

Connecting Shetland
Ze Trans
ZETLAND TRANSPORT PARTNERSHIP



Statement of Accounts 2013/14 (Audited)

ZETLAND TRANSPORT PARTNERSHIP (ZetTrans)
2013/14 ANNUAL FINANCIAL STATEMENTS

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INTRODUCTION

The Shetland Transport Partnership “STP” was established by, and exists in accordance with, the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005 made under the Transport (Scotland) Act 2005.

The Scottish Government agreed the change of name to Zetland Transport Partnership with the working name "ZetTrans" on 20 September 2007 (ZetTrans Minute Ref 02/07).

The Zetland Transport Partnership Members for 2013/14 were as follows:

Members:

Mr A S Wishart (Chairperson)
Mr M Stout (Vice Chairperson)
Mr B Fox
Mr D Sandison

Other Members:

Mr I Kinniburgh(NHS Shetland)
Mrs R Hunter (HIE Shetland)

Substitute Members:

Mr D Ratter
Mr S Coutts

Observer / Advisers:

Mr A Steven (Promote Shetland)
Mr R Moore (Marine Team Leader, BP)
Ms S Laurenson (Lerwick Port Authority)
Mr S Mathieson (VisitShetland)

Executive Officers:

Secretary & Proper Officer for Legal Proceedings – Executive Manager – Governance & Law - Jan-Robert Riise
Proper Officer for Finance – Executive Manager - Finance – James Gray

Lead Officer:

Executive Manager – Transport Planning - Michael Craigie

EXPLANATORY FOREWORD

1 Purpose

The purpose of this document is to present a public statement on the stewardship of funds for the benefit of Members of the Zetland Transport Partnership (ZetTrans) and the public. This is the eighth annual report of Zetland Transport Partnership. The Statement of Accounts is the subject of external audit and the Partnership's external auditor is Audit Scotland.

The purpose of this foreword is to explain the most significant aspects of the Partnership's financial performance, year end financial position and cash flows in a concise and understandable manner.

2 Regulatory Framework

In Scotland the local authority accounting framework is enacted as follows:

- local authorities are defined as a council constituted under section 2 of the Local Government (Scotland) Act 1994, the Strathclyde Partnership for Transport, and those bodies to which section 106(1) of the Local Government (Scotland) Act 1973 applies (i.e. committees, joint committees and joint boards, the members of which are appointed by local authorities, charities, etc, the trustees of which are local authorities or their members and transport partnerships created under the Transport (Scotland) Act 2005);
- section 96 of the Local Government (Scotland) Act 1973 requires Scottish authorities to keep accounts;
- section 12 of the Local Government in Scotland Act 2003 places a duty of Best Value on the authority and also a duty to observe proper accounting practices; the Code of Practice on Local Authority Accounting in the United Kingdom (the Code) supported by International Financial Reporting Standards (IFRS), the Service Reporting Code of Practice and the Prudential Framework and other statutory guidance issued under section 12 of the 2003 Act defines proper accounting practices for local authorities in the UK;
- under paragraph 3 of the Local Authority Account (Scotland) Regulations 1985 (s1 1985/267, Finance circular 5/1985) the "proper officer" is formally responsible for the form of accounts; the Code requires this officer to sign, date and submit the un-audited statement of accounts to the authority and the Controller of Audit by 30 June.

The Code reiterates the primacy of legislative requirements whereby the overriding principle of public sector accounts is that where an accounting treatment is prescribed by law the legal requirement must be applied.

The Code was developed by the CIPFA/LASAAC Code Board under the oversight of the Financial Reporting Advisory Board and has effect for financial years commencing on or after 1 April 2013. The Code is based on International Financial Reporting Standards (IFRS) with interpretation appropriate to the public sector.

The overriding requirement of the Code is that the Statement of Accounts provides a true and fair view of the financial position and the financial transactions of the authority.

3 Primary Financial Statements

The Statement of Accounts summarises the Partnership's transactions for the year, its year end position at 31 March 2014 and its cash flows. The three primary financial statements and their relationships are explained in more detail below:

The **Comprehensive Income and Expenditure Statement** shows the accounting costs of providing the service in accordance with generally accepted accounting practices (GAAP). These costs are recovered through central government grant-in-aid and amounts requisitioned from Shetland Islands Council to reach a break even position. The central and local government funding must be used to meet the running costs of the Partnership and the implementation of the Regional Transport Strategy in accordance with the grant conditions and the local authority governance arrangements.

The **Balance Sheet** shows the value of the assets and liabilities recognised by the Partnership (ie the net worth of the entity).

The **Cash Flow Statement** is a key indicator of the extent to which the operations are funded by way of grant-in-aid or income from the authority and how the Partnership uses the cash and cash equivalents.

No Remuneration Report is included as the Partnership has no employees. Remuneration of the Chair and Vice-Chair of the Partnership is disclosed in the Shetland Islands Council Statement of Accounts. No additional remuneration is paid for acting for the Partnership.

4 Comparison of Outturn against Budget

During 2013/14 the Partnership received funding of £131,750 from the Scottish Government and £1,610,739 from Shetland Islands Council towards running costs of £1,742,975. The total expenditure for Bus Operations in 2013/14 was £1,526,349 which exceeded budget by £80,913 due to budgets being set in anticipation of new contracts in 2013/14. Due to a further Transport Network Redesign taking place, current contracts were extended until August 2014. The budget for Policy, Strategy and Projects in 2013/14 was £167,808 which was over spent by £48,817. This was due to consultancy costs of carrying out the second Bus Network Redesign review. The total budgeted expenditure for ZetTrans in 2014/15 is £1,759,069, of which £167,808 is for core running costs and implementation of the Regional Transport Strategy and £1,591,261 is for scheduled bus operations in Shetland.

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Scottish Government revenue funding (granted under section 70 of the Transport (Scotland) Act 2001) was £155,000 for both 2009/10 and 2010/11 but fell to £131,750 in 2011/12 and remained at this level since then.

Expenditure and income in 2013/14 may be summarised as follows:

2012/13 Actual Revenue £	2013/14 Budget £	2013/14 Actual £	2013/14 Variance £
132,670 Policy Strategy & Projects	167,808	216,625	(48,817)
1,514,705 Bus Operations	1,445,436	1,526,349	(80,913)
0 Bank Charges	0	1	(1)
<u>1,647,375</u> Total Expenditure	<u>1,613,244</u>	<u>1,742,975</u>	<u>(129,731)</u>
(131,750) Scottish Government Grant	(131,750)	(131,750)	0
(1,515,219) SIC Grant	(1,481,494)	(1,610,739)	129,245
(406) Financing Income (Bank Interest)	0	(486)	486
<u>(1,647,375)</u> Total Income	<u>(1,613,244)</u>	<u>(1,742,975)</u>	<u>129,731</u>
Net (Surplus)/Deficit for Year		0	

5 Implementation of Policies

In November 2006, responsibility for bus services was transferred to the Zetland Transport Partnership, inter-island air services were to follow in 2007 and the inter-island ferry service was to transfer to the Partnership in 2008/09.

The issue of functional transfer of air services remains under consideration as the role of Regional Transport Partnerships (RTPs) continues to develop and work between Transport Scotland and RTPs continues to establish the working roles to most efficiently deliver regional and national objectives.

The Partnership collaborated with partners during 2012/13 to review the provision of inter island air services and had involvement in the procurement of inter island air services with an implementation date of 1st April 2013.

ZetTrans and the Shetland Islands Council recently approved 144 contracts around the isles, for both school and public transport services. These contracts will begin on 18th August 2014. This was achieved with the assistance of the TAS Partnership and has resulted in a £5.5m reduction in cost over the 5 year period of the contracts compared to the previous tendering exercise in 2013. Securing this reduction in cost for the new bus contracts means that ZetTrans will be able to deliver public bus services within the approved Shetland Islands Council budget in future years.

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During the course of the project, officers met with the public, stakeholders and existing service providers to discuss the shape of the future network. Socio-economic studies and impact assessments were completed to support decision making to deliver the best possible service for the future within Council budgets

The Government is in dialogue with ZetTrans and Shetland Islands Council regarding responsibility for Ferry Services and it is anticipated that the conclusions for these discussions will be available during late 2014.

Capital funding was rolled up into the Local Authority Settlement in 2008/09 and is no longer ring fenced for use by the Partnership. It is not possible for Regional Transport Partnerships to accumulate reserves. Operational funding for the Partnership is secured from Shetland Islands Council (SIC), with support provided by the Scottish Government. The majority of projects and actions arising from the Regional Transport Strategy are likely to be funded either through Shetland Islands Council's capital and revenue funds or from the Scottish Government.

STATEMENT OF RESPONSIBILITIES FOR THE ANNUAL ACCOUNTS

1 Zetland Transport Partnership's Responsibilities

The Zetland Transport Partnership is required:

- to make arrangements for the proper administration of its financial affairs and to secure that the Proper Officer for Finance has the responsibility for the administration of those affairs. For Zetland Transport Partnership, the Proper Officer for Finance is the Finance Executive Manager of the Shetland Islands Council;
- to manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets; and
- to acknowledge the audited accounts at a meeting of the Partnership within two months of receipt of the audit certificate.

2 The Proper Officer for Finance's Responsibilities

The Proper Officer for Finance is responsible for the preparation of the Zetland Transport Partnership's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

It is the responsibility of the Proper Officer for Finance to sign, date and submit the un-audited Statement of Accounts to the Partnership and Controller of Audit by 30 June.

In preparing this Statement of Accounts, the Proper Officer for Finance has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent; and
- complied with the Code.

The Proper Officer for Finance has also:

- kept proper accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

The Statement of Accounts presents a true and fair view of the financial position of the Zetland Transport Partnership at the reporting date and its income and expenditure for the year ended 31 March 2014.

.....
James Gray MA (Hons) CPFA
Proper Officer for Finance

Date..... 3 Sept. 2014

ANNUAL GOVERNANCE STATEMENT

Scope of Responsibility

ZetTrans is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively. In discharging this accountability, elected members collectively and senior officers individually are responsible for putting in place proper arrangements for the governance of the organisation's affairs and the stewardship of the resources at its disposal.

The Governance Framework

The governance framework in place fully mirrors that of Shetland Islands Council. Details of the governance framework have been included in the Shetland Islands Council Statement of Accounts should a user of these accounts require any further information.

The financial management arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010).

Review of Effectiveness

The organisation has a responsibility for ensuring the continuing effectiveness of its governance framework and systems of internal control. The review of effectiveness is informed by:

- progress towards key strategic and service objectives, as demonstrated through reporting on targets and performance;
- financial and budget monitoring;
- Internal Audit reviews on specific services and on activities which occur across the Council;
- the Annual Report and Accounts;
- external inspections and quality assurance reports and recommendations for improvement; and
- External Audit and the Accounts Commission observations, comments and recommendations for improvement.

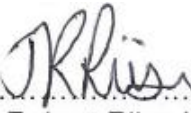
The governance framework can provide only reasonable and not absolute assurance that assets are safeguarded and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

ZetTrans undertakes tendering exercises for bus services following the same Standing Orders as the Council. An internal audit review was completed in June 2012 into the Council's compliance with Standing Orders for contracts. This highlighted one issue of breach of standing orders within Zetland Transport Partnership. Management has revised its Standing Orders and these were approved by Full Council during 2013/14. Following this, officers have been reminded of the importance of ensuring compliance with these. Overall, we consider the governance and internal control environment operating in 2013/14 provides reasonable and objective assurance that any significant risks impacting

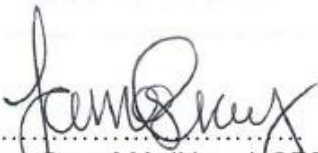
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on the achievement of our principal objectives will be identified and actions taken to avoid or mitigate their impact.

Following the Council's mid-term review of its senior office bearer appointments at its meeting on 14 May 2014, the Councillor appointments to ZetTrans were amended, and gave rise to a vacancy in the Chair of ZetTrans. This vacancy will be filled at its next meeting, scheduled for 25 August 2014.


.....
Jan Robert Riise LLB (Hons) LEG-Dip
Secretary & Proper Officer for Legal Proceedings

Date 3 Sept 2014


.....
James Gray MA (Hons) CPFA
Proper Officer for Finance

Date 3 Sept 2014


.....
Michael Stout
Chairperson Shetland Transport Partnership (ZetTrans)

Date 3RD SEPT 2014

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**COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT FOR THE YEAR
ENDED 31 MARCH 2014**

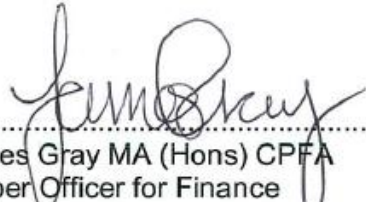
2012/13 Net Expenditure £		2013/14 Net Expenditure £
132,670	Policy, Strategy & Projects	216,625
1,514,705	Bus Operations	1,526,349
-	Other Payments (Bank Charges)	1
<u>1,647,375</u>	Cost of Services	<u>1,742,975</u>
(406)	Financing and Investment Income	(486)
<u>(1,646,969)</u>	Taxation and non-specific grant income (Note 7)	<u>(1,742,489)</u>
<u>0</u>	(Surplus) or Deficit on Provision of Services	<u>0</u>
0	Other Balance Sheet gains or losses	0
<u>0</u>	Total Comprehensive Income & Expenditure	<u>0</u>

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BALANCE SHEET AS AT 31 MARCH 2013

31 March 2013 £			31 March 2014 £	31 March 2014 £
1,516,969	Short term debtors	(Note 2)	1,610,740	
<u>130,406</u>	Cash and cash equivalents	(Note 3)	<u>132,235</u>	
1,647,375	Current Assets			1,742,975
<u>(1,647,375)</u>	Short term creditors	(Note 4)	<u>(1,742,975)</u>	
(1,647,375)	Current Liabilities			(1,742,975)
<u>0</u>	Net Assets			<u>0</u>

The audited accounts were authorised for issue on 3 September 2014.



 James Gray MA (Hons) CPFA
 Proper Officer for Finance

Date 3 Sept 2014

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CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2014

2012/13		2013/14
TOTAL		TOTAL
£	Operating Activities	£
	Cash Inflows	
(1,870,511)	Grants	(1,648,719)
(407)	Bank Interest	(486)
<hr/>		<hr/>
(1,870,918)	Cash inflows generated from operating activities	(1,649,205)
	Cash Outflows	
1,870,829	Other Payments for Operating Activities	1,647,376
<hr/>		<hr/>
1,870,829	Cash outflows generated from operating activities	1,647,376
<hr/>		<hr/>
(89)	Net Cash outflows/(inflows) from operating activities	(1,829)
<hr/>		<hr/>
(89)	Net decrease/(increase) in cash and cash equivalents	(1,829)
<hr/>		<hr/>
130,317	Cash and cash equivalents at the beginning of the reporting period	130,406
130,406	Cash and cash equivalents at the end of the reporting period (Note 3)	132,235
<hr/>		<hr/>
(89)	Net cash outflows/(inflows) in cash and cash equivalents in year	(1,829)
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NOTES TO THE PRIMARY FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General Principles

The Code specifies the applicable accounting policies for:

- selecting measurement bases for recognising assets, liabilities, gains and losses in the statement of accounts;
- making changes to reserves;
- the minimum disclosure requirements.

A valid estimation technique can be used to derive the monetary amount (i.e. the one that best reflects the economic reality of a transaction or event) to be recognised in the financial statements in such circumstances when the basis of measurement for the monetary amount cannot be applied with certainty (and the range of options is considered to be material).

Accounting Conventions and Concepts

The accounting convention adopted in the Statement of Accounts is historical cost.

The concept of the partnership as a going concern is based on the premise that its functions and services will continue in existence for the foreseeable future.

The concept of materiality derives from the premise that financial statements need not be precisely accurate to represent a true and fair view. It is a matter of professional judgement as to whether users of the accounts could come to different conclusions about the partnership's standards of stewardship or make different economic decisions as a result of deviations from the provisions set out in the Code.

The accounting policies which have a significant effect on the amounts recognised in the financial statements of the Zetland Transport Partnership are summarised below.

(a) Accruals of Income and Expenditure

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

Revenue and expenditure in relation to services provided/received is recorded as income/expenditure when the service has been provided rather than when receipts or payments have been made.

(b) Government Grants and Contributions

Government grants, third party contributions and donations are recognised as due to the Partnership and hence credited to the Comprehensive Income and Expenditure Statement when there is reasonable assurance that the Partnership will comply with any conditions attached to payment of the grants.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line (attributable revenue grants and contributions) or Taxation and Non-Specific Grant Income (non-ring fenced revenue grants and all capital grants) in the Comprehensive Income and Expenditure Statement.

(c) Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Service Reporting Code of Practice 2013/14 (SERCOP). The total absorption costing principle is used - the full cost of overheads and support services are shared between users in proportion to the benefits received.

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NOTE 2 SHORT TERM DEBTORS

31 March 2013 £		31 March 2014 £
1,750	Central government bodies	-
1,515,219	Shetland Islands Council	1,610,740
1,516,969	Total	1,610,740

NOTE 3 CASH AND CASH EQUIVALENTS

The balance of Cash and Cash Equivalents is made up of the following elements:

31 March 2013 £		31 March 2014 £
130,406	Bank current accounts	132,235
130,406	Total	132,235

NOTE 4 SHORT TERM CREDITORS

31 March 2013 £		31 March 2014 £
1,647,375	Shetland Islands Council	1,742,975
1,647,375	Total	1,742,975

NOTE 5 MEMBERS' EXPENSES

The Partnership Members do not receive an attendance allowance, however expenses incurred in the course of carrying out approved duties are reimbursed and therefore the Partnership paid the following amounts to Members during the year.

2012/13 £		2013/14 £
106	Members Expenses	859
106	Total	859

NOTE 6 EXTERNAL AUDIT COSTS

The Partnership has incurred the following costs in respect of external audit services provided by Audit Scotland in accordance with the Code of Audit Practice:

2012/13 £		2013/14 £
9,912	Fees payable to Audit Scotland in respect of external audit services undertaken in accordance with the Code of Audit Practice	9,440
9,912	Total	9,440

NOTE 7 GRANT INCOME

The Partnership credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2013/14:

2012/13 £		2013/14 £
(131,750)	Scottish Government Revenue Expenditure Grant	(131,750)
(1,515,219)	Shetland Islands Council Grant	(1,610,739)
(1,646,969)	Total	(1,742,489)

NOTE 8 RELATED PARTIES

The Partnership is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the Partnership or to be controlled or influenced by the Partnership. Disclosure of these transactions allows readers to assess the extent to which the Partnership might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to contract freely with the Partnership.

Central Government is responsible for providing the statutory framework within which the Partnership operates. They provide some of the Partnership's funding in the form of grants and prescribes the terms of many of the transactions that the Transport Partnership has with other parties. Details of Central Government Grants received are contained in Note 7.

Shetland Islands Council is responsible for providing the funding for the net expenditure of the Partnership under the Transport (Scotland) Act 2005. In 2013/14 the Council provided £0.084m (£0.005m in 2012/13) as match funding to a Scottish Government grant for core running costs and a further £1.526m (£1.515m in 2012/13) was requisitioned by the Partnership to fund the delivery of the bus service. ZetTrans does not employ its own staff and during 2013/14 Shetland Islands Council charged ZetTrans £0.117m (£0.95m in 2012/13) in respect of staff support, supplies and other support services.

INDEPENDENT AUDITOR'S REPORT

Independent auditor's report to the members of Zetland Transport Partnership and the Accounts Commission for Scotland

I certify that I have audited the financial statements of Zetland Transport Partnership for the year ended 31 March 2014 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the 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 2013/14 (the 2013/14 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 Responsible Financial Officer and auditor

As explained more fully in the Statement of Responsibilities, the Responsible Financial Officer 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 body's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Responsible Financial Officer; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the annual report and accounts to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Opinion on financial statements

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In my opinion the financial statements:

- give a true and fair view in accordance with applicable law and the 2013/14 Code of the state of the affairs of the body as at 31 March 2014 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 2013/14 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973 and the Local Government in Scotland Act 2003.

Opinion on other prescribed matters

In my opinion the information given in the Explanatory Foreword 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 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 Annual Governance Statement does not comply 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.

Carol Hislop CA
Senior Audit Manager
Audit Scotland
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The Athenaeum Building
8 Nelson Mandela Place
G2 1BT