

Creative Scotland & Creative Scotland National Lottery Distribution Fund

Annual Audit Plan 2021/22



 AUDIT SCOTLAND

Prepared for Creative Scotland & Creative Scotland National Lottery Distribution Fund

31st March 2022

Contents

| | |
|--|----|
| Introduction | 3 |
| Financial statements audit planning | 5 |
| Audit dimensions and Best Value | 8 |
| Reporting arrangements, timetable, and audit fee | 11 |
| Other matters | 13 |

Introduction

Summary of planned audit work

1. This document summarises the work plan for our 2021/22 external audit of Creative Scotland and Creative Scotland National Lottery Distribution Fund. The main elements of our work include:

- evaluation of the key controls within the main accounting systems
- an audit of, and provision of, an Independent Auditor's Report
- an audit opinion on regularity and other statutory information published within the annual report and accounts including the Performance Report, the Governance Statement and the Remuneration and Staff Report
- consideration of arrangements in relation to the audit dimensions: financial management, financial sustainability, governance and transparency and value for money that frame the wider scope of public sector audit
- consideration of Best Value arrangements
- review Creative Scotland's participation in the National Fraud Initiative.

Impact of Covid-19

2. The coronavirus disease (Covid-19) pandemic has had a significant impact on public services and public finances, and the effects will be felt well into the future.

3. The Auditor General for Scotland, the Accounts Commission and Audit Scotland continue to assess the risks to public services and finances from Covid-19 across the full range of our audit work, including annual audits and the programme of performance audits. The well-being of audit teams and the delivery of high-quality audits remain paramount. Changes in our approach may be necessary and where this impacts on annual audits, revisions to this Annual Audit Plan may be required.

Adding value

4. We aim to add value to Creative Scotland and Creative Scotland National Lottery Distribution Fund through our external audit work by being constructive and forward looking, by identifying areas for improvement and by recommending and encouraging good practice. In so doing, we will help Creative Scotland and Creative Scotland National Lottery Distribution Fund promote improved standards of governance, better management and decision making and more effective use of

resources. Additionally, we attend meetings of the Audit and Risk Committee and actively participate in discussions.

Respective responsibilities of the auditor and Creative Scotland and Creative Scotland National Lottery Distribution Fund

5. The [Code of Audit Practice \(2016\)](#) sets out in detail the respective responsibilities of the auditor and Creative Scotland and Creative Scotland National Lottery Distribution Fund. Key responsibilities are summarised below.

Auditor responsibilities

6. Our responsibilities as independent auditors 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.

7. 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 arrangements within the audited body to manage its performance, regularity and use of resources. In doing this, we aim to support improvement and accountability.

Creative Scotland and Creative Scotland National Lottery Distribution Fund responsibilities

8. Creative Scotland and Creative Scotland National Lottery Distribution Fund is responsible for maintaining accounting records and preparing financial statements that give a true and fair view.

9. Also, Creative Scotland and Creative Scotland National Lottery Distribution Fund 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.

Managing the transition to 2022/23 audits

10. Audit appointments are usually for five years but were extended to six years due to Covid-19. 2021/22 is the final year of the current appointment and we will work closely with our successors to ensure a well-managed transition.

Financial statements audit planning

Materiality

11. Materiality is an expression of the relative significance of a matter in the context of the financial statements as a whole. We are required to plan our audit to determine with reasonable confidence 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 2021/22 audit

12. We assess materiality at different levels as described in [Exhibit 1](#). The materiality values for Creative Scotland (Group and Single Entity) and Creative Scotland National Lottery Distribution Fund are set out in [Exhibit 1](#).

Exhibit 1

2021/22 Materiality levels for Creative Scotland and Creative Scotland National Lottery Distribution Fund

| Materiality | CS | CS Group | CSNLDF |
|--|---------------|---------------|---------------|
| <p>Planning materiality – This is the figure we calculate to assess the overall impact of audit adjustments on the financial statements. It has been set at 0.5% of gross expenditure for Creative Scotland and its Group and 1% of gross expenditure for the year ended 31 March 2022 based on the latest audited financial statements for 2020/21.</p> | £746 thousand | £748 thousand | £210 thousand |
| <p>Performance materiality – 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 assessed performance materiality at 50% for Creative Scotland and its Group, and 60% for Creative Scotland National Lottery Distribution Fund, of planning materiality.</p> | £373 thousand | £374 thousand | £126 thousand |

Reporting threshold (ie clearly trivial) – We are required to report to those charged with governance on all unadjusted misstatements more than the 'reporting threshold' amount.

| | | |
|-----------------|-----------------|-----------------|
| £26 thousand | £26 thousand | £11 thousand |
|-----------------|-----------------|-----------------|

Source: Audit Scotland

Significant risks of material misstatement to the financial statements

13. Our risk assessment draws on our cumulative knowledge of Creative Scotland and Creative Scotland National Lottery Distribution Fund, its major transaction streams, key systems of internal control and risk management processes. Also, it is informed by our discussions with management, attendance at committees and a review of supporting information.

14. 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 risk, the sources of assurance from management arrangements and the further audit procedures we plan to perform to gain assurance over the risk.

Exhibit 2

2021/22 Significant risks of material misstatement to the financial statements

| Significant risk of material misstatement | Sources of assurance | Planned audit response |
|---|---|---|
| <p>1. Risk of material misstatement due to fraud caused by the management override of controls</p> <p>As stated in International Standard on Auditing (UK) 240, management is in a unique position to perpetrate fraud because of management's ability to override controls that otherwise appear to be operating effectively.</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"> • Detailed testing of journal entries. • Detailed testing of grant income and expenditure to ensure this has been accounted for appropriately. • Review of the apportionment of costs and accounting estimates for reasonableness • Focussed testing of accruals and prepayments. • Evaluation of significant transactions that are outside the normal course of business. • Cut off testing |

| Significant risk of material misstatement | Sources of assurance | Planned audit response |
|--|--|---|
| <p>2. Risk of material misstatement caused by fraud in expenditure</p> <p>As most public-sector bodies are net expenditure bodies, the risk of fraud is more likely to occur in expenditure. Most of the expenditure within CS & CSNLDF relates to grants and the nature of this expenditure represents a risk of material misstatement in the financial statements.</p> <p>There is also an increased risk of fraud relating to the continued increase in grants to provide support due to the impact of Covid-19.</p> | <ul style="list-style-type: none"> • Controls in place to minimise the risk of fraud in the application process • Controls in place to detect and prevent fraud in applications • Additional controls on emergency COVID-19 funding to ensure funds are paid to the correct organisation, and minimise the risk of duplicate payments | <ul style="list-style-type: none"> • Walk through testing of controls in place within the grant management system. • Detailed substantive testing of grant expenditure, including authorisation and approval. |

Source: Audit Scotland

15. As set out in International Standard on Auditing (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 for Creative Scotland and Creative Scotland National Lottery Distribution because the majority of income is received in the form of Scottish Government Grant in Aid and funding from the National Lottery. This therefore limits the opportunity for manipulation.

16. We have not, therefore, incorporated specific work into our audit plan in this area over and above our standard audit procedures.

Audit risk assessment process

17. 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.

Audit dimensions and Best Value

Introduction

18. The [Code of Audit Practice](#) sets out the four dimensions that frame the wider scope of public sector audit. The Code of Audit Practice requires auditors to consider the adequacy of the arrangements in place for the audit dimensions in audited bodies.

Audit dimensions

19. The four dimensions that frame our audit work are shown in [Exhibit 3](#).

Exhibit 3

Audit dimensions



Source: Code of Audit Practice

20. In summary, the four dimensions cover the following:

- **Financial management** – financial management is concerned with financial capacity, sound budgetary processes and whether the control environment and internal controls are operating effectively.
- **Financial sustainability** – 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 financial sustainability in the longer term. We define this as medium term (two to five years) and longer term (longer than five years).

- **Governance and transparency** – 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.
- **Value for money** – value for money refers to using resources effectively and continually improving services.

Duty of Best Value

21. [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 Creative Scotland and Creative Scotland National Lottery Distribution Fund.

Audit dimension risks

22. We have identified an audit risk in the area set out in [Exhibit 4](#). This exhibit sets out the risk, sources of assurance from management arrangements and the further audit procedures we plan to perform to gain assurances over the risk.

Exhibit 4

2021/22 Audit dimension risks

| Description of risk | Sources of assurance | Planned audit response |
|--|---|---|
| <p>1. Financial Sustainability</p> <p>There is a risk that the National Lottery Funding received by CSNLDF will decrease in the long term. In the past, the Scottish Government increased grant in aid funding to offset any reduction in lottery funding. However, grant in aid funding may decrease or additional funding may not always be available. Creative Scotland should ensure it has appropriate budget monitoring and longer-</p> | <ul style="list-style-type: none"> • There is a detailed financial plan and strategy which ensures the approved spend in the CS NLDF matches income and ensures sufficient cashflow to pay grant balances over the term of the plan. | <ul style="list-style-type: none"> • Monitor and review CS & CSNLDF management accounts. • Review of longer term financial and savings plans. |

| Description of risk | Sources of assurance | Planned audit response |
|--|----------------------|------------------------|
| term planning arrangements in place to address this challenge. | | |

Source: Audit Scotland

Reporting arrangements, timetable, and audit fee

Reporting arrangements

23. Audit reporting is the visible output for the annual audit. All Annual Audit Plans and the outputs, as detailed in [Exhibit 5](#), and any other outputs on matters of public interest will be published on our website: www.audit-scotland.gov.uk.

24. 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.

25. We will provide independent auditor's reports to Creative Scotland, the Scottish Parliament and the Auditor General for Scotland setting out our opinions on the annual report and accounts. We will provide Creative Scotland and the Auditor General for Scotland with an annual report on the audits containing observations and recommendations on significant matters which have arisen during the audits.

26. [Exhibit 5](#) outlines the target dates for our audit outputs.

Exhibit 5

2020/21 Audit outputs

| Audit Output | Target date | Audit and Risk Committee Date |
|------------------------------|-------------|-------------------------------|
| Annual Audit Plan | 24/03/2022 | 31/03/2022 |
| Independent Auditor's Report | 17/11/2022 | 17/11/2022 |
| Annual Audit Report | 17/11/2022 | 17/11/2022 |

Source: Audit Scotland

Audit fee

27. The agreed audit fee for the 2021/22 audit of Creative Scotland is £47,830 (2020/21: £46,930) and £24,990 (2020/21 £24,510) for the 2021/22 audit of Creative Scotland National Lottery Distribution Fund. In determining the audit fee, we have taken account of the risk exposure of Creative Scotland and Creative

Scotland National Lottery Fund, the planned management assurances in place and the level of reliance we plan to take from the work of internal audit.

28. Where our audit cannot proceed as planned through, for example, late receipt of unaudited annual report and accounts, the absence of adequate supporting working papers 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 out with our planned audit activity.

Other matters

Internal audit

29. From our initial review of the internal audit plans, we do not plan to place formal reliance on internal audit's work for our financial statements' responsibilities. We will review the findings of internal audit work to support our wider dimension audit conclusions.

Independence and objectivity

30. Auditors appointed by the Auditor General for Scotland or Accounts Commission must comply with the [Code of Audit Practice](#) and relevant supporting guidance. 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 robust arrangements in place to ensure compliance with these standards including an annual *'fit and proper'* declaration for all members of staff. The arrangements are overseen by the Director of Audit Services, who serves as Audit Scotland's Ethics Partner.

31. The engagement lead (i.e. appointed auditor) for Creative Scotland and Creative Scotland National Lottery Fund is Liz Maconachie, 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 audits of Creative Scotland and Creative Scotland National Lottery Fund.

Quality control

32. International Standard on Quality Control (UK) 1 (ISQC1) requires a system of quality control to be 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.

33. 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](#) (and supporting guidance) 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 and internal quality reviews. Additionally, the Institute of Chartered Accountants of Scotland (ICAS) have been commissioned to carry out external quality reviews.

34. 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.

Creative Scotland & Creative Scotland National Lottery Distribution Fun

Annual Audit Plan 2021/22

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