



## Headteacher

Mr Stephen Lawlor, BA (Hons),  
PGCE, PGCPSE, NPQH

# Chelmsford County High School for Girls

A progressive grammar school community,  
committed to excellence in girls' education and empowerment

Broomfield Road  
Chelmsford  
CM1 1RW

T: (01245) 352592

F: (01245) 345746

E: office@cchs.essex.sch.uk

www.cchs.co.uk

3<sup>rd</sup> December 2021

MWS

601 London Road

Westcliff on Sea

Essex SS0 9PE

Dear Sirs

The following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience such as we consider necessary in connection with your audit of the academy trust's financial statements and, as relevant, your assurance engagement on regularity for the year ended 31<sup>st</sup> August 2021. These enquiries have included inspection of supporting documentation where appropriate. All representations are made to the best of our knowledge and belief.

### General

1 We have fulfilled our responsibilities as trustees as set out in the terms of your engagement letter dated 7<sup>th</sup> May 2021, under the Companies Act 2006 for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.

2 All the transactions undertaken by the academy trust have been properly reflected and recorded in the accounting records.

3 All the accounting records have been made available to you for the purpose of your audit and regularity assurance engagement. We have provided you with unrestricted access to all appropriate persons within the academy trust, and with all other records and related information requested, including minutes of all management and trustee meetings and correspondence with the Education and Skills Funding Agency, Department for Education and the Charity Commission.

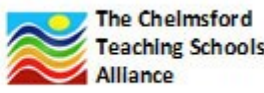
4 The financial statements are free of material misstatements, including omissions.

5 The effects of uncorrected misstatements are immaterial both individually and in total.

### Internal control and fraud

6 We acknowledge our responsibility for the design, implementation and maintenance of internal control systems to prevent and detect fraud and error and which conform to the requirements both of propriety and good financial management. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud.

7 We have disclosed to you all instances of known or suspected fraud affecting the entity involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements.



8 We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysts, regulators or others.

#### **Assets and liabilities**

9 The academy trust has satisfactory title to all assets and there are no liens or encumbrances on the academy trust's assets, except for those that are disclosed in the notes to the financial statements.

10 All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.

11 We have no plans or intentions that may materially alter the carrying value and where relevant the fair value measurements or classification of assets and liabilities reflected in the financial statements.

#### **Accounting estimates**

12 Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

#### **Loans and arrangements**

13 The academy trust has not granted any advances or credits to or made guarantees on behalf of directors other than those disclosed in the financial statements.

#### **Legal claims**

14 We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for, and disclosed in, the financial statements.

#### **Law and regulations**

15 We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

#### **Related parties**

16 Related party relationships and transactions comply with the academy trust's financial regulations, relevant requirements of the Academies Financial Handbook and have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements and guidance set out in the Companies Act 2006, the Charities SORP and the Academies Accounts Direction issued by the Education and Skills Funding Agency.

#### **Subsequent events**

17 All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

#### **Going concern**

18 We believe that the academy trust had adequate resources to continue in operational existence for the foreseeable future.

### **Grants and donations**

19 Grants made by the Department of Education and Education and Skills Funding Agency have been applied for the purposes intended and the Accounting Officer has ensured regular and proper use and value for money of monies received from government.

20 All other grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

### **Restricted grants and donations are as follows:**

#### **ESFA/DFE Grants**

- General annual grants.
- Pupil premium grant.
- Rates relief.
- PE and sports grant
- Devolved formula capital.

#### **Local Authority Grants and Donations**

- SEN and high needs funding.
- Growth funding.

We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware.

We confirm that so far as we are aware, there is no relevant other information needed by you in connection with preparing your reporting accountant's assurance report on regularity of which you are unaware.

Each trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself aware of any relevant audit/other information and to establish that you are aware of that information.

Yours faithfully

Stephen Miles - Signed on behalf of the board of trustees

Date:



# Chelmsford County High School for Girls

**Headteacher**  
Mr Stephen Lawlor, BA (Hons),  
PGCE, PGCPSE, NPQH

A progressive grammar school community,  
committed to excellence in girls' education and empowerment

Broomfield Road  
Chelmsford  
CM1 1RW  
T: (01245) 352592  
F: (01245) 345746  
E: office@cchs.essex.sch.uk  
www.cchs.co.uk

3rd December 2021

MWS  
601 London Road  
Westcliff on Sea  
Essex SS0 9PE

Dear Sirs

The following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience such as I consider necessary in connection with your assurance report on regularity to Chelmsford County High School for Girls and the Education and Skills Funding Agency (ESFA) for the year ended 31<sup>st</sup> August 2021. These enquiries have included inspection of supporting documentation where appropriate. All representations are made to the best of my knowledge and belief.

## General

- 1 I have fulfilled my responsibilities as accounting officer under the requirements of the funding agreement between Chelmsford County High School for Girls and the Secretary of State for Education and the Academies Financial Handbook 2020.
- 2 I acknowledge my personal responsibility to Parliament for the regularity and propriety of the public finances for which I am answerable; for the keeping of proper accounts; for effective internal controls; for prudent and economical administration; for the avoidance of waste and extravagance; for achieving value for money; and for the efficient and effective use of all the resources in my charge.
- 3 I acknowledge my responsibility to notify the governing body and the ESFA of any instances of material irregularity or impropriety, or non-compliance with the terms of the academy trust's funding agreement and have had due regard to the requirements of the Academies Financial Handbook 2020 in performing this duty.
- 4 Any instances of material irregularity, impropriety, or non-compliance discovered to date have been notified to the governing body and the ESFA.
- 5 Significant matters of which you should be aware have been brought to your attention including any instances of irregularity, impropriety or non-compliance with laws and regulations specific to the academy trust's authorising framework.
- 6 Full and free access has been granted to all records, correspondence, information and explanations that you have considered necessary to enable you to perform your work.

Yours faithfully

Stephen Lawlor - Accounting Officer

Date:

