



**FINAL INTERNAL AUDIT REPORT**  
**EDUCATION, CARE & HEALTH SERVICES**

**PRE ACADEMY INTERNAL AUDIT OF KESTON PRIMARY SCHOOL 2014-15**

**Issued to:** Mrs Julia Evison, Headteacher

**Cc:** Jo Simmons, Chair of Governors  
Schools Finance Team (Final report only)

**Prepared by:** Principal Auditor

**Date of Issue:** 02 June 2014  
**Report No.:** CYP/P35/01/2014

## **INTRODUCTION**

1. This report sets out the results of our internal audit review of Keston Primary School carried out in quarter 1 of 2014/15. The school converted to academy status on the 01 April 2014.
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 1 April 2013 to 31 March 2014.

## **AUDIT SCOPE**

5. The scope of the audit was to review transactions for the period 1 April 2013 to 31 March 2014 and included payments, leases and contracts, payroll, bank reconciliations and the Commercial Transfer Agreement.

## **MANAGEMENT SUMMARY**

6. While on site audit sampled primary accounting documents including: expenditure, leases and contracts, payroll records and bank reconciliations. The samples were selected from the period 1 April 2013 to 31 March 2014. There were no issues arising. 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 14/05/14 showed no outstanding financial liabilities owed by the school and no monies owed to the school. Un-paid orders will be overseen by schools finance team on receipt of any invoices due.

8. The school uses an external provider for payroll services and March 2014 salaries totalling £56,007.81 are still to be paid over to the Borough however the school are awaiting the invoice to be prepared by School's Finance Team.

#### **SIGNIFICANT FINDINGS**

9. None

#### **ACKNOWLEDGEMENT**

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