



FINAL INTERNAL AUDIT REPORT
EDUCATION, CARE AND HEALTH SERVICES DEPARTMENT

PRE-ACADEMY AUDIT OF ALEXANDRA INFANTS SCHOOL 2013-14

Issued to: Michelle Lewis, Head Teacher

Cc: Mr E Allinson, Chair of Governors (final report only)
Schools Finance Team, (final report only)

Prepared by: Principal Auditor
Date of Issue: 21 January 2014

Report No.: CYP/P01/01/2013

INTRODUCTION

1. This report sets out the results of our closure audit of Alexandra Infants School carried out in quarter 4 of 2013/14. The school transferred to academy status on 1st December 2013.
2. The purpose of this visit is to identify any issues which need to be resolved prior to closure of the accounts.
3. The controls we expect to see in place are designed to minimise the school's exposure to a range of risks. Weaknesses in controls that have been highlighted will increase the associated risks and should therefore be corrected to assist overall effective operations.
4. The original scope of the audit was outlined in the Terms of Reference issued on 10th December 2013. The period covered by this report is from 1st January 2013 to 30th November 2013.

AUDIT SCOPE

5. The scope of the audit is detailed in the Terms of Reference.

MANAGEMENT SUMMARY

6. We have reviewed primary accounting information including: expenditure, leases and contracts, payroll records, VAT returns and bank accounts. We also considered progress towards signing up to a Commercial Transfer Agreement.
7. There were no major findings however we would like to bring the following to management's attention:
 - (1) The school is currently in the process of finalising an up-to-date Contracts List and this document will be a key document to ensure that going forward, the school is in a position to appreciate ongoing contractual commitments and to review contracts for value for money on a regular basis.

ACKNOWLEDGEMENT

8. We would like to thank all staff contacted during this review for their help and co-operation.