

Bòrd na Gàidhlig

Annual Audit Plan 2023/24



 AUDIT SCOTLAND

Prepared for Bòrd na Gàidhlig
February 2024

Contents

Introduction	3
Annual report and accounts	5
Wider Scope and Best Value	9
Reporting arrangements, timetable, and audit fee	11
Other matters	14

Introduction

Summary of planned audit work

1. I, Brian Battison, have been appointed by the Auditor General for Scotland as external auditor of Bòrd na Gàidhlig for the period from 2022/23 until 2026/27. The 2023/24 financial year is therefore the second of my five-year audit appointment.

2. This document summarises the work plan for my 2023/24 audit. The main elements of the audit include:

- an audit of the financial statements and an opinion on whether they give a true and fair view and are free from material misstatement
- an audit opinion on regularity and other statutory information published with the financial statements in the annual report and accounts, including the Performance Report, Governance Statement, and the Remuneration and Staff Report
- consideration of arrangements in relation to wider scope areas: concluding on the financial sustainability of Bòrd na Gàidhlig and a review of the Governance Statement.
- provision of an Independent Auditor's Report expressing my opinions on the different elements of the annual report and accounts and an Annual Audit Report setting out conclusions on the wide scope areas.

Respective responsibilities of the auditor and Bòrd na Gàidhlig

3. The [Code of Audit Practice](#) sets out in detail the respective responsibilities of the auditor and Bòrd na Gàidhlig. Key responsibilities are summarised below.

Auditor responsibilities

4. My responsibilities as appointed auditor are established by the Public Finance and Accountability (Scotland) Act 2000 and the [Code of Audit Practice](#) (including [supplementary guidance](#)) and guided by the Financial Reporting Council's Ethical Standard.

5. Auditors in the public sector give an independent opinion on the financial statements and other information within the annual report and accounts. We also review and report on the wider scope arrangements in place at Bòrd na Gàidhlig. In doing this, we aim to support improvement and accountability.

Bòrd na Gàidhlig's responsibilities

6. Bòrd na Gàidhlig is responsible for maintaining adequate accounting records and internal controls and preparing financial statements for audit that give a true

and fair view. They are also required to produce other reports in the annual report and accounts in accordance with applicable requirements.

7. Bòrd na Gàidhlig has 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 deliver their objectives.

Adding Value

8. My team and I aim to add value by: tailoring audit work to the circumstances of Bòrd na Gàidhlig and the audit risks identified; being constructive and forward looking; providing independent conclusions; attending meetings of the Audit and Assurance Committee; and by recommending and encouraging good practice. In so doing, we will help Bòrd na Gàidhlig promote improved standards of governance, better management and decision making, and more effective use of resources.

Annual report and accounts

Introduction

9. The annual report and accounts are an essential part of demonstrating Bòrd na Gàidhlig's stewardship of resources and its performance in the use of those resources.

10. As appointed auditor, I am required to perform an audit of the financial statements, consider other information within the annual report and accounts, and express a number of audit opinions in an Independent Auditor's Report in accordance with International Standards on Auditing (ISAs) in the UK, Practice Note 10 from the Public Audit Forum which interprets the ISAs for the public sector, and guidance from Audit Scotland.

Materiality

11. The concept of materiality is applied by auditors in planning and performing the audit, and in evaluating the effect of any uncorrected misstatements on the financial statements. I am required to plan my audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. The assessment of what is material is a matter of professional judgement over both the amount and the nature of the misstatement.

Materiality levels for the 2023/24 audit

12. We assess materiality at different levels as described in [Exhibit 1](#). The materiality values for Bòrd na Gàidhlig are set out in the table below.

Exhibit 1

2023/24 Materiality levels for Bòrd na Gàidhlig

Materiality	Amount
<p>Planning materiality – This is the figure we calculate to assess the overall impact of audit adjustments on the financial statements. Materiality has been set based on our assessment of the needs of the users of the financial statements and the nature of Bòrd na Gàidhlig's operations. For the year ended 31 March 2024, we have set our materiality at 2% of gross expenditure based on the full year projected expenditure from the Finance Report presented to the Board in December 2023.</p>	£112,000
<p>Performance materiality – This acts as a trigger point. If the aggregate of errors identified during the financial statements audit exceeds performance materiality, this could indicate that further audit procedures are required. Using our professional judgement, we have assessed performance materiality at 75% of planning materiality.</p>	£84,000

Materiality	Amount
Reporting threshold (i.e. clearly trivial) – We are required to report to those charged with governance on all unadjusted misstatements more than the 'reporting threshold' amount.	£6,000

Source: Audit Scotland

Significant risks of material misstatement to the financial statements

13. Our risk assessment draws on our cumulative knowledge of Bòrd na Gàidhlig, its major transaction streams, key systems of internal control, and risk management processes. It is informed by our discussions with management, meetings with internal audit, attendance at committees, and a review of supporting information.

14. Audit risk assessment is an iterative and dynamic process. Our assessment of risks set out in this plan may change as more information and evidence becomes available during the progress of the audit. Where such changes occur, we will advise management, and where relevant, report them to those charged with governance.

15. Based on our risk assessment process, we identified the following significant risks of material misstatement to the financial statements. These are risks which have the greatest impact on our planned audit procedures. [Exhibit 2](#) summarises the nature of the risks, management's sources of assurance over these risks, and the further audit procedures we plan to perform to gain assurance over the risks.

Exhibit 2

2023/24 Significant risks of material misstatement to the financial statements

Significant risk of material misstatement	Management's sources of assurance	Planned audit response
<p>1. Risk of material misstatement due to fraud caused by management override of controls</p> <p>As stated in ISA (UK) 240, management is in a unique position to perpetrate fraud because of management's ability to override controls that</p>	<p>Owing to the nature of this risk, assurances from management are not applicable in this instance</p>	<ul style="list-style-type: none"> Assess the design and implementation of controls over journal entry processing. Make inquiries of individuals involved in the financial reporting process about inappropriate or unusual activity relating to the processing of journal entries and other adjustments. Test journals at the year-end and post-closing entries and focus on significant risk areas. Consider the need to test journal entries and other adjustments throughout the year.

Significant risk of material misstatement	Management's sources of assurance	Planned audit response
<p>otherwise appear to be operating effectively.</p>		<ul style="list-style-type: none"> • Evaluate significant transactions outside the normal course of business. • Assess the adequacy of controls in place for identifying and disclosing related party relationship and transactions in the financial statements. • We will assess any changes to the methods and underlying assumptions used to prepare accounting estimates compared to the prior year. • Substantive testing of income and expenditure transactions around the year-end to confirm they are accounted for in the correct financial year. • Focussed testing of accounting accruals and prepayments.
<p>2. Presumed risks of fraud over expenditure recognition under PN 10.</p> <p>As most public sector bodies are net expenditure bodies, and in line with the Practice Note 10, there is a presumed risk of fraud over expenditure recognition.</p> <p>Bòrd na Gàidhlig incur significant expenditure on the award of grants, and this creates an inherent risk of fraud over expenditure.</p>	<ul style="list-style-type: none"> • Sound budgetary control and monitoring arrangements. • Effective controls in place over the authorisation and approval of grant payments. • Internal audit reports. 	<ul style="list-style-type: none"> • Evaluation of the design and implementation of controls over grant expenditure. • Analytical procedures on grant expenditure streams. • Detailed testing of grant expenditure to ensure all conditions met prior to payment being made.

Source: Audit Scotland

16. As set out in ISA (UK) 240: *The auditor's responsibilities relating to fraud in an audit of financial statement*, there is a presumed risk of fraud over the recognition of revenue. There is a risk that revenue may be misstated resulting in a material misstatement in the financial statements. We have rebutted this risk as the only significant income stream, relating to grant-in-aid, is provided by the Scottish Government which is clearly communicated and can be readily agreed to third

party confirmations. We have concluded there is limited opportunity or incentive to manipulate the recognition of income in the financial statements.

17. In line with Practice Note 10: *Audit of financial statements and regularity of public sector bodies in the United Kingdom*, as most public-sector bodies are net spending bodies, the risk of material misstatement due to fraud related to expenditure recognition may in some cases be greater than the risk relating to revenue recognition. The main areas of expenditure include staff costs and the award of grants. We have rebutted the risk of fraudulent financial reporting in those areas of expenditure other than grants as these other expenditure streams can be readily forecast based on a predictable pattern of spend and mainly comprise a high volume of relatively low value items.

18. We have not, therefore, incorporated specific work into our audit plan in relation to the presumed risk of fraud over income recognition over and above our standard audit procedures and have identified specific further audit procedures relating to grant expenditure.

Other areas of audit focus

19. As part of our assessment of audit risks, we have identified one other area where we consider there is also a risk of material misstatement to the financial statements. Based on our assessment of the likelihood and magnitude of the risk, we do not consider this to represent a significant risk. We will keep this area under review as our audit progresses.

20. The area of specific audit focus is:

- **Estimates and judgements in the valuation of the pension costs and pension fund asset**

There is a significant degree of subjectivity in the measurement and valuation of the pension fund asset and the pension costs. The valuation is based on specialist actuarial assumptions and estimates, and changes can result in material changes to the valuation. This subjectivity represents an increased risk of misstatement in the financial statements.

Regularity

21. Auditors are required by the Public Finance and Accountability (Scotland) Act 2000 to report on whether expenditure and income were incurred or applied, in all material respects, in accordance with applicable enactments and guidance issued by the Scottish Ministers (generally referred to as the regularity opinion).

22. We will adopt an integrated audit approach to meeting this responsibility and use work on the audit of the financial statements supplemented by additional testing for any irregular transactions, where necessary.

Wider Scope and Best Value

Introduction

23. Reflecting the fact that public money is involved, public audit is planned and undertaken from a wider perspective than in the private sector. The [Code of Audit Practice](#) sets out the four areas that frame the wider scope of public sector audit, and requires auditors to consider and conclude on the effectiveness and appropriateness of the arrangements in place for each wider scope area in audited bodies.

24. In summary, the four wider scope areas are:

- **Financial management** – this means having sound budgetary processes, sound financial management, including the strength of the financial management culture, accountability, and arrangements to prevent and detect fraud, error, and other irregularities.
- **Financial sustainability** – relates to whether the body is planning effectively to continue to deliver services and considering financial sustainability in the medium (two to five years) to longer term (longer than five years).
- **Vision, leadership, and governance** – this relates to the clarity of plans in place to deliver the vision, strategy, and priorities adopted by Bòrd na Gàidhlig, including the effectiveness of the governance arrangements to support delivery.
- **Use of resources to improve outcomes** –relates to how Bòrd na Gàidhlig demonstrates economy, efficiency, and effectiveness through the use of financial and other resources.

25. The [Code of Audit Practice](#) includes provision for a tailored audit approach where an audited body is less complex owing to its size and its limited financial activity. The provision permits the wider scope audit work to be focussed on a review of the annual governance statement, associated with the related audit opinion expressed in the independent auditor's report; and concluding on the financial sustainability of the body and the services that it delivers over the medium to longer term.

26. We have considered both quantitative and qualitative factors in our assessment of audit risk at Bòrd na Gàidhlig. We have gained an understanding of the entity through our planning work, the nature of its business and its current circumstances. In view of the size and the lack of complexity of its financial transactions, we plan to apply the less complex provision from the Code of Audit Practice to the 2023/24 audit of Bòrd na Gàidhlig.

Wider scope risks

27. Based on the reduced wider scope audit, we have not identified any significant risks in the areas set out above.

28. Our planned work on the wider scope areas is risk based and proportionate, and in addition to local risks, we may be asked by the Auditor General for Scotland to consider specific risk areas which are impacting the public sector as a whole. We have not been asked to consider specific risks for 2023/24 audits, but we will remain cognisant of challenges identified in prior years such as climate change.

Duty of Best Value

29. [Ministerial Guidance to Accountable Officers](#) for public bodies and the [Scottish Public Finance Manual](#) (SPFM) explain that Accountable Officers have a specific responsibility to ensure that arrangements have been made to secure Best Value. We will be carrying out a high-level review to confirm that such arrangements are in place within the Bòrd na Gàidhlig.

Reporting arrangements, timetable, and audit fee

Reporting arrangements

30. Audit reporting is the visible output for the annual audit. Matters arising from our audit will be reported on a timely basis and will include agreed action plans. Draft reports will be shared with the relevant officers to confirm factual accuracy.

31. We will provide:

- an Independent Auditor's Report to Bòrd na Gàidhlig, the Scottish Parliament, and the Auditor General for Scotland setting out our opinions on the annual report and accounts.
- Bòrd na Gàidhlig and the Auditor General for Scotland with an Annual Audit Report containing observations and recommendations on significant matters which have arisen during the audit and conclusions on wider scope areas.

32. [Exhibit 3](#) outlines the target dates for our audit outputs set by the Auditor General for Scotland. In determining the target reporting date of 31 October, due regard is paid to meeting the statutory deadline for laying the accounts of 31 December 2024. We plan to issue our Independent Auditor's Report and Annual Audit Report by the target date.

Exhibit 3 2023/24 Audit outputs

Audit Output	Target date set by Auditor General for Scotland	Audit and Assurance Committee Date
Annual Audit Plan	31 March 2024	20 February 2024
Independent Auditor's Report	31 October 2024	24 September 2024
Annual Audit Report	31 October 2024	24 September 2024

Source: Audit Scotland



33. All annual audit plans and the outputs detailed in [Exhibit 3](#), and any other outputs on matters of public interest, will be published on our website: www.audit-scotland.gov.uk.

Timetable

34. To support an efficient audit, it is critical that the timetable for producing the annual report and accounts for audit is achieved. We have included a proposed timetable for the audit at [Exhibit 4](#) that has been discussed with management.

35. We will continue to work closely with management to identify the most efficient approach as appropriate and will keep timeframes and logistics for the completion of the audit under review. Progress will be discussed with management and finance officers over the course of the audit.

Exhibit 4 Proposed annual report and accounts timetable

 Key stage	 Provisional Date
Latest submission date for the receipt of the unaudited annual report and accounts with complete working papers package.	17 June 2024
Latest date for final clearance meeting with the Head of Finance	12 July 2024
Issue of draft Letter of Representation and proposed Independent Auditor's Report	26 July 2024
Agreement of audited and unsigned annual report and accounts	26 July 2024
Issue of Annual Audit Report to those charged with governance.	In advance of 24 September 2024 Audit and Assurance Committee
Signed Independent Auditor's Report	10 October 2024

Source: Audit Scotland

Audit fee

36. In determining the audit fee, we have taken account of the risk exposure of Bòrd na Gàidhlig and the planned management assurances in place. Fee levels are also impacted by inflation which increases the cost of audit delivery. The proposed audit fee for 2023/24 is £18,180.

37. In setting the fee for 2023/24, we have assumed that Bòrd na Gàidhlig has effective governance arrangements and will prepare a comprehensive and accurate set of annual report and accounts for audit in line with the agreed timetable for the audit. The audit fee assumes there will be no major change in

respect of the scope of the audit during the year and where our audit cannot proceed as planned, a supplementary fee may be levied.

Other matters

Internal audit

38. While we are not planning to place formal reliance on the work of internal audit in 2023/24, we will review internal audit reports and assess the impact of the findings on our financial statements and wider scope audit responsibilities.

Independence and objectivity

39. I am independent of Bòrd na Gàidhlig in accordance with relevant ethical requirements, including the Financial Reporting Council's Ethical Standard. This standard imposes stringent rules to ensure the independence and objectivity of auditors.

40. Audit Scotland has robust arrangements in place to ensure compliance with Ethical Standard including an annual *'fit and proper'* declaration for all members of staff. The arrangements are overseen by the Executive Director of Innovation and Quality, who serves as Audit Scotland's Ethics Partner.

41. The Ethical Standard requires auditors to communicate any relationships that may affect the independence and objectivity of the audit team. I am not aware of any such relationships pertaining to the audit of Bòrd na Gàidhlig.

Audit Quality

42. Audit Scotland is committed to the consistent delivery of high-quality public audit. Audit quality requires ongoing attention and improvement to keep pace with external and internal changes. A document explaining the arrangements for providing assurance on the delivery of high-quality audits is available from the [Audit Scotland website](#).

43. The International Standards on Quality Management (ISQM) applicable to Audit Scotland for 2023/24 audits are:

- ISQM (UK) 1 which deals with an audit organisation's responsibilities to design, implement and operate a system of quality management (SoQM) for audits. Our SoQM consists of a variety of components, such as: our governance arrangements and culture to support audit quality, compliance with ethical requirements, ensuring we are dedicated to high-quality audit through our engagement performance and resourcing arrangements, and ensuring we have robust quality monitoring arrangements in place. Audit Scotland carries out an annual evaluation of our SoQM and has concluded that we comply with this standard.
- ISQM (UK) 2 which sets out arrangements for conducting engagement quality reviews, which are performed by senior management not involved in the audit to review significant judgements and conclusions

reached by the audit team, and the appropriateness of proposed audit opinions of high-risk audit engagements.

44. To monitor quality at an individual audit level, Audit Scotland also carries out internal quality reviews of a sample of audits. Additionally, the Institute of Chartered Accountants of England and Wales (ICAEW) carries out independent quality reviews.

45. Actions to address deficiencies identified by internal and external quality reviews are included in a rolling Quality Improvement Action Plan which is used to support continuous improvement. Progress with implementing planned actions is regularly monitored by Audit Scotland's Quality and Ethics Committee.

46. Audit Scotland may periodically seek your views on the quality of our service provision. The team would also welcome feedback more informally at any time.

Bòrd na Gàidhlig

Annual Audit Plan 2023/24

Audit Scotland's published material is available for download on the website in a number of formats. For information on our accessibility principles, please visit:

www.audit-scotland.gov.uk/accessibility

For the latest news follow us on social media or [subscribe to our email alerts.](#)



Audit Scotland, 4th Floor, 102 West Port, Edinburgh EH3 9DN
Phone: 0131 625 1500 Email: info@audit-scotland.gov.uk
www.audit-scotland.gov.uk