

# Scottish Parliamentary Corporate Body

Annual Audit Plan 2016/17



 AUDIT SCOTLAND

Prepared for Scottish Parliamentary Corporate Body  
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.

---

# Contents

---

<b>Risks and planned work</b>	<b>4</b>
Audit risks	4
Reporting arrangements	5
Audit fee	6
Responsibilities	6
<b>Audit scope and timing</b>	<b>7</b>
Financial statements	7
Internal audit	8
Audit dimensions	9
Independence and objectivity	10
Quality control	10

# 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 and financial sustainability.

## Audit risks

2. Based on our discussions with staff, attendance at Advisory Audit Board (AAB) meetings and a review of supporting information we have identified the following main risk areas for Scottish Parliamentary Corporate Body (SPCB). 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 MSPs expenses</b></p> <p>Expenses reimbursed to MSPs by SPCB are both material by value and by nature.</p> <p>Following the Scottish Parliament elections in May 2016, 51 MSPs (over a third) either stepped down or were not re-elected. These MSPs are entitled to receive resettlement grant and their staff to receive redundancy payments.</p> <p>SPCB anticipates that these MSPs will receive approximately £2.2m in resettlement grants and their staff £1.6m in redundancy payments.</p> <p>These payments are by their nature not routine and are subject to wide public scrutiny.</p>	<p>Extensive checks carried out by HR on all resettlement and redundancy amounts paid through payroll.</p> <p>Extensive checks carried out by Allowances prior to reimbursement of expenses including any winding up costs.</p>	<p>Reliance on internal audit work and re-performance of their substantive testing.</p> <p>Focused substantive testing of the resettlement grants and redundancy payments.</p>
<p><b>2 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</p>	<p>Owing to the nature of this risk, assurances from management are not applicable in this instance.</p>	<p>Detailed testing of journal entries.</p> <p>Review of accounting estimates.</p> <p>Focused testing of accruals and</p>

Audit Risk	Management assurance	Planned audit work
includes consideration of the risk of management override of controls in order to change the position disclosed in the financial statements.		prepayments. Evaluation of significant transactions that are outside the normal course of business.
<p><b>3 Risk of fraud over expenditure</b></p> <p>ISA 240 also requires audit work to consider the risk of fraud over expenditure in any audit. The risk of fraud over expenditure applies to the SPCB due to the nature and extent of expenditure incurred in supporting members.</p>	<p>Experienced and professional management .</p> <p>Sound system of internal controls.</p>	<p>Analytical procedures on expenditure streams.</p> <p>Detailed testing of expenditure transactions.</p>
<b>Wider dimension risks</b>		
<p><b>4 Constitutional Changes</b></p> <p>The Scottish Parliament's powers are changing substantially as a result of both the Scotland Act 2012 and the Scotland Act 2016. As well as increasing responsibility for raising revenues and social security, these new powers will also bring new opportunities and challenges.</p> <p>Future changes in the Parliament's powers, as well as the implications of the UK's intention to withdraw from the European Union , will place additional pressures on the parliamentary service. There is a risk that the service lacks the capacity to ensure the provision of high quality support and resources to Members.</p>	<p>The Constitutional Issues Board quantified and obtained more resources to support new scrutiny responsibilities.</p> <p>The Constitutional Issues Board is continually monitoring Brexit related developments in terms of assessing future parliamentary scrutiny demands.</p>	<p>Review the work of the Constitutional Issues Board in managing the impact and preparedness for the implementation of the new powers.</p> <p>Continuing review of the reports to SPCB on the effectiveness of the mitigating actions aimed at managing the risk of the lack of capacity of the parliamentary service.</p>

## Reporting arrangements

**3.** Audit reporting is the visible output for the annual audit. All annual audit plans 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).

**4.** 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 officer(s) to confirm factual accuracy.

**5.** The Auditor General for Scotland will provide an independent auditor's report to the Scottish Parliament summarising the results of the audit of the annual accounts. We will provide the Principal 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.

6. Under the Public Finance and Accountability (Scotland) Act 2000 there is a requirement for the audited financial statements of the SPCB to be presented to Parliament within nine months of the financial year-end i.e. 31 December.

## Exhibit 2

### 2016/17 Audit outputs

Audit Output	Target date	Advisory Audit Board (AAB) Date
Annual Audit Plan	February 2017	1 March 2017 (AAB)
Annual Audit Report including ISA 260 requirements	September 2017	TBC (AAB)
Signed Independent Auditor's Report	TBC	TBC (SPCB)

### Audit fee

7. The audit fee for the 2016/17 audit of SPCB is £68,760. In determining the audit fee we have taken account of the risk exposure of Scottish Parliamentary Corporate Body, 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 by 7 July 2017.

8. 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

#### Scottish Parliamentary Corporate Body and Principal Accountable Officer

9. 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.

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

#### Appointed auditor

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

12. 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 regularity and use of resources. In doing this, we aim to support improvement and accountability.

# Audit scope and timing

## Financial statements

**13.** 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 SPCB 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 SPCB 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.

**14.** The Auditor General for Scotland will give an opinion on the financial statements as to whether:

- they give a true and fair view and have been prepared 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 as at 31 March 2017 and of its net operating expenditure for the year ended
- they have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2016/17 FReM.
- the expenditure and income in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers, the Budget (Scotland) Act covering the financial year and sections 4 to 7 of the Public Finance and Accountability (Scotland) Act 2000; and
- the sums paid out of the Scottish Consolidated Fund for the purpose of meeting the expenditure shown in the financial statements were applied in accordance with section 65 of the Scotland Act 1998.

## Materiality

**15.** 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 Scottish Parliamentary Corporate Body are set out in [Exhibit 3](#).



characteristics



responsibilities



principal activities



risks



governance arrangements

### 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 2017 based on the latest audited accounts.	£0.904 million
<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 75% of planning materiality.	£0.678 million
<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 4% of planning materiality.	£0.040 million

16. We review and report on other information published with the financial statements including the performance report, annual governance report and the remuneration and staff report. Any issue identified will be reported to the Advisory Audit Board.

#### Timetable

17. 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 Advisory Audit Board dates:

### Exhibit 4

#### Financial statements timetable

 Key stage	 Date
Latest submission date of unaudited financial statements with complete working papers package	7 July 2017
Latest date for final clearance meeting with Head of Finance and Security Group	18 August 2017
Issue of Annual Audit Report including ISA 260 report to Advisory Audit Board	TBC
Independent auditor's report signed	TBC

#### Internal audit

18. 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 SPCB's Head of Internal Audit and supported by work of Grant Thornton.

### Adequacy of Internal Audit

19. We plan to carry out a review of the effectiveness of the internal audit function to ensure it operates in accordance with relevant guidance and has sound documentation standards and reporting procedures in place.

### Areas of reliance

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

- Reimbursement of Members' Expenses
- Members' Local Office Reviews
- Review of Payroll

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

- Risk Management
- Cyber Security
- Business Continuity

### Audit dimensions

22. Our audit is based on audit dimensions that frame the wider scope of public sector audit requirements and includes consideration of financial sustainability, financial management and governance and transparency.

### Financial sustainability

23. 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 body'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 SPCB can demonstrate the affordability and effectiveness of funding and investment decisions it has made.

### Financial management

24. 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 SPCB has arrangements in place to ensure systems of internal control are operating effectively
- whether SPCB can demonstrate the effectiveness of budgetary control system in communicating accurate and timely financial performance
- how SPCB has assured itself that its financial capacity and skills are appropriate
- whether SPCB has established appropriate and effective arrangements for the prevention and detection of fraud and corruption.

## Governance and transparency

**25.** 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 SPCB 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
- progress on investigating any matches identified through the National Fraud Initiative.

## 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.** Caroline Gardner, the Auditor General for Scotland is your appointed auditor. The audit will be directed by Stephen Boyle, Assistant Director of Audit. 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 SPCB.

## 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.

# Scottish Parliamentary Corporate Body

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)

For the latest news, reports and updates, follow us on:



Audit Scotland, 4th Floor, 102 West Port, Edinburgh EH3 9DN  
T: 0131 625 1500 E: [info@audit-scotland.gov.uk](mailto:info@audit-scotland.gov.uk)  
[www.audit-scotland.gov.uk](http://www.audit-scotland.gov.uk)