



Portsmouth
CITY COUNCIL

Internal Audit Report

1718-056

EXT - Devonshire Infant School

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Approved by Chief Internal Auditor, Elizabeth Goodwin:

Executive Summary

An Internal Audit was conducted on 15th May 2017 in accordance with the Service level Agreement (SLA) between the Head teacher and Governing Body of Devonshire Infant School and the Internal Audit Department at Portsmouth City Council.

The **Full Audit**, which comprised of testing of the eight areas (as detailed in the scope), confirmed that a very high standard of evidence and documentation in relation to the financial management of the school is in place resulting in no exceptions being raised for any of the areas tested.

The **Schools Financial Value Standard** (SFVS) statement for the year ending March 2017 was also reviewed as part of this audit. The statement confirms compliance with 22 of the 23 questions in the standard (question 22 was not relevant as the school do not operate a voluntary fund).

Overall, based on the testing conducted, Internal Audit can give assurance on the effectiveness of financial management controls at Devonshire Infant School.

Objectives and Scope

The objectives of the audit were to ensure that there are effective standards and processes in place at the school to ensure successful financial management.

The scope of the review covered the examination of a sample of documentation relating to the following areas for the period April 2016 to the date of the audit was examined to ensure that;

Organisation of Responsibility & Accountability

The School has defined and documented the responsibilities of each person involved in the administration of its finances to avoid the duplication or omission of framework of accountability for Governors and Staff.

- Governing Body Committee timetable for the period September 2016 to July 2017
- Governing Body Terms of Reference
- Governing body Agendas & Minutes for the period April 2016 to the date of the audit
- Job descriptions for staff with financial responsibilities and the clerk
- SFVS documentation
- Skills matrix for Governors and Finance Staff
- Current Register of Pecuniary Interest
- Single Central Record document
- Whistle Blowing Policy

Budget

The School has developed and documented budgetary processes to enable the Governing Body and Head teacher to control expenditure in line with the overall objective of the school and there is a clear, identifiable link between the schools budget and the plan for raising standards and attainment.

- School Improvement / Development / Strategic Plan
- Three year Budget Plan and supporting monitoring evidence
- Budget Planning / Monitoring timetable
- School Budget Share and BB502 reports
- Staffing Budget
- Bench Marking data

Income

All income due to the School is identified, recorded, receipted and banked promptly and intact. Vat is correctly accounted for.

- Receipt books.
- Record of cash received pads.
- Bank paying - in books.
- Stock control sheets
- Miscellaneous income records.

Petty Cash

Income and expenditure made through the Petty Cash Account is accurately recorded and authorised. VAT is accounted for correctly and segregation of duties is appropriate

- Bank Statements for the period April 2015 to the date of the audit
- Petty Cash Vouchers and supporting documentation
- Petty Cash reconciliation reports

Ordering, Receipt and Payment of Goods

All commitments and expenditure are accurately recorded and expenditure is authorised, represents value for money and is for the proper purposes of the School

- Purchase orders and invoices (including compliance with the tendering process)
- Purchase cards, bank statements and receipts
- Hire agreement and contracts

Business Continuity / Resilience Plan

An appropriate business continuity / disaster recovery plan is in place which complies with the best practice guidance issued by PCC

- Business Continuity Plan
- Documentation relating to the Senior Management Emergency Team membership
- Evidence of Governing Body approval and drills / tests conducted

Inventory

All appropriate assets are recorded, safeguarded and controlled and disposal of equipment is properly administered and controlled

- Inventory sheets
- Loans register

Computer Security

Access to mainframe data is restricted to authorised staff only and adequate controls exist over security of passwords and environmental controls are sound

- Data Protection Registration Certificate
- IT / Internet Policy
- CCTV Policy