

ICE 2018-19 - Action Log

Date of visit	Section	Finding	Priority	Recommendations	Action Taken	Action Completed
20/09/2018	A1: Financial Oversight	The academy holds the original bank mandate and a number of further change mandates on file. It was not therefore easy to verify that the authorised signatories on the bank mandates correspond with the signatories listed in the Financial Regulations.	For information	It is advised that the academy obtains a letter from the bank confirming the authorised bank signatories to verify that they correspond with the authorised signatories listed in the Financial Regulations	Bank provided letter confirming mandate. To be repeated following completion of mandate change following leadership changes	
20/09/2018	A3: Transparency	The academy's Scheme of Delegation of Governance Functions published on the academy's website is dated 2016.	For information	The academy should ensure that the Scheme of Delegation of Governance Functions published on the academy's website is up to date.	Website updated on issuance of finding	Oct-18
26/03/2019	D1: Budget Monitoring	The academy's Financial Regulations do not specify that significant budget changes must be approved by the Board of Trustees.	Low	Section 2.3.1 of the Academies Financial Handbook specifies that significant changes to the academy's approved budget must be approved by the Board of Trustees. It is therefore recommended that the academy's Financial Regulations are amended to specify this.	Proposed changes to the financial regulations to clarify the process for 19_20. Agreed by F&F committee 2/10/19	02/10/2019
26/03/2019	D2: Reporting to Trustees	The management accounts emailed to trustees on 22/03/19 did not include a cash flow forecast.	High	Section 2.3.3 of the Academies Financial Handbook states that the monthly management accounts must include cash flow forecasts.	Monthly cashflow forecasts now sent to all Governors & receipt minuted in FGB meetings (first evidenced minutes of FGB meeting held on 12th July 2019)	12/07/2019
26/03/2019	D2: Reporting to Trustees	The Business Manager advised that key performance indicators have been reported within the year end accounts. This means however that the key performance indicator results have only been reviewed by trustees once a year.	High	Section 2.3.3 of the Academies Financial Handbook specifies that the academy must select key financial performance indicators and measure its performance against them regularly.	KPI's already in place - to be included in monthly reporting	
26/03/2019	F1: Fixed Assets & Inventory	The Register of Insurable items has not been checked for accuracy since 2017.	Medium	The Register of Insurable Items should be subject to a full independent check on an annual basis to ensure that it is accurate for insurance purposes. The documentation relating to this check should be held on file for financial year-end audit purposes. If the check is carried out by the person responsible for maintaining the register, a programme of independent spot checks should be carried out.	Clean up of Parago (inventory system) underway and new procedures in draft. Full audit undertaken during August 2019	
14/05/2019	H1: Internal Scrutiny	By reference to the statutory auditor's Management Letter for the year ending 31/08/18, the following issue was raised and is also repeated in this report: <ul style="list-style-type: none"> Not all invoices had purchase orders. 	Medium	Section 4.3.1 of the Academies Financial Handbook states that the board of trustees must ensure there is an appropriate, reasonable and timely response by the trust to any findings by auditors, taking opportunities to strengthen the trust's systems of financial management and control. It is therefore recommended that an action plan is established to address the area of improvement in this report which was also included in the most recent statutory auditor's Management Letter.	Initial action taken to change process to ensure purchase orders raised where appropriate. Proposed changes to financial regulations to exclude usage based charges which cannot be anticipated and processed on receipt of invoices - approved by F&F committee 2/10/19	02/10/2019
14/05/2019	H1: Internal Scrutiny	It could not be evidenced that the Full Governing Body have formally discussed the 'Dear Accounting Officer' letters published during this financial year as minutes do not record a review of the letters. It was noted that the Dear Accounting Officer letters had been emailed to trustees and the Business Manager advised that the Full Governing Body meeting scheduled for July 2019 would include discussion of the September 2018 & March 2019 Dear Accounting Officer letters in the minutes of the meeting.	For information	It is recommended that the review of the letters is recorded in the minutes of an appropriate board of trustees meeting.	Letters reviewed at FGB in July.	12/07/2019

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14/05/2019	I3: Internal Control	<p>The expenditure sample highlighted one non-order invoice for the Mailing Room.</p> <p>In addition, there were three orders dated after the invoice date.</p>	Medium	<p>Orders should be raised on the financial accounting system to allow the authorising signatory to review and approve the expenditure prior to an invoice being received for goods or services supplied. Raising an order is also the means by which the funds required for goods/services are committed on the financial accounting system, helping to avoid over committing budgeted expenditure and ensuring that reports generated from the financial system reflect an accurate financial position.</p>	<p>Proposed changes to financial regulations to exclude usage based charges which cannot be anticipated and processed on receipt of invoices. Additional proposed changes to account for unpredictable timing of certain invoices. Approved by F&F committee 02/10/19</p>	02/10/2019
14/05/2019	I5: Related Parties	<p>The academy has a process in place to identify related party transactions. However, one Associate Member had not completed a Register of Interest declaration form at the time of the visit.</p>	Medium	<p>Academies must ensure that they have a robust process in place for recognising transactions with related parties to ensure compliance with the requirements detailed in the Academies Financial Handbook.</p> <p>EES Governor Services have advised that if Associate Members attend every meeting of the committee to which they have been appointed to advise, or if they do have voting rights on a committee, then they should complete a Register of Interests declaration form.</p> <p>If Associate Members attend meetings infrequently and have no voting rights then they should declare any interests at the meetings they attend and their interests should be recorded in the minutes of the meeting.</p>	<p>Associate member referred to since resigned from committee</p>	12/08/2019
14/05/2019	J1: Payroll Processing	<p>The Financial Regulations do not specify who may approve amendments to contracts for staff and the Headteacher. It was therefore not possible to confirm that the amendments sampled had been correctly approved.</p> <p>Note: in the sample reviewed, three contract changes had been authorised by the Business Manager and one by the Headteacher.</p>	Medium	<p>The academy's Financial Regulations must stipulate who can authorise the Headteacher's and staff payroll amendments.</p>	<p>Proposed changes to the financial regulations to clarify the process for 19_20. Approved by F&F committee 02/10/19</p>	02/10/2019