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Reference:

Date issued: 10 May 2024

Dear Members

Ceredigion Harbour Authority Annual Return for the year ended 31 March 2024

This letter sets out the work I plan to undertake during 2024 to discharge my statutory responsibilities as your external auditor and to fulfil my obligations under the Code of Audit Practice.

My duties

Each year I am required to audit the Ceredigion Harbour Authority Annual Return to provide an opinion:

- on whether the information contained in the Annual Return is in accordance with proper practices; and
- on whether any matters have come to the auditor's attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

There have been no limitations imposed on me in planning the scope of this audit.

I can confirm that team members are all independent of you and your officers.

Our responsibilities are set out in more detail in our [Statement of Responsibilities](#), along with further information about our work.

Fee, audit team and timetable

In January 2024 we published our [Fee Scheme](#) for the 2024-25 year as approved by the Senedd Finance Committee. My fee rates for 2024-25 have increased by an average of 6.4% as a result of unavoidable inflationary pressures and the ongoing need to invest in audit quality.

My fees and planned timescales for completion of the audit are based on the following assumptions:

- the annual return is provided in accordance with a timescale to be agreed, to the quality expected and have been subject to a robust quality assurance review;
- information provided to support the annual return is as agreed;
- appropriate accommodation and facilities are provided to enable my audit team to deliver the audit in an efficient manner;
- all appropriate officials will be available during the audit;
- you have all the necessary controls and checks in place; and
- any planned Internal Audit programme of work is complete and management has responded to issues that may have affected the annual return.

The estimated fee for 2023 is set out in **Exhibit 1**.

Exhibit 1: audit fee

Audit area	Proposed fee (£)	Actual fee last year (£)
Audit of accounts	£2,000	£1,880
Total fee	£2,000	£1,880

The main members of my team, together with their contact details, are summarised in **Exhibit 2**.

Exhibit 2: my audit team

Name	Role	Contact details
Derwyn Owen	Engagement Director	Derwyn.Owen@audit.wales
Jason Blewitt	Audit Manager	Jason.Blewitt@audit.wales
Isabel Hammond	Senior Auditor	Isabel.Hammond@audit.wales

Timetable

It is our intention to complete the audit of the Annual Return by the end of November 2024.

Yours sincerely



Derwyn Owen
Engagement Director