



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

**PRE ACADEMY INTERNAL AUDIT OF MANOR OAK PRIMARY SCHOOL 2013-14**

**Issued to:** Yvonne March, Headteacher

**Cc:** Angela Chapman, Chair of Governors  
Schools Finance Team (Final report only)

**Prepared by:** Principal Auditor

**Date of Issue:** 05 March 2014  
**Report No.:** CYP/P38/01/2013

## **INTRODUCTION**

1. This report sets out the results of our internal audit review of Manor Oak Primary School carried out in quarter 4 of 2013/14. The school converted to academy status on the 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 to the school prior to the review. The period covered by this report is from 1st December 2012 to 30th November 2013.

## **AUDIT SCOPE**

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

## **MANAGEMENT SUMMARY**

6. While on site on 13th February 2014 audit sampled primary accounting documents including: expenditure, leases and contracts, payroll records and bank reconciliations. The samples were selected from the period 1st December 2012 to 30th November 2013. Audit also considered the Commercial Transfer Agreement, which has now been signed by the Council, the governing body and the School's Academy Trust and there are no issues arising.
7. The aged debtor and creditor reports dated 27th February 2014 showed no monies owed to the school and no outstanding financial liabilities owed by the school.

8. The school uses The London Borough of Bromley providers for payroll services; therefore no actual auditing was required in this area as part of the closure process as this is covered by a corporate audit of payroll. However December 2013 payroll totals were checked and these were paid back to the Authority as expected.
9. Audit testing on income and expenditure was satisfactory and there are no findings to report.

#### **SIGNIFICANT FINDINGS**

10. None

#### **ACKNOWLEDGEMENT**

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