



## External Audit Plan 2024/2025 - SPT

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**Date of meeting** 21 February 2025

**Date of report** 3 February 2025

### Report by Director of Finance & Corporate Support

#### 1. Object of report

To advise the Committee of the External Audit Plan for 2024/2025 from Audit Scotland, Strathclyde Partnership for Transport's (SPT's) external auditors.

#### 2. Background to report

This External Audit Plan summarises Audit Scotland's work plan for the 2024/2025 external audit of SPT. The core elements of Audit Scotland's work 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 opinion on statutory other information published with the financial statements in the annual accounts, the Management Commentary, and the Annual Governance Statement, and an opinion on the audited part of the Remuneration Report;
- conclusions on SPT's arrangements in relation to the wider scope areas: Financial Management, Financial Sustainability, Vision, Leadership, and Governance, and Use of Resources to Improve Outcomes;
- reporting on SPT's arrangements for securing Best Value;
- providing assurance on the Whole of Government Accounts (WGA) return and Railway Safety Levy return; and
- provision of an Annual Audit Report setting out significant matters identified from the audit of the annual accounts and the wider scope areas specified in the Code of Audit Practice.

#### 3. Outline of proposals

The External Audit Plan 2024/2025 is attached for noting at Appendix 1.

#### 4. Committee action

The committee is asked to note the details of the External Audit Plan for 2024/2025.

## 5. Consequences

Policy consequences	<i>None.</i>
Legal consequences	<i>It is a legal requirement to have externally audited financial statements.</i>
Financial consequences	<i>As detailed in the report</i>
Personnel consequences	<i>None.</i>
Equalities consequences	<i>None.</i>
Risk consequences	<i>None.</i>
Climate Change, Adaptation & Carbon consequences	<i>None.</i>

**Name** Lesley Aird

**Title** **Director of Finance & Corporate Support**

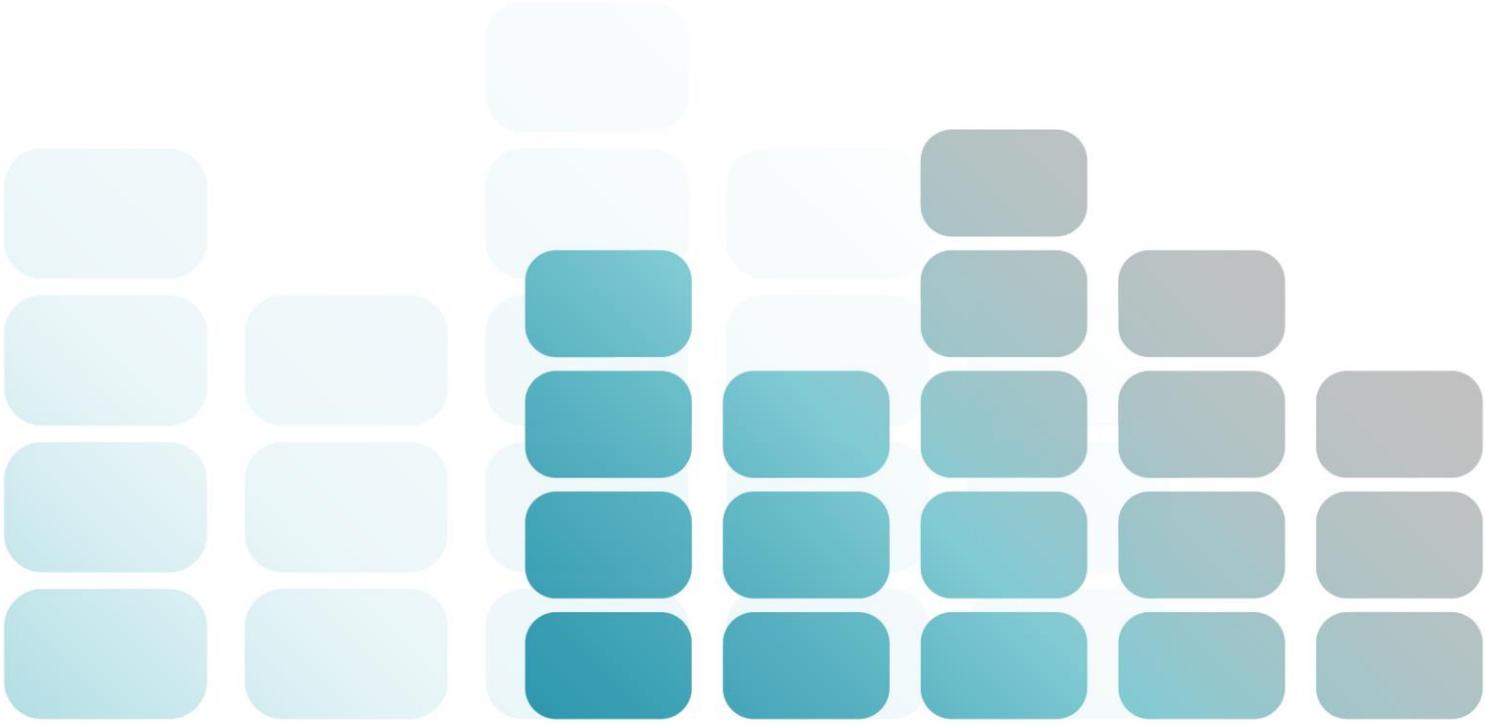
**Name** Valerie Davidson

**Title** **Chief Executive**

For further information, please contact Stuart Paul, Head of Finance on 0141 333 3382

# Strathclyde Partnership for Transport

Annual Audit Plan 2024/25



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# Contents

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Introduction	3
Audit scope and responsibilities	4
Audit of the annual accounts	6
Wider scope and Best Value	11
Reporting arrangements, timetable and audit fee	13
Other matters	16

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## Accessibility

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# Introduction

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## Purpose of the Annual Audit Plan

1. The purpose of this Annual Audit Plan is to provide an overview of the planned scope and timing of the 2024/25 audit of Strathclyde Partnership for Transport's (SPT) annual accounts. It outlines the audit work planned to meet the audit requirements set out in [auditing standards](#) and the [Code of Audit Practice](#), including supplementary guidance.

## Appointed auditor and independence

2. Fiona Mitchell-Knight FCA, of Audit Scotland, has been appointed by the Accounts Commission as external auditor of SPT for the period from 2022/23 until 2026/27. The 2024/25 financial year is therefore the third of the five-year audit appointment.

3. Fiona Mitchell-Knight FCA and the audit team are independent of SPT 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. Audit Scotland has robust arrangements in place to ensure compliance with ethical standards. The arrangements are overseen by the Executive Director of Innovation and Quality, who serves as Audit Scotland's Ethics Partner.

4. The Ethical Standard requires auditors to communicate any relationships that may affect the independence and objectivity of the audit team. There are no such relationships pertaining to the audit of SPT to communicate.

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# Audit scope and responsibilities

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## Scope of the audit

**5.** The audit is performed in accordance with the Code of Audit Practice, including supplementary guidance, International Standards on Auditing (UK), and relevant legislation. These set out the requirements for the scope of the audit which includes:

- 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 opinion on statutory other information published with the financial statements in the annual accounts, the Management Commentary, and the Annual Governance Statement, and an opinion on the audited part of the Remuneration Report.
- Conclusions on SPT's arrangements in relation to the wider scope areas: Financial Management, Financial Sustainability, Vision, Leadership, and Governance, and Use of Resources to Improve Outcomes.
- Reporting on SPT's arrangements for securing Best Value.
- Providing assurance on the Whole of Government Accounts return and Railway Safety Levy return.
- Provision of an Annual Audit Report setting out significant matters identified from the audit of the annual accounts and the wider scope areas specified in the Code of Audit Practice.

## Responsibilities

**6.** The Code of Audit Practice sets out the respective responsibilities of SPT and the auditor. A summary of the key responsibilities is outlined below.

### Auditor's responsibilities

**7.** The responsibilities of auditors in the public sector are established in the Local Government (Scotland) Act 1973. These include providing an independent opinion on the financial statements and other information reported within the annual accounts, and concluding on SPT's arrangements in place for the wider scope areas.

## SPT's responsibilities

8. SPT has primary responsibility for ensuring proper financial stewardship of public funds, compliance with relevant legislation and establishing effective arrangements for governance, propriety and regularity that enables it to successfully deliver its objectives. The features of proper financial stewardship include:

- Establishing arrangements to ensure the proper conduct of its affairs.
- Preparation of annual accounts, comprising financial statements and other information that gives a true and fair view.
- Establishing arrangements for the prevention and detection of fraud, error and irregularities, and bribery and corruption.
- Implementing arrangements to ensure its financial position is soundly based.
- Making arrangements to secure Best Value.
- Establishing an internal audit function.

# Audit of the annual accounts

## Introduction

9. The audit of the annual accounts is driven by materiality and the risks of material misstatement in the financial statements, with greater attention being given to the significant risks of material misstatement. This chapter outlines materiality, the significant risks of material misstatement that have been identified, and the impact these have on the planned audit procedures.

## Materiality

10. The concept of materiality is applied by auditors in planning and performing an audit, and in evaluating the effect of any uncorrected misstatements on the financial statements or other information reported in the annual accounts.

11. Broadly, the concept of materiality is to determine whether matters identified during the audit could reasonably be expected to influence the decisions of users of the financial statements. Auditors set a monetary threshold when determining materiality, although some issues may be considered material by their nature. Therefore, materiality is ultimately a matter of the auditor's professional judgement.

12. The materiality levels determined for the audit of SPT are outlined in [Exhibit 1](#).

## Exhibit 1

### 2024/25 Materiality levels for SPT

Materiality	SPT
<b>Materiality</b> – based on an assessment of the needs of users of the financial statements and the nature of SPT's operations, the benchmark used to determine materiality is net assets based on the audited 2023/24 financial statements. Materiality has been set at 1% of the benchmark.	£5.0 million
<b>Performance materiality</b> – this acts as a trigger point. If the aggregate of misstatements identified during the audit exceeds performance materiality, this could indicate that further audit procedures are required. Using professional judgement, performance materiality has been set at 65% of planning materiality.	£3.2 million

Materiality	SPT
<b>Reporting threshold</b> – all misstatements greater than the reporting threshold will be reported.	£50 thousand

Source: Audit Scotland

## Significant risks of material misstatement to the financial statements

**13.** The risk assessment process draws on the audit team's cumulative knowledge of SPT, including the nature of its operations and its significant transaction streams, the system of internal control, governance arrangements and processes, and developments that could impact on its financial reporting.

**14.** Based on the risk assessment process, significant risks of material misstatement to the financial statements have been identified and these are summarised in [Exhibit 2, page 8](#). These are the risks which have the greatest impact on the planned audit approach, and the planned audit procedures in response to the risks are outlined in Exhibit 2.

**15.** The risk assessment process is an iterative and dynamic process. The assessment of risks set out in this Annual Audit Plan and Exhibit 2 may change as more information and evidence is obtained over the course of the audit. Where such changes occur, these will be reported to SPT and those charged with governance, where relevant.

**Exhibit 2****Significant risks of material misstatement to the financial statements**

Risk of material misstatement	Planned audit response
<p data-bbox="113 430 715 510"><b>Fraud caused by management override of controls</b></p> <p data-bbox="113 519 715 712">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 data-bbox="721 430 1481 474">The audit team will:</p> <ul data-bbox="721 483 1481 1500" style="list-style-type: none"> <li data-bbox="721 483 1481 564">• Evaluate the design and implementation of controls over journal entry processing.</li> <li data-bbox="721 573 1481 725">• Make inquiries of individuals involved in the financial reporting process about inappropriate or unusual activity relating to the processing of journal entries.</li> <li data-bbox="721 734 1481 887">• Test journals entries, focusing on those that are assessed as higher risk, such as those affecting revenue and expenditure recognition around the year-end.</li> <li data-bbox="721 896 1481 976">• Evaluate significant transactions outside the normal course of business.</li> <li data-bbox="721 985 1481 1137">• Assess the adequacy of controls in place for identifying and disclosing related party relationships and transactions in the financial statements.</li> <li data-bbox="721 1146 1481 1299">• Assess changes to the methods and underlying assumptions used to prepare accounting estimates and assess these for evidence of management bias.</li> <li data-bbox="721 1308 1481 1460">• Substantive testing of income and expenditure transactions around the year-end to confirm they are accounted for in the correct financial year.</li> <li data-bbox="721 1469 1481 1509">• Focussed testing of accounting accruals.</li> </ul>

Risk of material misstatement	Planned audit response
<p><b>Valuation of land &amp; buildings</b></p> <p>SPT held £331.842 million of property, plant, and equipment (PPE) at 31 March 2024, of which £122.965 million was land and building assets.</p> <p>It is a requirement of the local government accounting framework that land and building assets are revalued sufficiently regularly to ensure that their carrying amount is not sufficiently different from their fair value at year-end. As a minimum, valuations need to be completed every five years. The last revaluation was completed on 31 March 2023 and SPT has confirmed that a valuation is not planned for 2024/25.</p> <p>Valuations are subject to a significant degree of subjectivity and are based on specialist assumptions, and changes in assumptions can result in material changes to valuations. In years where a valuation is not planned, management need to obtain sufficient, appropriate evidence that there is not a material difference between the carrying value and fair value of SPT's land and building assets.</p>	<p>The audit team will:</p> <ul style="list-style-type: none"> <li>Review management's assessment that the value in the balance sheet of land and building assets not subject to a valuation process in 2024/25 is not materially different to current value at the year-end. Challenge this assessment where required.</li> </ul>

Source: Audit Scotland

## Key audit matters

**16.** The Code of Audit Practice requires public sector auditors to communicate key audit matters. Key audit matters are those matters, that in the auditor's professional judgement, are of most significance to the audit of the financial statements and require most attention when performing the audit.

**17.** In determining key audit matters, auditors consider:

- Areas of higher or significant risk of material misstatement.
- Areas where significant judgement is required, including accounting estimates that are subject to a high degree of estimation uncertainty.
- Significant events or transactions that occurred during the year.

**18.** The matters determined to be key audit matters will be communicated in the Annual Audit Report. Exhibit 2 outlines the significant risks of material misstatement to the financial statements that have been identified, including those that have greatest impact on the planned audit procedures and require most attention when performing the audit.

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# Wider scope and Best Value

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## Introduction

**19.** Reflecting the fact that public money is involved, the Code of Audit Practice requires that public audit is planned and undertaken from a wider perspective than in the private sector. The wider scope audit set out by the Code of Audit Practice broadens the audit of the annual accounts to include consideration of additional aspects or risks in four wider scope areas, which are summarised below:

- **Financial Management** – this means having sound budgetary processes. Factors that can impact on SPT being able to secure sound financial management include the strength of the financial management culture, accountability, and arrangements to prevent and detect fraud, error and other irregularities, bribery and corruption.
- **Financial Sustainability** – this means looking forward over the medium and longer term in planning the services to be delivered and how they will be delivered effectively. This is assessed by considering SPT's medium to longer-term planning for service delivery.
- **Vision, Leadership and Governance** – this means having a clear vision and strategy, with set priorities within the vision and strategy. This is assessed by considering the clarity of plans in place to deliver the vision and strategy and the effectiveness of the governance arrangements to support delivery.
- **Use of Resources to Improve Outcomes** – this means using resources to meet stated outcomes and improvement objectives through effective planning and working with partners and communities. This is assessed by considering SPT's arrangements for ensuring resources are deployed to improve strategic outcomes, meet the needs of service users, and deliver continuous improvement.

**20.** A conclusion on the effectiveness and appropriateness of arrangements SPT has in place for each of the wider scope areas will be reported in the Annual Audit Report.

## Best Value

**21.** Under the Code of Audit Practice, the duty on auditors to consider the arrangements an audited body has in place to secure Best Value applies

to audited bodies that fall within section 106 of the Local Government (Scotland) Act 1973, which SPT does.

**22.** Consideration of the arrangements SPT has in place to secure Best Value will be carried out alongside the wider scope audit, and a conclusion on the arrangements SPT has in place will be reported in the Annual Audit Report.

### Significant wider scope and Best Value risks

**23.** The risk assessment process has identified one significant risk in the wider scope areas and Best Value as outlined in Exhibit 3, and this includes the planned audit procedures in response to the risk.

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### Exhibit 3 Significant wider scope and Best Value risks

Description of risk	Planned audit response
<p><b>Capital funding</b></p> <p>The Capital Plan 2024/25 to 2026/27 including the Capital Budget 2024/25 was approved by the Partnership in March 2024. However as a result of revisions to capital funding, a revised 2024/25 capital programme was agreed by the Strategy and Programmes Committee in November 2024. The revised programme includes no General Capital grant from the Scottish Government (£15.3 million 2023/24) and SPT is drawing on earmarked reserves for other projects and a contribution from revenue to fund most of this gap. This position is not sustainable and there is a risk that without sufficient capital funding, SPT may not be able to deliver the Capital Plan which underpins delivery of the Regional Transport Strategy.</p>	<p>The audit team will:</p> <ul style="list-style-type: none"> <li>Review development of the 2025/26 Capital Budget and ensure that both short and longer-term capital funding is in place to deliver the Capital Plan.</li> <li>Review SPT's progress in meeting the objectives of the Regional Transport Strategy Delivery Plan 2024/25 – 2026/27 and the 2024-2028 Corporate Plan.</li> </ul>

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Source: Audit Scotland

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# Reporting arrangements, timetable and audit fee

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## Audit outputs

**24.** The outputs from the 2024/25 audit include:

- This Annual Audit Plan.
- An Independent Auditor's Report to SPT and the Accounts Commission setting out opinions on the annual accounts.
- An Annual Audit Report to SPT and the Accounts Commission setting out significant matters identified from the audit of the annual accounts, conclusions from the wider scope and Best Value audit, and recommendations, where required.

**25.** The matters to be reported in the outputs will be discussed with SPT for factual accuracy before they are issued. All outputs from the audit will be published on Audit Scotland's website, apart from the Independent Auditor's Report, which is included in the audited annual accounts.

**26.** Target dates for the audit outputs are set by the Accounts Commission. In setting the target dates for the audit outputs, consideration is given to the statutory date for approving the annual accounts, which is 30 September 2025 for local government bodies.

**27.** The Independent Auditor's Report and Annual Audit Report are planned to be issued by the target date of 30 September 2025.

## Audit timetable

**28.** Achieving the timetable for production of the annual accounts, supported by complete and accurate working papers, is critical to delivery of the audit to agreed target dates. [Exhibit 4](#) includes a timetable for the audit, which has been agreed with management.

**29.** Agreed target dates will be kept under review as the audit progresses, and any changes required, and their potential impact, will be discussed with SPT and reported to those charged with governance, where required.

## Exhibit 4

### 2024/25 audit timetable

Audit activity	SPT target date	Audit team target date	Relevant committee date
Issue of Annual Audit Plan		31 January 2025	21 February 2025
<b>Annual accounts:</b>			
• Consideration of unaudited annual accounts by those charged with governance	13 June 2025		13 June 2025
• Submission of unaudited annual accounts and all working papers to audit team	16 June 2025		
• Latest date for audit clearance meeting	12 August 2025	12 August 2025	
• Issue of draft Letter of Representation, proposed Independent Auditor's Report, and proposed Annual Audit Report		15 August 2025	15 August 2025
• Agreement of audited and unsigned annual accounts	5 September 2025	5 September 2025	5 September 2025
• Approval by the Partnership and signing of audited annual accounts	19 September 2025		19 September 2025
• Signing of Independent Auditor's Report and issue of Annual Audit Report		19 September 2025	

Source: Audit Scotland

## Audit fee

**30.** SPT's audit fee is determined in line with Audit Scotland's fee setting arrangements. The proposed audit fee for the 2024/25 audit is £92,380 (£90,660 in 2023/24) as set out in [Exhibit](#).

**31.** In setting the audit fee, it is assumed that SPT has effective governance arrangements in place and the complete annual accounts will be provided for audit in line with the agreed timetable. The audit fee assumes there will be no significant changes to the planned scope of the audit. Where the audit cannot proceed as planned, for example, due to

incomplete or inadequate working papers, the audit fee may need to be increased.

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## Exhibit 5

### Audit fee (including VAT)

Fee component <sup>1</sup>	Fee (£)
2024/25 audit fee	91,630
Railway safety levy audit certification	750
<b>Total 2024/25 fee</b>	<b>92,380</b>

Source: Audit Scotland

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<sup>1</sup> Information on the components that make up the total fee can be found in Audit Scotland's [Audit management and quality guidance](#).

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# Other matters

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## Internal audit

**32.** SPT is responsible for establishing an internal audit function as part of an effective system of internal control. As part of the audit, the audit team will obtain an understanding of internal audit, including its nature, responsibilities, and activities.

**33.** While internal audit and external audit have differing roles and responsibilities, external auditors may seek to rely on the work of internal audit where it is considered appropriate. A review of internal audit's 2024/25 audit plan was carried out to identify if there were any areas where the audit team could rely on its work. The audit team concluded it will not rely on internal audit's work. However, the audit team will review internal audit's reports and assess if there is any impact on the audit.

## Audit quality

**34.** Audit Scotland is committed to the consistent delivery of high-quality audit. Audit quality requires ongoing attention and improvement to keep pace with external and internal changes. Details of the arrangements in place for the delivery of high-quality audits is available from the [Audit Scotland website](#).

**35.** The International Standards on Quality Management (ISQM) applicable to Audit Scotland for 2024/25 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. Audit Scotland's SoQM consists of a variety of components, such as: governance arrangements and culture to support audit quality, compliance with ethical requirements, ensuring Audit Scotland is dedicated to high-quality audit through engagement performance and resourcing arrangements, and ensuring there are robust quality monitoring arrangements in place. Audit Scotland carries out an annual evaluation of its SoQM and has concluded it complies with this standard.
- ISQM (UK) 2, which sets out arrangements for conducting engagement quality reviews, which are performed by senior management not involved in an audit, to review significant judgements and conclusions reached by the audit team, and the appropriateness of proposed audit opinions on high-risk audits.

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

**37.** 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 monitored on a regular basis by Audit Scotland's Quality and Ethics Committee.

**38.** Audit Scotland may periodically seek the views of SPT on the quality of audit services provided. The audit team would also welcome feedback at any time.

# Strathclyde Partnership for Transport

Annual Audit Plan 2024/25



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