

Tim Passmore
Police and Crime Commissioner for Suffolk
Martlesham Heath
Ipswich
Suffolk
IP5 3QS

18 April 2016

Ref: KS/DC/PCC Suffolk/AFL

Direct line: 02380 382159

Email: KSuter@uk.ey.com

Dear Tim

Annual Audit 2016/17

We are writing to confirm the audit that we propose to undertake for the 2016/17 financial year at the Police and Crime Commissioner for Suffolk (PCC). We are writing separately to the Chief Constable for Suffolk Constabulary (CC) on the 2016/17 fees for the CC.

Indicative audit fee

For the 2016/17 financial year Public Sector Audit Appointments Ltd (PSAA) has set the scale fee for each audited body, following consultation on its Work Programme and Scale of Fees.

The fee reflects the risk-based approach to audit planning set out in the National Audit Office's Code of Audit Practice for the audit of local public bodies.

The audit fee covers the:

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

For PCC Suffolk our indicative fee is set at the scale fee level. This indicative 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
- Officers meeting the agreed timetable of deliverables;
- The operating effectiveness of the internal controls for the key processes identified within our audit strategy;
- We can rely on the work of internal audit as planned;
- Our accounts opinion and value for money conclusion being unqualified;
- Appropriate quality of documentation is provided by the PCC;

- There is an effective control environment; 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 which is set out in the table below.

As we have not yet completed our audit for 2015/16, our audit planning process for 2016/17 will continue as the year progresses. Fees will be reviewed and updated as necessary, within the parameters of our contract.

Summary of fees

	Indicative fee 2016/17 £	Planned fee 2015/16 £	Actual fee 2014/15 £
Code of audit practice fee	31,733	31,733	43,600*
Total Fees	31,733	31,733	43,600*

* In 2014/15, the scale fee for the Code audit was set at £42,310. The final audit fee was £43,600, following extra audit procedures in relation to private finance initiative (PFI) work.

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

Billing

The indicative audit fee will be billed in 4 quarterly instalments of £7,933.25.

Audit plan

Our plan is expected to be issued the January to March 2017 period. This will communicate any significant financial statement risks identified, planned audit procedures to respond to those risks and any changes in fee. It will also set out the significant 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 Chief Finance Officer and, if necessary, prepare a report outlining the reasons for the fee change for discussion with the Audit Committee.

Audit team

The key members of the audit team for the 2016/17 financial year are:

Kevin Suter
Executive Director

KSuter@uk.ey.com

Tel: 02380 382159

Dan Cooke
Assistant Manager

DCooke@uk.ey.com

Tel: 01223 394559

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 faithfully

A handwritten signature in black ink, appearing to read 'K. Suter', with a long horizontal flourish underneath.

Kevin Suter
Executive Director
For and on behalf of Ernst & Young LLP
cc. Chris Bland, Chief Finance Officer
David Rowe, Chair of the Audit Committee