good quality and are provided in line with our agreed timetable; and
- ▶ Prompt responses are provided to our draft reports.

Meeting these assumptions will help ensure the delivery of our audit at the indicative audit fee.

The indicative audit fee set out in the table below has initially been set at the scale fee level as the overall level of risk in relation to the audit of the financial statements is not significantly different from that of the prior year.



	Indicative fee 2012/13 £	Actual fee 2011/12 £	Actual fee 2010/11 £
Total Code audit fee	114,000	200,000	223,000
Certification of claims and returns*	36,800	36,601	75,165

\*The indicative fee for 2012/13 and the planned fee for 2011/12 relate to the certification of grant claims and returns for the years ended 31 March 2013 and 31 March 2012 respectively. The certification fees for 2010/11 are the actual fees for the year ended 31 March 2011.

Any additional work that we may agree to undertake (outside of the Audit Code of Practice) will be separately negotiated and agreed with you in advance.

Our audit plan for the audit of the financial statements will be issued in April, 2013. This will detail the significant financial statement risks identified, planned audit procedures to respond to those risks, and any changes in fee. It will also set out the risks identified in relation to the Value for Money conclusion. Should we need to make any significant amendments to the audit fee during the course of the audit, we will discuss this in the first instance with the Director Organisational Development and Corporate Services and, if necessary, prepare a report outlining the reasons for the fee change for discussion with the Audit and Governance Committee.

**Billing**

The indicative audit fee will be billed in quarterly instalments of £37,700.

**Audit team**

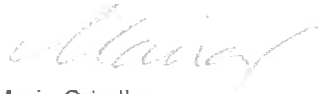
The key members of the audit team for 2012/13 are:

<p>Maria Grindley <b>Director</b></p>	<p><a href="mailto:mgrindley@uk.ey.com">mgrindley@uk.ey.com</a></p>	<p>Tel: 0118 928 1667 Mobile: 0766 9932604</p>
<p>Alan Witty <b>Manager</b></p>	<p><a href="mailto:awitty@uk.ey.com">awitty@uk.ey.com</a></p>	<p>Tel: 0118 928 1148 Mobile: 07966 404269</p>
<p>Susan Whipp <b>Team Leader</b></p>	<p><a href="mailto:swhipp@uk.ey.com">swhipp@uk.ey.com</a></p>	<p>Tel: 0118 928 1470 Mobile: 07867 152498</p>

We are committed to providing you with a high quality service. If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please contact me. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London, SE1 2AF. We undertake to look into any complaint

carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute.

Yours sincerely



Maria Grindley  
Audit Director  
Ernst & Young LLP  
United Kingdom

cc. Jackie Yates, Executive Director Organisational Development and Corporate Services  
Councillor Mark Rowley, Chair of the Audit Committee

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