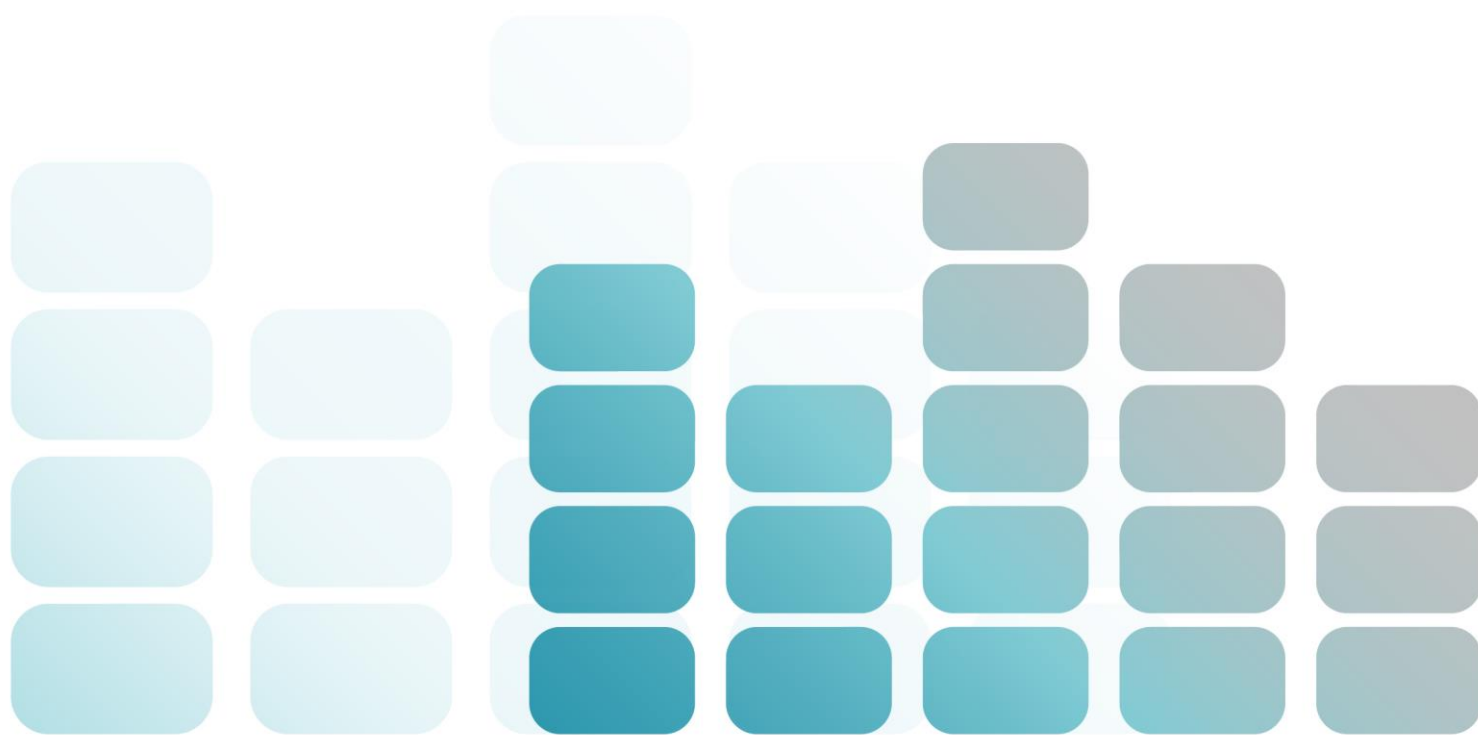


West Lothian Council Trusts

Annual Audit Plan 2024/25



Prepared for The Trustees of West Lothian Council Section 106 Charitable Trusts
March 2025

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Introduction

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 West Lothian Council Section 106 Charitable Trusts (the Trusts) annual reports and 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. Brian Battison, of Audit Scotland, has been appointed by the Accounts Commission as external auditor of the Trusts for the period from 2022/23 until 2026/27. The 2024/25 financial year is therefore the third of the five-year audit appointment of Audit Scotland.

3. The appointed auditor and the audit team are independent of the Trusts 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 the Trusts to communicate.

Audit scope and responsibilities

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.

6. My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue auditor reports that include my opinions.

7. Members of West Lothian Council are Trustees for nine Trusts registered as Section 106 Scottish charities, with total assets of some £0.3 million. The preparation and audit of financial statements of registered charities is regulated by the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

8. The following Trusts are covered by the Annual Audit Plan:

- Quarter Farm Mortification for Benefit of Poor
- West Lothian Trust for the Benefit of People with Disabilities
- Connected Charities – Uphall
- Connected Charities – Linlithgow
- James Wood Bequest for a Nurse
- James Wood Bequest for the Poor (Blackridge and Torphican)
- David Forrester Bequest
- Bathgate and Boghall Youth and Community Endeavour Trust
- Miscellaneous Charitable Trusts

Responsibilities

9. The Code of Audit Practice sets out the respective responsibilities of the Trusts and the auditor. A summary of the key responsibilities is outlined below.

Auditor's responsibilities

10. 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 report and accounts.

Audited body's responsibilities

11. The Trusts have 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 an annual report and accounts for each Section 106 Charitable Trust, comprising financial statements and other information that properly presents the receipts and payments of the Trusts.
- Establishing arrangements for the prevention and detection of fraud, error and irregularities, and bribery and corruption.
- Implementing arrangements to ensure each Trusts financial position is soundly based.

Audit of the annual report and accounts

Introduction

12. The audit of the Trusts annual report and 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

13. 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 report and accounts.

14. 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.

- **Materiality** –based on an assessment of the needs of the users of the financial statements and the nature of the Trusts' operations, the benchmark used to determine materiality is net assets based on the audited 2023/24 financial statements. For each Trust, materiality has been set at 2% of the benchmark.
- **Performance materiality** – 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. For each Trust, performance materiality has been set at 75% of planning materiality.
- **Reporting threshold** – all misstatements greater than the reporting threshold will be reported. For each Trust, this threshold has been set at 5% of planning materiality.

15. The materiality levels determined for the Trusts are outlined in [Exhibit 1](#).

Exhibit 1

2024/25 Materiality levels for the Trusts

	Materiality	Performance materiality	Reporting threshold
Quarter Farm Mortification for Benefit of Poor	£1,210	£908	£61
West Lothian Trust for the Benefit of People with Disabilities	£1,104	£828	£55
Connected Charities – Uphall	£63	£47	£3
Connected Charities – Linlithgow	£117	£88	£6
James Wood Bequest for a Nurse	£1,305	£979	£65
Trust 6James Wood Bequest for the Poor (Blackridge and Torphican)	£126	£95	£6
David Forrester Bequest	£344	£258	£17
Bathgate and Boghall Youth and Community Endeavour Trust	£169	£127	£8
Miscellaneous Charitable Trusts	£2,250	£1,688	£113

Source: Audit Scotland

Significant risks of material misstatement to the financial statements

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

17. Based on the risk assessment process, one significant risk of material misstatement to the financial statements has been identified and this is summarised in [Exhibit 2](#). 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 also outlined in the same Exhibit.

18. The risk assessment process is an iterative and dynamic process. The assessment of risks set out in this Annual Audit Plan may change as more information and evidence is obtained over the course of the audit. Where such changes occur, these will be reported to the Trustees.

Exhibit 2

Significant risks of material misstatement to the financial statements

Risk of material misstatement	Planned audit response
<p>Fraud caused by management override of controls</p> <p>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>The audit team will:</p> <ul style="list-style-type: none"> • Evaluate the design and implementation of controls over journal entry processing. • Test journals entries focusing on those that are assessed as higher risk, such as those affecting revenue and expenditure recognition around the year-end. • Make inquiries of individuals involved in the financial reporting process about inappropriate or unusual activity relating to the processing of journal entries. • Evaluate significant transactions outside the normal course of business. • Assess the adequacy of controls in place for identifying and disclosing related party relationships and transactions in the financial statements. • Assess changes to the methods and underlying assumptions used to prepare accounting estimates and assess these for evidence of management bias. • Substantively test a sample of receipts and payments.

Source: Audit Scotland

Key audit matters

19. 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.

20. 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.

21. 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.

Reporting arrangements, timetable and audit fee

Audit outputs

22. The outputs from the 2024/25 audit include:

- This Annual Audit Plan.
- Independent Auditor's Reports to the Trustees of the nine West Lothian Council Section 106 Charitable Trusts and the Accounts Commission setting out opinions on the annual reports and accounts.
- An Annual Audit Report to the Trustees of the nine West Lothian Council Section 106 Charitable Trusts and the Accounts Commission setting out significant matters identified from the audit of the annual reports and accounts.

23. The matters to be reported in the outputs will be discussed with senior officers 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 Reports, which is included in the audited annual reports and accounts.

24. 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 target date for approving the nine Trustees' annual reports and accounts, which is 30 September 2025 for local government bodies.

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

Audit timetable

26. Achieving the timetable for production of the annual reports and accounts, supported by complete and accurate working papers, is critical to delivery of the audit to agreed target dates. [Exhibit 3](#) includes a timetable for the audit, which has been agreed with management. Agreed target dates will be kept under review as the audit progresses, and any changes required, and their potential impact, will be discussed with senior officers and reported to those charged with governance, where required.

Exhibit 3**2024/25 audit timetable**

Audit activity	Target date
Issue of Annual Audit Plan	31 March 2025
Annual Reports and Accounts:	
• Consideration of unaudited annual reports and accounts by those charged with governance.	30 June 2025
• Submission of unaudited annual reports and accounts and all working papers to audit team.	30 June 2025
• Latest date for audit clearance meeting.	5 September 2025
• Issue of draft Letter of Representation, proposed Independent Auditor's Reports, and proposed Annual Audit Report.	12 September 2025
• Agreement of audited and unsigned annual report and accounts.	19 September 2025
• Approval by those charged with governance and signing of audited annual report and accounts.	By 30 September 2025
• Signing of Independent Auditor's Report and issue of Annual Audit Report.	By 30 September 2025

Source: Audit Scotland

Audit fee

27. The total audit fee for the Trusts is determined in line with Audit Scotland's fee setting arrangements. The agreed audit fee for the 2024/25 audit is £11,550 (£11,350 in 2023/24).

28. In setting the audit fee, it is assumed that the Trusts have effective governance arrangements in place and the complete annual reports and 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.

Other matters

Audit quality

29. 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](#).

30. 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.

31. 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.

32. 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.

33. Audit Scotland may periodically seek the views of West Lothian Council on the quality of audit services provided. The audit team would also welcome feedback at any time.

West Lothian Council Trusts

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