

Sayer Vincent LLP
Invicta House
108-114 Golden Lane
LONDON
EC1Y 0TL

Thursday 6th April

FAO Noelia Serrano

Your ref: NS/VM/C381/rm

Thursday 6th April
Dear Sayer Vincent

Letter of representations on the financial statements for the year ended 31 December 2016.
This representation letter is provided in connection with your audit of the financial statements of The Cochrane Collaboration for the year ended 31 December 2016, for the purpose of expressing an opinion as to whether the financial statements give a true and fair view of the results and financial position. All representations are made to the best of our knowledge and belief.

Financial statements

We acknowledge, as trustees, our responsibility as set out in the terms of your engagement dated 21 March 2017 for preparing financial statements in accordance with the Companies Act 2006, which give a true and fair view of the results and financial position for the organisation as of the 31 December 2016 and for making accurate representation to you.

We confirm that significant assumptions used by us in making accounting estimates, are reasonable.

We confirm that appropriate provisions have been made for irrecoverable debts.

We confirm that no fixed assets have been disposed of during the year.

We confirm that we have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

We confirm that all income has been recorded.

We confirm that the restricted funds have been properly applied.

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We confirm that we have disclosed all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

We confirm that we have recognised grants payable where a specific commitment has been communicated to the beneficiary.

We confirm that related party* relationships and transactions have been appropriately accounted for and disclosed and we are not aware of further related party matters that require disclosure.

We confirm that all events since the balance sheet date which require disclosure, or which would materially affect the amounts in the financial statements, have been adjusted or included in the financial statements.

We confirm the financial statements are free of material misstatements, and nothing significant has been omitted. We believe that uncorrected misstatements identified during the audit, as listed in the post-audit report, are immaterial both individually and in aggregate to the financial statements as a whole.

We confirm that, having considered our expectations and intentions for at least the 12 months to one year from date accounts are signed we have a reasonable expectation of receiving adequate resources to continue operations for the foreseeable future. For this reason we continue to adopt the going concern basis in preparing the financial statements for the year ended 31 December 2016. We confirm that the disclosures in the accounting policies and the trustees' annual report are an accurate reflection of the reasons for our consideration that the financial statements should be drawn up on a going concern basis.

Information provided

We confirm that all accounting records and relevant information has been made available to you for the purpose of your audit. We have provided to you all other information requested and given unrestricted access to persons within the organisation from whom you have deemed it necessary to request information. All other records and related information, including minutes of all management and trustee meetings, have been made available to you.

We confirm that all correspondence with regulators has been made available to you including, in England and Wales, any serious incident reports.

We confirm that all transactions undertaken by the organisation have been properly reflected in the accounting records and are reflected in the financial statements.

We acknowledge our responsibility for the design, implementation and maintenance of controls to prevent and detect fraud and error. 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.

We confirm that we have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the organisation and involves management, employees who have a significant role in internal control, or others, where fraud could have a material effect on the financial statements.

We confirm that we have disclosed to you all information in relation to allegations of fraud, or suspected fraud affecting the organisation's financial statements communicated by employees, former employees, regulators or others.

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We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the organisation conducts its activities and which could affect the financial statements. The organisation has complied with all aspects of contractual and grant agreements that could have a material effect on the financial statements in the event of non-compliance.

We confirm that we have disclosed to you the identity of the organisation's related parties and all related party relationships and transactions relevant to the organisation that we are aware of.

We confirm that the organisation has satisfactory title to all assets in the financial statements, and there are no circumstances which alter or limit** the title held on the assets except for those disclosed in the financial statements.

We confirm that the organisation does not hold any bank accounts, short term deposits or other cash deposits other than those included in the financial statements. No other facilities or securities are held.

We confirm that there are no liabilities, contingent liabilities or guarantees to third parties other than those disclosed in the financial statements.

We confirm that the trustees consider there to be appropriate controls in place to ensure overseas payments are applied for charitable purposes.

We confirm that the organisation is not controlled*** by any other organisation.

We confirm to the best of our knowledge and belief that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy ourselves that we can properly make each of the above representations to you.

We acknowledge our legal responsibilities regarding disclosure of information to you as auditor and confirm that, so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware. Each trustee has taken all the steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that you are aware of that information.

Yours faithfully

Signed on behalf of the senior management by:

Name: 

Position: CHIEF EXECUTIVE OFFICER

Date: 15.5.17

Signed on behalf of the trustees by:

Name: 

Position: Treasurer

Date: 15/5/17

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The definition of a related party includes:

A party controlling or controlled by the organisation (directly or indirectly)

A party subject to the same source of control as the organisation (e.g. same trustees)

A director, trustee or management committee member and his/her immediate family

A party that has a significant influence over the operating and financial policies of the organisation, or one that is so influenced by the organisation.

** For example: mortgages, leases, covenants or restrictions.

*** Control is defined as the ability to direct the financial and operating policies of an entity.