



PERTH COLLEGE

**ANNUAL REPORT TO THE BOARD OF
MANAGEMENT, THE AUDITOR GENERAL AND
THE SCOTTISH GOVERNMENT ON THE EXTERNAL
AUDIT FOR THE YEAR ENDED 31 JULY 2013**

Topic	Date
Commencement of final visit	21 October 2013
Audit clearance meeting	11 November 2013
Presentation to Audit Committee	3 December 2013
Proposed presentation to Board of Management	11 December 2013

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This report has been prepared for the purposes of the College Management, Board and the Auditor General for Scotland and should not be issued to third parties without our prior written consent. 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 visit. Should you have any queries on the contents of the Annual Report please do not hesitate to contact us.

1 EXECUTIVE SUMMARY

1.1 FINANCIAL REVIEW

The college returned a surplus of £12,000 in the year ended 31 July 2013. The comparative result for year ended 31 July 2012 was a surplus of £78,000. This includes the result of the subsidiary company Air Service Training (Engineering) Limited.

The College maintains a strong overall balance sheet position with net assets of £20,354,000 (2012 £20,702,000). However no pension scheme deficit has been brought on balance sheet in relation to the Tayside LGPS.

For the year ended 31 July 2014, the College has predicted a surplus of £5,000 within its annual budget.

1.2 FINANCIAL STATEMENTS

We have issued an unqualified audit opinion on the accounts of Perth College for the year ended 31 July 2013.

There have been no significant adjustments to the draft figures arising from our audit

1.3 GOVERNANCE & INTERNAL CONTROL

We have undertaken an overall review of the Corporate Governance arrangements in place at the College. Based on our findings it appears that the College has strong systems in place to comply with Corporate Governance requirements.

1.4 REGULARITY

We have issued an unqualified regularity opinion. There are no significant issues that we wish to draw to the Board's attention in this regard.

1.5 RECOMMENDATIONS TO MANAGEMENT

We have made recommendations relating to:

- Attendance at Committee meetings

2 INTRODUCTION

2.1 APPOINTMENT

Wylie & Bisset LLP were appointed by Audit Scotland as the External Auditors of Perth College with effect from 1 August 2011 for a period of 5 years (until 31 July 2016). This Annual Report has been prepared following the conclusion of our audit of the financial statements of the College for that year ended 31 July 2013.

2.2 RESPECTIVE RESPONSIBILITIES

Our audit has been 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. Paragraph 24 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.

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.

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.

2.3 REPORTING

Our audit work has been designed to enable us to form an audit opinion on the financial statements of the charity and should not be relied upon to disclose all weaknesses in internal controls in relation to the charity’s systems and financial statements.

This Annual Report has been prepared for the purposes of the College’s management and Board and should not be issued to third parties without our prior written consent. We would emphasise that our comments in this report are not intended to be any reflection on the integrity of the charity whom we would like to thank for their help and assistance throughout our audit visit.

Should you have any queries on the contents of the Annual Report please do not hesitate to contact us.

3 FINANCIAL REVIEW

3.1 FINANCIAL STATEMENTS

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. The Accounts Direction requires compliance with the Statement of Recommended Practice: Accounting for Further and Higher Education 2007 ("the SORP").

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.

3.2 AUDIT OPINION

We are pleased to record that there are no qualifications in our audit opinion on the College's accounts for the year ended 31 July 2013, as, in our opinion, the financial statements give a true and fair view in accordance with the Further and Higher Education (Scotland) Act 1992 and directions made thereunder by the Scottish Funding Council of the state of the body's affairs as at 31 July 2013 and of its surplus for the year then ended; and have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and in accordance with the requirements of the Further and Higher Education (Scotland) Act 1992 and directions made thereunder by the Scottish Funding Council, the Charities and Trustee Investment (Scotland) Act 2005, and regulation 14 of The Charities Accounts (Scotland) Regulations 2006.

We are satisfied that in all in all material respects the expenditure and income in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers and that the information given in the Operating and Financial Review for the financial year for which the financial statements are prepared is consistent with the financial statements.

3.3 SUBMISSION OF WORKING PAPERS

The financial pages of the accounts submitted for audit were substantially complete and revised soon after our audit to include the final financial information. Working papers provided have been of a good standard and queries arising from the audit have all been resolved. Key staff members were available for consultation throughout the audit process.

3.4 INCOME AND EXPENDITURE ACCOUNT

- The retained result of the College for the year is a surplus of £12,000 compared with a prior year surplus of £78,000.
- Total income for the year has increased by £1,762,000 to £20,552,000 due to both SFC income and tuition fees.
- The increase in SFC grants is attributable to an increase of £1,219,000 from University of the Highlands and Islands recurrent grant. Tuition fees and education contracts income received associated with a greater number of FE students attending the College and increased subsidiary activity during the year.
- Total expenditure for the year has increased by £1,821,000 to £20,538,000.
- The recurring staff costs, excluding FRS 17 Pension costs have increased by £599,000 to £12,452,000 compared to last financial year. The forecast budget for 2013/14 shows an increase in staff costs to £13,539,000. This is primarily due to a projected increase in student numbers over the next year and the additional staffing costs required to facilitate this.
- Other expenses have increased by £1,242,000. This has arisen mainly as a result of large repairs and maintenance spend in respect of upgrade works undertaken during the year.

	Y/E31/7/13 £'000	Y/E31/7/12 £'000
Income		
Scottish Funding Council Grants	11,611	10,229
Tuition fees and education contracts	4,803	3,913
Research grants and contracts	86	209
Other income	3,925	4,329
Investment income	127	110
	<hr/>	<hr/>
	20,552	18,790
Expenditure		
Staff costs	12,452	11,639
Staff costs – restructuring	-	214
Other operating expenses	7,119	5,877
Depreciation	937	945
Interest and other finance costs	30	42
	<hr/>	<hr/>
	20,538	18,717
Surplus before tax	<hr/>	<hr/>
	14	73
Taxation	(2)	5
	<hr/>	<hr/>
Surplus after tax	<hr/>	<hr/>
	12	78

3.5 BALANCE SHEET

- The College continues to maintain a healthy balance sheet with net assets of £20,354,000 including cash of £6,978,000.
- Tangible fixed assets have decreased by £666,000; additions of £270,000 have been made in the year which has been offset with a depreciation charge of £937,000.
- Current assets have increased from the prior year to £7,917,000 from £6,365,000, reflecting a general increase in debtors resulting from more prepayments at the year end and a greater cash balance associated with the maturation and reinvestment of fixed term deposits.
- Creditors have also increased significantly on the prior year by £1,434,000 to £6,306,000, showing an increase on the College's trade creditors balance. Accruals and deferred income balances have also increased from 2012.
- A decrease in the revaluation reserve of £328,000 to £7,577,000 reflects a release from general reserves in respect of depreciation on revalued assets.
- The balance brought forward on the income and expenditure reserve as at 1 August 2012 was £4,886,000: the balance on the income and expenditure reserve at 31 July 2013 is £5,226,000.

Group Balance Sheet	31/7/13	31/7/12
	£'000	£'000
Fixed Assets		
Tangible fixed assets	20,363	21,029
Current Assets		
Stock	17	15
Debtors	922	766
Cash in hand and at bank	6,978	5,584
Creditors : amounts falling due in less than one year	(6,306)	(4,872)
Creditors: amounts falling due after more than one year	(167)	(367)
Provision for liabilities	(1,453)	(1,453)
Net assets	20,354	20,702
Deferred capital grants	7,051	7,411
Income & Expenditure reserve	5,226	4,886
Designated reserve	500	500
Revaluation reserve	7,577	7,905
Total Funds	20,354	20,702

4 AUDIT APPROACH & KEY FINDINGS

4.1 OUR APPROACH

Our audit approach recognises the requirements of the Code and is designed to adhere to the general principles outlined therein. Our approach is also designed to address the requirements of the Financial Memorandum between the Scottish Funding Council (SFC) and the Boards of Management of the Colleges of Further Education.

Our audit approach is risk based and focused on the key risks facing the College.

During our initial planning procedures, we identified a number of areas where we considered the risk of misstatement in the accounts to be greater than normal. Our audit procedures were designed and undertaken to ensure greater focus on these risk areas in order that specific conclusions could be made with regard to the identified risks. Details of the risks identified, our audit response and our conclusions are included within Appendix D.

As part of prior year audit procedures, we documented the systems and controls in place at the College and obtained an understanding of their operation. In accordance with auditing standards, during our current year audit visit we confirmed our documented understanding of the main operating cycles and associated accounting systems via interviews of staff and the performance of walk through tests. This process has allowed us to review, in the course of our audit, the key elements of the College's systems of internal financial controls in the main operating cycles.

Based on our procedures, we have no specific areas where we consider the operation of internal financial controls could be improved. It should be noted that the primary objective of our audit is to express an opinion on the truth and fairness of the College's accounts as a whole. An audit does not examine every operating activity and accounting procedure in the college, nor does it provide a substitute for management's responsibility to maintain adequate controls over the college's activities. Our work is not designed therefore to provide a comprehensive statement of all weaknesses or inefficiencies that may exist in the colleges systems and working practices, or of all improvements that could be made.

4.2 AUDIT ISSUES ARISING

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 and Resources and Management Accountant. This practice is an established part of the audit process. This report draws to the attention of the Board of Directors any matters of particular significance or interest, which arose from the audit, noted as follows:

- **Accounting Policies:** In accordance with FRS18, we understand the Audit Committee will formally review the accounting policies included in the Annual Accounts. There have been no changes to the accounting policies in this year. We have not identified any instances where we consider the accounting policies to be inappropriate.

4.3 OTHER MATTERS

Pensions disclosure: In preparing the Annual Report for the year ended 31 July 2009, the Board of Management took advice in relation to the applicability of the accounting provisions of FRS 17 to the College's participation in the Tayside Superannuation Fund. FRS 17 provides that where an entity participates in a multi employer retirement benefit scheme, that entity should apply the accounting provision therein and recognise its share of the actuarial surplus or deficit on its balance sheet where the entity's share of the scheme assets and liabilities has been tracked on a consistent and reasonable basis.

Having made enquiries of the scheme actuary, the Board of Management reached the conclusion that the scheme assets had not been tracked on a consistent and reasonable basis and that there was scope within the way in which the scheme was administered for a significant level of cross-subsidisation between participating employers. Accordingly, the Board assessed that the provisions of FRS 17 should not be applied in respect of the College's participation in the Tayside Superannuation Fund and that this should be accounted for as a defined contribution fund with the charge to the income and expenditure account for the year representing only the value of the contributions made. This treatment has been adopted in the Annual Report annually thereafter.

During our current year audit procedures, the College revisited this situation with the Scheme actuary. Following a report from the actuary to the Board confirming that there have been no changes to the way in which the scheme is administered, the Board has again considered the accounting treatment and has determined that the scheme assets and liabilities have not been tracked on a consistent and reasonable basis and hence that the current accounting treatment be continued. We have reviewed the various correspondence and assessments of the scheme and consider that the reasoning related to the disclosure of the scheme as a defined contribution scheme remains valid at 31 July 2013.

4.3 OTHER MATTERS (CONTINUED)

Board Attendance: Our review of Governance procedures highlighted that one Audit Committee member had a lower level of attendance of less than 25%. This situation had been identified by the Clerk to the Board and action is being taken in accordance with the College procedures.

4.4 UNADJUSTED ERRORS

Appendix C includes a copy of the letter of representation which we have sought from the Governors in support of the matters reported to us during our audit procedures. This also includes reference to the summary of unadjusted errors and deviations. There were no errors or deviations that were identified during our procedures other than clearly trifling which have not been amended within the accounts.

4.5 INDEPENDENCE

International Standard on Auditing (UK and Ireland) 260: Communication with those charged with governance, requires that we communicate at least annually with you regarding all relationships between our firm and Perth College which, in our professional judgement, may reasonably be thought to bear on our independence and the objectivity of the audit engagement partner and the audit staff and to detail the related safeguards in place.

We are not aware of any such relationships between our firm and Perth College that, in our professional judgement, may reasonably be thought to bear on our independence and the objectivity of the audit engagement partner and the audit staff.

In our professional judgement, as of the date of this report, Wylie & Bisset LLP is independent of Perth College within the meaning of United Kingdom regulatory and professional requirements and the objectivity of the audit engagement partner and the audit staff is not impaired.

5 GOVERNANCE & INTERNAL CONTROLS

5.1 GOVERNANCE

Governance is concerned with structures and processes for decision making, accountability, control and behaviour at the upper levels of an organisation. The respective responsibilities of the charity and Wylie & Bisset LLP are summarised in Appendix A.

Although we are not required to form an opinion on the adequacy and effectiveness of the individual components of the college's code of corporate governance, we are required *under the Code* to consider the corporate governance arrangements in place at the college.

5.2 INTERNAL AUDIT

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.

The College's internal auditors during the year ended 31 July 2013 were Henderson Loggie

In the course of the year ended 31 July 2013 the following areas were scheduled to be reviewed by the Internal Auditor:

- Publicity & Communications
- Health & Safety
- IT Network Arrangements
- Budgetary Control
- Procurement and Creditors/Purchasing

Our audit procedures included an assessment of the adequacy of the Internal Audit function and review of the reports issued by the Internal Auditor. At the time of our audit, reporting was complete in relation to all areas reviewed by internal audit.

Minutes of the audit committee were also reviewed.

Our findings in this area proved satisfactory, allowing us to conclude that the internal audit function is operating effectively. .

5.3 STATEMENT OF CORPORATE GOVERNANCE

We have reviewed the Colleges Statement of Corporate Governance included within the financial statements. Whilst we do not express an opinion on this statement, we are required to report where a statement does not comply with the requirements of SORP or other guidance, or if it is misleading or inconsistent with other information of which we are aware. The content of this statement is consistent with our understanding of Perth College.

As part of our audit we have performed a review and assessment of the College's Corporate Governance systems relating to standards of conduct, openness and integrity. In addition, we reviewed the College's Risk Register and risk management arrangements along with the minutes of meetings of key College committees issued during the year.

The College is committed to exhibiting best practice in all aspects of Corporate Governance and, in the opinion of the Board of Management the College complies with all the provision of the UK Corporate Governance Code in so far as they apply to the further education sector.

The College's full Board of Management meets at least four times a year and has several committees through which it conducts its business. Each committee has formally constituted terms of reference and standing orders. These committees include: an Academic Affairs Committee, an Audit Committee, a Chairs Committee, an Engagement Committee, a Finance and General Purposes Committee, a Futures and Strategy Committee, a Remuneration Committee and a Search and Nomination Committee. They all comprise mainly lay members of the Board, one of whom is the Chair. The Board is supported by an Independent Clerk.

Board members also include members from College staff and students.

The Board completes an exercise on self-evaluation at the end of each meeting which is based on the responsibilities of the Board and on the 'Good Governance Standard for Public Services'. Each committee of the Board completes an annual self-evaluation exercise based on the remit of the committee. Both exercises include an evaluation of the performance of the Chair(s).

We have also considered the arrangements made by the college in order to address the requirements of the Bribery Act 2010 that came into force on 1 July 2011 in order to assess their appropriateness and adequacy.

Based on our review, we are satisfied that the College operates appropriate Corporate Governance procedures and that management has adequate arrangements in place covering standards of conduct.

We found no matters therein to impact upon our audit opinion, however a follow up recommendation has been made in this area to strengthen the Corporate Governance arrangements currently in place.

6 FRAUD AND IRREGULARITIES

6.1 BEST PRACTICE

Best practice requires that the charity should establish arrangements for the prevention and detection of fraud and other irregularities as part of its Governance procedures.

An assessment was made of the adequacy of the systems and controls for the prevention and detection of fraud and irregularities during our audit planning procedures.

6.2 AUDIT FINDINGS

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 charity'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.

No areas of significant concern were found during normal audit procedures.

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.

Overall we concluded that management has an adequate approach to fraud prevention and detection and has reasonable controls in place to ensure that potential areas for fraud are detected and dealt with in an appropriate manner.

There are no specific recommendations made in this area however, it is highlighted that all the recommendations made have an implicit impact on the prevention and detection of fraud and other irregularities within the College.

7 AUDIT RECOMMENDATIONS – 31 JULY 2012

7.1 31 JULY 2012 MANAGEMENT LETTER

A management letter was prepared by Wylie & Bisset LLP in relation to the accounts of Perth College for the year ended 31 July 2012.

The points noted within the prior year management letter, along with the observations and follow up conclusions from the current year are detailed below.

The points within the report have been assigned a priority level based on the urgency required in addressing the matters highlighted. An explanation of the priority is 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 company matches current best practice.

7.2	VAT accounting reference date
Observation	During our audit procedures we noted that purchase invoices are entered onto the accounting system with invoice date and a recorded service date. For the purposes of VAT returns, reports are produced at each period ends noting the purchase invoices and input VAT claimable on those transactions. However, these reports, and hence the VAT reference date is based on recorded service date rather than the invoice date.
Implication	The period end input VAT noted per the VAT returns is incorrect, as it includes invoices from periods prior to and after the period in which the return relates. HMRC expect VAT to be accounted for on an invoice basis and not on a service date basis. Whilst the timing differences are no likely to be material on an ongoing basis, any period of large purchases may give rise to a more significant error which has the potential to result in a fine or interest charge.
Recommendation	We would recommend that going forward the reports used in the preparation of the VAT returns were run on invoice date rather than service date.
Priority	Medium
2013 Update	The report that is run for the purposes of the VAT return picks up invoices posted in that period. Therefore it will only include invoices relating to the period of the VAT return. Therefore no further action required.

7.3	Electronic Signature Security
Observation	Within the working papers provided to us in relation to the year end statutory accounts, that they contained electronic signatures of the Board members in an unprotected format. These could easily be manipulated and copied.
Implication	Whilst as auditors we would maintain the security of these “signatures” the lack of documented formal procedures in relation to the use and issue of such could result in the signatures being used inappropriately, potentially to the detriment of the College and / or individual concerned.
Recommendation	We recommend that all electronic signatures be kept securely and only accessed by authorised individuals. We would recommend that a policy is produced in relation to the use of electronic signatures and that staff are made aware of this. We would also recommend the college re-iterate to staff that documents such as the annual accounts should only be signed in person, by the college board and not include electronic pre-signed signatures.
Priority	Medium
2013 Update	A paper was sent out to all applicable users set out the use and storage restrictions to be imposed on the use of electronic signatures. Due to the small number of staff who this is applicable to this was deemed to be more suitable that creating a policy. Therefore no further action is required.

7.4	Governance Manual
Observation	The college maintains a comprehensive and accessible governance manual which was reviewed as part of our audit procedures. Within this it was noted that the manual states that it is the responsibility of the Audit Committee to advise the board on selection, appointment and removal of external auditors. This is not fully correct as the external auditor appointment is directed by Audit Scotland. The College can veto the appointment prior to the start of each 5 year audit cycle can apply to Audit Scotland to have the auditors removed during their assessment of each annual audit
Implication	The college governance manual does not accurately reflect the procedure in place regarding the selection appointment and removal of external auditors.
Recommendation	We recommend the college revise the Governance manual to include the correct procedure in relation to external auditors.
Priority	Low
2013 Update	The governance manual has not been updated since October 2011 therefore the recommendation noted above has not been implemented. We repeat our original recommendation.
Responsibility	Management Response
	The Governance manual has now been amended accordingly.

8 AUDIT RECOMMENDATIONS – 31 JULY 2013

8.1 31 JULY 2013 RECOMMENDATIONS

As noted within the previous section, the majority of recommendations made in the previous year had been addressed in the year with only one point requiring further action. This point has not been repeated within this section.

There have been no additional matters highlighted as a result of our current year audit procedures.

9 EMERGING ISSUES

9.1 CLASSIFICATION CHANGE FOR INCORPORATED COLLEGES

The Office of National Statistics 'ONS' has reviewed the classification of further education colleges in the UK and concluded that all incorporated FE colleges should be classified as non departmental public sector bodies ("NDPB"). This will impact upon colleges' ability to use carry forward surpluses and will require revenue and capital spend to be within Scottish Government spending limits.

This has significant implications for the sector with colleges now required to report, budget and align accounting practice with that applicable to central government organisations.

9.2 YEAR END CHANGE

As a consequence of the classification change discussed in section 9.1, colleges will require to apply the same financial year basis as is currently used in the public sector (April to March). This will take effect from the 31 March 2014 with colleges required to report on the 8 month period then ended.

The impact of the change in the financial year end for all Scottish Colleges is ultimately unknown. With the financial year now differing from the academic year the recognition of income and expenditure will have to be reviewed carefully in order to present an accurate financial result. This will require consideration across the sector to ensure results are reported on a consistent basis. This will have particular significance in the initial 8 month period to 31 March 2014.

The year end change which will result in an alteration to the annual reporting deadline for Colleges to SFC and Audit Scotland. As a consequence college management will have to consider the timing of their diet of Board and Committee meetings. There is currently a lack of clarity with regards to when the annual reporting deadline will be however college management need to be aware of the need to be flexible to meet the imminent change.

9.3 MANAGEMENT OF RESERVES AND SURPLUSES

The reclassification of colleges affects their ability to use carry forward surpluses. The SFC has issued guidance on a potential solution to the future management of reserves and surpluses, through the use of arms-length charitable foundations. Currently the sector has been asked to consider 3 possible models:

- a) a separate foundation for each college or region;
- b) a single umbrella foundation with designated sub funds for each college; or,
- c) a number of foundations based on geographical or other groupings.

College Management are aware of the currently identified ramifications of the reclassification in this regard and are considering the most appropriate course of action.

9.4 CHANGES IN ACCOUNTING FRAMEWORK

The Financial Reporting Council (FRC) issued FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland in March 2013. This is the third new standard to be issued by the FRC since November 2012 and represents the most significant element of the new UK GAAP reporting regime. FRS 102 is applicable for accounting periods beginning on or after 1 January 2015, ie 31 March 2016 year ends.

The Further and Higher Education SORP Board has recently developed a new SORP, which is currently out for consultation. It is expected that the revised SORP will be issued in summer 2014. Whilst this will only apply to college financial statements from 31 March 2016 management should be aware of the need to draw up a transitional balance sheet at 1 April 2014 in order to facilitate the composition of restated comparative figures at 31 March 2015.

At Wylie & Bisset we acknowledge this is a period of significant change and uncertainty for the FE sector. Our Education Unit continue to monitor developments during this time of change and will offer guidance and advice as clarity is attained.

APPENDICES

A STATEMENT OF RESPONSIBILITIES OF THE MEMBERS OF THE BOARD OF MANAGEMENT

The Board of Management are required to present audited financial statements for each financial year.

In accordance with the Further and Higher Education (Scotland) Act 1992 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 year.

The Board of Management is responsible for ensuring that proper accounting records are maintained which disclose, with reasonable accuracy at any time, the financial position of the College and enable it to ensure that the financial statements are prepared in accordance with the Further and Higher Education (Scotland) Act 1992, the 2007 Statement of Recommended Practice – Accounting for Further and Higher Education Institutions and other relevant accounting standards.

In addition, within the terms and conditions of a Financial Memorandum agreed between the Scottish Funding Council and the College's Board of Management, the Board, through its designated office holder, the Principal, is required to prepare financial statements for each financial year 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 year

In preparing the financial statements, the Board of Management is required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare financial statements on a going concern basis, unless it is inappropriate to presume that the College will continue in operation. The Board of Management is satisfied that it has adequate resources to continue in operation for the foreseeable future and for this reason the going concern basis continues to be adopted in the preparation of the financial statements.

The Board of Management has taken reasonable steps to:

- ensure that funds from the Scottish Funding Council are used only for the purposes for which they have been given and in accordance with the Financial Memorandum with the Funding Council and any other conditions which the Funding Council may from time to time prescribe;
- 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; and
secure the economical, efficient and effective management of the College's resources and expenditure

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 areas;
- a comprehensive medium and short-term planning process, supplemented by detailed annual income, expenditure, capital and cash flow budgets;
- 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;
- Financial Regulations, detailing financial controls and procedures, approved by the Audit Committee and the Finance Committee; and
- a professional Internal Audit team whose annual programme is approved by the Audit Committee and endorsed by the Board of Management, and whose head provides the Board of Management 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

B INDEPENDENT AUDITOR'S REPORT

We have audited the financial statements of Perth College for the year ended 31 July 2013 under the Further and Higher Education (Scotland) Act 1992 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. The financial statements comprise the Income and Expenditure Account, and Statement of Total Recognised Gains and Losses, the Balance Sheet, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 for no other purpose. In accordance with paragraph 125 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 and Auditor

As explained more fully in the Statement of Responsibilities of the Board of Management, the Board of Management is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and is also responsible for ensuring the regularity of expenditure and income. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Auditor General for Scotland. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors. We are also responsible for giving an opinion on the regularity of expenditure and income.

Scope of the Audit of the Financial Statements

An audit involves obtaining evidence about the amounts, disclosures, and regularity of expenditure and income in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the body's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Board of Management; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on 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 directions made thereunder by the Scottish Funding Council of the state of the body's affairs as at 31 July 2013 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Further and Higher Education (Scotland) Act 1992 and directions made thereunder by the Scottish Funding Council, the Charities and Trustee Investment (Scotland) Act 2005, and regulation 14 of The Charities Accounts (Scotland) Regulations 2006.

Opinion on Regularity

In our opinion in all material respects the expenditure and income in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers;

Opinion on Other Prescribed Matters

In our opinion the information given in the Operating and Financial Review for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We are required to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit; or
- the Statement of Corporate Governance and Internal Control does not comply with Scottish Funding Council requirements.

We have nothing to report in respect of these matters

C LETTER OF REPRESENTATION

Crieff Road
Perth
PH1 2NX
11 December 2013

Messrs Wylie & Bisset LLP
Chartered Accountants
168 Bath Street
Glasgow
G2 4TP

Dear Sirs

LETTER OF REPRESENTATION

We confirm to the best of our knowledge and belief the following representations given to you in connection with your audit of the college's accounts for the year ended 31st July 2013.

1. We acknowledge as members of the Board of Management our responsibility for ensuring:
 - a) the financial statements are free of material misstatements including omissions
 - b) that the financial statements give a true and fair view of the state of affairs of the College as at 31st July 2013.
 - c) all the accounting records have been made available to you for the purpose of your audit and all the transactions undertaken by the College have been properly reflected and recorded in the accounting records.
 - d) all other records and related information, including minutes of all management meetings, have been made available to you.
 - e) the accounting policies used are detailed in the financial statements and are consistent with those adopted in the previous financial statements and are in accordance with the Accounts Direction issued by SFC under the terms of the Further and Higher Education (Scotland) Act 1992, and
 - f) compliance with the terms and conditions of the Financial Memorandum issued to the Board of Management by the SFC.

2. We have appointed Henderson Loggie as Internal Auditors to the College as required by SFC. All reports issued to the College and our responses to them have been made available to you.
3. We acknowledge our responsibility for the design and implementation of internal control systems to prevent and detect fraud. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud. There have been no irregularities (or allegations of irregularities) involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements.
4. The College has no liabilities or contingent liabilities other than those disclosed in the accounts.
5. All claims in connection with litigation that have been, or are expected to be, received have been properly accrued for in the financial statements.
6. There have been no events since the balance sheet date that require disclosure or which would materially affect the amounts in the accounts, other than those already disclosed or included in the accounts. Should further material events occur, which may necessitate revision of the figures included in the financial statements or inclusion of a note thereto, we will advise you accordingly.
7. The College has had at no time during the year any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit transactions) for the Board of Management nor to guarantee or provide security for such matters.
8. We confirm that we have disclosed to you all related party transactions relevant to the College and that we are not aware of any further related party matters that require disclosure in order to comply with the requirements of charities legislation, the Statement of Recommended Practice for Further and Higher Education accounts or accounting standards.
9. The College has not contracted for any capital expenditure other than as disclosed in the accounts.
10. The College has satisfactory title to all assets and there are no liens or encumbrances on the College's assets, except for those that are disclosed in the financial statements.
11. We are not aware of any irregularities, including fraud, involving management or employees of the College, nor are we aware of any breaches or possible breaches of statute, regulations, contracts, agreements or College's Constitution and Articles of Government which might result in the College suffering significant penalties or other loss. No allegations of such irregularities, including fraud, or such breaches have come to our attention. We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the College conducts its business.

12. We confirm that, in our opinion, the College is a going concern on the grounds that current and future sources of funding or support will be more than adequate for the College's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the College's ability to continue as a going concern need to be made in the financial statements.
13. We confirm that you have not identified to us any unadjusted errors other than those which are clearly trifling. It is our view that the cost of making these adjustments to the financial statements outweighs any benefits that will be gained by users of the accounts.
14. We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the above representations to you.

Yours faithfully

..... Chairman

..... Principal & Chief Executive

D IDENTIFIED AUDIT RISK, APPROACH & CONCLUSION

Risk	Audit response	Conclusion
<p><u>Override of Internal controls</u></p> <p>Fraud or error arising due to management override of controls. Note that this is considered a specific risk for all audit engagements in accordance with the requirements of ISAs.</p>	<p>Our audit procedures will include testing the appropriateness of journal entries recorded within the general ledger and other adjustments made in the preparation of the financial statements, along with a review of accounting estimates for any evidence of bias. We will also consider specifically any significant transactions outside the normal operations of the College.</p>	<p>Satisfactory. Our testing has highlighted no issues in this area. There were no indicators of inappropriate management override of controls.</p>
<p><u>Revenue recognition</u></p> <p>Material misstatement due to errors in revenue recognition. Note that this is considered a specific risk for all audit engagements in accordance with the requirements of ISAs unless it can be specifically rebutted.</p>	<p>Our standard testing procedures in this area will adequately address the associated risk such that a specific additional audit response is not required.</p>	<p>Satisfactory. Our testing of the income balances has highlighted no issues with regard to revenue recognition providing adequate assurance over the figures included within the financial statements.</p>

E CONTACT DETAILS

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