

19 December 2022

Yvonne Yang
Appointed Auditor
Audit New Zealand
PO Box 2
Christchurch 8140

Dear Yvonne

Representation letter for the summary annual report for the year ended 30 June 2022

This representation letter is provided in connection with your audit, carried out on behalf of the Auditor-General, of the summary annual report of Canterbury Regional Council (the Regional Council) for the year ended 30 June 2022 for the purpose of expressing an independent opinion about whether the summary annual report represents, fairly and consistently, the information regarding the major matters dealt with in the annual report and complies with PBE FRS 43: *Summary Financial Statements*.

We understand that your examination was conducted in accordance with the Auditing Standards issued by the Auditor-General, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. We also understand that your examination was (to the extent that you deemed appropriate) for the objective of providing an independent opinion on the Regional Council's summary annual report.

Responsibilities for the summary annual report

We confirm, to the best of our knowledge and belief:

- we have fulfilled our responsibilities for preparing and presenting the summary annual report as required by the Local Government Act 2002 and PBE FRS 43: *Summary Financial Statements* and, in particular, that:
 - the summary annual report complies with PBE FRS 43: *Summary Financial Statements*;
 - the information contained in the summary annual report is consistent with the full financial statements from which it is derived; and

- the information contained in the summary annual report represents, fairly and consistently, the information regarding the major matters dealt with in the annual report.
- we believe the effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the summary annual report as a whole. A list of the uncorrected misstatements is attached as Appendix 1 to this representation letter;
- we believe the effects of uncorrected disclosure deficiencies, including both omitted and incomplete disclosures, are quantitatively and qualitatively immaterial, both individually and in aggregate, to the summary annual report as a whole; and
- we are unable to provide you with documentation to support the MetroCard revenue-in-advance balance to the amount of \$3.4 million, and we are unable to quantify the financial amount of expired MetroCard values that should be released to the statement of comprehensive revenue and expenditure.

Publication of the summary annual report and related audit report on a website

- The Regional Council accepts that it is responsible for the electronic presentation of the audited summary annual report.
- The electronic version of the audited summary annual report and the related audit report presented on the website are the same as the final signed version of the audited summary annual report and audit report.
- We have clearly differentiated between audited and unaudited information on the website and understand the risk of potential misrepresentation without appropriate controls.
- We have assessed the security controls over audited summary annual report and the related audit report and are satisfied that procedures are adequate to ensure the integrity of the information provided.
- Where the audit report on the summary annual report is provided on a website, the summary annual report is also provided in full.

Sign-off on these representations

These representations are made at your request, and to supplement information obtained by you from the records of the Regional Council and to confirm information given to you orally.

Yours sincerely

Peter J Scott
Chair of Council

Stefanie Rixecker
Chief Executive

Appendix 1: Uncorrected misstatements

Note	Statement of comprehensive income		Statement of financial position	
	Dr \$000	Cr \$000	Dr \$000	Cr \$000
1	1,508			(1,508)

Explanation for uncorrected differences

- 1 The payables and accruals are understated due to inappropriate cut-off at year end. The estimated uncorrected misstatement is an extrapolated variance based on errors identified in subsequent payments.

