

Our Ref: MB / OH / B299 / 309247

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Bridge Estate Charity
Nottingham City Council
Loxley House
Station Street
Nottingham
NG2 3NG

26 January 2024

Dear Sirs

Audit matters to be communicated / Findings from the audit

The following issues arose during the course of our audit for the year ended 31/03/2023: -

- (a) A few matters (mentioned below) came to light during the course of our normal audit tests which are designed to assist us in forming our opinion on the financial statements. Our tests may not necessarily disclose all errors or irregularities and should not be relied upon to do so. However, if any irregularity did come to our attention during our audit tests, we would, of course, inform you immediately.
 - 1. Whilst confirming rents receivable to the lease agreements for the year, we noticed a few instances where there was no current formal lease in place. All estates should have an up-to-date lease or equivalent paperwork available for us to verify against the rent charges received for the year.
 - 2. Following the first point, the estate rent charges report that we rely on to check the rent receivable was out of date and did not include the new lease amounts. Please ensure this schedule is kept up to date so that we are working with complete, correct data from the start of the audit.
 - 3. Whilst reviewing purchase invoices we identified that payments for some invoices from NCC were significantly late, with one being paid 14 months late. The reason given for this was "Internal resources have caused problems raising and paying invoices - Bridge & NCC inter transactions have been given a low priority as we know we will pay each other". All NCC invoices should be paid within 30 days. It is recommended that procedures around payment are reviewed to ensure that invoices are settled on a timely basis.
- (b) A draft letter of representation is attached to this letter and we would be grateful if you could sign and approve the contents.
- (c) There are no uncorrected misstatements.
- (d) There are therefore no expected modifications to our audit report.
- (e) We have not identified any material weaknesses in internal control during the audit.

- (f) This report has been prepared for the sole use of the directors of Bridge Estate Charity and must not be shown to third parties without our prior consent. No responsibilities are accepted by Rogers Spencer towards any party acting or refraining from action as a result of this report.

Finally, we would like to express our thanks to all members of the company's staff who assisted us in carrying out our work.

Yours faithfully