

The Audit Findings for London Borough of Croydon Pension Fund

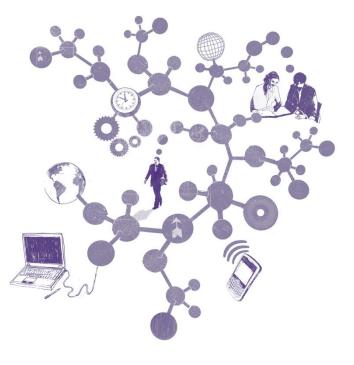
Year ended 31 March 2016

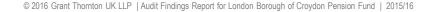
September 2016

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London Borough of Croydon Pension Fund Bernard Weatherill House 8 Mint Walk Croydon

CR0 1EA September 2016

Dear Members of the General Purposes and Audit Committee

Audit Findings for London Borough of Croydon Pension Fund for the year ending 31 March 2016

This Audit Findings report highlights the significant findings arising from the audit for the benefit of those charged with governance (in the case of London Borough of Croydon Pension Fund, the General Purposes and Audit Committee), as required by International Standard on Auditing (UK & Ireland) 260, the Local Audit and Accountability Act 2014 and the National Audit Office Code of Audit Practice. Its contents have been discussed with Richard Simpson.

As auditors we are responsible for performing the audit, in accordance with International Standards on Auditing (UK & Ireland), which is directed towards forming and expressing an opinion on the financial statements that have been prepared by management with the oversight of those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities for the preparation of the financial statements.

The contents of this report relate only to those matters which came to our attention during the conduct of our normal audit procedures which are designed primarily for the purpose of expressing our opinion on the financial statements. Our audit is not designed to test all internal controls or identify all areas of control weakness. However, where, as part of our testing, we identify any control weaknesses, we will report these to you. In consequence, our work cannot be relied upon to disclose defalcations or other irregularities, or to include all possible improvements in internal control that a more extensive special examination might identify. We do not accept any responsibility for any loss occasioned to any third party acting, or refraining from acting on the basis of the content of this report, as this report was not prepared for, nor intended for, any other purpose.

We would like to take this opportunity to record our appreciation for the kind assistance provided by the finance team and other staff during our audit.

Yours sincerely

Elizabeth Jackson Engagement lead

Private and Confidential

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Chartered Accountants

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Section 1: Executive summary

01. Executive summary

02. Audit findings

03. Fees, non audit services and independence

04. Communication of audit matters

Purpose of this report

This report highlights the key issues affecting the results of London Borough of Croydon Pension Fund ('the Fund') and the preparation of the fund's financial statements for the year ended 31 March 2016. It is also used to report our audit findings to management and those charged with governance in accordance with the requirements of International Standard on Auditing (UK & Ireland) 260, and the Local Audit and Accountability Act 2014 ('the Act').

Under the National Audit Office (NAO) Code of Audit Practice ('the Code'), we are required to report whether, in our opinion, the Fund's financial statements give a true and fair view of the financial position of the fund and its income and expenditure for the year and whether they have been properly prepared in accordance with the CIPFA Code of Practice on Local Authority Accounting.

We are also required consider other information published together with the audited financial statements, whether it is consistent with the financial statements and in line with required guidance. This includes the Pension Fund Annual Report.

Introduction

In the conduct of our audit we have not had to alter or change our audit approach, which we communicated to you in our Audit Plan our Audit Plan presented to the General Purposes and Audit Committee in June 2016.

Our audit is substantially complete although we are finalising our procedures in the following areas:

- final testing of investments balances
- verifying final membership numbers
- review of the final version of the financial statements
- obtaining and reviewing the management letter of representation] and
- updating our post balance sheet events review, to the date of signing the opinion

We received draft financial statements on 30 June and accompanying working papers were received over the course of our audit.

We anticipate providing a unqualified audit opinion in respect of the financial statements (see Appendix B). We have also included our anticipated opinion on the Annual Report at Appendix C.

Key audit and financial reporting issues

Financial statements opinion

We have identified one adjustment affecting the Fund's reported financial position (details are recorded in section two of this report). The draft financial statements for the year ended 31 March 2016 recorded net assets available for benefits during the year of £875,917k; the audited financial statements show net assets available for benefits during the year of £877,025k. This change relates to an understatement of infrastructure and private equity investments. This is due to final valuation figures as at 31 March 2016 for these investments not being available until after the draft financial statements were completed. As such, it is solely a timing issue of when the Fund received the information from the fund manager. Further details are provided in section 2 of this report.

We have also agreed with officers some minor adjustments to improve the presentation of the financial statements.

We received working papers throughout the audit. We have discussed this with management and confirmed that for the audit to be conducted in a timely manner we need all working papers and supporting documentation to be available on the first day of the audit. This will avoid delays in carrying out the audit and for officers to focus on responding to audit queries during the audit instead of preparing working papers to support the figures in the draft financial statements.

We anticipate providing an unqualified opinion in respect of the Fund's financial statements.

Further details are set out in section two of this report.

Controls

Roles and responsibilities

The Fund's management is responsible for the identification, assessment, management and monitoring of risk, and for developing, operating and monitoring the system of internal control.

Our audit is not designed to test all internal controls or identify all areas of control weakness. However, where, as part of our testing, we identify any control weaknesses, we report these to the Fund.

Findings

Our work has not identified any control weaknesses which we wish to highlight for your attention.

The way forward

Matters arising from the financial statements audit have been discussed with the Assistant Chief Executive (Corporate Resources and Section 151 Officer).

Acknowledgement

We would like to take this opportunity to record our appreciation for the assistance provided by the finance team and other staff during our audit.

Grant Thornton UK LLP September 2016

Section 2: Audit findings

- 01. Executive summary
- 02. Audit findings
- 03. Fees, non audit services and independence
- 04. Communication of audit matters

This section summarises the findings of the audit, we report on the final level of materiality used and the work undertaken against the risks we identified in our initial audit plan. We also conclude on the accounting policies, estimates and judgements used and highlight any weaknesses found as part of the audit in internal controls. As required by auditing standards we detail both adjusted and unadjusted misstatements to the accounts and their impact on the financial statements.

Materiality

In performing our audit, we apply the concept of materiality, following the requirements of International Standard on Auditing (UK & Ireland) (ISA) 320: Materiality in planning and performing an audit. The standard states that 'misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements'.

As we reported in our audit plan, we determined overall materiality to be $\pounds 8,606k$ (being 1% of net assets). We have considered whether this level remained appropriate during the course of the audit and identified a significant increase in net assets that led us to revise our overall materiality to $\pounds 8,759k$ (being 1% of net assets).

We also set an amount below which misstatements would be clearly trivial and would not need to be accumulated or reported to those charged with governance because we would not expect that the accumulated effect of such amounts would have a material impact on the financial statements. We have defined the amount below which misstatements would be clearly trivial to be \pounds 438k. Our assessment of the value of clearly trivial matters has been adjusted to reflect our revised materiality calculation.

As we reported in our audit plan, we have not identified any items which require a separate materiality level.

Audit findings against significant risks

"Significant risks often relate to significant non-routine transactions and judgmental matters. Non-routine transactions are transactions that are unusual, either due to size or nature, and that therefore occur infrequently. Judgmental matters may include the development of accounting estimates for which there is significant measurement uncertainty" (ISA (UK&I) 315).

In this section we detail our response to the significant risks of material misstatement which we identified in the Audit Plan. As we noted in our plan, there are two presumed significant risks which are applicable to all audits under auditing standards.

	Risks identified in our audit plan	Work completed	Assurance gained and issues arising
1.	The revenue cycle includes fraudulent transactions Under ISA (UK&I) 240 there is a presumed risk that revenue may be misstated due to the improper recognition of revenue. This presumption can be rebutted if the auditor concludes that there is no risk of material misstatement due to fraud relating to revenue recognition.	 Having considered the risk factors set out in ISA240 and the nature of the revenue streams, we have determined that the risk of fraud arising from revenue recognition can be rebutted, because: there is little incentive to manipulate revenue recognition opportunities to manipulate revenue recognition are very limited; and the culture and ethical frameworks of local authorities, including London Borough of Croydon as the administering authority, mean that all forms of fraud are seen as unacceptable. 	Our audit work has not identified any material issues in respect of revenue recognition.
2.	Management over-ride of controls Under ISA (UK&I) 240 it is presumed that the risk of management over-ride of controls is present in all entities.	 We have undertaken the following work in relation to this risk: review of entity controls testing of journal entries review of accounting estimates, judgements and decisions made by management review of unusual significant transactions 	Our audit work has not identified any evidence of management over-ride of controls. In particular the findings of our review of journal controls and testing of journal entries has not identified any significant issues.

Audit findings against significant risks continued

We have also identified the following significant risks of material misstatement from our understanding of the entity. We set out below the work we have completed to address these risks.

Risks ide	entified in our audit plan	Work completed	Assurance gained and issues arising
Under ISA significan judgemen their very	Investments – Valuation is incorrect GA 315 significant risks often relate to int non-routine transactions and ental matters. Level 3 investments by y nature require a significant degree of ent to reach an appropriate valuation at l.	 We have undertaken the following work in relation to this risk: We gained an understanding of the transaction including a review of supporting documentation. We carried out walkthrough tests of the controls identified in the cycle. Tested a sample of investments by obtaining and reviewing the audited accounts at latest date for individual investments and agreeing these to the fund manager reports at that date. Reconciliation of those values to the values at 31s March with reference to known movements in the intervening period. Reviewed the qualifications of fund managers as experts to value the level 3 investments at year end and gain an understanding of how the valuation of these investments has been reached. Reviewed the nature and basis of estimated values and considered what assurance management has over the year end valuations provided for these types of investments. Reviewed the competence, expertise and objectivity of any management experts used. 	Our audit work to date has not identified any issues in respect of the risk identified. As set out on page 5, we are currently waiting for direct confirmation for some investment balances. We have undertaken alternate audit procedures to gain assurance for the audit opinion if the confirmations are not provided before the committee.

Audit findings against other risks

In this section we detail our response to the other risks of material misstatement which we identified in the Audit Plan. Recommendations, together with management responses are attached at appendix A.

Transaction cycle	Description of risk	Work completed	Assurance gained & issues arising
Investment purchases and sales	Investment activity not valid. (Occurrence) Investment valuation not correct. (Valuation gross or net)	 We have undertaken the following work in relation to this risk: We have performed a walkthrough to gain assurance that the in-year controls were operating in accordance with our documented understanding. We have reviewed the reconciliation of information provided by the fund managers, the custodian and the Pension Fund's own records and sought explanations for variances Tested a sample of purchases and sales to ensure they are appropriate. 	Our audit work to date has not identified any issues in respect of the risk identified. As set out on page 5, we are currently waiting for direct confirmation for some investment balances. We have undertaken alternate audit procedures to gain assurance for the audit opinion if the confirmations are not provided before the committee.
Investment values – Level 2 investments	Valuation is incorrect. (Valuation net)	 We have undertaken the following work in relation to this risk: We have performed a walkthrough to gain assurance that the in-year controls were operating in accordance with our documented understanding. We have reviewed the reconciliation of information provided by the fund managers, the custodian and the Pension Fund's own records and sought explanations for variances For direct property investments agreed values in total to valuer's report and undertaken steps to gain reliance on the valuer as an expert. 	Our audit work to date has not identified any issues in respect of the risk identified. As set out on page 5, we are currently waiting for direct confirmation for some investment balances. We have undertaken alternate audit procedures to gain assurance for the audit opinion if the confirmations are not provided before the committee.

Audit findings against other risks (continued)

Transaction cycle	Description of risk	Work completed	Assurance gained & issues arising
Contributions	Recorded contributions not correct (Occurrence)	 We have undertaken the following work in relation to this risk: We have performed a walkthrough to gain assurance that the in- year controls were operating in accordance with our documented understanding. Tested a sample of contributions to source data to gain assurance over their accuracy and occurrence. Rationalised contributions received with reference to changes in member body payrolls and numbers of contributing pensioners and ensured that any unexpected trends were satisfactorily explained. 	Our sample testing of six contributions from scheduled and admitted identified two errors totalling £139 within contributions which has been extrapolated to £760k. Further details are set out later in this report on page 18. Our audit work has not identified any further significant issues in relation to the risk identified.
Benefits payable	Benefits improperly computed/claims liability understated (Completeness, accuracy and occurrence)	 We have undertaken the following work in relation to this risk: We have performed a walkthrough to gain assurance that the in- year controls were operating in accordance with our documented understanding. Tested a sample of individual pensions in payment by reference to member files. Rationalised pensions paid with reference to changes in pensioner numbers and increases applied in the year and ensured that any unusual trends were satisfactorily explained. 	Our audit work has not identified any significant issues in relation to the risk identified
Member Data	Member data not correct. (Rights and Obligations)	 We have undertaken the following work in relation to this risk: We have performed a walkthrough to gain assurance that the in- year controls were operating in accordance with our documented understanding. Controls testing over annual/monthly reconciliations and verifications with individual members. Sample tested changes to member data made during the year to source documentation. 	Subject to the satisfactory resolution of outstanding matters, our audit work has not identified any significant issues in relation to the risk identified

Accounting policies, estimates and judgements

In this section we report on our consideration of accounting policies, in particular revenue recognition policies, and key estimates and judgements made and included with the Fund's financial statements.

Accounting area	Summary of policy	Comments	Assessment
Revenue recognition	 The financial statements include policies for recognition of the following: Investment income Contribution income Transfers in to the scheme 	Review of your policies for revenue recognition confirms they are in line with the requirements of the CIPFA Code of Practice and cover all the expected areas in accordance with the Fund's activities. Our testing has confirmed that these policies have been correctly and consistently applied.	Green
	Revenue for the first two categories is recognised on an accruals basis, whilst for the third category it is recognised on a cash basis, with the exception of bulk transfers, which are accounted for on an accruals basis in accordance with the terms of the transfer agreement.		
Judgements and estimates	 Key estimates and judgements include: Valuation of private equity and infrastructure investments Present value of future retirement benefits 	Our review of your key judgements disclosed in the draft financial statements has confirmed they are complete in accordance with our understanding of the Fund. Our testing has confirmed that the accounting policies in relation to these areas are in accordance with the CIPFA Code of Practice and have been correctly and consistently applied.	Green
Going concern	Officers have a reasonable expectation that the services provided by the Fund will continue for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.	We have reviewed officer's assessment and are satisfied with management's assessment that the going concern basis is appropriate for the 2015/16 financial statements.	Green

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Accounting policies, estimates and judgements continued

Accounting area	Summary of policy	Comments	Assessment
Other accounting policies	We have reviewed you policies against the requirements of the CIPFA Code and accounting standards.	We have reviewed the Fund's policies against the requirements of the CIPFA Code of Practice. The Fund's accounting policies are appropriate and consistent with previous years.	Green

Other communication requirements

We set out below details of other matters which we, as auditors, are required by auditing standards and the Code to communicate to those charged with governance.

	Issue	Commentary
1.	Matters in relation to fraud	• We have previously discussed the risk of fraud with the General Purposes and Audit Committee. We have not been made aware of any significant incidents in the period and no other issues have been identified during the course of our audit.
2.	Matters in relation to related parties	• From the work we carried out, we have not identified any related party transactions which have not been disclosed
3.	Matters in relation to laws and regulations	• You have not made us aware of any significant incidences of non-compliance with relevant laws and regulations and we have not identified any incidences from our audit work.
4.	Written representations	A standard letter of representation has been requested from the Fund.
5.	Confirmation requests from third parties	• We obtained direct confirmations from your fund managers and custodian for investment balances and from your bank for your cash balances (outside of the cash held by your fund managers). These requests have been returned with positive confirmation except for four fund managers. We have undertaken alternative audit procedures for these balances to obtain assurance for the audit opinion.
6.	Disclosures	 Our review found no material omissions in the financial statements. We have agreed a small number of adjustments with management to improve the disclosures in the financial statements.

Internal controls

The purpose of an audit is to express an opinion on the financial statements.

Our audit included consideration of internal controls relevant to the preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control. We considered and walked through the internal controls for contributions, investments, benefit payments and member data as set out on pages 11-12.

The controls were found to be operating effectively and we have no matters to report to the General Purposes & Audit Committee.

Adjusted misstatements

A number of adjustments to the draft accounts have been identified during the audit process. We are required to report all non trivial misstatements to those charged with governance, whether or not the accounts have been adjusted by management. The table below summarises the adjustments arising from the audit which have been processed by management.

Impact of adjusted misstatements

All adjusted misstatements are set out in detail below along with the impact on the key statements and the reported surplus/deficit for the year.

			Net Asset Statement £'000
1	Our testing has confirmed that infrastructure and private equity investments are understated in the financial statements. This is due to audited fund valuation data not being available at the time of compiling the draft accounts and is purely a timing issue.	Cr Changes in the market value of investments 1,108	Dr Investments held by the Fund Managers (Private Equity and Infrastructure)1,108
	Overall impact	£(1,108)	£1,108

Other misstatements – uncertainty

The table below provides details of issues identified during the audit which have not been made within the final set of financial statements. The General Purposes and Audit Committee is required to approve management's proposed treatment. However, due to the nature of the finding we are not proposing an adjustment to the financial statements as the total error cannot be quantified without extensive testing. We have obtained assurance that this could not lead to a material misstatement in the 2015/16 financial statements.

1	Our audit testing of contributions identified two errors in the contribution rates of scheduled and admitted body returns. The cumulative effect of these errors is £139.46. We extrapolated the error over the total contributions paid in 2015/16 from all scheduled and admitted bodies and have calculated that the maximum potential misstatement is £759,878.	(760)	760	As the extrapolated amount is well below our materiality level for 2015/16 we have reported the uncertainty for information but do not propose any amendment to the accounts as an actual error cannot be quantified. Our testing did not identify any error in the contributions made by Council employees which is the majority of Fund contributors.
	Overall impact	(£760)	£760	

Misclassifications and disclosure changes

The table below provides details of misclassification and disclosure changes identified during the audit which have been made in the final set of financial statements.

				Impact on the financial statements
1	Disclosure	21	Note 10	External audit fee comparative was incorrectly input per draft financial statements. This will be amended .
2	Disclosure	n/a	Note 7	Membership numbers were missing per draft financial statements. The revised version of the note includes the membership numbers.

Section 3: Fees, non-audit services and independence

01. Executive summary

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04. Communication of audit matters

We confirm below our final fees charged for the audit and confirm there were no fees for the provision of non audit services.

Fees

	Proposed fee per Audit Plan £	Actual fees £
Pension fund scale fee	21,000	21,000

Independence and ethics

We confirm that there are no significant facts or matters that impact on our independence as auditors that we are required or wish to draw to your attention. We have complied with the Auditing Practices Board's Ethical Standards and therefore we confirm that we are independent and are able to express an objective opinion on the financial statements.

We confirm that we have implemented policies and procedures to meet the requirements of the Auditing Practices Board's Ethical Standards.

The proposed fees for the year were in line with the scale fee set by Public Sector Audit Appointments Ltd (PSAA)

Section 4: Communication of audit matters

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04. Communication of audit matters

Communication to those charged with governance

International Standards on Auditing ISA (UK&I) 260, as well as other ISAs, prescribe matters which we are required to communicate with those charged with governance, and which we set out in the table opposite.

The Audit Plan outlined our audit strategy and plan to deliver the audit, while this Audit Findings report presents the key issues and other matters arising from the audit, together with an explanation as to how these have been resolved.

Respective responsibilities

The Audit Findings Report has been prepared in the context of the Statement of Responsibilities of Auditors and Audited Bodies issued by Public Sector Audit Appointments Limited (<u>http://www.psaa.co.uk/appointing-auditors/terms-of-appointment/</u>)

We have been appointed as the Fund's independent external auditors by the Audit Commission, the body responsible for appointing external auditors to local public bodies in England at the time of our appointment. As external auditors, we have a broad remit covering finance and governance matters.

Our annual work programme is set in accordance with the Code of Audit Practice ('the Code') issued by the NAO (<u>https://www.nao.org.uk/code-audit-practice/about-code</u>). Our work considers the Fund's key risks when reaching our conclusions under the Code.

It is the responsibility of the Fund to ensure that proper arrangements are in place for the conduct of its business, and that public money is safeguarded and properly accounted for. We have considered how the Fund is fulfilling these responsibilities.

Our communication plan	Audit Plan	Audit Findings
Respective responsibilities of auditor and management/those charged with governance	~	
Overview of the planned scope and timing of the audit. Form, timing and expected general content of communications	~	
Views about the qualitative aspects of the entity's accounting and financial reporting practices, significant matters and issues arising during the audit and written representations that have been sought		√
Confirmation of independence and objectivity	~	~
A statement that we have complied with relevant ethical requirements regarding independence, relationships and other matters which might be thought to bear on independence.	✓	~
Details of non-audit work performed by Grant Thornton UK LLP and network firms, together with fees charged		
Details of safeguards applied to threats to independence		
Material weaknesses in internal control identified during the audit		~
Identification or suspicion of fraud involving management and/or others which results in material misstatement of the financial statements		~
Non compliance with laws and regulations		~
Expected modifications to auditor's report		~
Uncorrected misstatements		~
Significant matters arising in connection with related parties		~
Significant matters in relation to going concern		√

Appendices

Appendix A: Audit opinion

We anticipate we will provide the Fund with an unmodified audit report

DRAFT - INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF LONDON BOROUGH OF CROYDON PENSION FUND

We have audited the pension fund financial statements of London Borough of Croydon (the "Authority") for the year ended 31 March 2016 under the Local Audit and Accountability Act 2014 (the "Act"). The pension fund financial statements comprise the Fund Account, the Net Assets Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

This report is made solely to the members of the Authority, as a body, in accordance with Part 5 of the Act and as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Assistant Chief Executive (Corporate Resources and Section 151 Officer) and auditor

As explained more fully in the Statement of the Assistant Chief Executive (Corporate Resources and Section 151 Officer) Responsibilities, the Assistant Chief Executive (Corporate Resources and Section 151 Officer) is responsible for the preparation of the Authority's Statement of Accounts, which includes the pension fund financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16, which give a true and fair view. Our responsibility is to audit and express an opinion on the pension fund financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the pension fund financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the pension fund's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Assistant Chief Executive (Corporate Resources and Section 151 Officer); and the overall presentation of the pension fund financial statements.

In addition, we read all the financial and non-financial information in the Authority's Statement of Accounts Narrative Statement to identify material inconsistencies with the audited pension fund financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on the pension fund financial statements

In our opinion the pension fund financial statements:

present a true and fair view of the financial transactions of the pension fund during the year ended 31 March 2016 and of the amount and disposition at that date of the fund's assets and liabilities, and
have been properly prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 and applicable law.

Opinion on other matters

In our opinion, the other information published together with the audited pension fund financial statements in the Authority's Statement of Accounts is consistent with the audited pension fund financial statements.

Elizabeth Jackson

for and on behalf of Grant Thornton UK LLP, Appointed Auditor

Grant Thornton House Melton Street Euston Square London NW1 2EP

XX September 2016



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