

## CLYDE MUIRSIEL PARK AUTHORITY

**To:** Joint Committee

**On:** 2 September 2016

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**Report by:** The Treasurer

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**Heading:** Audited Annual Accounts 2015-16

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### 1. **Summary**

- 1.1 At the meeting of the Joint Committee on 27 May 2016 a report on the unaudited accounts for the year ended 31 March was noted.
- 1.2 The audit certificate issued by Audit Scotland provides an unqualified opinion that the abstract of the accounts presents a true and fair view of the financial position of the Joint Committee as at 31 March 2016, in accordance with the accounting policies detailed in the accounts.
- 1.3 A report on the 2015-16 audit by Audit Scotland is also submitted for members information.
- 1.4 Following the introduction of the Local Authority Accounts (Scotland) Regulations 2014 the audited accounts must be approved for signature by the Joint Committee no later than 30 September each year. Following this approval the audited accounts will be submitted to the Interim Park Manager, Chairman and Treasurer for signature.

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### 2 **Recommendations**

- 2.1 It is recommended that members approve the audited accounts for signature and note the report by Audit Scotland.

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# Clyde Muirshiel Park Authority Joint Committee

Annual Financial Statements 2015/16





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## **Management Commentary**

### **Introduction**

The requirements governing the format and content of local authorities' annual accounts (under s106 of the Local Government (Scotland) Act 1973 joint boards and committees are classed as local authorities) are contained in The Code of Practice on Local Authority Accounting in the United Kingdom ("the Code"). The annual accounts are prepared in line with The Local Authority Accounts (Scotland) Regulations 2014 and the Scottish Government Finance Circular 5/2015.

### **History and Statutory Background**

Clyde Muirshiel Regional Park was formally designated in 1990 under the control of Strathclyde Regional Council. In 1996 the successor authorities to Strathclyde Regional Council, whose borders the Regional Park crossed, agreed to combine to form a Joint Committee "the Clyde Muirshiel Park Authority" under section 57 of the Local Government (Scotland) Act 1975.

### **Vision and Aims**

The Park's vision was approved by the Joint Committee in December 2013 to be:

"Our vision is that Clyde Muirshiel is the best regional park in Scotland"

The charter aims were revised in 2006 and currently state that the Park will:

- Conserve and enhance the natural beauty, biodiversity and cultural heritage of Clyde Muirshiel Park.
- Encourage and enable learning, understanding and enjoyment of Clyde Muirshiel Park.
- To promote and foster environmentally sustainable development for the social and economic well being of the people and communities within the Clyde Muirshiel Park area.

### **The Park Strategy and Workplan**

Working from the set of guiding principles above, the Park has produced a strategy which identified a set of strategic aims. These aims are correlated with the five national strategic goals to ensure the Park's outcomes make a contribution to the National Performance Framework.

The Park produces an annual workplan which sets out the tangible ways the Park will meet its strategic aims.

The Park has built on the legacy of the success of the "Race 2 the Games" event held in 2014-15 by continuing to work with local business and develop partnerships. Outdoor activity events held throughout 2015-16 have contributed to the Park profile and at the same time have increased income levels which will contribute to the sustainability of the Park going forward.

During 2015-16 the Park has delivered various projects including the building of the new pontoon with hoist at Castle Semple. Targeted kit purchases have allowed continued delivery of events targeted at health improvement with specialist event days and the multi class regatta utilising the hand cycles and adaptive kit purchased during 2015-16.

Looking ahead to 2016-17 the Park hopes to continue to build on the suite of projects and events currently being delivered to raise the Park profile and to lever in funding where available to deliver projects to meet the strategic aims of the Park.

## Financial Performance

### Revenue

The Comprehensive Income and Expenditure Account on page 17 summarises the total costs of providing services and the income available to fund those services.

Excluding accounting adjustments relating to pensions and short term accumulating absences, the Joint Committee has returned a surplus of £47,126 for the financial year 2015/16, compared to a budgeted breakeven position. The difference between the employee costs figure below and the figure reported in the Comprehensive Income and Expenditure report is due to accounting adjustments for pension costs £73,000 and accrued employee benefits £710.

A summary of the outturn position against the agreed budget is shown below:

	Budget	Actual	Variance
	£	£	£
Employee Costs	825,400	809,781	15,619
Property Costs	55,200	45,809	9,391
Supplies and Services	147,700	197,786	(50,086)
Contractors & Others	14,800	17,201	(2,401)
Transport Costs	41,700	49,567	(7,867)
Administrative Costs	70,900	85,954	(15,054)
Payments to Other Bodies	600	1,600	(1,000)
<b>Total Expenditure</b>	<b>1,156,300</b>	<b>1,207,698</b>	<b>(51,398)</b>
Requisition Income	(808,100)	(808,100)	-
Sales, Fees and Charges	(325,200)	(374,880)	49,680
Other Income	(23,000)	(71,844)	48,844
<b>Total Income</b>	<b>(1,156,300)</b>	<b>(1,254,824)</b>	<b>98,524</b>
<b>(Surplus)/Deficit for Year</b>	<b>-</b>	<b>(47,126)</b>	<b>47,126</b>

The underspend in Employee Costs is due to savings made on the release of employees under the Voluntary Redundancy/Voluntary Early Retirement scheme. The savings made on the restructuring following the release of the employees have covered the termination costs and returned a small saving.

The underspend in Property Costs is mainly a result of lower than anticipated spending on water charges, property insurance and other property costs.

Expenditure on the various projects the Park is involved in has led to the overspend within Supplies and Services. These costs are fully recovered and included within Other Income.

The overspend in Transport Costs is due to increased costs resulting from service delivery which have been covered by the increased levels of income generated this financial year.

The overspend in Administration Costs is mainly due to higher than expected insurance premiums for the year.

The over recovery in income relates to the increased level of Sales, Fees and Charges generated from the activities delivered by the Park and the over-recovery in Other Income relating to the additional grants and funding levered in for project expenditure.

### Capital and Reserves

The Joint Committee does not have the legal powers necessary to hold assets therefore there is no capital spend. Cash balances held by the Joint Committee are matched by creditor balances.

### Provisions, Contingencies and Write-offs

The Joint Committee is not aware of any eventualities which may have a material effect on the financial position of the Joint Committee, and has made no provisions for such eventualities.

In general, any contingent liabilities known to the Joint Committee are covered by insurance arrangements.

There were no debt write-offs during the year.

### **Net Pension Position**

The disclosure requirements for pension benefits under IAS19 are detailed at Note 15. The appointed actuaries have confirmed a net deficit position of £0.615 million, an improvement of £0.394 million in their assessment of the position of the pension fund. This movement is mainly as a result of reduced liabilities linked to an increase in the real discount rate. The net deficit position of the pension reserve impacts on the net asset position of the Joint Committee as a whole, however the funding of these future liabilities will be met from future requisitions from members and as such the going concern assumption is valid.

The appointed actuaries remain of the view however that the asset holdings of the Strathclyde Pension Scheme and the contributions from employees and employers together with planned increases in employers' contributions provide sufficient security and income to meet future pension liabilities.

### **Service changes and Future Developments**

The Committee agreed that Renfrewshire Council be authorised to develop a 'State of the Park' Report as a means of considering the assets and resources within the Park and that a consultation and engagement exercise be progressed with Park Users with a view to updates being submitted to future meetings of the Joint Committee to allow appropriate budget and resource decisions to be made to secure future activities within the Park. The Park Strategy is due to be completed in the summer of 2016 and will be presented to the Joint Committee in September 2016.

### **Events after the Balance Sheet Date**

Events from the Balance Sheet Date until the Date of Signing the Accounts have been taken into consideration.

### **Impact of Economic Climate**

The Joint Committee recognises the pressure on local authority finances and has proposed and agreed that requisition levels in 2016/17 be reduced by 14.3%. Park management has made significant progress in delivering savings over the last few years to assist in meeting the efficiency targets required in the current financial climate.

In financial year 2013/14, sales, fees & charges represented 23% of budgeted income with the member authority requisitions making up the remaining 77%. It is expected that in 2016/17, sales, fees and charges will make up 35% of income with the remaining 65% in local authority contribution. This shift in percentage brings the ratio of income generation to requisition more into line with the level expected from organisations of this nature. The Park management has also returned c. £275,000 of savings over the period from financial year 2013/14 moving into 2016/17, mainly in the areas of administration and overheads, whilst still delivering on the strategic aims of the Park.

The Joint Committee and Park management recognise the need to continue to seek further efficiencies and will also continue to develop opportunities to increase trading income over the coming years.

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**Conclusion**

We would wish to take this opportunity to acknowledge the team effort required to produce the accounts and to record our thanks to all the staff involved for their continued hard work and support.

**Cllr Christopher Gilmour**  
Chairman  
2 September 2016

**David Gatherer**  
Interim Regional Park Manager  
2 September 2016

**Alan Russell CPFA**  
Treasurer  
2 September 2016

## Statement of Responsibilities for the Annual Accounts

### The Joint Committee's Responsibilities

The Joint Committee is required:

- to make arrangements for the proper administration of its financial affairs and to secure that the proper officer of the Joint Committee has the responsibility for the administration of those affairs. (section 95 of the Local Government (Scotland) Act 1973). The Director of Finance and Resources at Renfrewshire Council is the designated Officer and operates as the Treasurer for Clyde Muirshiel Park Authority;
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- to ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014), and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003);
- to approve the Annual Accounts for signature.

I confirm that these Annual Accounts were approved for signature by the Joint Committee at its meeting on the 2 September 2016.

Signed on behalf of Clyde Muirshiel Park Authority:

**Cllr Christopher Gilmour**

Chairman

2 September 2016

### The Treasurer's Responsibilities

The Treasurer is responsible for the preparation of the Joint Committee's Annual Accounts in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom ('the Code').

In preparing this statement of accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates which were reasonable and prudent;
- complied with legislation;
- complied with the local authority Accounting Code (in so far as it is compatible with legislation);
- kept proper accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the financial statements give a true and fair view of the financial position of the Joint Committee at the reporting date and the transactions of the Joint Committee for the year ended 31 March 2016.

**Alan Russell CPFA**

Treasurer

2 September 2016

## **Governance Statement**

### **Scope of Responsibility**

Clyde Muirshiel Park Authority's Joint Committee is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. The Joint Committee also has a statutory duty to make arrangements to secure best value under the Local Government in Scotland Act 2003. In discharging this overall responsibility, the Authority's elected members and senior officers are responsible for putting in place proper arrangements for its affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

### **The Joint Committee's Governance Framework**

The governance framework comprises the systems and processes, and culture and values, by which the joint Committee is directed and controlled. It also describes the way it engages with, and accounts to its stakeholders.

The Joint Committee has also put in place a system of internal control designed to manage risk to a reasonable level. Internal control cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Joint Committee's policies aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The main features of our governance arrangements are summarised below:

- Minute of Agreement between the member councils of the Joint Committee, setting out the arrangement for governance of the Park Authority,
- Clearly defined Procedural Standing Orders, Scheme of Delegation, Financial Regulations and Standing Orders Relating to Contracts,
- Comprehensive business planning arrangements and continuous improvement arrangements including, setting key performance targets and developing work plans designed to achieve our corporate objectives,
- Regular communication and engagement with stakeholders through the Consultative Forum and other local community groups,
- Regular review of performance and public performance reporting through the Annual Report,
- Comprehensive arrangements for monitoring health and safety,
- Policies to regulate employee related matters, including the employee code of conduct and disciplinary procedures,
- Arrangements to manage risk are included in the Park Authority Annual Work Plan,
- Clear customer complaints procedures,
- Comprehensive policies and procedures for data protection and information security.
- An anti-fraud and corruption strategy and arrangements supported by a range of policies and guidelines.

Within the overall control arrangements, the system of internal financial control is intended to ensure that assets are safeguarded, transactions are authorised and properly recorded and material errors are detected and corrected. The system is based on a framework of management information, financial regulations, administrative procedures (including segregation of duties), management and supervision, and a system of delegation and accountability. The system includes:

- Financial management is supported by comprehensive financial regulations and codes,
- Comprehensive budgeting systems, and detailed guidance for budget holders,
- Regular reviews of periodic and annual financial reports which indicate financial performance against the forecasts,
- Setting targets to measure financial and other performance,

- The preparation of regular financial reports that indicate actual expenditure against the forecasts,

With Renfrewshire Council being the lead authority, all financial transactions of the Joint Committee are processed through the financial systems of the Council and are subject to the same controls and scrutiny as those of Renfrewshire Council. This includes regular reviews by the Chief Auditor of Renfrewshire Council.

### **Review of Effectiveness**

Members and officers of the Joint Committee are committed to the concept of sound governance and the effective delivery of services and take into account comments made by internal and external auditors.

The effectiveness of the governance framework is reviewed annually by the Park Manager using a self-assessment tool involving completion of a 30 point checklist covering four key areas of governance:

- Service Planning and Performance Management
- Internal Control Environment
- Budgeting, Accounting and Financial Control
- Risk Management and Business Continuity

This self-assessment indicated that the governance framework is being complied with in all material respects.

The Joint Committee's internal audit service operates in accordance with the Public Sector Internal Audit Standards. Internal Audit undertakes an annual programme following an assessment of risk completed during the strategic audit planning process.

The Chief Auditor provides an annual report to the Joint Committee and an independent opinion on the adequacy and effectiveness of the system of internal control. The Chief Auditor's annual assurance statement concluded that a reasonable level of assurance can be placed upon the adequacy and effectiveness of the Joint Committee's governance framework, risk management and internal control.

### **Statement on the Role of Chief Financial Officer**

CIPFA published this statement in 2010 and under the Code, the Joint Committee is required to state whether it complies with the statement, and if not, to explain how their governance arrangements deliver the same impact. The full statement is:

The Chief Financial Officer in a public service organisation:

- is a key member of the Leadership Team, helping it to develop and implement strategy and to resource and deliver the authority's strategic objectives sustainably and in the public interest;
- must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and alignment with the authority's financial strategy; and
- must lead the promotion and delivery by the whole authority of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

To deliver these responsibilities the Chief Financial Officer:

- must lead and direct a finance function that is resourced to be fit for purpose; and
- must be professionally qualified and suitably experienced.

**Assurance**

In conclusion, it is our opinion that the annual review of governance together with the work of internal and external auditors and certification of assurance from the Interim Park Manager provide sufficient evidence that the principles of good governance operated effectively and the Joint Committee complies with its governance arrangements in all material respects. Systems are in place to continually review and improve the governance and internal control environment. Future actions arising from the review of governance arrangements will be taken as necessary to maintain and further enhance the Joint Committee's governance arrangements.

**Cllr Christopher Gilmour**

Chairman  
2 September 2016

**David Gatherer**

Interim Regional Park Manager  
2 September 2016

## Remuneration report

All information disclosed in sections two to five in this Remuneration Report will be audited by the council's appointed auditor, Audit Scotland. The other sections of the Remuneration Report will be reviewed by Audit Scotland to ensure that they are consistent with the financial statements.

### 1. Remuneration policy for elected members

The Joint Committee makes no remuneration payment to any elected member, nor does it pay any expenses, fees or allowances to elected members.

### 2. Remuneration policy for senior employees

All Park staff are employees of Renfrewshire Council as the lead authority for the Park Authority. There are no Park Authority staff remunerated according to the Chief Officers' salary scales.

2014/15		Senior Employees		2015/16			Total
Total	Name	Post Held	Salary, fees and allowances	Expenses allowance chargeable to UK income tax	Other (i)		
£			£	£	£	£	£
22,949	David Gatherer *	Interim Park Manager	25,665	-	-	25,665	
<b>22,949</b>	<b>Total</b>		<b>25,665</b>	<b>-</b>	<b>-</b>	<b>25,665</b>	

\*The average weekly hours of the Interim Park Manager equate to 0.5 fte from 1 April 2015 to 18 November 2015 and 0.6fte from 19 November 2015 to 31 March 2016.

The above tables show the relevant amounts, before tax and other deductions, due to, or receivable by, each of the persons named for the year to 31 March 2016, whether or not those amounts were actually paid to, or received by, those persons within that period.

### 3. Pension rights

Pension benefits for Joint Committee employees are provided through the Local Government Pension Scheme (LGPS).

From 1<sup>st</sup> April 2015 benefits are based on career average pay. Pension benefits are based on the pay received for each year in the scheme increased by the increase in the cost of living, as measured by the appropriate index (or indices). The scheme's normal retirement age is linked to the state pension age for each member.

From 1 April 2009 a five tier contribution system was introduced with contributions from scheme members being based on how much pay falls into each tier. This is designed to give more equality between the cost and benefits of scheme membership. Prior to 2009 contributions rates were set at 6% for all non manual employees.

2014/15	Member contribution rates on earnings in the bands below	2015/16
Up to £20,335	5.5%	Up to £20,500
£20,336 to £24,853	7.25%	£20,501 to £25,000
£24,854 to £34,096	8.5%	£25,001 to £34,400
£34,097 to £45,393	9.5%	£34,401 to £45,800
Over £45,394	12%	Over £45,801

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If a person works part-time their contribution rate is worked out on the whole-time pay rate for the job, with actual contributions paid on actual pay earned.

There is no automatic entitlement to a lump sum. Members may opt to give up (commute) pension for a lump sum up to the limit set by the Finance Act 2004. The accrual rate guarantees a pension based on 1/49th of the pensionable pay for each year of membership, adjusted in line with the cost of living. (Prior to 2015 the accrual rate guaranteed a pension based on 1/60th of final pensionable salary and years of pensionable service. Prior to 2009 the accrual rate guaranteed a pension based on 1/80th and a lump sum based on 3/80th of final pensionable salary and years of pensionable service).

The value of the accrued benefits has been calculated on the basis of the age at which the person will first become entitled to receive a full pension on retirement without reduction on account of its payment at that age; without exercising any option to commute pension entitlement into a lump sum; and without any adjustment for the effects of future inflation.

The pension figures shown relate to the benefits that the person has accrued as a consequence of their total local government employment, not just that relating to their current post.

Senior Employees		Accrued Pension benefits as at 31 March 2016	Change in accrued pension benefits since 31 March 2015		Pension contributions made by Joint Committee during 2015-2016  (i)
Name	Post Held		Pension	Lump Sum	
			£m	£m	
David Gatherer	Interim Park Manager	0.017	0.040	+0.004	+0.008
<b>Total</b>		<b>0.017</b>	<b>0.040</b>	<b>+0.004</b>	<b>+0.008</b>
					<b>4,953</b>

(i) includes any contributions that Clyde Muirshiel Park Authority has agreed to pay in respect of the relevant person at a later date.

#### 4. Remuneration of Employees

In terms of the regulations, the Joint Committee is obliged to provide a statement of the number of employees whose remuneration, excluding pension contributions, was in excess of £50,000 during 2015/16, in bands of £5,000.

There were no employees whose salary exceeded £50,000 during 2015/16.

#### 5. Exit Packages

Clyde Muirshiel Park Authority agreed four exit packages in 2015-16 as detailed in the table below. The exit packages agreed were all on a voluntary basis with no compulsory redundancies.

The total exit package costs in the table below include redundancy, pension strain and compensatory lump sum payments; and also the notional capitalised costs of compensatory added years. These notional costs are not based on actual costs but are the estimated present value of projected costs over the lifetime of the individuals in receipt of the exit package based on the following assumptions:

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	2014/15	2015/16
Future Life Expectancy at age 65 - males	24.8 years	24.8 years
Future Life Expectancy at age 65 - females	26.2 years	26.2 years
Pension Increase Rate	2.4%	2.2%
Discount Rate	3.2%	3.5%

2014/15			2015/16		
Number of departures agreed	Total projected cost of exit packages in each band	£	Number of departures agreed	Total projected cost of exit packages in each band	£
0	0.000	£0 - £20,000 *	1	0.000	
0	0.000	£20,001 - £40,000	0	0.000	
0	0.000	£40,001 - £60,000	1	0.047	
0	0.000	£60,001 - £80,000	2	0.130	
<b>0</b>	<b>0.000</b>	<b>Total</b>	<b>4</b>	<b>0.177</b>	

\* - one employee was released at zero cost to the Clyde Muirshiel Park Authority.

**Cllr Christopher Gilmour**  
Chairman  
2 September 2016

**David Gatherer**  
Interim Regional Park Manager  
2 September 2016

## Independent Auditor's Report

### Annual Accounts 2015-16

#### Independent auditor's report to the members of Clyde Muirshiel Park Authority Joint Committee and the Accounts Commission for Scotland

I certify that I have audited the financial statements of Clyde Muirshiel Park Authority Joint Committee for the year ended 31 March 2016 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet, Cash flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 (the 2015/16 Code).

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

#### Respective responsibilities of the treasurer and auditor

As explained more fully in the Statement of Responsibilities for the Annual Accounts, the treasurer is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My 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 Accounts Commission for Scotland. Those standards require me to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures 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 circumstances of the body and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the treasurer; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the Annual Accounts to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

#### Opinion on financial statements

In my opinion the financial statements:

- give a true and fair view in accordance with applicable law and the 2015/16 Code of the state of the affairs of the body as at 31 March 2016 and of the income and expenditure of the body for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2015/16 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

**Opinion on other prescribed matters**

In my opinion:

- the part of the Remuneration Report to be audited has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014; and
- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Matters on which I am required to report by exception**

I am required to report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit; or
- the Governance Statement has not been prepared in accordance with Delivering Good Governance in Local Government; or
- there has been a failure to achieve a prescribed financial objective.

I have nothing to report in respect of these matters.

Anne McGregor  
Senior Audit Manager  
Audit Scotland  
4th Floor, South Suite  
The Athenaeum Building  
8 Nelson Mandela Place  
Glasgow  
G2 1BT

September 2016

### **Movement in Reserves Statement for the year ended 31 March 2016**

This statement shows the movement in the year on the different reserves held by the Joint Committee, analysed into usable reserves (that is, those reserves that can be applied to fund expenditure) and unusable reserves. The surplus or deficit on the provision of services line shows the true economic cost of providing the Joint Committee's services, more details of which are shown in the **comprehensive income and expenditure statement**.

	Note	Usable reserves		Unusable reserves		Total Reserves
		Revenue Reserve	Pension Reserve	Employee Statutory Adjustment Account		
		£	£	£	£	£
<b>Balance at 31 March 2014 carried forward</b>		-	(532,000)	(19,271)	(551,271)	
<i>Movement in reserves during 2014-15</i>						
Surplus or (deficit) on the provision of services		(107,113)	-	-	-	(107,113)
Other comprehensive income and expenditure	15a	-	(392,000)	-	-	(392,000)
<b>Total comprehensive income and expenditure</b>		<b>(107,113)</b>	<b>(392,000)</b>	-	-	<b>(499,113)</b>
Adjustments between accounting basis and funding basis under regulations	6b & 6c	85,472	(85,000)	(472)	-	-
Transfer from Creditors	6a	41,408	-	-	-	41,408
<b>Net increase or (decrease) before transfers to other statutory reserves</b>		<b>19,767</b>	<b>(477,000)</b>	<b>(472)</b>	<b>(457,705)</b>	
Transfers to or (from) other statutory reserves		-	-	-	-	-
Transfer to creditors	12	(19,767)	-	-	-	(19,767)
<b>Increase or (decrease) in 2014-15</b>		-	<b>(477,000)</b>	<b>(472)</b>	<b>(477,472)</b>	
<b>Balance at 31 March 2015 carried forward</b>		-	<b>(1,009,000)</b>	<b>(19,743)</b>	<b>(1,028,743)</b>	
<i>Movement in reserves during 2015-16</i>						
Surplus or (deficit) on the provision of services		(59,164)	-	-	-	(59,164)
Other comprehensive income and expenditure	15a	-	501,000	-	-	501,000
<b>Total comprehensive income and expenditure</b>		<b>(59,164)</b>	<b>501,000</b>	-	-	<b>441,836</b>
Adjustments between accounting basis and funding basis under regulations	6b & 6c	106,290	(107,000)	710	-	-
Transfer from Creditors	6a	19,767	-	-	-	19,767
<b>Net increase or (decrease) before transfers to other statutory reserves</b>		<b>66,893</b>	<b>394,000</b>	<b>710</b>	<b>461,603</b>	
Transfers to or (from) other statutory reserves						-
Transfer to creditors	12	(66,893)				(66,893)
<b>Increase or (decrease) in 2015-16</b>		-	<b>394,000</b>	<b>710</b>	<b>394,710</b>	
<b>Balance at 31 March 2016 carried forward</b>		-	<b>(615,000)</b>	<b>(19,033)</b>	<b>(634,033)</b>	

**Comprehensive Income and Expenditure Statement for the year ended 31  
 March 2016**

This statement shows the accounting cost of providing services and managing the Joint Committee during the year. It includes, on an accruals basis, all of the Joint Committee's day-to-day expenses and related income. It also includes transactions measuring the value of non-current assets actually consumed during the year and the real projected value of retirement benefits earned by employees during the year. The statement shows the accounting cost in accordance with generally accepted accounting practices, rather than the cost according to the statutory regulations that specify the net expenditure that local authorities need to take into account. The required adjustments between accounting basis and funding basis under regulations are shown in the **movement in reserves statement**.

2014/15		2015/16	
	£	Note	£
926,021	Employee Costs		882,071
49,940	Property Costs		45,809
207,780	Supplies & Services		197,786
17,590	Contractors		17,201
63,855	Transport		49,567
90,231	Administration Costs		85,954
1,400	Payments to Other Bodies		1,600
<b>1,356,817</b>	<b>Cost of Services</b>		<b>1,279,988</b>
(89,507)	Grants From Other Organisations		(15,339)
(133,088)	Sales, Fees & Charges		(199,025)
(171,916)	Charges to Users		(175,855)
(21,578)	Miscellaneous Income		(55,323)
23,885	Financing & Investment Income and Expenditure	8	32,818
(857,500)	Requisitions from Members Authorities	13	(808,100)
<b>107,113</b>	<b>(Surplus) or deficit on the provision of services</b>		<b>59,164</b>
392,000	Actuarial (Gains) or losses on pension assets and liabilities	15a	(501,000)
<b>392,000</b>	<b>Other Comprehensive Income &amp; Expenditure</b>		<b>(501,000)</b>
<b>499,113</b>	<b>Total Comprehensive Income &amp; Expenditure</b>		<b>(441,836)</b>

## Balance Sheet as at 31 March 2016

The **balance sheet** shows the value as at 31 March 2016 of the assets and liabilities recognised by the Joint Committee. The net assets of the Joint Committee (assets less liabilities) are matched by the reserves held. Reserves are reported in two categories. The first category comprises usable reserves, which are those reserves that the Joint Committee may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use. The second category of reserves comprises those that the Joint Committee is not able to use to provide services. This category includes reserves that hold unrealised gains and losses in the value of assets.

<b>31st March 2015</b>		<b>Note</b>	<b>31st March 2016</b>
	£		£
<b><u>Current Assets</u></b>			
220,570	Funds held by Renfrewshire Council		247,680
27,558	Debtors and Prepayments	10	20,438
17,044	Inventories		14,322
900	Cash in Hand		1,700
<hr style="border-top: 1px solid black;"/>			<hr style="border-top: 1px solid black;"/> 284,140
<b><u>less Current Liabilities</u></b>			
(285,815)	Creditors And Accruals	11	(303,173)
<hr style="border-top: 1px solid black;"/>			<hr style="border-top: 1px solid black;"/> (19,033)
<b><u>Net Assets Excluding Pension (Liability)/Asset</u></b>			
<hr style="border-top: 1px solid black;"/>			<hr style="border-top: 1px solid black;"/> (19,033)
<b><u>Long Term Liabilities</u></b>			
(1,009,000)	Pension (liability)/Asset	6b	(615,000)
<hr style="border-top: 1px solid black;"/>			<hr style="border-top: 1px solid black;"/> (634,033)
<b><u>Net (Liabilities)/Asset Including Pension</u></b>			
<hr style="border-top: 1px solid black;"/>			<hr style="border-top: 1px solid black;"/> (634,033)
<b><u>Represented by:</u></b>			
<b>Useable Reserves</b>			
19,767	Balance due to Member Authorities	6a	66,893
(19,767)	Transfer to Creditors		(66,893)
<b>Unuseable Reserves</b>			
(19,743)	Employee Statutory Adjustment Account	6c	(19,033)
(1,009,000)	Pension Reserve	6b	(615,000)
<hr style="border-top: 1px solid black;"/>			<hr style="border-top: 1px solid black;"/> (634,033)

The audited accounts were authorised for issue on 2 September 2016.  
Balance Sheet signed by:

**Alan Russell CPFA**  
Treasurer  
2 September 2016

## **Cash flow Statement for the year ended 31 March 2016**

This statement shows the changes in cash and cash equivalents during the year. It shows how the Joint Committee generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Joint Committee are funded by way of requisition income or from the recipients of services provided. Investing activities represent the extent to which cash outflows have been made for resources that are intended to contribute to the Joint Committee's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (that is, borrowing) to the Joint Committee.

<b>2014/15</b> £		<b>2015/16</b> £
	<b>Operating Activities</b>	
	<b>Cash Inflows</b>	
(1,290,466)	Sale of goods and rendering of services	(1,191,780)
(167,123)	Grants	(32,078)
(11,265)	Other receipts from operating activities	(11,100)
(115)	Interest received	(1,182)
<b>(1,468,969)</b>	<b>Cash inflows generated from operating activities</b>	<b>(1,236,140)</b>
	<b>Cash Outflows</b>	
752,947	Cash paid to and on behalf of employees	688,058
412,367	Cash paid to suppliers of goods and services	393,708
119,894	Other payments for operating activates	126,464
<b>1,285,208</b>	<b>Cash outflows generated from operating activities</b>	<b>1,208,230</b>
<b>(183,761)</b>	<b>Net (increase)/decrease in cash and cash equivalents</b>	<b>(27,910)</b>
37,709	Cash and cash equivalents at the beginning of the reporting period - short term deposits with Renfrewshire Council	221,470
221,470	Cash and cash equivalents at the end of the reporting period - short term deposits with Renfrewshire Council	249,380
<b>(183,761)</b>	<b>Net (inflow)/outflow in cash and cash equivalents in year</b>	<b>(27,910)</b>

## Note 1 Summary of Significant Accounting Policies

The Financial Statements for the year ended 31 March 2016 have been prepared in accordance with proper accounting practice as per section 12 of the Local Government in Scotland Act 2003. Proper accounting practice comprises the Code of Practice on Local Authority Accounting in the United Kingdom (the Accounting Code) and the Service Reporting Code of Practice for Local Authorities 2015/16, (SeRCOP) supported by International Financial Reporting Standards and recommendations made by the Local Authority (Scotland) Accounts Advisory Committee (LASAAC). They are designed to give a true and fair view of the financial performance and position of the Joint Committee and comparative figures for the previous financial year are provided. There are no significant departures from these recommendations.

The following accounting concepts have been considered in the application of accounting policies:

**Accruals basis** - the accruals concept requires the non-cash effects of transactions to be included in the financial statement for the year in which they occur, not in the period in which payment is made or income received,

**Going concern** - the going concern concept assumes that the Joint Committee will continue in existence for the foreseeable future,

**Understandability** – users of the financial statements are assumed to have a reasonable knowledge of accounting and local government,

**Relevance** – the information in the financial statements is useful for assessing Joint Committee's stewardship of public funds and for making economic decisions,

**Materiality** - information is included in the financial statements where the information is of such significance that it could influence the decisions or assessments of users of the information,

**Reliability** – information included in the financial statements faithfully represents the substance of transactions, is free from bias and material error, is complete within the bounds of materiality and cost, and has been prudently prepared,

**Primacy of legislative requirements** - legislative requirements have priority over accounting principles in the event of conflict between legislation and the Accounting Code.

The accounts have been prepared under the historic cost convention. The following accounting policies used in the preparation of the statements have been reviewed in line with changes made to the Accounting Code following the introduction of International Financial Reporting Standards.

### Accruals of Expenditure and Income

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- i. Revenue from the sale of goods is recognised when the Joint Committee transfers the significant risks and rewards of ownership to the purchaser, and it is probable that the economic benefits or service potential associated with the transaction will flow to the Joint Committee.
- ii. Revenue from the provision of services is recognised when the Joint Committee can measure reliably the percentage of completion of the transaction and it is probable that the economic benefits or service potential associated with the transaction will flow to the Joint Committee.
- iii. Supplies are recorded as expenditure when they are consumed. Where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.

- iv. Where income and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where there is evidence that debts are unlikely to be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.
- v. Suppliers invoices paid in the two weeks following the year-end are accrued together with specific accruals in respect of further material items provided the goods or services were received by the Balance Sheet date.

### **Cash and Cash Equivalents**

Cash is defined as cash in hand and deposits repayable on demand less overdrafts repayable on demand.

### **Contingent Assets and Liabilities**

Contingent assets and liabilities are not recognised in the financial statements, but are disclosed as a note to the accounts where they are deemed material.

### **Employee Benefits**

#### Benefits payable during employment

All salaries and wages earned up to the Balance Sheet date are included in the accounts irrespective of when payment was made. An accrual is made for the cost of holiday and flexi-leave entitlements earned by employees but not taken before the year end; and which employees may carry forward into the next financial year.

#### Termination benefits

Termination benefits are amounts payable as a result of a decision by the Joint Committee to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary severance. They are charged on an accruals basis to the Employee Costs line in the Comprehensive Income and Expenditure Statement when the Joint Committee is demonstrably committed to either terminating the employment of an officer or making an offer to encourage voluntary severance. The Joint Committee is only demonstrably committed to a termination when it has a detailed formal plan for the termination and it is without realistic possibility of withdrawal; and agreement to the termination has been granted by the Joint Committee.

Where termination benefits involve the enhancement of pensions, statutory provisions require the Revenue balances to be charged with the amount payable by the Joint Committee to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and to replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

#### Post employment benefits

The Joint Committee participates in the Local Government Pension Scheme which is administered by Strathclyde Pension Fund. The Local Government Pension Scheme is accounted for as a defined benefit scheme, and in accordance with International Accounting Standard 19 (IAS19) the Joint Committee has disclosed certain information concerning the assets, liabilities, income and expenditure relating to the pension scheme. IAS 19 requires that an organisation must account for retirement benefits when it is committed to giving them, even if the giving will be many years into the future.

This involves the recognition in the Balance Sheet of the Joint Committee's share of the net pension asset or liability in Strathclyde Pension Fund and a pension reserve. The Comprehensive Income and Expenditure Statement also recognises changes during the year in the pension asset or liability. Service expenditure includes pension costs based on employers' pension contributions payable and payments to pensioners in the year.

The liabilities of the Strathclyde Pension Fund attributable to the Joint Committee are included in the Balance Sheet on an actuarial basis using the projected unit method i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates and projections of earnings for current employees. Liabilities are discounted to their value at current prices using a discount rate based on the current rate of return available on a high quality corporate bond of equivalent currency and term to the scheme liabilities.

The assets of the Strathclyde Pension Fund attributable to the Joint Committee are included in the Balance Sheet at their fair value, principally the bid price for quoted securities, and estimated fair value for unquoted securities.

Note 15 to the Core Financial Statements provides further information.

#### **Events after the Balance Sheet date**

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statements are authorised for issue. There are two types of events:

- Adjusting events – those that provide evidence of conditions that existed at the end of the reporting period, and the Statements are adjusted to reflect such events
- Non-adjusting events – those that are indicative of conditions that arose after the reporting period, and the Statements are not adjusted. Where a category of events would have a material effect, disclosure is made in the notes of the nature of the event and its estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statements. Note 5 provides further information.

#### **Material Items and Prior Period Adjustments**

When items of income and expense are material, their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Joint Committee's financial performance.

Where there has been a change in accounting policy, that change will be applied retrospectively, that is, prior period figures will be restated unless the Code specifies transitional provisions that shall be followed. Where there has been a change in accounting estimate, that change will be applied prospectively, that is, prior period figures will not be restated. Where a material misstatement or omission has been discovered relating to a prior period, that misstatement or omission will be restated unless it is impracticable to do so.

#### **Government Grants and other Contributions**

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations are recognised as due to the Joint Committee when there is reasonable assurance that:

- the Joint Committee will comply with the conditions attached to the payments, and
- the grants or contributions will be received.

Amounts recognised as due to the Joint Committee are not credited to the Comprehensive Income and Expenditure Account until conditions attaching to the grant or contribution have been satisfied. Monies advanced as grants and contributions are carried in the Balance Sheet as creditors.

#### **Inventories**

Inventories (generally consumable stock) are included in the Balance Sheet at original cost.

## **Leases**

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property from the lessor to the lessee. All other leases are classified as operating leases. Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets. The Joint Committee is not party to any finance leases.

### **Operating Leases**

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefiting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g., there is a rent-free period at the commencement of the lease). The risks and rewards of ownership remain with the lessors along with the title of the property.

## **Property, Plant and Equipment**

Clyde Muirshiel Park Authority is a Joint Committee as constituted under s106(1) of the Local Government (Scotland) Act 1973. The Joint Committee has no legal power to hold assets. Any cash assets held are matched by an equivalent creditor balance.

## **Provisions**

Provisions are made where an event has taken place that gives the Joint Committee a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that Clyde Muirshiel Park Authority becomes aware of the obligation, and measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service. Where some or all of the payment required to settle a provision is expected to be recovered from another party (e.g. from an insurance claim), this is only recognised as income for the relevant service if it is virtually certain that reimbursement will be received if the Joint Committee settles the obligation.

## **Reserves**

The Joint Committee has three reserve funds. The Revenue Reserve contains the balance of requisition income from members of the Joint Committee.

The Pension Reserve arises from the IAS19 accounting disclosures for retirement benefits and recognises the Joint Committee share of actuarial gains and losses in the Strathclyde Pension Fund and the change in the Joint Committee's share of the Pension Fund net liability chargeable to the Income and Expenditure Account.

The Employee Statutory Adjustment Account absorbs the differences that would otherwise arise on the Revenue Reserve from accruing for short term accumulating absences at the end of the financial year. Generally accepted accounting practices require that all short-term employee benefits, including accumulating compensated absences, should be recognised as a cost in the accounts for the year to which they relate. This means that where employees' full holiday entitlement, time in lieu or credit flexi-time balance has not been taken by the financial year-end, the cost of the untaken days or time is calculated and recorded as an accrued expense. However, statutory arrangements require that the impact of such accrued expenditure on the Revenue Reserve is neutralised by transfers to or from the Employee Statutory Adjustment Account.

## VAT

Income and Expenditure excludes any amount relating to Value Added Tax (VAT), as all VAT is payable to HM Revenue & Customs and all VAT is recoverable from them.

## Note 2 Accounting Standards Issued not Adopted

The code requires the disclosure of information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. This applies to the adoption of the following new or amended standards within the 2016/2017 code:

- Amendment to IAS19 Employee Benefits (Defined Benefit Plans: Employee Contributions)
- Amendment to IAS1 Presentation of Financial Statements (Disclosure Initiatives)
- Changes to the format of the Comprehensive Income and Expenditure Statement

The code requires implementation from 1 April 2016 and there is therefore no impact on the 2015/2016 financial statements.

## Note 3 Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in Note 1, the Joint Committee has had to make certain judgements about complex transactions or those involving uncertainty about future events. Where a critical judgement has been made this is referred to in the relevant note to the core financial statements; however a summary of those with the most significant effect is detailed below.

Leases	The Park Authority does not own any assets – the land and properties the Park Authority manages are owned by the respective councils across whose boundaries the Park Authority crosses. No payment is made to the councils for the use of these land and property assets and there is no lease agreement in place, therefore in terms of applying the adopted accounting policies it has been assumed no lease arrangement is in place.
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## Note 4 Assumptions made about the future

The Statement of Accounts contains estimated figures that are based on assumptions made by the Joint Committee about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The items in the Balance Sheet at 31 March 2016 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if Results differ from Assumption
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Joint Committee with expert advice about the assumptions to be applied.	The effects on the net pension liability of changes in individual assumptions can be measured. For instance, a 0.5% decrease in the real discount rate assumption would result in an increase in the pension liability of £518,000. However, the assumptions interact in complex ways. During 2015/16, the appointed actuaries advised that the net pension liability had decreased by £526,000 attributable to updating of the financial assumptions.

## **Note 5 Events after the balance sheet date**

Events taking place after the authorised issue date per the balance sheet are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2016, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information. There are no non adjusting events.

On 23 June the result of the referendum on membership of the European Union was a majority vote to leave. The UK Government would cease its EU membership from the date of agreement or, failing that, within two years of the notification under Article 50 process to negotiate the terms of the UK's exit, with the possibility of extending this time frame with the agreement of the other 27 member states. There is no immediate impact on the CMPA, however, the referendum result has created uncertainty in various areas, for example, employment legislation, procurement, pension liabilities and many more. It is not currently possible to comment on the impact that this may have on the medium term for the CMPA.

## **Note 6 Details of Movement in Reserves**

### **a. Revenue Reserve**

<b>2014/15</b>		<b>2015/16</b>
	£	£
(41,408)	Balance as at 1 April	(19,767)
(85,000)	Transfer to pension reserve	(107,000)
(472)	Transfer to employee statutory adjustment account	710
107,113	(Surplus) or Deficit on provision of services (from the Comprehensive Income & Expenditure Account)	59,164
<b>(19,767)</b>	<b>Balance as at 31 March</b>	<b>(66,893)</b>

This represents the excess of member authority requisitions over expenditure in any one year and is shown as payable to the member authorities

### **b. Pension Reserve**

<b>2014/15</b>		<b>2015/16</b>
	£	£
(532,000)	Balance as at 1 April	(1,009,000)
(392,000)	Actuarial Gains and (Losses) (see note 15)	501,000
(85,000)	Net additional amount required by statute and non-statutory proper practices to be taken into account when determining the surplus or deficit on the revenue reserves for the year	(107,000)
<b>(1,009,000)</b>	<b>Balance as at 31 March</b>	<b>(615,000)</b>

The Pension Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Joint Committee accounts for post-employment benefits in the comprehensive income and expenditure statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Joint Committee makes employer's contributions to pension funds. The credit balance on the Pension Reserve shows a surplus in the benefits earned by past and current employees and the Joint Committee's share of Strathclyde Pension Fund resources available to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

**c. Employee Statutory Adjustment Account**

<b>2014/15</b>		<b>2015/16</b>	
	£		£
(19,271)	Balance as at 1 April		(19,743)
19,271	Reversal of prior year accrual for short-term accumulating compensated absences		19,743
(19,743)	Recognition of the accrual for short-term accumulating compensating absences at 31 March		(19,033)
<b>(19,743)</b>	<b>Balance as at 31 March</b>		<b>(19,033)</b>

The Employee Statutory Adjustment Account absorbs the differences that would otherwise arise on revenue balances from accruing for short-term accumulating compensated absences at the end of the financial year. Generally accepted accounting practices require that all short-term employee benefits, including accumulating compensated absences, should be recognised as a cost in the accounts for the year to which they relate. This means that where employees' full holiday entitlement, time in lieu or credit flexi-time balance has not been taken by the financial year-end, the cost of the untaken days or time is calculated and recorded as an accrued expense. However, statutory arrangements [or regulations] require that the impact of such accrued expenditure on revenue balances is neutralised by transfers to or from the Employee Statutory Adjustment Account.

**Note 7 Reconciliation of the Balance on the Comprehensive Income and Expenditure Statement to the Movement in Reserves Statement**

The deficit for the year on the Revenue Reserves was £106,290 greater than the Comprehensive Income and Expenditure Statement result. The table below gives a breakdown of the differences between the income and expenditure included in the Joint Committee's Comprehensive Income and Expenditure Statement in accordance with the Code and the amounts that statute and non-statutory proper practice require the Joint Committee to debit and credit the Revenue Reserve Balance.

<b>2014/15</b>		<b>2015/16</b>	
	£		£
<b>Amounts to be included in the Comprehensive Income and Expenditure Statement but required by statute to be excluded when determining Movement in Reserves Statement</b>			
(201,000)		Net charges made for retirement benefits in accordance with IAS19	(209,000)
(472)		Net charges for employment short-term accumulating absences	710
<b>(201,472)</b>			<b>(208,290)</b>
<b>Amounts not included in the Comprehensive Income and Expenditure Statement but required to be included by statute when determining Movement in Reserves Statement</b>			
116,000		Employers contributions payable to the Strathclyde Pension Fund	102,000
(85,472)		<b>Net additional amount required to be debited or credited to the Revenue Reserves balance for the year</b>	<b>(106,290)</b>

## Note 8 Financing & Investment Income

2014/15		2015/16
£		£
(115)	Interest on Balances	(1,182)
24,000	Pension Interest Cost	34,000
<b>23,885</b>	<b>Total Financing and Investment Income</b>	<b>32,818</b>

## Note 9 Operating Leases

There are no future minimum lease payments due under non-cancellable leases. However, the Park does have 8 vehicles on a rolling monthly contract. The expenditure charged in year to the Comprehensive Income and Expenditure Statement was £34,984 (2014-15 £34,643).

## Note 10 Debtors and Prepayments

31st March 2015	31st March 2016
£	£
27,558	Other Entities and Individuals
<b>27,558</b>	<b>20,438</b>
<b>Total short term debtors</b>	<b>20,438</b>

## Note 11 Creditors

31st March 2015	31st March 2016	
£	£	
19,767	Other local authorities	66,893
61,040	Deferred Income	63,575
10,449	SRANI Loch Footpath Project	6,714
9,310	CMP Access Project	9,327
2,071	Paths Development Officer	2,011
21,473	Branching Out Project	23,886
70,011	Race To The Games	31,809
9,315	Juniper Footpath Project	9,332
11,003	Windows on Wildlife	21,459
19,743	Short Term Accumulating Absences	19,033
44,349	Accrued Payrolls	39,607
7,284	Other entities and individuals	9,527
<b>285,815</b>	<b>Total short term creditors</b>	<b>303,173</b>

## **Note 12 Transfer to Creditors**

2014/15	2015/16
£ <u>19,767</u>	£ <u>66,893</u>

Transfer to Creditors

In terms of Section 58 of the Local Government (Scotland) Act 1973, Joint Committees have no specific powers to retain reserves to meet future funding requirements. The amounts due to member authorities have been transferred to creditors. These amounts have been generated as a result of the core activities of the Joint Committee and are not earmarked for a specific purpose.

## **Note 13 Related parties**

The Joint Committee's related parties are those bodies or individuals that have the potential to control or significantly influence the Joint Committee, or to be controlled or significantly influenced by the Joint Committee. The Joint Committee is required to disclose material transactions that have occurred with related parties and the amount of any material sums due to or from related parties. Related party relationships require to be disclosed where control exists, irrespective of whether there have been transactions between the related parties. Disclosure of this information allows readers to assess the extent to which the Joint Committee might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Joint Committee.

The member authorities of the Joint Committee have contributed requisitions in the following proportions to enable the Joint Committee to carry out its objectives.

2014/15	2015/16
£	£
Council	Percentage
520,700	Renfrewshire
211,700	60.7%
125,100	Inverclyde
<u>857,500</u>	14.6%
<b>Total</b>	<b>100.0%</b>
	<b>490,700</b>
	<b>199,500</b>
	<b>117,900</b>
	<b>808,100</b>

The Joint Committee in turn pays Renfrewshire Council for support services. The amount paid in respect of these services for the year ended 31 March 2016 was £34,600 (2014/15 £34,600).

## **Note 14 External audit costs**

Fees payable to Audit Scotland in respect of external audit services undertaken in accordance with Audit Scotland's *Code of Audit Practice* in 2015-2016 were £1,600 (£1,400 in 2014-2015). There were no fees paid to Audit Scotland in respect of any other services.

## **Note 15 Retirement Benefits**

As part of the terms and conditions of employment of its employees, the Joint Committee offers retirement benefits. Although these benefits will not actually be payable until employees retire, the Joint Committee has a commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement. The scheme for employees is Strathclyde Pension Fund which is administered by Glasgow City Council. This is a "funded" defined benefit final salary scheme meaning that the Joint Committee and its employees pay contributions into a fund, calculated at a level intended to balance the pensions liability with investment assets.

### **15a. Transactions relating to retirement benefits**

The cost of retirement benefits is recognised in the Comprehensive Income and Expenditure Statement when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is statutorily required to be made in the accounts is based upon pension contributions payable by the Joint Committee in the year, and an adjustment is made within the Movement in Reserves Statement to replace the cost of retirement benefits with employers' contributions.

The following transactions have been made in the accounting statements in 2015/16:

<b>2014/15</b>		<b>Note</b>	<b>2015/16</b>
	£		£
<b>Comprehensive Income &amp; Expenditure Statement</b>			
Cost of Services			
177,000	Current service cost	(i)	175,000
-	Past service cost/(gain)	(ii)	-
-	Settlements & curtailments	(iii)	-
<b>177,000</b>			<b>175,000</b>
<b>Financing &amp; Investment Income &amp; Expenditure</b>			
24,000	Net Interest	(iv)	34,000
<b>24,000</b>			<b>34,000</b>
<b>201,000</b>	<b>Total post employment benefit charged to the Surplus or Deficit on the Provision of Services</b>		<b>209,000</b>
<b>Other post employment benefit charged to the Comprehensive Income and Expenditure Statement</b>			
(208,000)	Return on assets excluding amounts included in net interest		25,000
600,000	Actuarial (gains) and losses arising on changes in financial assumptions		(526,000)
<b>392,000</b>	<b>Total Actuarial (gains) and losses</b>		<b>(501,000)</b>
<b>593,000</b>	<b>Total post employment benefit charged to the Comprehensive Income and Expenditure Statement</b>		<b>(292,000)</b>
<b>Movement in Reserves Statement</b>			
(477,000)	Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits according with the Code	(v)	394,000
<b>116,000</b>	<b>Employers Contributions paid to Strathclyde Pension Fund</b>		<b>102,000</b>

Notes

- i. Current service cost is the cost of future entitlements to pension payments to current employees
- ii. Past service cost is the cost of discretionary pension benefits to former employees who retired on the grounds of efficiency etc or savings made for commuting part of the pension for additional cash.
- iii. Curtailments are the pension costs to employees retired under redundancy terms.
- iv. The net Interest Cost is an actuarial adjustment to the inflation element in the cost of funding current and future pension obligations. This is the expected increase during the year in the present value of the Joint Committee's share of Strathclyde Pension Fund's liabilities because they are one year closer to settlement.
- v. The Movement on Pension Reserve represents the net change in the pension liability recognised in the Movement in Reserves Statement for pension payments made by the Joint Committee to the Strathclyde Pension Fund during the year (£107,000).

The Joint Committee is also responsible for all pension payments relating to added years benefits it has awarded, together with related increases. In 2015/16 these amounted to £8,139 (2014/15 £7,476).

In addition to the recognised gains and losses included in the Comprehensive Income and Expenditure Statement, actuarial gains of £0.501 million are included in the Movement in Reserves Statement (2014/15 £0.392 million loss). The cumulative amount of actuarial losses is £0.508 million (2014/15 £1.009 million).

**15b. Assets and liabilities in relation to retirement benefits**

A reconciliation of the Joint Committee's share of the **present** value of Strathclyde Pension Fund's **liabilities** is as follows:

<b>2014/15</b>		<b>2015/16</b>
<b>£000</b>		<b>£000</b>
4,312	Opening present value	5,266
177	Current service cost	175
189	Interest Cost	171
39	Employee Contributions	30
-	Remeasurement (gains)/losses:	
600	Actuarial losses/(gains) arising from changes in financial assumptions	(526)
(51)	Benefits Paid	(52)
<hr style="border-top: 1px solid black;"/>	<b>Balance as at 31 March</b>	<hr style="border-top: 1px solid black;"/>
<b>5,266</b>		<b>5,064</b>

A reconciliation of the Joint Committee's share of the **fair** value of Strathclyde Pension Fund's **assets** is as follows:

<b>2014/15</b>		<b>2015/16</b>
<b>£000</b>		<b>£000</b>
3,780	Opening Fair Value	4,257
165	Interest Income	137
	Remeasurement gain/(loss):	
208	Return on assets excluding amounts included in net interest	(25)
116	Contributions from employer	102
39	Contributions from employees	30
(51)	Benefits Paid	(52)
<hr style="border-top: 1px solid black;"/>	<b>Closing fair value of scheme assets</b>	<hr style="border-top: 1px solid black;"/>
<b>4,257</b>		<b>4,449</b>

**15c. Fund history**

	<b>2011/12</b> £000	<b>2012/13</b> £000	<b>2013/14</b> £000	<b>2014/15</b> £000	<b>2015/16</b> £000
Present Value of Liabilities	(3,109)	(3,781)	(4,312)	(5,266)	(5,064)
Fair value of assets	2,898	3,410	3,780	4,257	4,449
<b>Surplus/(deficit) in the scheme</b>	<b>(211)</b>	<b>(371)</b>	<b>(532)</b>	<b>(1,009)</b>	<b>(615)</b>

The main fund (Fund 1) of Strathclyde Pension Fund does not have an asset and liability matching (ALM) strategy.

The net liability position of £615,000 has a significant impact on the net worth of the Joint Committee as recorded in the balance sheet. However, any deficit on Strathclyde Pension Fund will be made good by increased contributions over the remaining working life of employees, as assessed by the Fund actuary.

**15d. Basis for estimating assets and liabilities**

The Joint Committee's share of the liabilities of Strathclyde Pension Fund have been assessed on an actuarial basis using the projected unit method, that estimates the pensions that will be payable in future years dependent upon assumptions about mortality rates, salary levels and so on. The Scheme's liabilities have been assessed by Hymans Robertson, an independent firm of Actuaries, and the estimates are based on the latest full valuation of the Fund at 31 March 2014.

The principal assumptions used by the actuary have been:

<b>31st March 2015</b>	<b>Year Ended:</b>	<b>31st March 2016</b>
<b>Mortality assumptions</b>		
	Longevity at 65 for current pensioners	
22.1 years	• Men	22.1 years
23.6 years	• Women	23.6 years
	Longevity at 65 for Future pensioners	
24.8 years	• Men	24.8 years
26.2 years	• Women	26.2 years
	4.3% Rate of increase in salaries	4.2%
2.4%	Rate of increase in pensions	2.2%
3.2%	Rate for discounting scheme liabilities	3.5%
	Take-up of option to convert annual pension into retirement lump sum:	
50.0%	Pre April 2009 service	50.0%
75.0%	Post April 2009 service	75.0%

**Clyde Muirshiel Park Authority Joint Committee**  
**Annual Accounts 2015-16**

The pension scheme's assets consist of the following categories, by proportion of the total assets held:

<b>31st March 2015</b>	<b>31st March 2016</b>
<b>£000</b>	<b>Percentage</b>
<b>Equity Securities</b>	
402	9.4%
321	7.5%
126	2.9%
297	6.9%
173	4.0%
245	5.7%
<b>1,564</b>	<b>36.4%</b>
	<b>1,621</b>
<b>Total Equity</b>	
<b>414</b>	<b>9.7%</b>
<b>414</b>	<b>9.7%</b>
<b>Private Equity</b>	
All	9.7%
<b>414</b>	<b>433</b>
<b>Total Private Equity</b>	
<b>414</b>	<b>433</b>
<b>Real Estate</b>	
389	10.7%
UK Property	478
-	0.0%
<b>389</b>	<b>10.7%</b>
	<b>478</b>
<b>Investment Funds &amp; Unit Trusts</b>	
1,221	26.0%
539	12.2%
2	0.1%
14	0.0%
8	1.4%
<b>1,784</b>	<b>39.7%</b>
	<b>1,763</b>
<b>Derivatives</b>	
-	0.0%
-	0.0%
-	0.0%
1	0.1%
<b>1</b>	<b>0.1%</b>
	<b>1</b>
<b>Total Derivatives</b>	
<b>Cash &amp; Cash Equivalents</b>	
105	3.4%
<b>105</b>	<b>3.4%</b>
	<b>153</b>
<b>Total Cash &amp; Cash Equivalents</b>	
<b>4,257</b>	<b>100%</b>
	<b>4,449</b>
<b>Total</b>	

### 15e. Impact on cashflows

An objective of the fund is to keep employer's contributions at as constant a rate as possible. The fund has agreed a strategy to achieve a funding rate of 100% in the longer term. Employers' and employees' contributions have been determined so that rates are standard across all participating employers. The rate for employer contributions has been set at 19.3% for 2015-16 to 2017-18.

The total contributions expected to be made by the Joint Committee to Strathclyde Pension Fund in the year to 31 March 2017 is £0.102 million.

### Note 16 Contingent Liabilities and Assets

As at the Balance Sheet date the Joint Committee had no material contingent assets or liabilities.

# Clyde Muirshiel Park Authority Joint Committee

Proposed 2015/16 Annual  
audit report to Members  
and the Controller of Audit



September 2016

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The Accounts Commission is a statutory body which appoints external auditors to Scottish local government bodies ([www.audit-scotland.gov.uk/about/ac/](http://www.audit-scotland.gov.uk/about/ac/)). Audit Scotland is a statutory body which provides audit services to the Accounts Commission and the Auditor General ([www.audit-scotland.gov.uk/about/](http://www.audit-scotland.gov.uk/about/)).

The Accounts Commission has appointed Anne McGregor as the external auditor of Clyde Muirshiel Park Authority Joint Committee for the period 2011/12 to 2015/16.

This report has been prepared for the use of Clyde Muirshiel Park Authority Joint Committee no responsibility to any member or officer in their individual capacity or any third party is accepted.

The information in this report may be used for the Accounts Commission's annual overview report on local authority audits published on its website and presented to the Local Government and Regeneration Committee of the Scottish Parliament.

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# Key messages

## Audit of financial statements

- Unqualified auditor's report on the 2015/16 financial statements

## Financial management and sustainability

- CMPA reported a surplus of £0.047m for the year compared with a predicted balanced budget and level of reserves increased from a very low £0.020m to £0.067m.
- Good financial management will continue to be a priority in 2016/17. Requisition levels have decreased by a further 14.3% for 2016/17; a reduction of £0.115m from previous years but a balanced budget has been set for 2016/17.
- Medium term scenario planning would improve financial planning arrangements.

## Governance and transparency

- Internal audit concluded reasonable assurance over systems of internal control.
- Participating in National Fraud Initiative would improve prevention of fraud arrangements.
- Meetings and papers are open to the public.

## Outlook

- A new park strategy was published in September 2016. A programme of consultation and engagement will now take place to inform the delivery and implementation of the key objectives. We recommend that this should include a new risk register, to support implementation, and performance management and reporting arrangements to demonstrate the actions being achieved.

# Introduction

1. This report is a summary of our findings arising from the 2015/16 audit of Clyde Muirshiel Park Authority Joint Committee (CMPA). The report is divided into sections which reflect our public sector audit model.
2. The management of CMPA is responsible for:

  - preparing financial statements which give a true and fair view
  - implementing appropriate internal control systems
  - putting in place proper arrangements for the conduct of its affairs
  - ensuring that the financial position is soundly based.
3. Our responsibility, as the external auditor of CMPA, is to undertake our audit in accordance with International Standards on Auditing, the principles contained in the Code of Audit Practice issued by Audit Scotland in May 2011 and the ethical standards issued by the Auditing Practices Board.
4. An audit of financial statements is not designed to identify all matters that may be relevant to those charged with governance. It is the auditor's responsibility to form and express an opinion on the financial statements; this does not relieve management of their responsibility for the preparation of financial statements which give a true and fair view.
5. A number of reports, both local and national, have been issued by Audit Scotland during the course of the year. These reports, summarised at [appendix II](#) and [appendix III](#), include recommendations for improvements.
6. [Appendix IV](#) is an action plan setting out our recommendations to address the high level risks we have identified during the course of the audit. Officers have considered the issues and agreed to take the specific steps in the column headed "Management action/response". We recognise that not all risks can be eliminated or even minimised. What is important is that CMPA understands its risks and has arrangements in place to manage these risks. Members should ensure that they are satisfied with proposed action and have a mechanism in place to assess progress and monitor outcomes.
7. We have included in this report only those matters that have come to our attention as a result of our normal audit procedures; consequently, our comments should not be regarded as a comprehensive record of all deficiencies that may exist or improvements that could be made.
8. The cooperation and assistance afforded to the audit team during the course of the audit is gratefully acknowledged.
9. 2015/16 is the final year of the current five-year audit appointment. From 2016/17 the auditor of CMPA will be a new Audit Scotland team. In accordance with agreed protocols and International Standards on Auditing we will be liaising with the incoming auditors as part of this transition.

# Audit of the 2015/16 financial statements

<b>Audit opinion</b>	<ul style="list-style-type: none"><li>• We have completed our audit of CMPA and issued an unqualified independent auditor's report.</li></ul>
<b>Going concern</b>	<ul style="list-style-type: none"><li>• The financial statements of CMPA have been prepared on the going concern basis. We are unaware of any events or conditions that may cast significant doubt on CMPA's ability to continue as a going concern.</li></ul>
<b>Other information</b>	<ul style="list-style-type: none"><li>• We review and report on other information published with the financial statements, including the management commentary, annual governance statement and the remuneration report. We have nothing to report in respect of these statements.</li></ul>

**Submission of financial statements for audit**

10. We received the unaudited financial statements on 17 May 2016, in accordance with the agreed timetable. The working papers were of a good standard and finance staff provided good support to the audit team which assisted the delivery of the audit to deadline.

**Overview of the scope of the audit of the financial statements**

11. Information on the integrity and objectivity of the appointed auditor and audit staff, and the nature and scope of the audit, were outlined in our Annual Audit Plan presented to the Audit Committee on 27 May 2016.

12. As part of the requirement to provide full and fair disclosure of matters relating to our independence, we can confirm that we have not undertaken non-audit related services. The 2015/16 agreed fee for the audit was set out in the Annual Audit Plan and, as we did not carry out any work additional to our planned audit activity, the fee remains unchanged.

13. The concept of audit risk is of central importance to our audit approach. During the planning stage of our audit we identified a number of key audit risks which involved the highest level of judgement and impact on the financial statements and consequently had the greatest effect on the audit strategy, resources and effort. We set out in our Annual Audit Plan the audit work we proposed to undertake to secure appropriate levels of assurance. [Appendix 1](#)

sets out the significant audit risks identified during the course of the audit and how we addressed each risk in arriving at our opinion on the financial statements.

**14.** Our audit involved obtaining evidence about the amounts and disclosures in the financial statements. This was sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error.

## Materiality

**15.** Materiality can be defined as the maximum amount by which auditors believe the financial statements could be misstated and still not be expected to affect the decisions of users of financial statements. A misstatement or omission, which would not normally be regarded as material by amount, may be important for other reasons (for example, an item contrary to law).

**16.** We consider materiality and its relationship with audit risk when planning the nature, timing and extent of our audit and conducting our audit programme. Specifically with regard to the financial statements, we assess the materiality of uncorrected misstatements, both individually and collectively.

acceptable level the probability of uncorrected and undetected audit differences exceeding our planning materiality level.

**18.** On receipt of the financial statements we reviewed our materiality levels. Materiality remained at 1% but all pension costs were now included and materiality increased to £13,140 and performance materiality to £9,855.

**Evaluation of misstatements**

**19.** A number of presentational adjustments were identified within the financial statements during the course of our audit. These were discussed with relevant officers who agreed to amend the unaudited financial statements.

**20.** The main change was to include an extra £20k into exit packages in the Remuneration report and total cost changed from £0.157m to £0.177m. The £20k cost had been correctly included in cost of services in the Comprehensive Income and Expenditure Statement, so the change to the accounts was only a disclosure change.

## Significant findings from the audit

**21.** International Standard on Auditing 260 requires us to communicate to you significant findings from the audit, including:

- The auditor's views about significant qualitative aspects of the entity's accounting practices, including accounting policies, accounting estimates and financial statement disclosures.
- Significant difficulties encountered during the audit.

- Significant matters arising from the audit that were discussed, or subject to correspondence with management.
- Written representations requested by the auditor.
- Other matters which in the auditor's professional judgment, are significant to the oversight of the financial reporting process.

22. There are no matters, other than those set out elsewhere in this report, to which we wish to draw to your attention.

## Future accounting and auditing developments

### Code of Audit Practice

23. A new Code of Audit Practice will apply to all audits from financial year 2016/17. There will be a focus on four areas:

- Financial sustainability
- Financial management
- Governance and transparency; and
- Value for money

24. In addition, as well as the annual audit report, other significant outputs, such as the annual audit plan, will be published on Audit Scotland's website.

# Financial management and sustainability

<b>Budget</b>		<b>Outturn</b>		<b>Balance due to local authorities at year-end</b>
2015/16 - Balanced Budget		31 March 2016 - £0.047m		Increase of £0.047m
2014/15- Deficit £0.026m				
<b>Budget Expenditure</b>		<b>Outturn Expenditure</b>		
	£1.156m		£1.208m	
<b>Budget Income</b>		<b>Outturn Income</b>		
	£1.156m		£1.255m	

## Financial management

25. In this section we comment on CMPA's financial outcomes and assess the Park's financial management arrangements.

26. CMPA sets an annual budget to meet its service and other commitments for the forthcoming financial year. Regular monitoring

27. CMPA incurred an accounting deficit on the provision of services of £0.059m, as shown in the Comprehensive Income and Expenditure Statement (CIES). In the CIES, cost of services decreased from

of expenditure and income against agreed budgets is central to effective financial management.

£1.357m to £1.280m, a 6% decrease due to decrease in employee costs as noted below.

28. The surplus as presented in the management commentary, of £0.047m is different because it is prior to items such as pension adjustments and employee leave accrual being made. As the budget is prepared and monitored against in this way, it is appropriate for the management commentary details to be presented as such.

29. Overall the CMPA reported an underspend of £0.047m against a planned balanced budget. The underspend in Employee Costs is due to savings made due to restructuring following the release of employees through the Voluntary Redundancy/Voluntary Early Retirement scheme. The surplus on other income of £0.049m is due to additional grants and funding matching project expenditure.

31. We assessed the role and status of the proper officer against CIPFA's "Statement on the role of the Chief Financial Officer in Local Government" and concluded that CMPA complies with the statement's five principles.

32. The financial regulations were updated in September 2014 and revenue budget monitoring reports regularly reported to the Joint Committee and they include forecasts for annual outturn.

33. CMPA continues to seek third party funding and at the year-end has project deferred income of £0.104m (2014/15: £0.133m). In addition, CMPA's annual report 2015/16 provides details on past performance on retail and catering area and shows that after years of incurring a deficit, it is now returning a small surplus.

## Conclusion on financial management

34. We have concluded that CMPA's financial management arrangements are broadly satisfactory.

35. Financial sustainability is about considering if CMPA has the capacity to meet the current and future plans.

36. In assessing financial sustainability we are concerned with whether:

- there is an adequate level of reserves
- spending is being balanced with income in the short term
- long- term financial pressures are understood and planned for

## Financial management arrangements

30. As auditors, we need to consider whether councils have established adequate financial management arrangements. We do this by considering a number of factors, including whether:

- financial regulations are comprehensive, current and promoted within CMPA
- reports monitoring performance against budgets are accurate and provided regularly to budget holders
- monitoring reports do not just contain financial data but are linked to information about performance.

- investment in services and assets is effective.

**37.** Effective long-term financial planning, asset management and workforce planning are crucial to sustainability.

**Pension liability**

**38.** The net liability on CMPA's balance sheet has decreased from £1.029m in 2014/15 to £0.634m in 2015/16, an improvement of £0.395m. The principal reason for this decrease is the pension liability has fallen from £1.009m to £0.615m. This movement is driven by changes in the pension actuary's assumptions, mainly the result of a reduction in pension liabilities linked to an increase in the real discount rate.

**39.** The pension liability represents the difference between expected future pension payments and the underlying value of pension fund assets available to meet this cost.

**40.** A material net liability can highlight a potential going concern issue however, we recognise that the appointed actuary is of the view that the asset holdings and contributions from employees and employers together with increases in contributions provide security over future liabilities. In light of these factors, it is reasonable that the accounts are prepared on a going concern basis.

## Reserves

**41.** Like all joint committees, CMPA has no specific powers to retain reserves to meet future requirements and technically the amounts

- are due to local authorities. These balances are used to support medium-term financial planning and address any unforeseen costs.

**42.** Last year we reported that balances due to authorities was £19,767, which was low at only 2% of 2014/15 expenditure. The year-end balances due to authorities for 2015/6 has increased to £0.067m or 6% of 2016/17 budgeted expenditure. A break-even position is forecast for 2016/17.

## Financial planning

**43.** CMPA approved its 2016/17 budget in February 2016. It is a balanced budget with income and expenditure set at £1.060m. The main change from the previous year is the budgeting for an agreed decrease in requisitions payable by member councils of £0.115m, reflecting the continuing pressures on local authority funding.

**44.** In June 2014, Audit Scotland reported on [Scotland's public finances](#) and identified that public bodies "face increasingly difficult choices in reducing spending while maintaining service standards and meeting rising demand". The report identified that financial planning improvements were required by public bodies.

**45.** In the [local government overview](#) report in March 2016, Audit Scotland set out some key questions, which can apply across the Scottish public sector. These include the following:



- Do we have a long-term financial strategy covering at least five years that accounts for future pressures?
- Is our five-year strategy supported by detailed financial plans covering a minimum period of three years?

## Outlook

- How well do our financial plans set out the implications of different levels of income spending and activity?
- How does our financial strategy link to our vision for the future?

**46.** Local Government bodies continue to have their overall budgets reduced each year which will likely have a consequential impact on the level of requisition funding available to the joint committee over the medium term.

**47.** At present only the local government grant settlement position for 2016/17 has been announced by the Scottish Government meaning that CMPA has published a budget for financial year 2016/17 only.

**50.** Looking ahead, CMPA will continue to face financial constraints which will increase the pressure on them to deliver their strategic aims. Decisions must be based on a clear understanding of the current financial position and the longer-term implications of decisions on services and finances.

**48.** CMPA is improving its financial position with a balanced budget for 2016/17 and improvements in retail and catering. The level of 'reserves' has increased to £0.067m but this still represents just over one-month of payroll costs. While funds are held for projects, expenditure is restricted to these projects.

**49.** There is currently no 2017/18 budget in place, resulting in no medium term financial planning. We recommend that in the absence

## Appendix IV – action plan point 1

## Conclusion on financial sustainability

# Governance and transparency

and governance structure for CMPA with a view to identifying efficiency and income generation opportunities.

<p>Internal audit concluded reasonable assurance could be placed on internal control systems</p>	<p>Arrangements for the prevention and detection of fraud would be improved if CMPA was part of next NFI exercise</p>	<p>New park strategy in place.</p>	<p>Risk management focuses on health and safety. A corporate risk register should be considered now there is a new park strategy</p>	<p>51. Members and management of the CMPA are responsible for establishing arrangements to ensure that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and for monitoring the adequacy and effectiveness of these arrangements.</p> <p>53. The review was carried out in 2014 with the support of external consultants and in February 2015 a presentation was provided on key messages. Strengths of the park included that visitor numbers are high; accessibility is good with facilities across the park; an excellent educational programme and vibrant events programme. However, the priorities are uncertain and commercial income could be improved.</p> <p>54. The park strategy was finalised over the 2016 summer and was presented to the Joint committee in September 2016. The strategy has three priorities to focus activity over the next five years, with more detailed actions described along with timescales (short-term to long-term) for delivering the objectives:</p> <ul style="list-style-type: none"><li>• Leisure activity and health</li><li>• Education and outdoor learning</li><li>• Environment management</li></ul> <p>55. Officers from the constituent authorities now plan to undertake a review of the Procedural Standing Orders and Minute of Agreement that relate to the management and governance of the park and report back to CMPA.</p>
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## Governance

52. As reported in previous years, in December 2012 CMPA members formally agreed that Renfrewshire Council (the council) being the host authority for member authorities undertake a review of the existing management

## Internal control

56. With Renfrewshire Council (the council) being the host authority for CMPA, all financial transactions of CMPA are processed through

the financial systems of the council and are subject to the same controls and scrutiny of the council including regular reviews of internal audit.

57. In the Internal Audit Annual Report 2015/16, the Chief Auditor concluded that reasonable assurance can be placed upon the adequacy and effectiveness of the CMPA's internal control, risk management and governance arrangements.

## Internal audit

58. Internal audit provides members and management of CMPA with independent assurance on risk management, internal control and corporate governance processes. We are required by international auditing standards to make an assessment of internal audit to determine the extent to which we can place reliance on its work. To avoid duplication, we place reliance on internal audit work where possible.

59. Our review of internal audit concluded that they operate largely in accordance with the Public Sector Internal Audit Standards and have sound documentation standards and reporting procedures in place. Per our audit plan, in respect of our wider governance and performance audit work we reviewed the findings of internal audit's annual report.

## Risk Management

60. CMPA does not have a corporate risk register. For the past few years risk management has focused on health and safety and risk

assessments carried out for activities in the park. CMPA, as a member of Renfrewshire Council's Corporate Health and Safety Committee compile an annual Health and Safety Plan and report progress to members annually, in addition to quarterly updates.

61. With a new park strategy in place we recommend that CMPA re-visit having a corporate risk register to help them manage risks to deliver the park action plan and liaise with internal audit and the Risk Manager.

## Appendix IV – action plan point 2

### Arrangements for the prevention and detection of fraud

62. In our Annual Audit Plan we highlighted the responsibility audited bodies have for establishing arrangements to prevent and detect fraud and other irregularities. In our opinion the overall arrangements for the prevention of fraud within CMPA are satisfactory, but could be improved by participating in the National Fraud Initiative (NFI). No system can eliminate the risk of fraud entirely.

63. CMPA is not part of this year's National Fraud Initiative (NFI). NFI is a counter-fraud exercise led by Audit Scotland, overseen by the Cabinet Office for the UK as a whole. It uses computerised techniques to compare information about individuals held by different public bodies, and on different financial systems, to identify circumstances (matches) that might suggest the existence of fraud or error. These exercises are undertaken every two years.

64. We recommend CMPA liaise with Renfrewshire Council Internal Audit (who manage the process for Renfrewshire Council) and consider being involved in the next exercise in 2016/17.

65. The arrangements for the prevention and detection of corruption in CMPA are satisfactory and we are not aware of any specific issues that we need to record in this report.

66. When assessing transparency we consider questions such as:

- Are meetings are held in public?
- Are papers and corporate documents available online and there is only limited use of taking papers in private?
- Are financial statements clearly presented and budget monitoring papers concise and clear?
- Is a register of interests available on the website?

67. We concluded that the financial statements are clear and actual expenditure and income clearly linked to budgeted figures, as described in the management commentary.

68. Meetings of CMPA are held in public and papers available from the Renfrewshire Council website. We noted that the level of written

updates on performance and progress on the governance review was less in 2014 and in the first six months of 2015 but in September 2015 and 2016, the 2014/15 and 2015/16 annual reports were issued, respectively.

#### Appendix IV – action plan point 3

### Arrangements for maintaining standards of conduct and the prevention and detection of corruption

64. We recommend CMPA liaise with Renfrewshire Council Internal Audit (who manage the process for Renfrewshire Council) and consider being involved in the next exercise in 2016/17.

65. The arrangements for the prevention and detection of corruption in CMPA are satisfactory and we are not aware of any specific issues that we need to record in this report.

### Transparency

66. When assessing transparency we consider questions such as:

- Are meetings are held in public?
- Are papers and corporate documents available online and there is only limited use of taking papers in private?
- Are financial statements clearly presented and budget monitoring papers concise and clear?
- Is a register of interests available on the website?

67. We concluded that the financial statements are clear and actual expenditure and income clearly linked to budgeted figures, as described in the management commentary.

68. Meetings of CMPA are held in public and papers available from the Renfrewshire Council website. We noted that the level of written

# Best Value

## Performance management and reporting

69. Best value is a key factor to consider when planning policies, programmes and projects and when taking any spending decisions. CMPA should have systems and processes to ensure that it can demonstrate that it is delivering best value by assessing and reporting on the economy, efficiency, effectiveness and equality in service provision.

70. Last year we reported that as a consequence of the Park review not being completed, there was no formal strategy document for the Park in place since 2012. The previous strategy covered the period 2008-11 and was updated to cover 2011-12. For the past two years the interim park manager adopted an annual work plan, which picked up on principles of the previous park strategy and details actions planned but there was no information on milestones, or measurements or resources to be applied.

71. As noted above, in September 2016, members were presented with the Park Strategy 2016-2021. A programme of consultation and engagement will now take place to inform the delivery and implementation of the key objectives. We recommend that this should include performance management and reporting arrangements e.g. outcome measures, milestones.

- 72. In September 2016, members were provided with the 2015/16 annual report, prepared by the interim park manager; it updated members on activities delivered by park staff.
- 73. The 2015/16 report was presented to members in September 2016; it shows that visitor numbers continue to increase (+7%), improved financial performance on retail and catering explained. The information includes data for four years allowing the reader to see trends.

## National performance audit reports

- 74. Audit Scotland carries out a national performance audit programme on behalf of the Accounts Commission and the Auditor General for Scotland. During 2015/16, a number of reports were issued specifically covering local government topics. These are outlined in appendix III. While these reports might not directly cover the work of CMPA, there may be lessons learned or helpful information on wider issues. Last year we raised the issue that there are no formal processes in place to update members on these reports and disseminate the impact for CMPA. Arrangements have still to be agreed and the action plan point has been carried forward.

**Appendix IV – action plan point 4**  
**Appendix IV – action plan point 5**



# Appendix I: Significant audit risks

The table below sets out the financial statement audit risks we identified during the course of the audit and how we addressed each risk in arriving at our opinion on the financial statements.

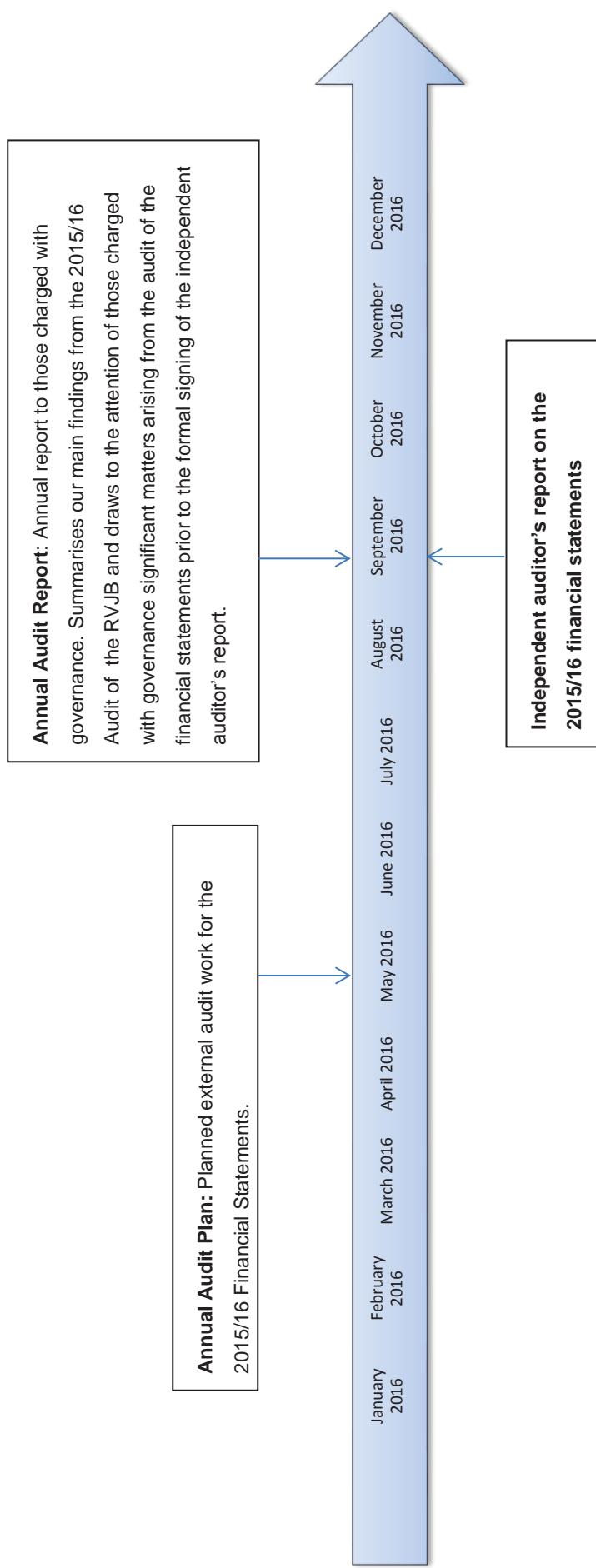
Audit Risk	Assurance procedure	Results and conclusions
<b>Risk of material misstatement</b> <p><b>Risk of material misstatement due to fraud in revenue recognition</b> ISA 240 presumes an inherent risk of fraud where income streams are significant.</p> <p><b>Risk</b> CMPA has a number of income streams (requisition from contributing councils, charges to users, grants, sales fees and charges and other miscellaneous income). The non-requisition income streams account for approximately a third of total income. There is a risk that income is not correctly recognised and accurately recorded.</p>	<ul style="list-style-type: none"> <li>Closedown procedures clearly explain work to be done on identifying all transactions for relevant accounting period.</li> <li>Income and expenditure for each project is separately recorded to ensure that income is correctly released to match expenditure incurred.</li> <li>Substantive testing of income transactions to confirm occurrence and accuracy of amounts in the financial statements.</li> </ul>	<p>We tested a sample of items across a range of income sources and no issues identified.</p>
<p><b>Risk of management override of control</b> ISA 240 requires that audit work is planned to consider the risk of fraud, which is presumed to</p>	<ul style="list-style-type: none"> <li>Detailed testing of journal entries</li> <li>Review of accounting estimates for bias</li> <li>Evaluating significant transactions that are</li> </ul>	<p>We sampled tested journal entries, reviewed accounting entries over the year-end for bias and tested that exit packages were supported by appropriate authorisations. No</p>

Audit Risk	Assurance procedure	Results and conclusions
be a significant risk in any audit.	outside the normal course of business.	issues found.
<b>Risk</b> Management's ability to manipulate accounting records and prepare fraudulent or biased financial statements by overriding controls that otherwise appear to be operating effectively.		
<b>Risks identified from the auditor's wider responsibility under the Code of Audit Practice</b>		
<b>Park strategy</b> The formal strategy document has not yet been published.	<ul style="list-style-type: none"> <li>Strategy being prepared under previously agreed priorities of education, leisure activity and environmental management.</li> <li>An interim park manager remains in post and working to above priorities in addition to generating additional income.</li> </ul>	Park strategy was presented to members at Joint Committee meeting in September 2016.
<b>Risk</b> There is a risk there is no clear direction for the park or shared understanding of priorities, which may lead to ineffective decision making in the short term.	<ul style="list-style-type: none"> <li>Officers advise that the park strategy is currently being finalised with a view to it being sent to member authorities for review over the summer and being presented to the Joint Committee in September 2016.</li> </ul>	
<b>Financial Sustainability</b> The 2015/16 budget noted that member requisitions reduced by 5.8% (£50k) from the previous year and there is further reductions of	<ul style="list-style-type: none"> <li>As at 8 January a net underspend of £21,000 was projected</li> <li>Balanced budget agreed for 2016/17</li> <li>On-going revenue monitoring against</li> </ul>	Management commentary shows a surplus for the year of £47,126 and amounts due to local authorities (reserves) increased from £19,767 to £66,893.

Audit Risk	Assurance procedure	Results and conclusions
<p>14.3% (£115k) planned for 2016/17.</p> <p><b>Risk</b></p> <p>There is a risk over the financial sustainability of the park and the range of services provided, if projected non requisition income is not achieved over the next 2 years.</p>	<ul style="list-style-type: none"> <li>budget will identify income patterns during the year and updates provided to each CMPA joint committee meeting.</li> <li>CMPA developing new funding streams and investing in pontoons to increase visitor numbers.</li> </ul>	

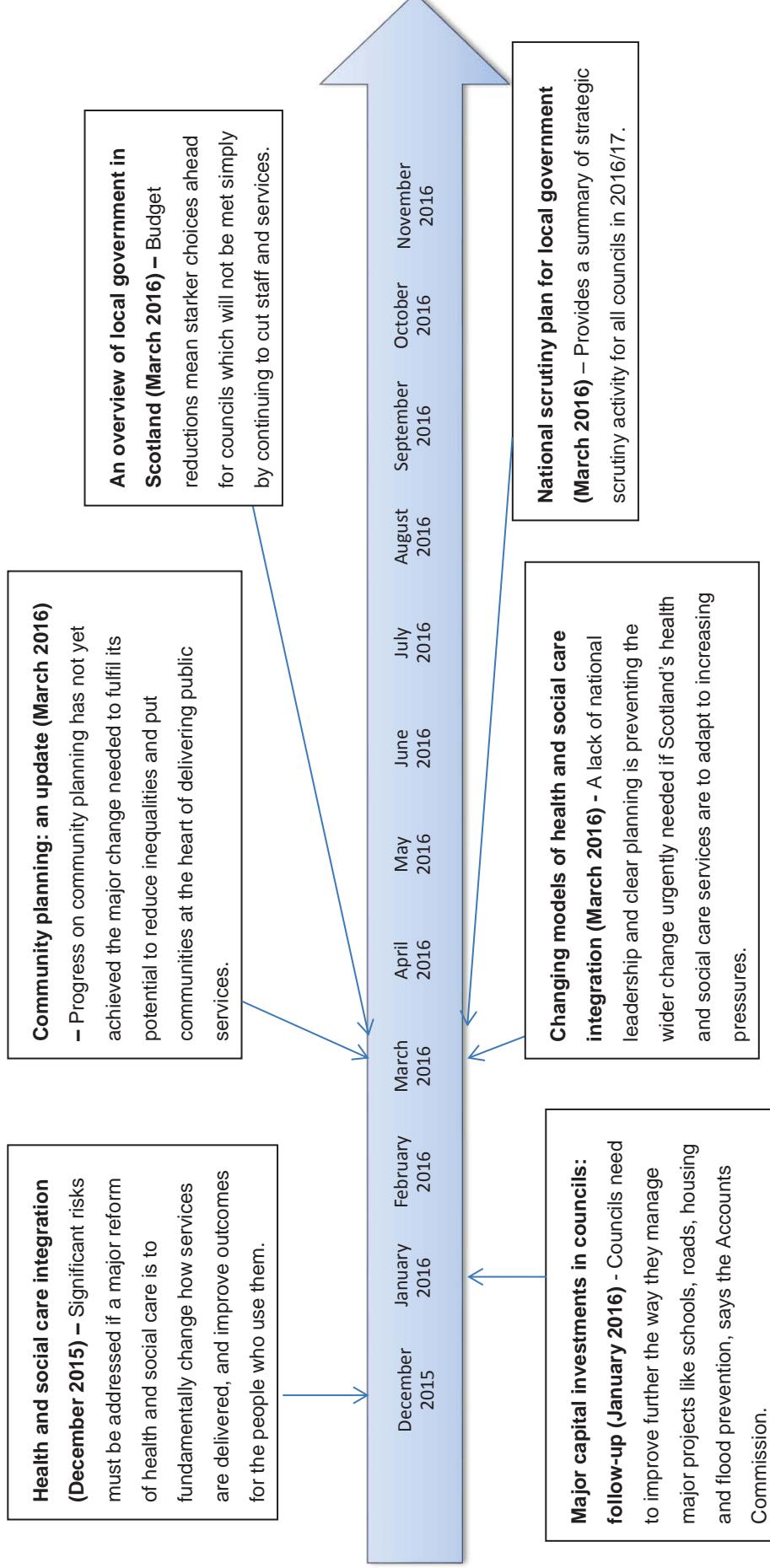


# Appendix II: Summary of local audit reports 2015/16





# Appendix III: Summary of Audit Scotland national reports 2015/16





# Appendix IV: Action plan

No.	Para ref.	Issue/risk/Recommendation	Management action/response	Responsible officer / Target date
1.	49	<b>Medium-term financial planning</b> Only budget details for 2016/17 have been published. No medium or long term plans have been provided to members with options or scenarios on savings or service options. There is a risk there is insufficient information to inform decision-making. <b>Recommendation</b> We recommend that scenario planning is carried out and key messages from that planning presented to members.	The Treasurer considered there was too much uncertainty for future funding to set indicative budgets for 2017/18 onwards. Implications of funding changes are discussed between the Park Manager and the Finance Team. We will review the longer term plan once the 2017/18 settlement becomes available. Longer term financial planning will be developed to inform members of potential risks for the Joint Committee, linking to the recently agreed Park Strategy.	Treasurer Park Manager 31 December 2016

No.	Para ref.	Issue/risk/Recommendation	Management action/response	Responsible officer / Target date
2.	61	<p><b>Corporate Risk Register</b></p> <p>There is no corporate risk register in place.</p> <p>There is a risk that officers and members do not clearly understand all the risks and put mitigating arrangements in place, when implementing the new park strategy.</p> <p><b>Recommendation</b></p> <p>CMPA review its risk management arrangements implement a new corporate risk register</p>	<p>The Park Manager will discuss options for a proportionate corporate risk register to support implementing the new park strategy with Renfrewshire Council's Risk Manager</p>	<p>Park Manager Chief Internal Auditor 31 December 2016</p>
3.	64	<p><b>National Fraud Initiative</b></p> <p>CMPA has not been included in the NFI counter fraud exercise in recent years and there is a risk that fraud cases are being missed.</p> <p><b>Recommendation</b></p> <p>We recommend that senior officers liaise with Renfrewshire Council internal audit to put in place arrangements to be part of the next exercise.</p>	<p>The Park Manager will liaise with internal audit to plan for CMPA to be included in the next NFI exercise (for any areas which may not be covered by the Park Authority under Renfrewshire Council systems and processes).</p>	<p>Park Manager Chief Internal Auditor 31 October 2016</p>

No.	Para ref.	Issue/risk/Recommendation	Management action/response	Responsible officer / Target date
4.	71	<p><b>Park strategy</b></p> <p>A new Park Strategy is in place for 2016-2021 and includes a range of objectives and action. Short-term to long-term timescales are included but there are no outcome measures, targets or milestones included to demonstrate progress. There is a risk that CMPA cannot demonstrate achievements.</p> <p><b>Recommendation</b></p> <p>We recommend the consultation phase include performance management and reporting arrangements.</p>	<p>A programme of consultation and engagement will now take place to inform the delivery and implementation of the key objectives as set out in the action plan accompanying the Park Strategy</p> <p>Park Manager</p> <p>31 December 2016</p>	<p>Head of Planning and Housing Services (Renfrewshire Council)</p>

No.	Para ref.	Issue/risk/Recommendation	Management action/response	Responsible officer / Target date
5.	74	<p><b>National performance reports (follow-up from 2014/15)</b></p> <p>There is no formal process in place to review Audit Scotland national reports pertinent to CMPA.</p> <p><b>Risk</b></p> <p>There is a risk that CMPA miss out on lessons learned from other audits across local government.</p> <p><b>Recommendation</b></p> <p>Audit Scotland reports are reviewed by officers and summary information disseminated to members.</p>	<p>The Head of Planning and Housing Services (Renfrewshire Council) and the Treasurer will disseminate any Audit Scotland national reports relevant to CMPA to the Park Manager.</p> <p>Any key risks will then be shared with the Joint committee by the Park Manager.</p> <p>.</p>	Original target date: 30 November 2015 Revised target date: 31 December 2016  Head of Planning and Housing Services (Renfrewshire Council) Treasurer Park Manager 31 December 2016