



FINAL INTERNAL AUDIT REPORT
EDUCATION CARE AND HEALTH SERVICES

**PRE ACADEMY INTERNAL AUDIT OF
CHISLEHURST [ST NICHOLAS] C of E PRIMARY SCHOOL 2014-15**

Issued to: Mr J Paddington, Headteacher

Cc: Ms V Cliff, Chair of Governors
Schools Finance Team (Final report only)

Prepared by: Principal Auditor

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INTRODUCTION

1. This report sets out the results of our Internal Audit review of Chislehurst [St Nicholas] C of E Primary School carried out in quarter 3 of 2014/15. The school converted to academy status on the 01 November 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 October 2013 to October 2014.

AUDIT SCOPE

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

MANAGEMENT SUMMARY

6. While on site on 11/12/14 audit sampled primary accounting documents including: expenditure, Contracts and Leases, payroll records and bank reconciliations. The samples were selected from the period October 2013 to October 2014. 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 concerns arising.
7. The Income and Expenditure Report dated 08/12/14 showed there were no monies owed to the school or liabilities owed by the school.

8. School dinner money system SIMS showed there were no school meal debts to date.
9. The school uses 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. October 2014 payroll totals were checked to ensure the amounts were re-paid to The London Borough of Bromley and all was found to be as expected.
10. There was no evidence to confirm that the actuary had notified the school of the percentage that the school was liable to pay for employers LBB pension contributions, however the school are now locating this documentation.
11. It is the responsibility of the Local Authority [LA] to formally close the accounts and once all monies have been correctly accounted for, the LA will then arrange for surplus funds to be transferred to the new academy account within the agreed timescales.

SIGNIFICANT FINDINGS

12. None

ACKNOWLEDGEMENT

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