

# Food Standards Scotland

Annual Audit Plan 2016/17



 **AUDIT SCOTLAND**

Prepared for Food Standards Scotland

28 February 2017

## Who we are

The Auditor General, the Accounts Commission and Audit Scotland work together to deliver public audit in Scotland:

- The Auditor General is an independent crown appointment, made on the recommendation of the Scottish Parliament, to audit the Scottish Government, NHS and other bodies and report to Parliament on their financial health and performance.
- The Accounts Commission is an independent public body appointed by Scottish ministers to hold local government to account. The Controller of Audit is an independent post established by statute, with powers to report directly to the Commission on the audit of local government.
- Audit Scotland is governed by a board, consisting of the Auditor General, the chair of the Accounts Commission, a non-executive board chair, and two non-executive members appointed by the Scottish Commission for Public Audit, a commission of the Scottish Parliament.



## About us

Our vision is to be a world-class audit organisation that improves the use of public money.

Through our work for the Auditor General and the Accounts Commission, we provide independent assurance to the people of Scotland that public money is spent properly and provides value. We aim to achieve this by:

- carrying out relevant and timely audits of the way the public sector manages and spends money
- reporting our findings and conclusions in public
- identifying risks, making clear and relevant recommendations.

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# Risks and planned work

1. This annual audit plan contains an overview of the planned scope and timing of our audit and is carried out in accordance with International Standards on Auditing (ISAs), the [Code of Audit Practice](#), and any other relevant guidance. This plan identifies our audit work to provide an opinion on the financial statements and related matters and meet the wider scope requirements of public sector. The wider scope of public audit contributes to conclusions on the appropriateness, effectiveness and impact of corporate governance, performance management arrangements and financial sustainability.

## Audit risks

2. Based on our discussions with staff, attendance at committee meetings and a review of supporting information we have identified the following main risk areas for Food Standards Scotland (FSS). We have categorised these risks into financial risks and wider dimension risks. The key audit risks, which require specific audit testing, are detailed in [Exhibit 1](#).

## Exhibit 1

Audit Risk	Management assurance	Planned audit work
<b>Financial statement issues and risks</b>		
<p><b>1 Risk of management override of controls</b></p> <p>ISA 240 requires that audit work is planned to consider the risk of fraud, which is presumed to be a significant risk in any audit. This includes consideration of the risk of management override of controls in order to change the position disclosed in the financial statements.</p>	<p>Due to the inherent nature of this risk management assurances are not applicable.</p>	<p>Detailed testing of journal entries.</p> <p>Review of accounting estimates.</p> <p>Focused testing of accruals and prepayments.</p> <p>Evaluation of significant transactions that are outside the normal course of business.</p>
<p><b>2 Risk of fraud over income &amp; expenditure</b></p> <p>ISA 240 also requires audit work to consider the risk in any audit of fraud over income and expenditure.</p> <p>Food Standards Scotland receive a significant amount of income in addition to Scottish Government funding. The extent and complexity of these income streams mean that, in accordance with ISA240, there is an inherent risk of fraud.</p>	<p>FSS has in place, a counter-fraud strategy and plan and ensures adequate separation of duties with regards to income and other relevant financial transaction processes to mitigate this risk materialising. Income that is invoiced is supported by timesheet submissions which are approved by operations managers who are separate from the finance function.</p>	<p>Analytical procedures on income and expenditure streams.</p> <p>Detailed testing of revenue and expenditure transactions.</p>

Audit Risk	Management assurance	Planned audit work
<p>The risk of fraud over expenditure also exists due to the variety and extent of expenditure incurred by FSS in carrying out its functions.</p>		
<b>Wider dimension risks</b>		
<p><b>3 2016/17 Financial Statements process</b></p> <p>The completion of the financial statements audit takes place within a tight timeframe and there were delays in completing a full set of unaudited accounts in 2015/16.</p> <p>There have changes during the year to the key finance officers responsible for the preparation of the financial statements</p> <p>There is a risk that a full set of 2016/17 financial statements is not available for audit in line with the agreed timetable.</p>	<p>FSS has undertaken a "lessons learned" exercise based on the 15/16 annual report and accounts audit and submission. This includes a defined project plan which outlines the required work that needs to be undertaken to produce the required statements and complete set of unaudited accounts by the required deadline.</p> <p>In addition to this, working papers and statements which were developed for the first time last year have been embedded and quarterly statements produced throughout the year.</p> <p>New members of staff are now familiar with the process and requirements.</p>	<p>We will keep in close contact with officers to monitor progress and identify any potential capacity issues.</p>
<p><b>4 Performance Management</b></p> <p>FSS published its first strategic plan in August 2016. The plan contains detailed actions for each of its six outcomes. There is at present no performance management system in place to monitor and report on the achievement of these outcomes. There is a risk that the delivery of the strategic plan is not adequately monitored and reported.</p>	<p>Whilst strategic performance indicators are still being developed through longer-term logic modelling work, FSS have a range of operational performance measurements that can be reported against delivery of the Corporate Plan.</p>	<p>We will review progress in the development of the performance monitoring system and report progress in our Annual Audit Report.</p>

## Reporting arrangements

Audit reporting is the visible output for the annual audit. This annual audit plan and the outputs as detailed in [Exhibit 2](#), and any other outputs on matters of public interest will be published on our website: [www.audit-scotland.gov.uk](http://www.audit-scotland.gov.uk).

**3.** Matters arising from our audit will be reported on a timely basis and will include agreed action plans. Draft management reports will be issued to the relevant officers to confirm factual accuracy.

4. We will provide an independent auditor's report to Food Standards Scotland, Scottish Parliament and the Auditor General for Scotland. We will provide the Accountable Officer and Auditor General for Scotland with an annual report on the audit containing observations and recommendations on significant matters which have arisen in the course of the audit.

5. Under the Public Finance and Accountability (Scotland) Act 2000 there is a requirement for the resource accounts of bodies covered by the Act to be presented to Parliament within nine months of the financial year-end i.e. 31 December. FSS is therefore required to submit their audited financial statements before that date.

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## Exhibit 2

### 2016/17 Audit outputs

Audit Output	Target date	Board or Audit and Risk Committee Date
Annual Audit Plan	28 February 2017	15 March 2017
Annual Audit Report including ISA 260 requirements	9 August 2017	9 August 2017
Signed Independent Auditor's Report	16 August 2017	16 August 2017

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### Audit fee

6. The audit fee for the 2016/17 audit of FSS is £40,080. In determining the audit fee we have taken account of the risk exposure of FSS, the planned management assurances in place and the level of reliance we plan to take from the work of internal audit. Our audit approach assumes receipt of the unaudited financial statements, with a complete working papers package week commencing, 19 June 2017.

7. Where our audit cannot proceed as planned through, for example, late receipt of unaudited financial statements or being unable to take planned reliance from the work of internal audit, a supplementary fee may be levied. An additional fee may also be required in relation to any work or other significant exercises outwith our planned audit activity.

### Responsibilities

#### Audit and Risk Committee and Accountable Officer

8. Audited bodies have the primary responsibility for ensuring the proper financial stewardship of public funds, compliance with relevant legislation and establishing effective arrangements for governance, propriety and regularity that enable them to successfully deliver their objectives.

9. The audit of the financial statements does not relieve management or those charged with governance, of their responsibilities.

#### Appointed auditor

10. Our responsibilities as independent auditor are established by the Public Finance and Accountability (Scotland) Act 2000 and the Code of Audit Practice, and guided by the auditing profession's ethical guidance.

**11.** Auditors in the public sector give an independent opinion on the financial statements. We also review and report on the arrangements within the audited body to manage its performance, regularity and use of resources. In doing this, we aim to support improvement and accountability.

# Audit scope and timing

## Financial statements

**12.** The statutory financial statements audit will be the foundation and source for the majority of the audit work necessary to support our judgements and conclusions. We also consider the wider environment and challenges facing the public sector. Our audit approach includes:

- understanding the business of FSS and the associated risks which could impact on the financial statements
- assessing the key systems of internal control, and establishing how weaknesses in these systems could impact on the financial statements
- identifying major transaction streams, balances and areas of estimation and understanding how FSS will include these in the financial statements
- assessing the risks of material misstatement in the financial statements
- determining the nature, timing and extent of audit procedures necessary to provide us with sufficient audit evidence as to whether the financial statements are free of material misstatement.

**13.** We will give an opinion on the financial statements as to:

- whether they give a true and fair view of the financial position of the audited bodies in accordance with the Public Finance and Accountability (Scotland) Act 2000 and directions made thereunder by the Scottish Ministers of the state of the body's affairs and their expenditure and income
- whether they have been properly prepared in accordance with relevant legislation, with IFRSs as adopted by the European Union, and as interpreted and adapted by the 2016/17 FReM
- the regularity of the expenditure and income.

## Materiality

**14.** Materiality defines the maximum error that we are prepared to accept and still conclude that that our audit objective has been achieved. It helps assist our planning of the audit and allows us to assess the impact of any audit adjustments on the financial statements. We calculate materiality at different levels as described below. The calculated materiality values for FSS are set out in [Exhibit 3](#).





## Exhibit 3

### Materiality values

Materiality level	Amount
<b>Planning materiality</b> - This is the calculated figure we use in assessing the overall impact of audit adjustments on the financial statements. It has been set at 1% of gross expenditure for the year ended 31 March 17 based on the budget for 2017.	£188,000
<b>Performance materiality</b> - This acts as a trigger point. If the aggregate of errors identified during the financial statements audit exceeds performance materiality this would indicate that further audit procedures should be considered. Using our professional judgement we have calculated performance materiality at 70% of planning materiality.	£130,000
<b>Reporting threshold</b> - We are required to report to those charged with governance on all unadjusted misstatements in excess of the 'reporting threshold' amount. This has been calculated at 1% of planning materiality.	£2,000



15. We review and report on other information published with the financial statements including the performance report, accountability report and the remuneration and staff report. Any issue identified will be reported to the Audit and Risk Committee.

### Timetable

16. To support the efficient use of resources it is critical that a financial statements timetable is agreed with us for the production of the unaudited accounts. An agreed timetable is included at [Exhibit 4](#) which takes account of submission requirements and planned Audit and Risk Committee dates.

## Exhibit 4

### Financial statements timetable

 Key stage	 Date
Consideration of unaudited financial statements by those charged with governance	14 June 2017
Latest submission date of unaudited FSS's financial statements with complete working papers package	21 June 2017
Latest date for final clearance meeting with Head of Corporate Services	24 July 2017
Agreement of audited unsigned financial statements; Issue of Annual Audit Report including ISA 260 report to those charged with governance	9 August 2017
Independent auditor's report signed	16 August 2017

### Internal audit

17. Auditing standards require internal and external auditors to work closely together to make best use of available audit resources. We seek to rely on the work of internal audit wherever possible and as part of our planning process we carry out an assessment of the internal audit function. Internal audit is provided by the Scottish Government Internal Audit Directorate.

### Adequacy of Internal Audit

18. The external auditors of the Scottish Government will review the adequacy of the Scottish Government's Internal Audit department. We plan to take assurance from this work, the results of which are due to be reported to the Scottish Government Audit and Risk Committee in March 2017.

### Areas of reliance

19. To support our audit opinion on the financial statements we plan to place formal reliance on the following planned internal audit reviews:

- Charges for the Industry

20. In respect of our wider dimension audit responsibilities we also plan to consider other areas of internal audit work including:

- Follow up work on Corporate Governance and Business Continuity.

### Audit dimensions

21. Our audit is based on four audit dimensions that frame the wider scope of public sector audit requirements as shown in [Exhibit 5](#).

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## Exhibit 5

### Audit dimensions




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### Financial sustainability

22. As auditors we consider the appropriateness of the use of the going concern basis of accounting as part of the annual audit. We will also comment on the FSS's financial sustainability in the longer term. We define this as medium term (two to five years) and longer term (longer than five years) sustainability. We will carry out work and conclude on:

- the effectiveness of financial planning in identifying and addressing risks to financial sustainability in the short, medium and long term
- the appropriateness and effectiveness of arrangements in place to address any identified funding gaps

- whether FSS can demonstrate the affordability and effectiveness of funding and investment decisions it has made.

### Financial management

**23.** Financial management is concerned with financial capacity, sound budgetary processes and whether the control environment and internal controls are operating effectively. We will review, conclude and report on:

- whether FSS has arrangements in place to ensure systems of internal control are operating effectively
- whether FSS can demonstrate the effectiveness of budgetary control system in communicating accurate and timely financial performance
- how FSS has assured itself that its financial capacity and skills are appropriate
- whether FSS has established appropriate and effective arrangements for the prevention and detection of fraud and corruption. We will consider FSS's response to the NFI exercise.

### Governance and transparency

**24.** Governance and transparency is concerned with the effectiveness of scrutiny and governance arrangements, leadership and decision-making and transparent reporting of financial and performance information. We will review, conclude and report on:

- whether FSS can demonstrate that the governance arrangements in place are appropriate and operating effectively
- whether there is effective scrutiny, challenge and transparency on the decision-making and finance and performance reports
- the quality and timeliness of financial and performance reporting.

### Value for money

**25.** Value for money refers to using resources effectively and continually improving services. We will review, conclude and report on whether:

- FSS can provide evidence that it is demonstrating value for money in the use of its resources
- FSS can demonstrate that there is a clear link between money spent, output and outcomes delivered
- FSS can demonstrate that outcomes are improving
- there is sufficient focus on improvement and the pace of it.

### Independence and objectivity

**26.** Auditors appointed by Audit Scotland must comply with the Code of Audit Practice. When auditing the financial statements auditors must also comply with professional standards issued by the Financial Reporting Council and those of the professional accountancy bodies. These standards impose stringent rules to ensure the independence and objectivity of auditors. Audit Scotland has in place robust arrangements to ensure compliance with these standards including an annual “fit and proper” declaration for all members of staff. The arrangements are overseen by the Assistant Auditor General, who serves as Audit Scotland's Ethics Partner.

**27.** The engagement lead for Food Standards Scotland is Elaine Barrowman, Senior Audit Manager. Auditing and ethical standards require the appointed auditor to communicate any relationships that may affect the independence and objectivity of audit staff. We are not aware of any such relationships pertaining to the audit of FSS.

## **Quality control**

**28.** International Standard on Quality Control (UK and Ireland) 1 (ISQC1) requires that a system of quality control is established, as part of financial audit procedures, to provide reasonable assurance that professional standards and regulatory and legal requirements are being complied with and that the independent auditor's report or opinion is appropriate in the circumstances.

**29.** The foundation of our quality framework is our Audit Guide, which incorporates the application of professional auditing, quality and ethical standards and the Code of Audit Practice issued by Audit Scotland and approved by the Auditor General for Scotland. To ensure that we achieve the required quality standards Audit Scotland conducts peer reviews, internal quality reviews and is currently reviewing the arrangements for external quality reviews.

**30.** As part of our commitment to quality and continuous improvement, Audit Scotland will periodically seek your views on the quality of our service provision. We welcome feedback at any time and this may be directed to the engagement lead.

# Food Standards Scotland

## Draft

If you require this publication in an alternative format and/or language, please contact us to discuss your needs: 0131 625 1500 or [info@audit-scotland.gov.uk](mailto:info@audit-scotland.gov.uk)

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