**Matching Green C of E Primary School**

**Internal Controls Evaluation Report 2020-2021**

**11th May 2021**

**Report prepared by: Daren Olley - Chair of Finance & Premises for Headteacher and Full Governing Body**

**Scope of Evaluation:**

A) **The Governing Body & School Staff**

* Approved Terms of Reference for all committees responsible for finance
* Approved Scheme of Financial Regulations
* Inspection File of all finance information provided to governors with due regard to GDPR
* Register of Business Interests
* Access to financial expertise in the event of staff absence

1. **Budget Setting**

- 2020/2021 Budget

- Five Year Budget Projections

**C)** **Value for Money**

- Procurement procedures

- School collaboration with others

1. **Protecting Public Money**

* Outstanding matters from previous ICE
* Guarding against fraud – Cash Income/Banking/Payroll/Financial Reconciliations
* Business Continuity Plan

**Reference has been made to questions that are within the Schools Financial Value Standards return that must be submitted to ECC by 28th May 2021**

**Summary of Findings:**

1 = High Priority: Governors must review this recommendation when completing the SFVS.

2 = Medium Priority: Internal controls should be improved to minimise risk.

3 = Low Priority: Internal control could be improved in line with best practice, but little risk of actual loss.

4 = No issues identified.

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| **Area of Evaluation** | **Findings** | **Priority** | **Action** |
| **A)The Governing Body & School Staff** | No anomalies identified | 4 | - |
| **B) Budget Setting** | No anomalies identified | 4 | - |
| **C)** **Value for Money** | No anomalies identified | 4 | - |
| **D) Protecting Public Money**   * Outstanding matters from previous ICE | Cash and cheque income received is recorded on the EduSpot system. A process is now in place for monthly reconciliation by SBM. | 4 |  |

**Full Evaluation**

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| --- | --- | --- | --- |
| **Area of Evaluation** | **Findings** | **Priority** | **Action** |
| A)**The Governing Body & School Staff**   * Approved Terms of Reference for all committees responsible for finance   SFVS A2   * Approved Scheme of Financial Regulations   SFVS A3   * Inspection File of all finance information provided to governors with due regard to GDPR   SFVS A4   * Register of Business Interests   SFVS A5   * Access to financial expertise in the event of staff absence   SFVS A6 | Confirmation seen in respect of Governing Body Minutes.  Approved Scheme of Financial Regulations seen in respect of Governing Body Minutes. Sample check of Order no 6291 Shooting Star Entertainments signed in accordance with finance regulations.  Monthly monitoring reports provided to finance governors on the governors secure area of the website.  Register of Business Interests seen and reported on the school website.  Governor’s business interests are also recorded at the beginning of each governing body meeting and committee meetings as evidenced by the minutes.  School subscribes to the Juniper Finance Support, expertise, and support provided by finance & premises governors. The school needs to be mindful of changes to finance personnel and ensure that appropriate training and support is provided. | 4  4  4  4  4 | -  -  -  -  - |
| B)**Budget Setting**  -2020/2021 Budget  SFVS B12  - Five Year Budget Projections  SFVS B11 | 2020/2021 Budget in place and authorised in accordance with Finance Regulations as evidenced by governing body minutes.  Five Year Budget Projections produced in the summer and autumn terms as evidenced by governing body minutes. | 4  4 | - |
| C) **Value for Money**  - Procurement procedures  SFVS C15  - School collaboration with others  SFVS C18 | School Business Manager provides contract review on an annual basis. Three quotes are provided for any items over £5,000 in accordance with financial regulations.  All staff are very aware of budget constraints for resources e.g. more than one quote is always obtained for coaches/paper to ensure best possible value.  The school is utilising as an Associate Member any support from the EFPT to minimise costs such as training. | 4  4 | -  - |
| **D) Protecting Public Money**   * Outstanding matters from previous ICE   SFVS D20   * Guarding against fraud –   SFVS D21  Cash income/Banking/Payroll  /Financial Reconciliations   * Business Continuity Plan   SFVS D25 | Cash and cheque income received is recorded on the EduSpot system. There is a process in place to ensure that ALL income recorded on the EduSpot system has been banked.  A formal process for recovery of school meals arrears is in place, twice weekly.  Termly checks undertaken by the Headteacher.  Checks were carried out on cash income/banking/payroll/finance reconciliations and no anomalies were found.  Business Continuity Plan/Disaster Recovery Plan was circulated at FGB on 17th March 2021, to be approved at next FGB Meeting, 15th July 2021 . | 4  4  4  4  1 | **-**  -  **Business Continuity Plan to be reviewed by FGB July 2021.** |