



BRADFIELD SCHOOL INTERNAL AUDIT REPORT

JUNE 2017

Bradfield School - Internal Audit Report

INTRODUCTION

This report is prepared for the attention of the Governors of Bradfield School following a visit to the school to undertake internal audit testing on 30 June 2017. Testing covered transactions during the period from 1 September 2016 to 30 June 2017.

SCOPE OF WORK

The governors of Bradfield School have appointed BHP LLP to complete a programme of detailed testing of controls and transactions during the period. The work programme used has been designed, based on guidance from governors, to ensure that the systems and controls which have been put in place to address the key financial risks identified by the Academy are being operated as documented.

AREAS COVERED

- Income
 - DfE receipts
 - Miscellaneous receipts
- Payroll
 - Amounts paid
 - Payrises
 - Reconciliations
- Expenditure
 - Petty cash
 - Credit card
- School Trips
 - Income
 - Expenditure
 - Insurance
- Other
 - Meeting minutes review
 - Financial procedures review

OVERALL CONCLUSION

Based in the testing performed, we conclude that these systems and controls are operating as documented.

RECOMMENDATIONS

There are no recommendations that we have identified to improve the controls already in place.

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AREA OF WORK	TESTING	RESULTS	CONCLUSIONS & RECOMMENDATIONS
<p>Income</p>	<p>Income received from the DfE was agreed to source documentation and bank receipts.</p> <p>For a sample of one miscellaneous receipt, income was agreed to source documentation and bank receipt.</p>	<p>For all items tested, details agreed to supporting documentation and bank statements.</p> <p>For the item tested, details agreed to supporting documentation and bank statement.</p>	<p>On the basis of our testing, the system for recording DfE income is being administered correctly.</p> <p>On the basis of our testing, the system for recording miscellaneous income is being administered correctly.</p>
<p>Payroll</p>	<p>From a list of staff, 5 employees were selected and salary details were agreed to payroll records and payscales.</p> <p>A sample of 5 non teacher payrises were checked to payroll records and authorisation.</p> <p>A payroll reconciliation was reviewed to ensure it had been appropriately carried out, reviewed and agreed.</p>	<p>For all items tested:</p> <ul style="list-style-type: none"> - Salary amounts paid were agreed to payscales - Salary amounts agreed to payroll records. <p>For the sample tested, pay increases were at least 1% which was in line with 1 April 2016 changes. These were correctly authorised.</p> <p>Payroll reconciliations are being performed and authorised as documented.</p>	<p>On the basis of our testing, staff are being paid the correct, authorised rates.</p> <p>No issues were identified.</p> <p>No issues were identified.</p>

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AREA OF WORK	TESTING	RESULTS	CONCLUSIONS & RECOMMENDATIONS
<p>Expenditure</p>	<p>A sample of 5 petty cash payments were tested to ensure that the authorisation procedures are adhered to and that the expenditure has been correctly accounted for.</p> <p>The petty cash balance on the system was agreed to the physical cash held.</p> <p>A sample of 5 credit card payments were tested to ensure that the Academy's authorisation procedures are adhered to and that the expenditure has been correctly accounted for.</p>	<p>For all items tested (where appropriate)</p> <ul style="list-style-type: none"> - Payments agreed to petty cash forms and receipts. - Payments were correctly recorded. - Payments were correctly authorised. <p>Petty cash held at the audit visit reconciled to the balance on the system.</p> <p>For all items tested (where appropriate)</p> <ul style="list-style-type: none"> - Payments to agreed invoices. - Payments were correctly recorded. - Payments were correctly authorised and were for valid expenses. 	<p>On the basis of our testing, the system for ordering, authorisation and recording of petty cash expenses is being administered correctly.</p> <p>No issues identified.</p> <p>On the basis of our testing, the system for authorisation and recording of credit card expenses is being administered correctly.</p>

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AREA OF WORK	TESTING	RESULTS	CONCLUSIONS & RECOMMENDATIONS
<p>School Trips</p>	<p>For 1 UK and 1 overseas trip, a sample of 1 income and 1 expenditure item was agreed to documentation and correct recording in the private funds database.</p> <p>For the 2 trips chosen above it was checked that the appropriate risk assessments had been performed and adequate insurance was in place.</p>	<p>For all items tested (where appropriate)</p> <ul style="list-style-type: none"> - Transactions agreed to supporting documentation. - Transactions were correctly recorded for the correct trip. <p>For both trips, risk assessment procedures had been carried out and adequate insurance was held.</p>	<p>On the basis of our testing, the system for recording of school trip income and expenditure is being administered correctly.</p> <p>No issues identified.</p>

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