

FINAL INTERNAL AUDIT REPORT

EDUCATION, CARE AND HEALTH SERVICES DEPARTMENT

**FOLLOW UP REVIEW OF CLARE HOUSE PRIMARY SCHOOL
2015/16**

Issued to: Mr. J. Budden, Head Teacher
CC: Mrs J Tibbalds, Chair of Governors (final report only)
Schools Finance Team, (final report only)

Prepared by: Principal Auditor

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INTRODUCTION

1. This report sets out the results of our systems based follow up audit of Clare House Primary School. The audit was carried out in quarter four as part of the programmed work specified in the 2015/16 Internal Audit Plan, agreed by the Section 151 Officer and Audit Sub-Committee.
2. The controls we expect to see in place are designed to minimise the department'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.

AUDIT SCOPE

3. This follow up review considered the Internal Audit report finalised on 12th March 2015 and the progress made to implement the 4 recommendations.

MANAGEMENT SUMMARY

4. At the site visit on the 2nd March 2016 the Business Manager satisfactorily evidenced implementation of the 4 recommendations, as detailed in Appendix A. No new issues were arising, although it should be noted that authorisations should be dated and it is suggested that hard copy records such as the contracts and asset registers show the print date. The Schools Finance Team will conduct the closing audit prior to transfer to Academy status.

SIGNIFICANT FINDINGS (PRIORITY 1)

5. There are no priority one findings to report.

DETAILED FINDINGS/MANAGEMENT ACTION PLAN

6. Appendix A provides information on the recommendations that are being followed-up and the definitions of the priority categories.

ACKNOWLEDGEMENT

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

No	Recommendation	Management Comment	Target Date	Priority	Responsibility	Follow-up comments	Status
1	The School should establish the reason for discrepancy and resolve it. It would be recommended that the school carry out regular reconciliation of School Meal Account to ensure that meals income received equates to the meals income banked.	<p>The control and debt recovery of the school meal procedures have improved significantly since the previous Audit. An escalation procedure and termly reconciliation have been put in place. It is the aim of the school to have a nil balance for all Leavers (Y6 & transferred pupils) before the end of academic year. However, there are cases where it was not possible (e.g. parents in bankruptcy situation).</p> <p>There is no discrepancy on the b/f however SIMS "standard" Report was not clear and it was not explained properly to the Auditor that Leavers balance were not carry forward into the new academic year Report. Pupil balance as of 23/07/2014 = - 595.08. (-£619.20 balance of the Leavers). Please note some pupils are in credit balance as refund are done at the beginning of new term).</p> <p>Pupil balance b/f as of 01/09/2014 Brought forward balance £22.02 (£619.20 minus £595.08 =</p>	Sept 2015	2*	School Business Manager	<p>The school now carries out half termly reconciliation for the school meals income. The outstanding arrears value as at 2.3.16 was £620, although this is largely due to one family where bankruptcy proceedings are ongoing.</p> <p>The £619 balance for leavers in 2014 was recovered.</p> <p>Governors considered procuring a bespoke report to monitor ongoing balances for school meals. However at the Finance Committee 18/5/2015, Governors agreed that this was too costly and manual controls were adequate.</p>	Implemented

No	Recommendation	Management Comment	Target Date	Priority	Responsibility	Follow-up comments	Status
		£24.12) One pupil left mid term in debit = - £2.10) We are working with SIMS IT on the possibility of producing a more robust SIMS report to show the on-going balances clearly.					
2	Declaration of Interest should be an agenda item and should be recorded for every Governing Body meetings.	The Governing Body Agenda includes the Declaration of Pecuniary Interest however, there has been an oversight on the Minutes checked	March 2015	2	Chair of Governors and Head Teacher	Governors are now required to sign a summary declaration of interest sheet for each meeting. This is above the standard requirement of an annual declaration and opportunity to declare at each meeting but ensures that the information has been recorded. The school is reminded that all staff with budget responsibility should complete a declaration of interest annually.	Implemented
3	The list of contracts should be presented to Governors annually to ensure they are kept informed of ongoing commitments	An annual review of SLAs is conducted at the end of each year. The Report was discussed and signed by the Head Teacher. Any recommendations for termination or new contracts are discussed during the Finance Committee meeting. The recommendation to take the list of SLAs annually has been added to the Spring Term Finance agenda.	March 2015	3*	School Business Manager	The contract register is now signed off annually by the Head Teacher. The 2014 and 2015 register was evidenced at the site visit and although signed it is suggested that this document is also dated. At the Finance meeting 16.3.15 Governors agreed that the register be circulated prior to the meeting; an e-mail trail for 2015 evidenced that this was actioned.	Implemented

No	Recommendation	Management Comment	Target Date	Priority	Responsibility	Follow-up comments	Status
4	A procedure of recording equipment when they are taken out and brought back to School should be put in place	A reminder has been sent to all Staff about their responsibility in logging out and in of any equipment (including camera and video recorder for journey/trips). A reminder will be sent every term. The equipment loan book is kept in the Office.	March 2015	3	School Business Manager and Admin Officer	A copy of the asset register was evidenced at the site visit, signed by the Head Teacher. As discussed above all authorisations should be dated and the print date shown on the hard copy to date the document. The loans book has been used to record all temporary transfers off site. There were no outstanding items as at 2.3.16; a laptop was permanently assigned to a member of staff.	Implemented

Definition of priority categories.

Priority 1

Required to address major weaknesses and should be implemented as soon as possible

Priority 2

Required to address issues which do not represent good practice

Priority 3

Identification of suggested areas for improvement