

Strictly Private & Confidential

The Governors of Chelmsford County High School for Girls
Broomfield Road
Chelmsford
Essex
CM1 1RW

Dear Governors

Letter of Comment (“Management Letter”) for the Year Ended 31 August 2018

Following the completion of our audit field work, we are writing to summarise and advise you of matters that have come to our attention of which you should be made aware. In accordance with International Standards of Auditing (UK and Ireland), we are expected to communicate to those charged with Governance and Management relevant issues arising from the audit. This letter of comment supplemented by our detailed systems report includes all such communication.

Approach and Scope

We have listed herein and separately within our systems report, recommendations in respect of possible improvements to accounting and internal control systems. This does not comprise a comprehensive statement of all weaknesses that may exist or of all improvements that could be made. It addresses only those matters that have come to our attention as a result of the audit procedures we have performed for the purpose of expressing an opinion on the financial statements. As required by International Standards on Auditing (UK and Ireland), the audit included consideration of internal control relevant to the preparation of the financial statements in order to design appropriate audit procedures but not for the purpose of expressing an opinion on the effectiveness of internal control.

This letter should not be considered in isolation from our systems report and we strongly recommend that this letter should be considered alongside and in conjunction with it.

For ease of reference, we have summarised and prioritised findings from our systems report within this letter.

(a) Expected modifications to the auditor’s report

There are no expected modifications to the audit report on the financial statements.

Auditors are also required to provide a second “regularity report” in their role as Independent Reporting Accountants. This report is expected to be unmodified.

Registered Auditors and Chartered Tax Advisers

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(b) Audit adjustments

We have not identified any misstatements or omissions (unless clearly trivial) from the financial statements, which have not been adjusted by you.

(c) Recommendations in respect of accounting and internal control systems arising from work performed during the audit

We have set out below a summary of the matters we have raised within our system report. **Appendix 2.** We have included our view of the priority (low, medium or high) of each point. In arriving at our view of priority we have considered both the potential impact of the weakness identified and the likelihood of the related risk materialising.

Point Raised	Priority
1. Not all invoices selected for testing had purchase orders attached to the invoice.	Low
2. The expenditure selected for tendering testing had been subject to formal tendering procedures, but no comment had been made on the candidates' technical competence or experience. It appeared that the contract was awarded based solely on cost	Low
3. Although the electricity contract was selected based on three quotes obtained by Zenergi, it was not evidenced that the school had done any further checks to satisfy themselves that the deal selected was actually the best value for money.	Low
4. There are controls in place where there are changes to supplier details, but these controls are not detailed in the financial regulations	Low

(d) Status of Previous Year Recommendations

The Accounts Direction 2017 to 2018 requires auditors to report on the status of previous year recommendations. We note that point number 1 in section (c), above, was also mentioned in the previous year's letter of comment.

(e) Regularity Issues

As stated earlier herein, our regularity report within the financial statements is expected to be unmodified. Other than the points raised in (c), above, we have no suggestions to make in regards to regularity issues found during the audit.

(f) Letter of representation

Draft letters of representation are attached at **Appendix 3 and 4**. There is one letter of representation for the audit, and one for regularity. The representations requested are important, but standard.



(g) Significant difficulties, if any encountered during the audit

We did not encounter any significant difficulties during the audit.

(h) Significant matters, if any arising from the audit

There are no further significant matters that we need to bring to your attention.

(i) Independence Issues

There were no issues related to independence during the audit.

(j) Other Action Points – Reminders and Submissions

- (i) **A written reply should be prepared** in response to this letter. Please return it to us keeping a signed copy for your own records and for submission to ESFA.
- (ii) On return to us of the signed statutory accounts and representation letter, we will certify the audit report(s) and send you the certified accounts for submission to the ESFA (**the filing deadline is 31 December**). You must also publish the accounts in full on your website by **31 January 2019**.
- (iii) The accounts and other documentation must now be submitted to the ESFA via the “Information Exchange” portal established by the ESFA. Auditors have not been given access to the portal so the submissions must be made directly by the academy trust.

The Trust will therefore need to submit, via the Information Exchange Portal, by 31 December 2018;

- i) an **“accounts cover sheet”**, summarising key facts about the accounts.
 - ii) the accounts for the year, signed by the Trust and **certified by the auditors**.
 - iii) the letter of comment from the auditors (**i.e this letter**), together with the Trust’s response thereto.
- (iv) An accounts return must be completed, signed and submitted to the ESFA. The deadline for submission is **21 January 2019**. We will correspond with you separately on this, if we have not already done so.

Please note that this report has been prepared for the sole use of the Governors of Chelmsford County High School for Girls. We appreciate that a copy of this letter is required to be submitted to the ESFA. Apart from that however, it must not be disclosed to third parties, quoted or referred to, without our prior written consent. We assume no responsibility to any other person.



We would like to take this opportunity of expressing our thanks to your staff for their assistance during the course of our audit. If you have any queries regarding the matters raised in this letter, or other issues of concern please contact us as soon as possible.

Yours faithfully

A handwritten signature in blue ink that reads "Edmund Carr LLP". The signature is written in a cursive, flowing style.

Edmund Carr LLP