

# **AYR COLLEGE**

**ANNUAL REPORT  
TO THE BOARD OF MANAGEMENT AND THE AUDITOR  
GENERAL FOR SCOTLAND ON THE EXTERNAL AUDIT FOR  
THE YEAR ENDED 31 JULY 2008**

**NOVEMBER 2008**

**Wylie & Bisset LLP  
CHARTERED ACCOUNTANTS  
168 Bath Street  
Glasgow**

<b>Date of commencement of Final Visit</b>	<b>27 October 2008</b>
<b>Date of Draft Report to College</b>	<b>19 November 2008</b>
<b>Date of Meeting re Draft Report</b>	<b>19 November 2008</b>
<b>Date of College Responses</b>	<b>21 November 2008</b>
<b>Date of Presentation of Report</b>	<b>28 November 2008</b>

## CONTENTS

<b>GLOSSARY OF TERMS .....</b>	<b>1</b>
<b>1 INTRODUCTION .....</b>	<b>2</b>
<b>2 INTERNAL CONTROLS AND AUDIT APPROACH .....</b>	<b>4</b>
<b>3 FINANCIAL STATEMENTS .....</b>	<b>6</b>
<b>4 INTERNAL AUDIT .....</b>	<b>10</b>
<b>5 CORPORATE GOVERNANCE .....</b>	<b>11</b>
<b>6 VALUE FOR MONEY .....</b>	<b>12</b>
<b>7 GMAP VISITS .....</b>	<b>13</b>
<b>8 PREVENTION AND DETECTION OF FRAUD AND IRREGULARITIES .....</b>	<b>14</b>
<b>9 MANAGEMENT LETTER – 2007.....</b>	<b>15</b>
<b>10 MANAGEMENT LETTER – 2008.....</b>	<b>18</b>
<b>11 EMERGING ISSUES .....</b>	<b>20</b>

## APPENDICES

<b>A Statement of responsibilities of the board of management .....</b>	<b>21</b>
<b>B Independent Auditors Report .....</b>	<b>24</b>

## **GLOSSARY OF TERMS**

Annual Report	-	Report
Ayr College	-	The College
Governance and Management Appraisal and Policy Directorate	-	GMAP
Code of Audit Practice	-	The Code
Scottish Funding Council	-	SFC
Value for Money	-	VFM

## **1. INTRODUCTION**

- 1.1 Wylie & Bisset LLP were appointed as the External Auditors of Ayr College with effect from 1 August 2006 for a period of 5 years until 31 July 2011.
- 1.2 The Annual Report has been prepared following the conclusion of our audit of the financial statements of Ayr College for the year ended 31 July 2008.
- 1.3 Our audit was carried out in accordance with our statutory responsibilities, statements of auditing standards and wider responsibilities contained in the Code of Audit Practice ('the Code') issued by Audit Scotland in March 2007.
- 1.4 Paragraph 19 of the 'Code' states that the auditor's objectives are to:
- Provide an opinion whether the College's financial statements present a true and fair view of the financial position of the College and the regularity of transactions in accordance with standards and guidance issued by the Auditing Practices Board;
  - Review and report on the College's corporate governance arrangements as they relate to:
    - The College's review of its systems of internal control
    - The prevention and detection of fraud and irregularity
    - Standards of conduct, and the prevention and detection of corruption
    - Its financial position, and
  - Review aspects of the College's arrangements to manage its performance.
- 1.5 The responsibilities of the Board of Management with regard to the financial statements are set out in the "Statement of Responsibilities of the Board of Management" included in Appendix A and in the "Independent Auditors' Report" in Appendix B.
- 1.6 The responsibilities of Wylie & Bisset LLP with regard to the financial statements and our audit opinion on the financial statements are included in the "Independent Auditors' Report" included in Appendix B.
- 1.7 Our audit report on the financial statements for the year ended 31 July 2008 is unqualified.

- 1.8 The Annual Report covers the following areas as set out in the Code:
- a) Internal Controls and audit approach
  - b) Internal Audit
  - c) Corporate Governance
  - d) Value for Money
  - e) GMAP visits
  - f) Prevention and detection of fraud and irregularities
  - g) Management letter – 2007
  - h) Management letter – 2008
- 1.9 Our audit findings in each of the above areas are set out in the relevant sections of the report.
- 1.10 Our audit work is designed to enable us to form an audit opinion on the financial statements of the College and should not be relied upon to disclose all weaknesses in internal controls in relation to the College's systems and financial statements.
- 1.11 This report has been prepared for the purposes of the Board of Management and the Auditor General for Scotland and should not be issued to third parties without our prior written consent.
- 1.12 We would emphasise that our comments in this report are not intended to be any reflection on the integrity of the College staff whom we would like to thank for their help and assistance throughout our audit visits.
- 1.13 Should you have any queries on the contents of the Annual Report please do not hesitate to contact us.

Yours faithfully

*Wylie & Bisset LLP*

Wylie & Bisset LLP

## **2. INTERNAL CONTROLS AND AUDIT APPROACH**

2.1 We have reviewed in the course of our audit the key elements of the College's systems of internal financial controls including the following areas;

- a) The College's medium and short term planning processes including budgets;
- b) The College's review of key performance indicators, financial and management accounts;
- c) The College's controls over income and expenditure;
- d) The College's financial controls and procedures;
- e) The input from the Audit Committee and the Finance Committee;
- f) The College's internal audit service.

2.2 In carrying out our audit work we have taken into account the following:

- a) The Code of Audit Practice issued by Audit Scotland;
- b) The Code of Audit Practice issued by SFC;
- c) Guidance issued by Audit Scotland;
- d) Guidance issued by SFC;
- e) The College's internal control procedures;
- f) The College's Corporate Governance procedures;
- g) The College's approach to Value for Money;
- h) The financial memorandum between SFC and the College.

2.3 In reaching our audit opinion we carried out our audit work based on the audit plan with evidence obtained by:

- a) Reviewing previous financial statements;
- b) Reviewing internal audit plans and reports;
- c) Discussions with senior management and staff at the College;
- d) Completing appropriate audit programmes;
- e) Carrying out analytical review procedures;
- f) Carrying out substantive and compliance audit tests on a judgemental basis;
- g) Reviewing the minutes of the principal College committees.

2.4 Based on our review the College appears to operate appropriate internal financial controls, subject to the management letter points raised in Sections 9 & 10.

2.5 The audit recommendations are included in the appropriate sections of this report.

2.6 The recommendations have been graded as either High, Medium or Low

priority depending upon the degree of risk assessment for each recommendation. Each recommendation has a target date for remedial action and the person responsible for each recommendation has been nominated in the relevant Section.



### 3. FINANCIAL STATEMENTS

3.1 The financial statements of the College are the means by which it accounts for its stewardship of the resources made available to it and its financial performance in the use of these resources. In accordance with the Further and Higher Education (Scotland) Act 1992 and the Accounts direction issued by the SFC, it is the responsibility of the College to prepare financial statements, which give a true and fair view of the College's financial position and the income and expenditure for the year.

3.2 The Public Finance and Accountability (Scotland) Act 2000 requires that the auditor shall place on the abstract of accounts an audit report, which contains an opinion as to whether the College has fulfilled this responsibility. The format of the audit report directed by the Auditor General for Scotland clarifies the respective responsibilities of management and auditors in relation to the accounts and requires auditors to set out the basis on which they have formed their opinion.

#### AUDIT REPORT

3.3 We are pleased to record that there are no qualifications in our audit report on the College's 2007/08 accounts, as, in our opinion, the financial statements give a true and fair view of the College's financial position and the income and expenditure for the year, and funds received have been applied for their intended purpose.

#### FINANCIAL PERFORMANCE

3.4 The income and expenditure account shows an operating surplus for the year of £1,465k (2007 - £716k) on the year's operations.

3.5 In 2007/08 the College forecast for an operating surplus of £148k. The College has currently budgeted for a £159k operating surplus in 2008/09.

3.6 The reconciliation of the 2007/08 budget to the actual is as undernoted:-

	£'000	£'000
Budget operating surplus		148
Favourable increase in income – one off reserve	84	
Favourable increase of income – other funding	92	
Favourable increase of income – release of deferred capital grants	93	
Favourable increase of income – other tuition fees	120	
Favourable increase of income – commercial activities	129	
Favourable increase of income – objectives 2 and 3	503	
Favourable increase in other income	214	
Favourable decrease in expenses – risk budget	220	
Adverse increase in expenses – depreciation	(98)	
Adverse increase in expenses – irrecoverable VAT	(29)	
Others including FRS17 adjustment	(11)	
		<u>1,317</u>
Actual operating surplus		<u>1,465</u>

- 3.7 In 2009 the SFC is due to publish comparisons of the financial performance of colleges based on 2007/08 PIs.
- 3.8 In July 2008 the Scottish Funding Council (SFC) published a series of performance indicators (PIs) assessing the financial performance of further education colleges for 2006/07.
- 3.9 The College is continuing to keep the inter-college comparisons produced by SFC under review.

### 3.10 PERFORMANCE INDICATORS

	<b>2006/07 Ayr College</b>	<b>2006/07 Sector Average</b>
Operating Surplus as a % of income	4.5%	1.6%
The Reserves (designated reserves plus Income & Expenditure reserves) as a % total of income	16.1%	17.0%
Historical cost surplus as a % of income	5.2%	4.0%
The liquidity ratio (current assets: current liabilities)	0.4	1.4
Interest cover	73.9	5
The days cash to total expenditure ratio	10	79
Unit cost of WSUM	216	220
WSUM's per FTE teaching staff	355	371
Staff costs as % of total expenditure	71%	64%
Premises cost as % of total expenditure	8%	10%
Total funding grant as a % of total income	74%	71%
Recurrent grant as a % of total income	66%	63%
Total Education Contracts and Tuition Fees as a % of total income	12%	16%
Total other income as a % of total income	17%	12%
European Income as a % of total income	7.7%	3.7%

## **SUBMISSION OF ACCOUNTS**

- 3.11 The accounts were submitted for audit on 27 October 2008. The accounts submitted for audit were complete. Working papers provided have generally been of a good standard and queries arising from the audit have all been resolved. Key staff members were readily available for consultation throughout the audit process.

## **ISSUES ARISING**

- 3.12 During the course of the audit a number of issues arose which were resolved in discussion with, or formally reported to the Director of Finance. This practice is an established part of the audit process. The remainder of this report draws to the attention of the Board of Management and the Auditor General any matters of particular significance or interest, which arose from the audit.
- 3.13 **Accounting Policies:** In accordance with FRS18 the Audit Committee have formally reviewed the accounting policies included in the Annual Accounts.
- 3.14 **FRS17:** The college has implemented FRS17 "Retirement Benefits" and the prior year adjustment has been properly reflected in the accounts. At the year end the pension liability of £77k has been incorporated in the balance sheet.

## **4. INTERNAL AUDIT**

### **Objective and Approach**

- 4.1 Internal audit is a key element of the internal control system set up by management. A strong internal audit function is necessary to ensure the continuing effectiveness of the internal control system established. The College, therefore, needs to have in place a properly resourced internal audit service of good quality. To maximise the reliance that may be placed on internal audit and to avoid duplication of effort, the adequacy of internal audit is assessed each year.
- 4.2 The College's internal auditors for 2008 were Scott Moncrieff.
- 4.3 The College's internal audit strategic and operational plans are set out for the year ending 31 July 2008 in the Audit Needs Assessment.
- 4.4 In the course of the year ended 31 July 2008 the following internal audit reports were issued:
- a) Financial Systems Overview.
  - b) Review of Student Experience.
  - c) Audit of FES Return.
- 4.5 The Internal audit work carried out and the reports issued in the year were in line with the Audit Needs Assessment.
- 4.6 The Internal Audit annual report from the College's internal auditors concluded that 'Substantial Assurance' could be taken from the internal audit work.

### **Opinion**

- 4.7 An assessment was made of the adequacy of the Internal Audit function using a bespoke checklist and discussion with the Internal Audit providers. Reports issued by internal audit were also reviewed. Based on this work we concluded that the internal audit function is operating effectively and that we can place formal reliance on work of Internal Audit. Accordingly reliance was placed on the work of Internal Audit in all areas on which they reported during 2007/08 as detailed at 4.4.

## **5. CORPORATE GOVERNANCE**

### **Objective and Approach**

- 5.1 A review and assessment of the College's Corporate Governance systems relating to standards of conduct, openness and integrity was carried out using a bespoke checklist. We also reviewed the following:
- a) The College's Corporate Governance Statement included in the financial statements for the year ended 31 July 2008;
  - b) The College's Corporate Governance strategy;
  - c) The minutes of meetings of key College committees issued during the year.

### **Opinion**

- 5.2 Based on our review the College appears to operate appropriate Corporate Governance procedures and management have adequate arrangements in place covering standards of conduct etc. These include for example Codes of Conduct for both Board Members and Staff.

### **Recommendations**

- 5.3 The recommendations in this area are included in Section 10.

## **6. VALUE FOR MONEY**

### **Objective and Approach**

- 6.1 We have reviewed the College's Value for Money systems including the following:
- a) The College's strategy in this area;
  - b) VFM studies carried out by the College's internal auditors.

### **Opinion**

- 6.2 Based on our review the College appears to have established adequate arrangements to secure economy, efficiency and effectiveness in the use of its resources.

### **Recommendations**

- 6.3 There are no recommendations in this area.

## **7. GMAP VISITS**

- 7.1 The College has submitted returns to GMAP during the year ended 31 July 2008.
  
- 7.2 We recommend that any reports from GMAP should be forwarded to us so that they can be reviewed as part of our audit work.



## **8. PREVENTION AND DETECTION OF FRAUD AND IRREGULARITIES**

### **Objective and Approach**

- 8.1 The Code sets out that the College should establish arrangements for the prevention and detection of fraud and other irregularities as part of its Corporate Governance procedures.
- 8.2 An assessment was made of the adequacy of the systems and controls for the prevention and detection of fraud and irregularities using a bespoke checklist.
- 8.3 In the course of the audit we have reviewed the following areas with regard to the prevention and detection of fraud and irregularities:
- a) The monitoring and compliance with financial procedures;
  - b) The College's strategy to prevent and detect fraud and other irregularities;
  - c) The internal controls operated for segregation of duties, authorisation and approval processes and reconciliation procedures.
- 8.4 We emphasise that our audit of the financial statements is planned to ensure there is a reasonable expectation of detecting misstatements arising from fraud or other irregularity that are material in relation to those financial statements, but cannot be relied upon to detect all frauds and irregularities.

### **Opinion**

- 8.5 Overall we concluded that management takes fraud prevention and detection seriously and has reliable controls in place to ensure that potential areas for fraud are detected.

### **Recommendations**

- 8.6 There are no recommendations in this area.

## 9. MANAGEMENT LETTER – 2007

9.1 The management letter for the year ended 31 July 2007 was issued by Wylie & Bisset LLP following the audit for that year.

9.2 All the 2007 recommendations set out in the management letter have been implemented.

Background	Recommendations	Priority	College response	Responsibility /Timescale
<p><b>1. Corporate Governance</b></p> <p>It would appear that not all Board members have completed the self evaluation form.</p>	<p>It is recommended that these forms be completed annually by all Board members and properly summarised.</p>	Medium	<p>Committees are engaging with the forms.</p>	<p>The Chairman to ensure that all will be completed by early 2008.</p>
<p><b>2. Corporate Governance</b></p> <p>The Register of Interests was not signed by one member and also the Register was dated January 2007.</p>	<p>It is recommended that the college ensures that the Registers are updated to 31 July, so that any appropriate disclosures are not omitted in the accounts.</p>	Medium	<p>The Clerk to the Board will have them updated prior to the September Board meeting.</p>	<p>By September 2008.</p>
<p><b>3. Corporate Governance</b></p> <p>The Combined Code on Corporate Governance requires that the chairman should hold meetings with the non-executive members without the executives present. Led by the senior independent member, the non-executive members should meet without the chairman present at least annually to appraise the chairman's performance and on such other occasions as are deemed appropriate. This is not carried out at the College.</p>	<p>We recommend that the non-executive directors meet periodically without the chairman in order to appraise his performance.</p>	Medium	<p>Noted. The Chairman will discuss the practical operation for such meetings at Board meeting in December 2007.</p>	<p>Implemented in 2008.</p>
<p><b>4. Corporate Governance</b></p> <p>We have identified that the College's whistle-blowing policy is not named as such but is included within the Public Interest Disclosure policy.</p>	<p>We recommend that the whistle-blowing policy is named as such.</p>	Medium	<p>The Public Interest Disclosure policy addresses whistle-blowing and is being updated and will be re-named.</p>	<p>Human Resource Director. During 2008.</p>

Background	Recommendations	Priority	College response	Responsibility /Timescale
<p><b>5. Disaster Recovery/Business Continuity</b></p> <p>Although the College has an ICT Disaster Recovery Plan it does not have a business continuity plan in the event of a full or partial disaster.</p> <p>This could lead to a note to the accounts re a contingent liability.</p>	<p>It is recommended that the College develops a business continuity plan.</p>	<p>Medium</p>	<p>A full Business Continuity Plan (BCP) to enable response and recovery from severe incidents is being developed collectively by a BCP committee which has met eight times during 2007.</p>	<p>Vice-Principal. By February 2008</p>
<p><b>6. Fixed assets</b></p> <p>It was noted that the College do not carry out a physical verification of its assets.</p>	<p>It is recommended that for an effective management control of assets, that during the course of the year the College should physically spot check the assets. The evidence of these checks should be filed and any corrective adjustment to the Fixed Assets should be implemented.</p>	<p>Medium</p>	<p>A sample of assets for physically verifying will be selected quarterly from the fixed asset register.</p>	<p>Director of Finance. Checking to commence in 2008</p>

Background	Recommendations	Priority	College response	Responsibility /Timescale
<p><b>7. Prepayments/accruals</b></p> <p>During the course of the audit we identified instances of net expenditure of an immaterial amount which has not been properly accounted for. They related to ESF debtor, rent prepayments etc. These errors illustrate potential deficiencies in the College accruals and prepayments identification process.</p>	<p>Management should review the year-end cut off procedures to ensure that all income and expenditure is properly accounted for in the Accounts.</p>	<p>Medium</p>	<p>Errors identified in audit were isolated instances. Cut-off procedures for 2007-08 will be reviewed.</p>	<p>Director of Finance. Review and implement improvements July and August 2008.</p>
<p><b>8. Sales ledger</b></p> <p>It was noted that there were credit balances totalling £194k in the Sales ledger.</p>	<p>It is recommended that these balances be reviewed closely and corrective action be taken, where appropriate, for refunds to be made or invoices to be raised.</p>	<p>Medium</p>	<p>Total credits were exceptionally high at 31 July 2007. There was one duplicate payment of £64k which resulted in a year-end balance of £47k. This credit has been set against 2007-08 fees.</p> <p>Balances will be reviewed and appropriate action taken.</p>	<p>Director of Finance. During 2007-08</p>

## 10. MANAGEMENT LETTER – 2008

10.1 The recommendations following the audit for the year ended 31 July 2008 are set out below.

10.2 The recommendations have been graded as follows:

**High Priority** Recommendations addressing significant control weaknesses which should be implemented immediately.

**Medium Priority** Recommendations addressing significant control weaknesses which should be addressed in the medium term.

**Low Priority** Recommendations which, although not addressing significant weaknesses, would either improve efficiency or ensure that the college matches current good practice.

Background	Recommendations	Priority	College response	Responsibility /Timescale
<p><b>1. Operating and Financial Review</b></p> <p>The revised SORP 2007 requires an Operating and Financial Review to be included in the financial statements. The College has complied with the SORP.</p>	<p>Given this is the first year of the Operating and Financial Review we recommend that the College continues to review the disclosures in this area in line with best practice within the sector.</p>	Medium	Agreed	Director of Finance ongoing
<p><b>2. Corporate Governance</b></p> <p>Members of the various committees have not completed a self evaluation assessment form.</p>	<p>It is recommended that the self evaluation form be completed and reviewed.</p>	Medium	Completed this year by committees.	Clerk to Board During 2008/09
<p><b>3. Fixed Assets</b></p> <p>During the review of the additions of Fixed Assets it was noted that an invoice of £24,750 had been wrongly capitalised.</p>	<p>It is recommended that all major additions during the year are properly reviewed and authorised by a responsible official.</p>	Medium	All major additions will be reviewed.	Director of Finance During 2008/09

Background	Recommendations	Priority	College response	Responsibility /Timescale
<p><b>4. Accruals</b></p> <p>During the review of the accruals it was noted that there was an over-accrual of £16,891.</p>	<p>It is recommended that the accruals listings be reviewed and authorised by a responsible official.</p>	<p>Medium</p>	<p>Accruals listings will be reviewed.</p>	<p>Director of Finance                      During 2008/09</p>

## **11. EMERGING ISSUES**

### **11.1 Code of Audit Practice**

The Scottish Funding Council have revised requirements in relation to internal and external audit.

The new requirements represent a fundamental recasting of previous codes of audit practice. In particular, the SFC have taken advantage of the extensive guidance on audit which has been published since previous codes were issued. The new requirements are therefore shorter by 65 pages compared to the longest of the two existing codes of audit practice. Consequently, the new audit requirements can now be simply incorporated within the other material associated with the Financial memorandum. The existing codes of audit practice have therefore been withdrawn completely. The SFC believe this rationalisation of their audit requirements is consistent with modern governance good practice and will benefit colleges and their stakeholders.

## **APPENDIX A**

### **STATEMENT OF RESPONSIBILITIES OF THE BOARD OF MANAGEMENT**



# AYR COLLEGE

---

## STATEMENT OF THE BOARD OF MANAGEMENT'S RESPONSIBILITIES

The Board of Management is responsible for the administration and management of the College's affairs, including ensuring an effective system of internal control, and is required to present audited financial statements for each financial period.

The Board of Management is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the College and to enable it to ensure that the financial statements are prepared in accordance with the Statement of Recommended Practice on Accounting for Further and Higher Education and other relevant accounting standards. In addition, within the terms and conditions of the Financial Memorandum agreed between the Scottish Funding Council (SFC) and the College's Board, the Board, through its designated office holder, is required to prepare financial statements for each financial period which give a true and fair view of the College's state of affairs and of the surplus or deficit and cash flows for that period.

In causing the financial statements to be prepared, the Board has ensured that:

- ◆ suitable accounting policies are selected and applied consistently;
- ◆ judgements and estimates are made that are reasonable and prudent;
- ◆ applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- ◆ financial statements are prepared on the going concern basis unless it is inappropriate to presume that the College will continue in operation. The Board is satisfied that it has adequate resources to continue in operation for the foreseeable future: for this reason the going concern basis continues to be adopted in the preparation of the financial statements.

The Board has taken reasonable steps to:

- ◆ ensure that funds from SFC are used only for the purposes for which they have been given and in accordance with the Financial Memorandum and any other conditions which they have prescribed;
- ◆ ensure that there are appropriate financial and management controls in place to safeguard public funds and funds from other sources;
- ◆ safeguard the assets of the College and prevent and detect fraud;
- ◆ secure the economical, efficient and effective management of the College's resources and expenditure.
- ◆ ensure sound corporate governance and proper conduct of the College's operations.

The key elements of the College's system of internal financial control, which is designed to discharge the responsibilities set out above, include the following:

- ◆ clear definitions of the responsibilities of, and the authority delegated to, heads of academic and administrative departments;
- ◆ a comprehensive medium and short-term planning process, supplemented by detailed annual income, expenditure, capital and cash flow budgets;

## AYR COLLEGE

---

### Statement of the Board of Management's Responsibilities (*continued*)

- ◆ regular reviews of key performance indicators and business risks and quarterly reviews of financial results involving variance reporting and updates of forecast outturns;
- ◆ clearly defined and formalised requirements for approval and control of expenditure, with investment decisions involving capital or revenue expenditure being subject to formal detailed appraisal and review according to approval levels set by the Board of Management;
- ◆ comprehensive Financial Regulations, detailing financial controls and procedures, approved by the Board;
- ◆ a professional Internal Audit team whose annual programme is approved by the Audit Committee whose head provides the Board with a report on internal audit activity within the College and an opinion on the adequacy and effectiveness of the College's system of internal control, including internal financial control.

Any system of internal financial control can, however, only provide reasonable, but not absolute assurance against material misstatement or loss.

### Statement of Disclosure to Auditors

- ◆ so far as the Board of Management are aware, there is no relevant audit information of which the College's auditors are unaware, and
- ◆ it has taken all the steps that it ought to have taken as a Board of Management to make itself aware of any relevant audit information and establish that the College's auditors are aware of that information.



**I B Valentine**  
Chairman

12 December 2008

**APPENDIX B**

**INDEPENDENT AUDITORS REPORT**

# AYR COLLEGE

---

## **Independent auditors' report to the members of the Board of Management of Ayr College, the Scottish Parliament and the Auditor General for Scotland**

We have audited the financial statements of Ayr College for the year ended 31 July 2008 under the Further and Higher Education (Scotland) Act 1992. These comprise the Income and Expenditure Account, the Balance Sheet, the Cash Flow Statement and Statement of Total Recognised Gains and Losses and notes to the Financial Statements. These financial statements have been prepared under the accounting policies set out within them.

This report is made solely to the parties to whom it is addressed in accordance with the Public Finance and Accountability (Scotland) Act 2000 and the Code of Audit Practice approved by the Auditor General for Scotland and for no other purpose, as set out in paragraph 123 of the Code of Audit Practice approved by the Auditor General for Scotland, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

### **Respective responsibilities of the Board of Management, Accounting Officer and auditor**

The Board of Management and the Accounting Officer are responsible for preparing the annual report and financial statements in accordance with the Further and Higher Education (Scotland) Act 1992 and the Accounts Direction issued thereunder by the Scottish Funding Council, which requires compliance with the Statement of Recommended Practice on Accounting in Further and Higher Education Institutions. They are also responsible for ensuring the regularity of expenditure and income. These responsibilities are set out in the Statement of Board and Accounting Officer's Responsibilities.

Our responsibility is to audit the financial statements in accordance with the relevant legal and regulatory requirements and with International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Auditor General of Scotland.

We report to you our opinion as to whether the financial statements give a true and fair view and have been properly prepared in accordance with the Further and Higher Education (Scotland) Act 1992 and the Accounts Direction. We also report if, in our opinion, the Report of the Board of Management is not consistent with the financial statements, if the body has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit. We also report whether in all material respects.

- the expenditure and income shown in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers
- funds provided by the Scottish Funding Council have been applied in accordance with the Financial Memorandum adopted on 1 January 2006 and any other terms and conditions attached to them for the year ended 31 July 2008; and
- funds from whatever source administered by the College for specific purposes have been properly applied for the intended purposes.

In addition, we report to you if, in our opinion, the college has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

We review whether the Corporate Governance Statement reflects the college's compliance with the requirements of the Scottish Funding Council. We report if, in our opinion, it does not comply with these requirements or if it is misleading or inconsistent with other information we are aware of from our audit of the financial statements. We are not required to consider, nor have we considered, whether the statement covers all risks and controls. Neither are we required to form an opinion on the effectiveness of the college's corporate governance procedures or its risk and control procedures.

We read the other information contained in the annual report and consider whether it is consistent with the audited financial statements. This other information comprises the Report of the Board of Management, the Corporate Governance Statement and the Statement of the Board of Management's Responsibilities. We consider the implications for our report if we become aware of any apparent

## AYR COLLEGE

misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

### **Basis of audit opinions**

We conducted our audit in accordance with the Public Finance and Accountability (Scotland) Act 2000 and International Standards on Auditing (UK and Ireland) issued by the Auditing Practice Board and the Code of Audit Practice approved by the Auditor General for Scotland. An audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of expenditure and income included in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Board of Management and Accountable Officer in the preparation of the financial statements, and of whether the accounting policies are appropriate to the college'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 financial statements are free from material misstatement, whether caused by fraud or error, and that in all material respects the expenditure and income shown in the financial statements were incurred or applied in accordance with any applicable enactments and guidance by the Scottish Ministers. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinions**

#### **Financial statements**

In our opinion:

- ◆ the financial statements give a true and fair view, in accordance with the Further and Higher Education (Scotland) Act 1992 and the Accounts Direction, of the state of affairs of the college as at 31 July 2008 and of its surplus, total recognised gains and losses and cash flows for the year then ended;
- ◆ the financial statements have been properly prepared in accordance with the Further and Higher Education (Scotland) Act 1992 and the Accounts Direction made thereunder; and
- ◆ information which comprises the Operating and Financial Review included with the Annual Report is consistent with the financial statements.

#### **Regularity**

In our opinion, in all material respects:

- the expenditure and income shown in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers.
- funds provided by the Scottish Funding Council have been applied in accordance with the Financial Memorandum adopted on 1 January 2006 and any other terms and conditions attached to them for the year ended 31 July 2008; and
- funds from whatever source administered by the College for specific purposes have been properly applied for the intended purposes.

*Wylie & Bisset LLP*

Wylie & Bisset LLP  
Chartered Accountants  
Registered Auditors  
Glasgow

12 December 2008