

|  |  |
| --- | --- |
| Deloitte LLP Abbot’s House Abbey Street Reading RG1 3BD  Our Ref: AJH/PT/14 | Trust Headquarters  Warneford Hospital  Warneford Lane  Headington  Oxford  OX3 7JX |

30 July 2014

Dear Sirs

This representation letter is provided in connection with your independent examination of the financial statements of Oxford Health Charitable Funds (‘the Charity’) for the year ended 31 March 2014.

We understand that the purpose of your examination of the Charity’s financial statements is to report whether any matter has come to your attention:

(1) which gives you reasonable cause to believe that in any material respect the requirements:

• to keep accounting records in accordance with section 130 of the 2011 Act; and

• to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in your opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

We acknowledge as trustee our responsibilities for preparing financial statements for the Charity which give a true and fair view and for making accurate representations to you.

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

*Financial statements*

1. We understand and have fulfilled our responsibilities for the preparation of the financial statements in accordance with the applicable financial reporting framework and the Charities Act 2011which give a true and fair view, as set out in the terms of the examination engagement letter.
2. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
3. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of FRS8 *“Related party disclosures”*.
4. All events subsequent to the date of the financial statements and for which the applicable financial reporting framework requires adjustment thereof or disclosure therein have been adjusted or disclosed.
5. The effects of uncorrected misstatements and disclosure deficiencies are immaterial, both individually and in aggregate, to the financial statements as a whole.
6. We confirm that the financial statements have been prepared on the going concern basis. We do not intend to liquidate the Charity or cease operations as we consider we have realistic alternatives to doing so. We are not aware of any material uncertainties related to events or conditions that may cast significant doubt upon the Charity’s ability to continue as a going concern. We confirm the completeness of the information provided regarding events and conditions relating to going concern at the date of approval of the financial statements, including our plans for future actions.

*Information provided*

1. We have provided you with:
   * Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
   * Additional information that you have requested from us for the purpose of the independent examination; and
   * Unrestricted access to persons within the entity from whom you determined it necessary to obtain evidence for the independent examination.
2. All transactions have been recorded and are reflected in the financial statements and the underlying accounting records.
3. We acknowledge our responsibilities for the design, implementation and maintenance of internal control to prevent and detect fraud and error.
4. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
5. We are not aware of any fraud or suspected fraudthat affects the Charity and involves:
6. management;
7. employees who have significant roles in internal control; or
8. others where the fraud could have a material effect on the financial statements.
9. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the Charity’s financial statements communicated by employees, former employees, analysts, regulators or others.
10. We are not aware of anyinstances of non-compliance, or suspected non-compliance, with laws, regulations, and contractual agreements whose effects should be considered when preparing financial statements.
11. We have disclosed to you the identity of the Charity’s related parties and all the related party relationships and transactions of which we are aware.
12. No claims in connection with litigation have been or are expected to be received.
13. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.
14. Having considered our income streams and based on management’s close monitoring of donations, response rates and appeals for funds we are satisfied that the total value of income as reported is not materially misstated.
15. All grants, donations and other incoming resources, the receipt of which is subject to specific restrictions, terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such incoming resources.
16. All constructive obligations for grants meeting the conditions set out in FRS 12 “Provisions, Contingent Liabilities and Contingent Assets” and the Charities SORP have been recognised in the financial statements.
17. We have drawn to your attention all correspondence and notes of meetings with regulators, including any serious incident reports.

We confirm that the above representations are made on the basis of adequate enquiries of management and staff (and where appropriate, inspection of evidence) sufficient to satisfy ourselves that we can properly make each of the above representations to you.

Yours faithfully

Signed on behalf of the Trustee