**Matching Green C of E Primary School**

**Internal Controls Evaluation Report 2019-2020**

**17th March 2020**

**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**

-2019/2020 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 31st March 2020**

**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. There is no process in place to ensure that ALL income recorded on the EduSpot system has been banked.  **March 2020 – Weakness still identified. Administrative Assistant to produce a monthly cash & cheque report from Eduspot to be used by the School Business Manager to ensure all cash has been paid into the bank to be reconciled with total receipts on statement.** | 1 | **Administrative Assistant to produce a monthly cash & cheque report from Eduspot to be used by the School Business Manager to ensure all cash has been paid into the bank to be reconciled with total receipts on statement.** |

**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 5126 EFDC 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 ECC 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**  -2019/2020 Budget  SFVS B12  - Five Year Budget Projections  SFVS B11 | 2019/2020 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 no process in place to ensure that ALL income recorded on the EduSpot system has been banked.  **March 2020– Weakness still identified. Administrative Assistant to produce a monthly cash & cheque report from Eduspot to be used by the School Business Manager to ensure all cash has been paid into the bank to be reconciled with total receipts on statement.**  A formal process for recovery of school meals arrears could not be verified.  **March 2020 – Arrears policy in place as evidenced by governing body minutes**  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 presented and approved by Finance & Premises Committee 28/02/19. To be reviewed March 2020. | 1  4  4  4  4 | **Administrative Assistant to produce a monthly cash & cheque report from Eduspot to be used by the School Business Manager to ensure all cash has been paid into the bank to be reconciled with total receipts on statement.**  **-**  -  -  **Business Continuity Plan to be reviewed by FGB.** |