



## **NIAUR**

# **ANNUAL INFORMATION RETURN REPORTING REQUIREMENTS 2011**

## **AUDITORS' GUIDANCE**

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# INTRODUCTION

The auditors' guidance to NIW has been extensively modelled on the OFWAT guidance to the auditors of water and sewage companies. The procedures are grouped by policy areas with a cross-reference to the relevant table in the Annual Information Return.

The procedures include a 'level of significance' for certain areas. This indicates the level of importance that we apply to those balances with respect to price setting.

The deadline for submitting your report to us is 29th July 2011. We require an electronic copy and one hard copy to be submitted.

## PART A – GENERAL PROCEDURES

The auditors will:

1. From discussions with management and sight of underlying documentation, describe NI Water's sign off procedures. Describe the nature of the underlying documentation observed.
2. For each Regulatory Table, check that NI Water has complied with the Definitions Manual or has included a commentary as to why the guidance has not been followed.
3. Check that management has included a commentary, including an explanation for reporting requirements that do not apply to NI Water.
4. Read NI Water's explanation of reporting requirements that do not apply and check the details set out in the commentary to the underlying accounting records or other supporting documentation. Describe the nature of the underlying accounting records or other supporting documentation.
5. Check that the figures reported in the Regulatory Accounts tables 6a, 18 to 31, 33, 34 and 39 in the Annual Information Return agree to the underlying accounting records and the [final] Regulatory Accounts.
6. Where there are subsequent changes to the Regulatory Accounts, compared to the submitted Regulatory Tables, NI Water should write to NIAUR setting out any differences between the submitted Regulatory Tables and the finalised Regulatory Accounts and the reasons for the changes. Read NI Water's explanation and agree details set out in the commentary to the underlying accounting records or other supporting documentation. Describe the nature of the underlying accounting records or other supporting documentation.
7. Read NI Water's response to the Regulator's queries and check that NI Water's commentary is consistent with the Regulatory Accounts and the underlying accounting records.
8. The full wording of the opinion NIAUR require for the Regulatory Accounts for 2010/11 is set out in annex A. Where NI Water submits a set of Regulatory Accounts that does not contain this wording, NIAUR will not consider it to be compliant with licence condition F. The wording of the opinion NIAUR require for the Annual Information Return is set out in annex B.

9. NIAUR expect, given the timescales of submission for the Annual Information Return 2011, that information in the Annual Information Return submission and the Regulatory Accounts will be consistent and that auditors will be able to agree the Annual Information Return figures to the Regulatory Accounts. Where this is the case, we would expect auditors to issue an opinion confirming consistency of the information in the Annual Information Return and the Regulatory Accounts as set out in Annex B.

If there are any material differences between the Annual Information Return submission and the Regulatory Accounts, these should be detailed and explained in a covering letter by the auditors.

## **PART B – ACTIVITY COST ANALYSIS**

### **1. Annual Information Return tables**

Information on activity costing is recorded in tables 21 and 22.

### **2. Background and key risks**

Activity costing analysis information is used for operating cost trends analysis and for the compilation of unit costs which may be published in the annual Cost and Performance report. It is also used to inform our efficiency analysis (which is reported annually in the same report) and for setting price limits. The base years are critical for price setting but we seek to understand the movements in costs on an annual basis.

Key concerns for NIAUR are:

- Financial information may have been wrongly translated into the activity types.
- Any apportionments used may not correctly reflect the relevant cost drivers.
- That we are unaware of any changes in allocation policy.
- 'Atypicals' may have been incorrectly identified.
- That we are unaware of any changes in capitalisation policy.
- Movements in provisions (both increases and decreases) may have been unexplained.
- Non-appointed costs may have been incorrectly included.

### **3. Procedures**

The auditors will:

1. Read NI Water's explanation of the procedures used to allocate costs, starting from the point where such data is extracted from the general ledger. Check that this explanation is consistent with the preparation basis of the Regulatory Table and the underlying accounting records.
2. For any judgements, apportionments or adjustments identified by management in (1), agree that these are consistent with the basis of

preparation of the Regulatory Table and, where relevant, the underlying accounting records.

3. Obtain management's commentary for changes in judgements, apportionments or adjustments when compared with the prior year. Read NI Water's commentary and, where relevant, agree details set out in the commentary to the underlying accounting records or other supporting documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.
4. Obtain management's commentary on all items noted as being 'exceptional' or 'atypical'. Read NI Water's commentary and, where relevant, agree details set out in the commentary to the underlying accounting records or other supporting documentation. For atypical items, compare the costs in the report year with historic actual costs for that item. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.
5. Obtain management's capitalisation policy which should also highlight any changes from the prior year. Read NI Water's commentary and check that it is consistent with the policies applied in the Regulatory Accounts and the underlying accounting records.
6. Trace the costs relating to 'movements in provisions' (including legal provisions) to the Regulatory Accounts and the underlying accounting records.
7. Obtain management's commentary in relation to reorganisation costs which should include a brief description of what costs have been included (split between redundancy costs and pension strain etc.) along with details of when the expenditure is expected to be incurred. Read NI Water's commentary and, where relevant, agree details set out in the commentary to the underlying accounting records or other supporting documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.
8. To the extent not covered by Ofwat's RAG 5.04 on transfer pricing, check if any adjustment has been made to exclude non-appointed business costs from the Regulatory Accounts Table. Agree the adjustment to the underlying accounting records and/or the Regulatory Accounts.

#### **4. Level of significance**

For the purpose of your work on these procedures, we consider the following to be significant. Auditors should bear this in mind when working on this area:

##### All items excluding bad debt charge and atypicals

The higher of:

- 1% of total opex,
- £100,000

##### Bad debt charge

- 10% of the bad debt charge.

##### Atypicals

- All costs identified by NI Water as atypical should be reviewed by the auditors.

#### **5. Reporting**

The auditors will provide a long form report setting the findings and commentary arising from the above procedures. This will cover at least the following areas:

- Cost allocation.
- Atypicals and exceptionals.
- Provisions.
- Re-organisation costs and provisions.



# **PART C – PENSIONS**

## **1. Annual Information Return tables**

Information on pensions is included in tables 18, 18a, 18c, 18d, 19, 20, 21, 22 and 24.

## **2. Background and key risks**

The industry is now reporting under FRS17 and we are interested in how costs are reported in the accounts i.e. the split between opex and interest costs in the profit and loss account and splits within tables 21 and 22.

### **1. Our key issues are:**

- FRS17 charges are identified within the activity cost analysis.
- Where costs are apportioned between more than one line in tables 21 and 22, that the apportionment reflects the appropriate cost driver.
- Changes in the rates of contribution can be matched to the most up-to-date actuarial advice/valuations and trustee agreements.
- That the appointed business is picking up only its appropriate share of costs.
- That any lump sum contributions are identified.

### **3. Procedures**

The auditors will:

1. Obtain an explanation of the procedures used to allocate costs, starting from the point where such data is extracted from the general ledger. Check that NI Water's explanations and, in particular the apportionments of the FRS17 charge across several lines in tables 21 and 22, is consistent with the Regulatory Accounts and the underlying accounting records.
2. Check that an adjustment has been made for employees who are outside of the appointed business.
3. Check that the amounts included for the interest cost in table 18d and the balance sheet position in tables 19 and 24 can be agreed to the Regulatory Accounts, and where relevant, the pension disclosure notes provided by NI Water's actuary.
4. Where any apportionments are identified in (1 and 3), obtain from management a commentary identifying any changes in the apportionment policy from the prior year. Agree the new basis to the basis of preparation of the Regulatory Accounts.
5. Obtain NI Water's commentary on the comparison of actual contributions to those set out in the final determination. Read NI Water's explanation and agree details set out in the commentary to the underlying accounting records or other supporting documentation. Describe the nature of the underlying accounting records or other supporting documentation.
6. Through discussions with management, comment on any changes to future contribution levels that have been agreed with the pension scheme trustees which will commence after the year-end. If changes are noted, provide details and the details of supporting documentation that was made available.
7. For defined benefit schemes, trace the level of cash contributions stated by NI Water to the underlying accounting records.
8. Where NI Water contributes to both a defined benefit and a defined contribution scheme, check the split to the underlying accounting records.

9. Trace any lump sum contribution to the underlying accounting records and NI Water's commentary.
10. Obtain from NI Water, detail of changes in the actuarial assumptions underpinning the FRS17 valuation that have occurred since the previous year-end. Agree these assumptions to the FRS17 report provided by NI Water's actuary.
11. Where there has been a change in the level of contributions within the year, check that management has included a commentary on the difference in the relative amount of contributions being used to fund any deficit. If changes are noted, provide details and the details of supporting documentation that was made available.

### **3 Level of significance**

For the purpose of your work on these procedures, we consider 5% of the FRS17 operating profit charge to be significant. Auditors should bear this in mind when working on this area.

### **4. Reporting**

The auditors will provide a long form report setting the findings and commentary arising from the above procedures. This will cover at least the following areas:

- Cost allocation.
- Level of contributions.
- Comparison with amounts allowed in price limits.
- Actuarial assumptions.
- Deficit funding.

## **PART D – INCOME**

### **1. Annual Information Return tables**

Information on income is recorded in tables 23 (income) and 26 (for the measured income accrual).

### **2. Background and key risks**

Understanding the difference between the business plan forecast revenues underlying the price limits and the actual income is essential to our annual monitoring process. It is critical in establishing the base position for periodic reviews. Key concerns for NIAUR are:

- That the revenue figures contain inappropriate adjustments.
- That the revenue accrual is incorrect.
- NI Water does not adequately or correctly explain any variances between the revenue forecasted in the Final Determination (PC10) and the actual revenue.

Table 23 has been updated to collect information required for presentation of revenue within and outside of the tariff basket system.

From AIR10 onwards, NI Water are required to present the movement of revenue between tariff basket and non tariff basket revenue from non-household customers. This could happen, for example, if a non-household's consumption rises above, or falls below, the large user threshold. It could also happen as a result of a change in the large user threshold.

From AIR10, NI Water are required to complete line 22 of table 23 to present the net revenue movement for:

- Net revenue movement out of the tariff basket (water service) and
- Net revenue movement out of the tariff basket (sewerage service)

The Auditors should agree the revenue amounts included in the above lines to the underlying calculations and NI Water's accounting records. In addition, the Auditors should agree the supporting commentary in relation

to revenue movement out of the tariff basket to NI Water's accounting systems and records.

### **3. Procedures**

The auditors will:

1. Read management's reconciliation and commentary of the amounts billed to the reported turnover. Where there are adjustments, (other than for the measured income accrual), management's commentary should set out whether these are one-offs for the current year or repeated. Where the adjustments occur annually, management should comment on the size of the adjustment compared to the previous year. Read NI Water's commentary and agree details set out in the commentary to the underlying accounting records or other supporting documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.
2. Based on discussion with management and sight of underlying documentation, describe NI Water's procedures for monitoring revenue, including who reviews the revenues against PC10 and forecasts, the process for identification of variances and whether any sensitivity analysis takes place. Describe the nature of the underlying documentation observed.
3. Obtain the commentary given by NI Water on both revenue reported and to explain variances between the actual and forecasted revenue in PC10. Read NI Water's explanation and agree details set out in the commentary to the underlying accounting records or other supporting documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.
4. Obtain management's commentary on the basis of the measured income accrual. Read NI Water's commentary and agree the accrual and supporting details set out in the commentary to the underlying accounting records or other supporting documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.
5. Where management has calculated a retrospective review of the previous year's accrual compared to the amounts actually billed, agree the amounts reported to the underlying accounting records or other supporting documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation. Where management are not able to complete a retrospective review of

the previous year's accrual, ensure that NI Water has included an explanation of the reasons for this in their commentary.

6. Check the amounts reported in net revenue movement out of the tariff basket (water and sewerage service) agree to the underlying accounting records or other supporting documentation. Describe the nature of the underlying accounting records or other supporting documentation

#### **4 Level of significance**

For the purpose of your work on these procedures, we consider the higher of 0.1% of turnover, or £20,000, to be significant. Auditors should bear this in mind when working on this area.

#### **5 Reporting**

The auditors will provide a long form report setting the findings and commentary arising from the above procedures. This will cover at least the following areas:

- Billed versus reported turnover.
- Revenue compared to forecast.
- Measured income accrual.
- Net revenue movement out of the tariff basket

# **PART E – BAD DEBT**

## **1. Annual Information Return tables**

Information on bad debt is recorded in tables 6a, 21 and 22.

## **2. Background and key risks**

The information provided is used:

- To assess NI Water's claims for an allowance to cover the costs associated with increased bad debt at Periodic Reviews; and,

NIAUR's key concerns are:

- In compiling table 6a data judgement may have been used inconsistently or in such a way to manipulate the data to gain advantage at an IDoK or periodic review. This will lead to an increase in bills for all customers.
- Detailed analysis per table 6a is not consistent with the Regulatory Accounts tables and NI Water's billing/financial systems.
- Levels of write-off are inconsistent with the stated write-off policy.
- Understanding the link between outstanding revenue, write-offs and charges to the profit and loss account.

### **3. Procedures**

The auditors will:

#### General procedures

1. Obtain NI Water's commentary on whether the data has been extracted directly from their billing systems or whether numbers have been manually calculated or adjusted in some way, for example to allocate data between households and non-households. Read NI Water's explanation and agree details of any assumptions or apportionment stated in the basis of preparation to the underlying accounting records or other supporting documentation. Describe the nature of the underlying accounting records or other supporting documentation.
2. Trace the data to NI Water's accounting records/billing systems. Describe the source of the underlying accounting records or billing systems that data has been agreed to.
3. Obtain NI Water's commentary on any changes in reporting methodologies (for example, apportionments used in calculating outstanding revenue collection operating expenditure) from year to year and the effect this will have on the data reported in the current, past and/or future years. Read NI Water's explanation and agree details set out in the commentary to the underlying accounting records or other supporting documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.
4. For any changes in methodology, check that the previous years' data has been adjusted. If previous years' data has not been adjusted, discuss with management and state NI Water's reasons for this.

#### Specific procedures – revenue outstanding

5. Describe the nature of the revenue outstanding reported in lines 1 to 56 (i.e. confirm that the definition of 'revenue outstanding' as set out in NI Water reporting requirements has been adhered to) of the Regulatory Table 6a and state where this information has been extracted from.
6. Check that the revenue outstanding shown in these lines has been aged into the relevant time bands correctly, through agreement to underlying accounting records. Specify the details of the underlying aged debt report or other accounting records that the revenue



outstanding has been agreed to and details of sample tested.

7. Check that NI Water has provided explanations for any material changes (+/-20% between the report year and the previous year) in the “revenue outstanding” lines. Read NI Water’s explanation and agree details set out in the commentary to the underlying accounting records or other supporting documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.
8. Check that the sum of the total revenue outstanding lines (lines 1, 13, 15, 27, 29, 41, 43 and 55) reconciles to the debt reported on NI Water’s General Ledger. If numbers do not reconcile, test that the reason for the difference in management’s commentary can be agreed to the underlying accounting records or other supporting documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.
9. Check that the reasons for any adjustments made to revenue outstanding between data extracted from billing or accounting systems and that reported in the Regulatory Table can be supported by the underlying records or other supporting documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.
10. Check that ‘non-household revenue outstanding’ has been correctly extracted from NI Water’s underlying accounting records or other supporting documentation. Describe the nature of costs that have been reported.

### Specific procedures - Customer services operating expenditure

11. Obtain NI Water's commentary on the basis of allocating customer services operating expenditure (between lines 59 to 63). Check that this is consistent with the underlying accounting records and other supporting documentation.
12. Check that NI Water has provided an explanation for any material changes (+/-30% between report year and previous year) in data reported in the 'customer service operating expenditure' lines. Read NI Water's explanation and agree details set out in the commentary to the underlying accounting records or other supporting documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.
13. Describe the basis of allocating outstanding revenue collection operating expenditure in lines 60 and 60a.
14. Check that reported numbers for household and non household costs for outstanding revenue collection operating expenditure in lines 60 and 60a can be agreed to the underlying accounting records or other supporting documentation. Obtain NI Water's commentary and check that NI Water has provided reasons for any material differences (+/-30% between the report year and the previous year) in each element. Read NI Water's explanation and agree details set out in the commentary to the underlying accounting records or other supporting documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.
15. Where a company has commented on a change to the methodology used to compile line 60 auditors should agree this to the underlying accounting records or other supporting documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.
16. Trace any amount reported in line 61 (Donations to charitable trusts assisting customers in debt) to the underlying accounting records or other supporting documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.
17. Trace line 63 to the sum of table 21 line 13 and table 22 line 12. If they are not in accordance, check that reasons for any difference can be agreed to the underlying accounting records or other supporting

documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.

18. Where NI Water has included an explanation of any significant exceptional capital costs associated directly with outstanding revenue collection or provision for vulnerable customers, agree these to the underlying accounting records or other supporting documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.

Specific procedures – Interaction between charge, provision and outstanding revenue

19. Obtain a commentary from management on the bad debt provisioning policy, particularly where this has changed from the prior year. Where a change has been reported to have taken place, check that this is consistent with the Regulatory Accounts and the underlying accounting records.
20. Provide in a table the level of consistency over time between the bad debt charge (from Tables 21 and 22) and revenue outstanding (Lines, 1, 13, 15, 27, 29, 41, 43 and 55 of table 6a). Through discussions with management, explain any large movements.
21. For the effect of changes in the provisioning policy (set out in management's commentary), obtain an assessment of the impact of the change and agree to supporting documentation. Describe the nature of the supporting documentation.

4 Level of significance

For the purpose of your work on these procedures, we consider the following to be significant. Auditors should bear this in mind when working on this area:

Bad debt charge

- movement in the bad debt charge of +/- 10%

Write-offs

- movement in write-offs by +/- 0.1% of turnover

## Revenue outstanding

- movement in revenue outstanding by +/- 1% of turnover

## 5 Reporting

The auditors will provide a long form report setting the findings and commentary arising from the above procedures. This will cover at least the following areas:

- Revenue outstanding.
- Write-offs.
- Customer service operating expenditure.
- Interaction between charge, provision and outstanding revenue.

## PART F – TAXATION

### 1. Annual Information Return tables

Information on tax is recorded in Tables 18a and 18b.

### 2. Background and key risks

Tax information is used to enable a greater understanding of company's individual tax position and the effects of recent changes to tax rules. This in turn will provide information towards policy development at the next periodic review. It will also be used to review assumptions made at the last periodic review..

NIAUR's key concerns are:

- Detailed analysis in tables 18a and 18b is not consistent with the Regulatory Accounts tables and NI Water's submissions to HMRC.
- The tax charge has not been correctly apportioned between the appointed and non-appointed business.
- The basis on which appointed business surrenders tax losses, capital allowances and other relevant tax items to group companies (if applicable) and vice versa.

### 3. Procedures

Both tables 18a and 18b

1. Obtain NI Water's explanation of any significant variations from the estimates that underpinned the tax charges reported in the previous year. Detailed explanations and reconciliations are required to be provided by NI Water in situations where:
  - The difference between the current tax charge arising from the submitted computations and that reported in the relevant years' accounts is more than 10%; or,
  - The difference in any individual item collected in table 18a and 18b is more than 20%.

2. Read NI Water's explanation and agree details set out in the commentary to the underlying accounting records or other supporting documentation. Where applicable, describe the nature of the underlying accounting records or other supporting documentation.

#### Table 18a

Complete the following procedures in relation to Table 18a (Reconciliation of Operating Profit to Taxation Charge) for the year ended 31 March 2011:

3. Check that NI Water's tax information has been accurately extracted from the underlying accounting records and is consistent with the amounts included in the tax computation submitted to HMRC.
4. Read any commentary provided by management for the difference between lines 17 (Trading profit for tax) and line 18 (Adjusted trading profit for tax) and check that it is consistent with the table and, where relevant, the underlying accounting records or other supporting documentation. Describe the nature of the underlying accounting records or other supporting documentation.
5. Check that lines 12 (Other deductions) and 15 (Other additions) correctly reflect other deductions and additions made in calculating taxable profits. Read any commentary and check that it is consistent with the Regulatory Table and, where relevant, the underlying accounting records or other supporting documentation. Describe the nature of the underlying accounting records or other supporting documentation.
6. For deductions where management have commented on agreements with the HMRC, agree the nature of these agreements to supporting documentary evidence. Describe the nature of the supporting documentary evidence.
7. Read any commentary on the position agreements with HMRC and check that any disclosed can be agreed to supporting documentary evidence. Describe the nature of the supporting documentary evidence.
8. Check that any deduction or additions calculated are included within table 18b (Allocation of capital expenditure for tax purposes).
9. Check that NI Water's reconciliation of table 18b line 6 (capitalised revenue expenditure deducted in the year of spend) to table 18a line 4 (deduction for capitalised revenue expenditure) is consistent with the Regulatory Accounts Tables and, where relevant, the underlying

accounting records or other supporting documentation. Describe the nature of the underlying accounting records or other supporting documentation.

#### Table 18b

Complete the following procedures in relation to Table 18b (Allocation of Capital Expenditure for tax purposes) for the year ended 31 March 2011 when relevant:

10. Where agreements with the HMRC are disclosed by NI Water for the treatment of expenditure for tax purposes, agree the nature of these agreements to supporting documentation. Describe the nature of the other supporting documentation.
11. Check that the allocations included in the table are consistent with the computations submitted to the HMRC.
12. Check that lines 1 to 11 accurately reflect the total capital programme (including IRE and net of grants) and that the types of expenditure included in each line are consistent with NI Water's detailed workings.
13. Check that the average asset lives reported in lines 13 and 14 are consistent with those used for depreciation purposes.
14. Check that lines 15 to 18 accurately reflect NI Water's closing tax position as per the tax computation.
15. Check that total capital expenditure in line 12 is consistent with that reported elsewhere in the Regulatory Accounts Tables.

#### 4. Level of significance

For the purpose of your work on these procedures, we consider the following to be significant. Auditors should bear this in mind when working on this area:

The higher of:

- 10% of the current tax charge, or
- £50,000

#### 5. Reporting

The auditors will provide a long form report setting the findings and commentary arising from the above procedures. This will cover at least the following areas:

- Variations.
- Tax computations.
- Capital allowances.



## PART G – ACCOUNTING CHARGES

### 1. Annual Information Return tables

Information on current cost depreciation and infrastructure renewals charge is recorded in tables 33 and 34.

### 2. Background and key risks

The CCD charge should reflect the long-term maintenance needs of the above-ground assets.

Ofwat's RAG1.04 stipulates that IRC should be calculated so that it reflects NI Water's medium to long-term view of maintenance of the infrastructure assets.

NIAUR's key concerns are:

- That the CCD charged in the accounts may not be reflective of the long-term view, particularly where a low confidence grade has been assigned.
- That the IRC is not compliant with RAG1.04.

### 3 Procedures

Current Cost Depreciation (CCD) - Table 34

1. Check that any amounts reported by NI Water for assets fully depreciated still in use and assets written off or replaced in the year which were not fully depreciated can be agreed to the underlying accounting records.
2. NB. Include any specific procedures required by the Reporter in addition to 1 above.

Infrastructure Renewals Charge (IRC) - Table 33

3. Check that the Infrastructure Renewals Charge is based on an operational assessment of activity needed to maintain the serviceability of the underground infrastructure over a reasonably long period using the definitions within RAG 1.04.

4. Check that NI Water's explanation for the difference between the IRC reported in the Regulatory Accounts and the Statutory Accounts can be agreed to underlying accounting records.

#### 4 Reporting

The auditors will provide a long form report setting the findings and commentary arising from the above procedures. This will cover at least the following areas:

- Infrastructure renewals charge.
- Current cost depreciation.

## PART H – LAND SALES

### 1. Annual Information Return tables

Information on land sales is recorded in table 39.

### 2. Background and key risks

The table covers all proceeds from the disposals of protected land, including those already subject to regulation through Condition K of the Licence. The net amounts, after the deduction of all offsetting costs, are in an application for an interim determination, as defined in Condition B. In addition, it records HCA book values to achieve consistency with the Regulatory Accounts.

NIAUR's key concerns are:

- That all relevant disposals are recorded so that the correct adjustment to the Regulatory Capital Value takes place (either at an IDoK or periodic review), and
- That proceeds equal or exceed the professional valuation.

### 3. Procedures

1. Agree land disposals in Table 39 (Financial Measures Proceeds from the Disposals of Protected Land) to the Regulatory Accounts and that the net proceeds are internally consistent with Table 28 (disposal of fixed assets in the cash flow statement) and Table 23 (the profit/loss on disposal).
2. For each transaction above £50,000 (for any transfer to an associated company) or £100k (for disposals to a third party) agree the gross proceeds on land disposals as shown in Table 39 (Financial Measures Proceeds from the Disposals of Protected Land) to valuers' certificates.

### 4. Reporting

The auditors will provide a long form report setting the findings and commentary arising from the above procedures. This will cover at least the following areas:

- Consistency with Regulatory Accounts.
- Compliance with licence condition K.

## PART I – ANALYSIS OF BORROWINGS

### 1. Annual Information Return tables

The analysis of borrowings due after more than one year is recorded in table 19a.

### 2. Background and key risks

Table 19a is used to gather information on NI Water's cost of debt which we use to cross check the cost of debt assessment made in setting price limits.

Table 19a expands upon the borrowings due after more than one year shown in the balance sheet and reported in table 19. It requires an analysis of borrowings between its component parts. The information is required as at 31 March 2011.

Borrowings falling due after one year comprises obligations under finance leases due after one year, loans due to other group companies repayable after one year (if applicable), redeemable debentures repayable after one year, bonds redeemable after one year, commercial paper due after one year, bills of exchange maturing after one year and any other form of borrowing repayable after one year. Accrued interest on borrowings should not be included.

Each instrument included within borrowings should be reported on a separate line within the table. The reporting categories are:

- Category A – Borrowings in hedging relationships;
- Category B – Borrowings designated at fair value through profit and loss; and,
- Category C – Other borrowings.

Table 19a uses definitions of borrowings in hedging relationships and those designated at fair value through profit and loss that are consistent with the FRS 26 definitions. Other borrowings includes all borrowings measured at amortised cost and all borrowings that are not designated as either fair value through profit and loss or borrowings designated within hedging relationships.

Within each category borrowings should be split between those taken out on fixed rate terms, floating rate terms and those which are index linked.

NIAUR's key concerns are:

- That all borrowings that are due after one year are captured within the table.

### 3. Procedures

The auditors will:

1. Confirm that the total carrying value of all instruments reconciles back to the appropriate line in table 19 as required by the reporting requirements of table 19a.
2. Confirm that each instrument has been included within the correct category (A,B,C) in accordance with the definitions of FRS 26.
3. Agree the interest rates recorded in table 19a back to loan documents and other supporting documentation.
4. Agree the hedging strategy (if applicable) to supporting documentation. Describe the nature of the supporting documentation.
5. Review NI Water's commentary on any significant borrowings that mature in less than one year and agree the details back to supporting documentation.

### 4. Reporting

The auditors will provide a long form report setting the findings and commentary arising from the above procedures. This will cover at least the following areas:

- Consistency with borrowings reported as greater than 1 year in the Regulatory Accounts and table 19.
- Accuracy of the interest rates reported.

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**Wording of the Regulatory Accounts audit opinion****Independent auditors' report to the Northern Ireland Authority for Utility Regulation and Directors of Northern Ireland Water Limited**

We have audited the Regulatory Accounts of Northern Ireland Water Limited ("the company") on pages [x] to [x] which comprise:

- the regulatory historical cost accounting statements comprising the regulatory historical cost profit and loss account, the regulatory historical cost balance sheet; and
- the regulatory current cost accounting statements for the appointed business comprising the current cost profit and loss account, the current cost balance sheet, the current cost cash flow statement and the related notes to the current cost financial statements including the statement of accounting policies.

This report is made, on terms that have been agreed, solely to the company and the Northern Ireland Authority for Utility Regulation (the "Regulator") in order to meet the requirements of Condition F of the Instrument of Appointment granted by the Department for Regional Development to Northern Ireland Water Limited as a water and sewerage undertaker under the Water and Sewerage Services (Northern Ireland) Order 2006 (the "Regulatory Licence"). Our audit work has been undertaken so that we might state to the company and the NIAUR those matters that we have agreed to state to them in our report, in order (a) to assist the company to meet its obligation under the company's Instrument of Appointment to procure such a report and (b) to facilitate the carrying out by the NIAUR of its regulatory functions, and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the NIAUR, for our audit work, for this report, or for the opinions we have formed.

**Basis of preparation**

The Regulatory Accounts have been prepared in accordance with Condition F of the Instrument of Appointment and the Regulatory Accounting Guidelines issued by the Water Services Regulation Authority insofar as these are relevant to the regulatory environment in Northern Ireland, the accounting policies set out in the statement of accounting policies and, in the case of the regulatory historical cost accounting statements, under the historical cost convention.

The Regulatory Accounts are separate from the statutory financial statements of the company. There are differences between United Kingdom Generally Accepted Accounting Principles (UK GAAP) and the basis of preparation of information provided in the Regulatory Accounts because the Regulatory

Accounting Guidelines specify alternative treatment or disclosure in certain respects. Where the Regulatory Accounting Guidelines do not specifically address an accounting issue, then they require UK GAAP to be followed. Financial information other than that prepared wholly on the basis of UK GAAP may not necessarily represent a true and fair view of the financial performance or financial position of a company as shown in financial statements prepared in accordance with the Companies (Northern Ireland) Order 1986.

### **Respective responsibilities of the NIAUR, the directors and auditors**

The nature, form and content of Regulatory Accounts are determined by the NIAUR. It is not appropriate for us to assess whether the nature of the information being reported upon is suitable or appropriate for the NIAUR's purposes. Accordingly we make no assessment.

The Directors' responsibilities for preparing the Regulatory Accounts in accordance with Regulatory Accounting Guidelines are set out in the statement of directors' responsibilities for regulatory information on page [X].

Our responsibility is to audit the Regulatory Accounts in accordance with relevant legal and regulatory requirements and International Standards on auditing (UK and Ireland) except as stated in the "Basis of audit opinion", below and having regard to the guidance contained in Audit 05/03 'Reporting to Regulators of Regulated Entities'.

We report to you our opinion as to whether the regulatory historical cost accounting statements present fairly, under the historical cost convention, the revenues and costs, assets and liabilities of the appointee and its appointed business in accordance with the company's Instrument of Appointment and Regulatory Accounting Guideline 2.03 (Guideline for the classification of expenditure), Regulatory Accounting Guideline 3.06 (Guideline for the contents of Regulatory Accounts) and Regulatory Accounting Guideline 4.03 (Guideline for the analysis of operating costs and assets); and whether the regulatory current cost accounting statements on pages [X] to [X] have been properly prepared in accordance with Regulatory Accounting Guidelines. We also report to you if, in our opinion, the company has not kept proper accounting records as required by paragraph 3 of Condition F and whether the information is in agreement with the appointees' accounting records and has been properly prepared in accordance with the requirements of Condition F and, as appropriate, Regulatory Accounting Guidelines.

We read the other information contained in the Regulatory Accounts, including any supplementary schedules on which we do not express an audit opinion, and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the Regulatory Accounts. The other information comprises the performance review, the notes on regulatory



information, and the additional information required by the licence.

### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on auditing (UK and Ireland) issued by the Auditing Practices Board except as noted below. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the Regulatory Accounts. It also includes an assessment of the significant estimates and judgements made by the Directors in the preparation of the Regulatory Accounts, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the Regulatory Accounts are free from material misstatement, whether caused by fraud or other irregularity or error. However, as the nature, form and content of Regulatory Accounts are determined by the NIAUR, we did not evaluate the overall adequacy of the presentation of the information, which would have been required if we were to express an audit opinion under Auditing Standards.

Our opinion on the Regulatory Accounts is separate from our opinion on the statutory financial statements of the company on which we report, which are prepared for a different purpose. Our audit report in relation to the statutory accounts of the company (our "Statutory" audit) was made solely to the company, in accordance with the terms of our engagement letter in respect of that audit. Our Statutory audit work was undertaken so that we might state to the company those matters we are required to state to it in a Statutory auditors' report and for no other purpose. In these circumstances, to the fullest extent permitted by law, we do not accept or assume any responsibility to anyone other than the company as a body, for our Statutory audit work, for our Statutory audit report, or for the opinions we have formed in respect of that Statutory audit.

The regulatory historical cost accounting statements on pages [X] and [X] have been drawn up in accordance with Regulatory Accounting Guidelines in that infrastructure renewals accounting as applied in previous years should continue to be applied and accordingly that the relevant sections of Financial Reporting Standards 12 and 15 be disapplied. The effect of this departure from Generally Accepted Accounting Principles, and a reconciliation to the balance sheet drawn up on this basis with that drawn up under Companies (Northern Ireland) Order 1986 is given on page [X].

## Opinion

In our opinion the Regulatory Accounts of the company for the year ended 31 March [XX] fairly present in accordance with Condition F of the Instrument of Appointment granted by the Department for Regional Development to Northern Ireland Water Limited as a water and sewerage undertaker under the Water and Sewerage Services (Northern Ireland) Order 2006, the Regulatory Accounting Guidelines issued by the NIAUR and the accounting policies set out on page [X], the state of the company's affairs at 31 March [XX] on an historical cost and current cost basis, the historical cost and current cost profit for the year and the current cost cash flow for the year and have been properly prepared in accordance with those conditions, guidelines and accounting policies.

In respect of this information we report that in our opinion:

- (a) proper accounting records have been kept by the appointee as required by paragraph 3 of Condition F of the Instrument;
- (b) the information is in agreement with the appointee's accounting records and has been properly prepared in accordance with the requirements of Condition F and, as appropriate, Regulatory Accounting Guidelines issued by the NIAUR;
- (c) the regulatory historical cost accounting statements on pages [X] to [X] present fairly, under the historical cost convention, the revenues and costs, assets and liabilities of the appointee and its appointed business in accordance with the company's Instrument of Appointment and Regulatory Accounting Guidelines issued by the NIAUR;
- (d) the regulatory current cost accounting statements on pages [X] to [X] have been properly prepared in accordance with Regulatory Accounting Guidelines issued by the NIAUR.

Audit Firm name

Chartered Accountants (or relevant accountancy body)

Town e.g. Belfast

[Date]

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## **Wording of the Annual Information Return audit opinion**

### **Report of the Independent Auditors to Northern Ireland Water Limited and the Northern Ireland Authority for Utility Regulation**

We have reviewed the Regulatory Accounts tables [6a, 18 to 29, 33, 34, and 39] set out in the Annual Information Return in respect of Northern Ireland Water Limited (“the Company”).

This report is made to the Company in accordance with the terms of our engagement letter dated [ ] (the “Contract”). This report is made also to the Northern Ireland Authority for Utility Regulation (the “Regulator”) in order to meet the requirements of the Instrument of Appointment by the Department for Regional Development of Northern Ireland Water Limited as a water and sewerage undertaker under the Water and Sewerage Services (Northern Ireland) Order 2006 (the “Regulatory Licence”) and to enable the NIAUR to verify that a report from independent auditors has been issued in connection with the Regulatory Accounts tables [6a, 18 to 29, 33, 34, and 39]. Our work has been undertaken so that we might state to the Company and to the NIAUR those matters we have been engaged by the Company to state in this report and for no other purpose.

This report has been released to the Company and to the NIAUR on the basis that it shall not be copied, referred to or disclosed, in whole (save for the Company’s or the NIAUR’s own internal purposes) or in part, without our prior written consent. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company for our work, for this report, or for the opinions we have formed. We will accept such responsibility to the NIAUR on condition that the NIAUR agrees in writing to the Contract by signing the notice appended to the Contract.

### **Respective responsibilities of directors and auditors**

The Company’s directors are responsible for the preparation of the Regulatory Accounts tables.

Our responsibilities, as independent auditors, are established in the United Kingdom by relevant legal and regulatory requirements and the Contract and the Accounting Guidelines and other relevant material issued by the NIAUR. It is our responsibility to form an independent opinion based on our review, on those tables and to report our opinion to the Company and (on the basis set out above) to the NIAUR.

## **Basis of opinion**

We conducted our review in accordance with the Regulatory Accounting Guidelines, the Annual Information Return reporting requirements dated [ ] and other relevant material issued by the NIAUR and the Contract. A review includes examination, on a test basis, of evidence relating to the amounts and disclosures in the Regulatory Accounts tables. It also includes an assessment of the significant estimates and judgments made by the Company's directors in the preparation of the Regulatory Accounts tables, and of whether the accounting policies are appropriate to the Company's circumstances, consistently applied and adequately disclosed.

We planned and performed our review so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the Regulatory Accounts tables are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the Regulatory Accounts tables in terms of UK Generally Accepted Accounting Principles and the Regulatory Accounting Guidelines.

## **Opinion**

Based upon our view, in our opinion, the Regulatory Accounts tables contain the information for the year to 31 March 2011 required to be submitted to the NIAUR by the Company to comply with Condition F of the Regulatory Licence and are materially consistent with the information submitted to NIAUR in the Regulatory Accounts.

Audit Firm name  
Chartered Accountants (or relevant accountancy body)  
Town e.g. Belfast  
[Date]

# CHANGE CONTROL SHEET

## Auditors' guidance

2008/1.0	First issue of chapter for the SBP period.
2009/1.0	Second issue of chapter for the SBP period. <ul style="list-style-type: none"> <li>• Amended auditors' guidance to reflected tables on which auditors comment;</li> <li>• Slight modifications made to the Regulatory Accounts audit opinion to make in line with engagement letter;</li> <li>• Modifications made to AIR audit opinion to make in line with engagement letter;</li> <li>• Amended submission dates and document footers as necessary.</li> </ul>
2010/1.0	Third issue of chapter for the SBP period. <ul style="list-style-type: none"> <li>• New income procedure added.</li> <li>• Additional requirements in relation to new line 60a of table 6a.</li> <li>• Other minor modifications.</li> </ul>
2011/1.0	First issue of chapter for PC10 period. <ul style="list-style-type: none"> <li>• Slight modifications.</li> <li>• Removal of references to IDoK.</li> </ul>