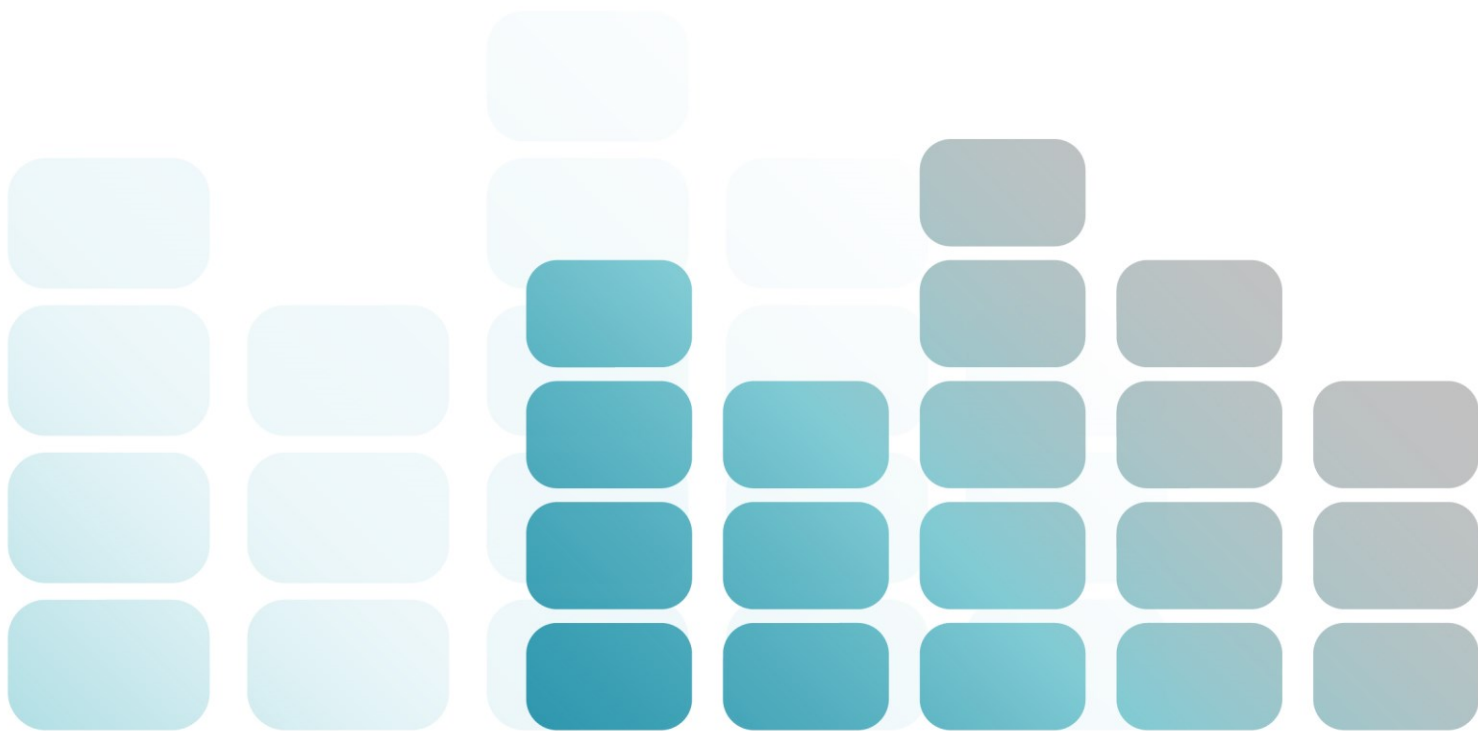


# Highlands and Islands Transport Partnership

Annual Audit Plan 2024/25



Prepared for Highlands and Islands Transport Partnership  
March 2025

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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 The Highlands and Islands Transport Partnership (HITRANS) 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. Patricia Fraser, of Audit Scotland, has been appointed by the Accounts Commission as external auditor of HITRANS 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. The appointed auditor and the audit team are independent of HITRANS 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 HITRANS 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 audit opinion on other statutory information published within the annual accounts, including the Management Commentary, the Annual Governance Statement, and the audited part of the Remuneration Report
- consideration of arrangements in relation to wider scope areas including Best Value.

**6.** As a less complex body, wider scope requirements are restricted to conclusions on financial sustainability and the adequacy of the disclosures in the Annual Governance Statement.

## Responsibilities

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

### Auditor's responsibilities

**8.** 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 HITRANSs arrangements in place for the wider scope areas.

### Highland and Islands Transport Partnership's responsibilities

**9.** HITRANS 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.

### **Communication of fraud or suspected fraud**

**10.** In line with ISA 240, in presenting this audit plan to the Partnership Board we seek confirmation from those charged with governance of any instances of actual, suspected or alleged fraud that should be brought to our attention. Should members of the Partnership Board have any such knowledge or concerns relating to the risk of fraud within HITRANS, we invite them to communicate this to the appointed auditor for consideration.

# Audit of the annual accounts

## Introduction

**11.** 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

**12.** 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.

**13.** Materiality determines 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.

**14.** The materiality levels determined for the audit of HITRANS are outlined in [Exhibit 1](#).

## Exhibit 1

### 2024/25 Materiality levels for Highlands and Islands Transport Partnership

Materiality	HITRANS
<b>Materiality</b> – based on an assessment of the needs of users of the financial statements and the nature of HITRANS operations, the benchmark used to determine materiality is gross expenditure based on the audited 2023/24 financial statements. Materiality has been set at 2% of the benchmark.	£86,000

Materiality	HITRANS
<p><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 60% of planning materiality.</p>	£52,000
<p><b>Reporting threshold</b> – all misstatements greater than the reporting threshold will be reported.</p>	£4,000

Source: Audit Scotland

## Significant risks of material misstatement to the financial statements

**15.** The risk assessment process draws on the audit team’s cumulative knowledge of HITRANS, 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.

**16.** 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](#). These are the risks which have the greatest impact on the planned audit approach, and the planned audit procedures in response to the risks.

**17.** 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 HITRANS 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><b>Fraud caused by management override of controls</b></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>	<ul style="list-style-type: none"> <li>• Make inquiries of individuals involved in the financial reporting process about inappropriate or unusual activity relating to the processing of journal entries.</li> <li>• 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>• Consider the need to test journal entries and other adjustments throughout the year.</li> <li>• Evaluate significant transactions outside the normal course of business.</li> <li>• Assess the adequacy of controls in place for identifying and disclosing related party relationships and transactions in the financial statements.</li> <li>• Assess changes to the methods and underlying assumptions used to prepare accounting estimates and assess these for evidence of management bias.</li> <li>• Substantive testing of income and expenditure transactions around the year-end to confirm they are accounted for in the correct financial year.</li> <li>• Focused testing of accounting accruals and prepayments.</li> </ul>

Source: Audit Scotland

### Key audit matters

**18.** 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.

**19.** 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.

**20.** In addition to the significant risk of material misstatements in Exhibit 2 above the following key audit matter has been identified as part of our planning process.

**21. Pension valuation:** The pension valuation requires the use of an actuarial methodology based on a range of assumptions including financial and demographic assumptions. Small movements in these can result in material changes to valuations as was the case in the last two prior years. We will assess the scope, independence and competence of the professionals engaged in providing estimates for pensions and review appropriateness of actuarial assumptions and results and compare with similar organisations. We will establish officers' arrangements for ensuring the reasonableness of professional estimations and the accuracy of information provided to the actuary by Highland Council on behalf of HITRANS.

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# Wider scope

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## Introduction

**22.** 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:

- Financial Management
- Financial Sustainability
- Vision, Leadership and Governance
- Use of Resources to Improve Outcomes

**23.** Auditors are required to consider the adequacy of the audited body's arrangements for these areas unless the auditor judges it is not appropriate due to the body's size, nature and audit risks (less complex body).

**24.** Based on HITRANS gross expenditure and assets, the lack of wider scope risks and low level of public scrutiny we have concluded that it is appropriate to apply the less complex body approach to the 2024/25 audit. Consequently, our wider scope audit work will focus on the appropriateness of the disclosures in the Annual Governance Statement and HITRANS arrangements for ensuring financial sustainability.

## Best Value

**25.** Auditors have a duty to be satisfied that bodies that fall within section 106 of the Local Government (Scotland) Act 1973 have made proper arrangements to secure Best Value. We will consider how the Partnership demonstrates that it is meeting its Best Value responsibilities and we will report our findings as part of our Annual Audit Report.

## Significant wider scope and Best Value risks

**26.** No significant risks in the wider scope areas or Best Value were identified from the risk assessment process

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# Reporting arrangements, timetable and audit fee

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## Audit outputs

**27.** Matters arising from our audit will be reported on a timely basis and will include agreed action plans. Draft reports will be shared with the relevant officers to confirm factual accuracy.

**28.** We will provide an independent auditor's report to the Partnership Board and the Accounts Commission setting out our opinions on the annual accounts. We will also provide the Partnership Board and the Accounts Commission with an annual report on the audit containing observations and recommendations on significant matters which have arisen during the audit.

**29.** 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.

**30.** The audit team will be unable to achieve the target date of 30 September 2025 for issuing the Independent Auditor's Report and Annual Audit Report. This is due to prioritising the quality of our audit work over meeting target dates, as required by the Accounts Commission, and consistent with messaging from the Financial Reporting Council which has made clear that audit quality takes precedence.

**31.** The audit team are working towards completion of the audit by the later date of 7 November 2025 and are working towards delivering the audit by target dates over the course of the five-year audit appointment.

## Audit timetable

**32.** 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](#) 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 HITRANS and reported to those charged with governance, where required.

### Exhibit 3

#### 2024/25 audit timetable

Audit activity	Audit team target date	Partnership Board date
Issue of Annual Audit Plan	31 March 2025	25 April 2025
<b>Annual Accounts</b>		
Consideration of unaudited annual accounts by those charged with governance	30 June 2025	By 30 June 2025
Submission of unaudited annual accounts and all working papers to audit team	30 June 2025	N/A
Latest date for audit clearance meeting	17 October 2025	N/A
Agreement of audited and unsigned annual accounts	24 October 2025	N/A
Issue of proposed: <ul style="list-style-type: none"> <li>• Letter of Representation (ISA 580)</li> <li>• Independent Auditor's Report</li> <li>• Proposed draft Annual Audit Report</li> </ul>	24 October 2025	7 November 2025
Signing of Independent Auditor's Report.	7 November 2025	7 November 2025

Source: Audit Scotland

### Audit fee

**33.** HITRANS's audit fee is determined in line with Audit Scotland's fee setting arrangements. The planned audit fee for the 2024/25 audit is £12,800 (2023/24: £12,560).

**34.** In setting the audit fee, it is assumed that HITRANS 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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# Other matters

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## Internal audit

**35.** HITRANS 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.

**36.** 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

**37.** 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](#).

**38.** 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.

**39.** 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.

**40.** 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.

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

# Highland and Islands Transport Partnership

Annual Audit Plan 2024/25



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