



PUBLIC SECTOR

# Certification of grants and returns 2009/10

Cheltenham Borough Council

12 January 2011

AUDIT

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## Headlines

Introduction & background	<p><b>This report summarises the results of our work on the certification of the Council’s 2009/10 grant claims and returns</b></p> <ul style="list-style-type: none"> <li>For 2009/10 we certified six grants.</li> </ul>	-
Certification results	<p><b>We issued unqualified certificates for all grants and returns</b></p>	Pages 3 – 4
Audit adjustments	<p><b>Adjustments were necessary to two of the Council’s grants as a result of our certification work this year</b></p> <p>However, all adjustments were insignificant in nature. See Summary Outcomes section for further details.</p>	Pages 3 – 4
The Council’s arrangements	<p><b>The Council has good arrangements for preparing its grants and returns and supporting our certification work</b></p>	Page 3
Fees	<p><b>Our overall fee for the certification of grants and returns has been contained within the original estimate.</b></p> <p>The fee for grants and certification is £26,232 which represents a saving of £6,128 against fee proposed earlier in the year.</p>	Page 5

# Summary of certification work outcomes

**Overall, we certified six grants and returns**

- **four were unqualified with no amendment**
- **two were unqualified but required some amendment to the final figures**
- **none required a qualification to our audit certificate**

**Detailed comments are provided overleaf**

**Detailed below is a summary of the key outcomes from our certification work on the Council’s 2009/10 grants and returns, showing where either audit amendments were made as a result of our work or where we had to qualify our audit certificate.**

A qualification means that issues were identified concerning the Council’s compliance with a scheme’s requirements that could not be resolved through adjustment. In these circumstances, it is likely that the relevant grant paying body will require further information from the Council to satisfy itself that the full amounts of grant claimed are appropriate.

	Comments overleaf	Qualified certificate	Significant adjustment	Minor adjustment	Unqualified certificate
Housing Benefit and Council Tax Benefit claim	1			●	●
Disabled Facilities Grant	2			●	●
National Non Domestic Rates Return					●
Pooling of Housing Capital Receipts					●
Housing Subsidy Base Data return					●
Housing Subsidy grant					●
<b>Total</b>		<b>0</b>	<b>0</b>	<b>2</b>	<b>6</b>

## Summary of certification work outcomes

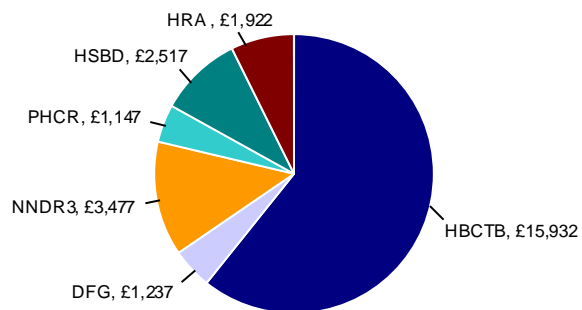
This table summarises the key issues behind each of the adjustments that were identified on the previous page

Ref	Summary observations	Amendment
1	<p><b>Housing Benefit and Council Tax Benefit claim</b></p> <p>We noted during our testing one 'overpayment misclassification' which resulted in a reclassification of £140 within the claim. We extended our sample size and identified no more errors.</p>	£140
1	<p><b>Disabled Facilities Grant</b></p> <p>During the fieldwork, we requested support for the number of cases provided and a breakdown of those cases per type. It was found that the supporting schedule per case type did not match the classification per the claim form.</p> <p>Due to new requirements in the period greater judgement was needed to classify cases correctly. The figures provided to KPMG had not been reviewed by the departmental manager and the above error was flagged for their attention.</p> <p>The claim was updated to reflect underlying data.</p>	No direct financial impact

## Fees

Our overall fee for the certification of grants and returns has been contained within the original estimate. This reflects continued good grants co-ordination and accurate grants preparation by the authority.

Breakdown of certification fees 2009/10



Breakdown of fee by grant / return	2009/10 (£)	2008/09 (£)
Housing Benefit and Council Tax Benefit 2009/2010 claim	£15,932	£16,055
Disabled Facilities Grant 2009/2010	£1,237	£1,185
National Non Domestic Rates Return (NNDR3)	£3,477	£2,745
Pooling of Housing Capital Receipts (PHCR)	£1,147	£945
Housing Subsidy Base Data return (HSBD)	£2,517	£2,390
Housing Subsidy (HRA)	£1,922	£1,865
<b>Total fee</b>	<b>£26,232</b>	<b>£25,185</b>

Our initial estimated fee for certifying 2009/10 grants and returns was £32,400. The actual fee charged of £26,232 is £6,168 lower than the original fee proposal.