

Our ref: GT-GBC-EPL1819
Your ref: GT-GBC-EPL1819

Claire Williams Morris
Director of Finance
(Chief Financial / Section 151 Officer)
Guildford Borough Council
Millmead House
Millmead
Guildford
Surrey
GU2 4BB

Dear Claire,

Guildford Borough Council: Auditor's reports on the financial statements

We are pleased to be able to advise you that the audit of the Council's financial statements for the year ending 31 March 2019 has been completed.

An unqualified opinion on the financial statements and the audit certificate were issued on 31 July 2019. On the same date we also issued an unqualified conclusion on the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources as required by the Local Audit and Accountability Act 2014 (the "Act"), the National Audit Office's Code of Audit Practice and supporting guidance.

Please note that Regulation 16(1) of The Accounts and Audit Regulations 2015 requires the Council to publish (which must include publication on its website) a statement:

- that the audit has been concluded
- that the statement of accounts has been published
- of the rights of inspection conferred in local government electors by section 25 of the Act and the address at which, and the hours during which, those rights may be exercised.

This statement should be published as soon as reasonably practicable after the conclusion of the audit.

Please accept our thanks to everybody at the Council for your help and support during this year's audit. We have set out below further details regarding the finalisation and publication of the Council's statement of accounts, which includes the audited financial statements.

Auditor's reports on the financial statements

We have noted your wish to publish and distribute the statement of accounts, which includes the financial statements, in electronic format. Please note 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 the auditor cannot be held responsible for changes made to audited information after the initial publication of the financial statements and auditor's report;

- where you wish to publish or distribute the financial statements electronically (separately or within the statement of accounts), you are responsible for ensuring that the publication accurately presents the financial statements and auditor's report on those financial statements. This responsibility also applies to the presentation of any financial information published in respect of prior periods; and
- the auditor's report on the financial statements should not be reproduced or referred to electronically without our written consent.

Please ensure that:

- you publish the financial statements and the auditor's report on those statements together in the statement of accounts;
- you only publish the financial statements accompanied by the "other information" provided to us before we issued our audit report and specifically referred to in our audit report; and
- you do not publish the financial statements accompanied by any other information not provided to us prior to issuing our auditor's report.

Additionally, please ensure that you do not reproduce the signature of the auditor in any electronic format for any other purpose.

Please feel free to contact me if you like clarification on any point.

Yours sincerely

Sarah Ironmonger
Key Audit Partner
For Grant Thornton UK LLP