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## MINUTES

Meeting of: Scottish Futures Trust Audit Committee

Date & Time: 1.30pm 4<sup>th</sup> May 2011

Place: Scottish Futures Trust, 11-15 Thistle Street, Edinburgh

Members: Graeme Bissett (GB) - Chair  
Cllr Jim Fletcher (JF)

In attendance: Barry White, Chief Executive (BW)  
Peter Reekie, Director of Finance & Structures (PR)

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**The Chairman opened the meeting.**

### **1. Minutes of the Previous Meeting**

The minutes of the 15<sup>th</sup> November meeting were adopted as a true and fair record.

Matters arising:

SFTI

It was agreed that the SFT Audit Committee would become a Group committee encompassing an SFTI Audit Committee given that SFTI is a subsidiary of SFT. A separate SFTI Audit Committee was deemed not to be necessary. This would be reviewed if the Directorships of SFT and SFTI are ever different in the future.

Public Services Reform Act (PSRA)

PR confirmed that he had reviewed the PSRA report and that there were no concerns that needed to be raised to the Committee. He will prepare a report for SFT's 10/11 financial year as required by the Act following adoption of the Annual Report and Accounts.

Project Governance Paper

PR provided Committee members with a copy of the draft paper, to be discussed at the next Audit Committee meeting in June.

Items for June Audit Committee Agenda

It was agreed that the following items, along with finalisation of the audited Annual Report and Financial Statements, would be discussed at the next meeting:

- Project Governance Paper
- Committee Terms of Reference (including SFTI coverage)
- Internal Audit requirements
- Whistle blowing Policy
- MSFM compliance

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- Policy in relation to non-audit fees

**2. Review of External Audit Plan**

PR talked the Committee through Scott Moncrieff's External Audit Report 2010/11. It was suggested that PR sign Appendix 2 – Statement of Understanding on behalf of the Audit Committee. The Committee approved this action.

**Action: PR**

**3. Review of SFT pre-audit Draft Annual Report and Financial Statements**

PR talked the Committee through the SFT Draft Annual Report and Financial Statements for the year ended 31 March 2011. The Chairman asked for some clarifications and amendments to be made to the wording of certain sections. The issue regarding the presentation of IAS19 pensions disclosures was discussed with PR confirming that the same policy as last year is being followed. The Committee agreed that the draft document provided a sound basis for finalisation and presentation to the Board at its June meeting.

**Action: PR to make agreed amendments.**

**4. Review of SFTI pre-audit Draft Annual Report and Financial Statements**

PR talked the Committee through the SFTI Draft Annual Report and Financial Statements for the period 2 July 2010 to 31 March 2011. The Chairman asked for some clarifications and amendments to be made to the wording of certain sections. The Committee agreed that the draft document provided a sound basis for finalisation and presentation to the Board at its June meeting.

**Action: PR to make agreed amendments.**

**5. AOB**

There being no other business, the meeting was closed.

**6. Date of next Meeting**

Monday 27 June 2:00pm.