



St Martin-in-the-Fields High School for Girls

11-19 Church of England Academy Founded 1699

Service Compassion Justice Perseverance

INTERNAL SCRUTINY REPORT 2019/2020

The school employs Lotus Accountax Ltd to carry out three Internal Audit Reports each financial year. This has been the case since 2015.

A report covering the period September 2019 to December 2019 is attached, which shows the scope of the report. Due to COVID19 lockdown restrictions no further inspections or reports are available for the 2019/2020 financial year.

We appreciate that this is not ideal but these were very unusual times. The school did have a full audit carried out by Landau Baker in September 2020 and the management report is minimal with no undue findings.

Governors are satisfied as to the efficiency of its internal controls and adherence to all relevant financial regulations.

The schools Financial Regulations were reviewed by Governors on 02.12.2020.

Going forward the school has put in place plans for three Internal Audit Reports to be carried out for the financial year 2020/2021. These will be by visit to the school, wherever possible, but there is a contingency to carry these out remotely also.

In addition to what has been covered previously these reports will also encompass:

- VAT claims
- Credit card account
- Financial reports to Governors

In addition the School will review its:

- Risk Register
- Business Continuity Plan
- Governors Self Evaluation

Headteacher Mrs Beverley Stanislaus B.Ed. NPQH

155 Tulse Hill London SW2 3UP T 020 8674 5594 F 020 8674 1379 www.stmartins.academy

St Martin-in-the-Fields High School for Girls is a company limited by guarantee registered in England and Wales
Registered Number 07984073. Registered office: 155 Tulse Hill, London SW2 3UP

WITH LOVE AND LEARNING



ST MARTINS IN THE FIELDS HIGH SCHOOL FOR GIRLS

Internal Audit Report

For the Period 1st September 2019 to 31st December 2019

St Martin In The Field High School For Girls
INTERNAL AUDIT REPORT
FOR THE PERIOD 1 SEPTEMBER 2019 TO 31 DECEMBER 2019

INTRODUCTION:

An internal audit is required by every academy to perform a periodic review of specific areas as recommended in the Academies Financial Handbook issued by Department for Education (DfE). An internal audit provides an independent oversight on the academy's financial affairs to the governing body.

The internal audit visit was carried on 14th January 2020. It was hosted by Mr Edward Gooch (Business Manager).

ASSURANCE WORK:

In accordance with the suggested guidelines in Academies Financial Handbook, assurance work was carried on the following areas for the period:

A. Bank Reconciliations

I reviewed the bank reconciliation's including the validity of reconciling items of the bank accounts for each month.

The bank reconciliations for the academy's main bank account were properly prepared by the Business Manager and approved by the Head Teacher. All supporting documents were attached to the bank reconciliations and reconciling items either cleared after the period end or carried forward in the next month's list of reconciling items.

The bank reconciliations for the academy's school journey account were also properly prepared by the Charlotte Trodden and were found to be approved by the Head Teacher.

B. Payroll Analysis

I reviewed the monthly payrolls of admin, meal supervisors, premises, teachers and educational support staff processed during the period. All the payroll summaries and Bacs payment reports were appropriately authorised by the head teacher.

To identify any changes in the payroll, analytical review was carried on all categories of payroll. Movements in teacher's payroll costs was identified which were found to be due to back dated increments.

C. Payroll Authorisation

In addition to the above review, further tests were also carried on to check if the monthly salaries were paid in line with the employment contracts. To carry out the test, I randomly selected two employees, one from November 2019 and one from December 2019 payroll to checked if their monthly salaries were processed in line with their employment contracts.

Both the selected employees were appropriately paid per their employment contract/salary band or verified time sheet. There was photo identity for each employee on file, proving the right the work in the UK along with DBS checks.

St Martin In The Field High School For Girls
INTERNAL AUDIT REPORT
FOR THE PERIOD 1 SEPTEMBER 2019 TO 31 DECEMBER 2019

D. Purchase Ledger

I randomly selected and six invoices from the invoice listing report from the accounting system which related to the period. All the invoice listings selected, agreed to approved invoices and cheque advice slips. Out of the six invoices, one invoice agreed to the supporting time sheet, two invoices did not require a PO and remaining three invoices agreed to PO's. However, one PO was identified to be have been issued after the invoice date.

E. Payments

I randomly selected eight cheque payments made during the period from the bank statements. All payments were found to be for bona fide purchases with clear audit trail. Each cheque payment agreed to invoice(s) and where applicable also agreed to appropriate PO and/or timesheet.

F. Expense claims & Petty cash

I reviewed seven expense claims proceeded for the month of December 2019. All expense claims were authorised and had appropriate documentation/receipts attached by the claimants.

G. Major contracts

Major works payments for "Urgent fire precaution works" were identified during the period; therefore, a review was carried out to check tendering procedures have been adhered too.

The project management and tendering process was carried out by a firm of Chartered Architects and Surveyors. Four contractors were invited to put forward tenders, however only three contractors put forward their tenders. The contractor with the lowest priced tender (£438,267.20) was awarded the project after the detailed specifications were reviewed by the architects.

H. Income

I randomly selected the "remittance advice" from the ESFA for the month of December 2019. The "remittance advice" which were a combination of several types of funding's was appropriately entered in the accounting system and was in line with expected funding per GAG statement for 2019/20.

CONCLUSION:

After reviewing the above-mentioned areas. I found the overall financial records to be appropriately kept for the period. The checked transactions were found to have a clear audit trail and satisfactory internal controls systems were in place and followed during the period.

Internal Auditor



Umer M. Siddiqi FCCA
Lotus Accountax Ltd
Chartered Certified Accountants

Lotus Accountax Ltd



Chartered Certified Accountants

Date: 20th January 2020

10 Church Road, London, W3 8PP