



**INTERNAL AUDIT REPORT**  
**EDUCATION AND CARE SERVICES**

**PRE ACADEMY INTERNAL AUDIT OF PERRY HALL PRIMARY SCHOOL 2013-14**

**Issued to:** Mrs A Ward Headteacher

**Cc:** Mrs J Barnett Chair of Governors  
Schools Finance Team (Final report only)

**Prepared by:** Principal Auditor

**Date of Issue:** 6th February 2014  
**Report No.:** CYP/P25/01/2013

## **INTRODUCTION**

1. This report sets out the results of our internal audit review of Perry Hall Primary School carried out in quarter 4 of 2013/14. The school converted to academy status on the 1<sup>st</sup> 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 original scope of the audit was outlined to the school prior to the review. The period covered by this report is from 1st December 2012 to 30th November 2013.

## **AUDIT SCOPE**

4. The scope of the audit was to review transactions for the period 1<sup>st</sup> December 2012 to 30th November 2013 and included payments, leases and contracts, payroll, bank reconciliations and the Commercial Transfer Agreement.

## **MANAGEMENT SUMMARY**

5. The expenditure, payroll, contracts and bank reconciliation tests were satisfactory, however it should be noted that there are 4 invoices shown on the aged debtors report totalling £2,260; the FO will seek recovery.
6. The Commercial Transfer Document was available to view on site signed by the representatives of the Company, Governors and Council.

## **SIGNIFICANT FINDINGS**

7. None

## ACKNOWLEDGEMENT

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