

## The Skylark Partnership

### Internal control assessment

Version and Date		Action/Notes
1.0	03.06.2019	Reviewed by Trust board Approved by Trustees at Full meeting 7.11 2019.

#### Finance team:

An experienced effective and respected team with excellent experience and qualifications:-

**Business Manager:** ACMA qualified, Advanced Diploma in School Business Management, 15 years' experience at Hospital and Outreach Education within finance. Previously payroll clerk for 7 years.

**Accounting Officer:** 19 years' experience at Hospital and Outreach Education in a range of roles providing thorough knowledge and understanding of all aspects at Hospital and Outreach Education

#### Trustees

Excellent knowledge highly engaged and involved in the Trust; comprising of a broad range of experience at senior levels in commercial and public sector organisations. It is effective at challenging and questioning.

#### Local advisory board

Good knowledge of finance systems in business and schools with the right skills to be able to monitor the budget at a local level and report to trustees

#### Audit reports

Clean, unqualified year end audit reports have been commissioned.

Auditors will comment on the financial control systems and finance team.

Mid-year financial systems audit have been commissioned.

#### Internal scrutiny system:

1. Internal audit system – completed by another team within Cooper Parry (auditors)
2. Supplementary programme of works by external auditor – mid-year systems audit
3. Responsible officer – Cath Kitchen

The above assessment and internal scrutiny system is deemed appropriate at present.

It will be reviewed annually and also in any of the following circumstances:

1. Change of finance team staff
2. Change of Accounting Officer
3. Change of auditors
4. Any fraudulent transactions
5. Any change in auditors opinion
6. Any change in requirements to meet ESFA or statutory obligations