

Final Internal Audit Report

Downsview Primary School

June 2016

Distribution: Headteacher
Chair of Governors
School Business Manager
Executive Director, People (Final Only)
Assistant Director of Finance (Final Only)

By: Internal Auditor (Schools)

Assurance Level		Recommendations Made	
Full Assurance	Direction of Travel for level (from previous audit): From Substantial	Priority 1	0
		Priority 2	0
		Priority 3	0

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1. Introduction

Downsview Primary School is a Community School and at the time of the audit there were 574 pupils attending. It has an expenditure budget of approximately £2.8m for the current financial year.

The audit was undertaken as part of the agreed Internal Audit Plan for 2016/17. The objectives, approach and scope are contained in the Audit Terms of Reference at Appendix 1.

2. Key Recommendations and Issues

We are pleased to report that from the scope of our work carried out an audit opinion of full assurance is given on the effectiveness of the control framework operating. Subsequently no issues/findings have been raised and corresponding audit recommendations.

Acknowledgement

We would like to thank the following members of staff for their time and contribution to this audit review:

Headteacher

School Business Manager

Appendix 1 – Agreed AUDIT Terms of Reference

Downsview Primary School – 2016/17

1. INTRODUCTION & BACKGROUND

1.1 This audit is being undertaken as part of the agreed Internal Audit Plan for 2016/17.

2. AUDIT OBJECTIVES AND METHODOLOGY

2.1 To provide an independent and objective opinion on the degree to which the Council's internal control environment supports and promotes the achievement of the Council's objectives. The internal control environment comprises the policies, procedures and operations in place to:

- establish, and monitor the achievement of the service's objectives;
- identify, assess and manage the risks to achieving the services objectives;
- facilitate policy and decision making;
- ensure the economical, effective and efficient use of resources;
- ensure compliance with established policies (including behavioural and ethical expectations), procedures, laws and regulations;
- safeguard the service's assets and interests from losses of all kinds, including those arising from fraud, irregularity or corruption; and
- ensure the integrity and reliability of information, accounts and data, including internal and external reporting and accountability processes.

2.2 To confirm that management have controls in place to detect and vigorously, pursue, fraud, corruption, other irregularities, errors and poor value for money.

2.3 To confirm that appropriate management action has been taken to implement recommendations for change leading to improvement in performance and/ or control.





3. SCOPE

3.1 The audit included the following areas (and number of recommendations made):

Audit Area	Recommendations Made		
	Priority 1 (High)	Priority 2 (Medium)	Priority 3 (Low)
Governance and Leadership	0	0	0
Budgetary Control & Monitoring	0	0	0
Payroll	0	0	0
Procurement	0	0	0
Bank Accounts	0	0	0
Information Governance	0	0	0
Income	0	0	0
School Fund	0	0	0

In order to assist management in using our reports:

We categorise our **audit assurance opinion** according to our overall assessment of the risk management system, effectiveness of the controls in place and the level of compliance with these controls and the action being taken to remedy significant findings or weaknesses.

	Full Assurance	There is a sound system of control designed to achieve the system objectives and the controls are constantly applied.
	Substantial Assurance	While there is basically a sound system of control to achieve the system objectives, there are weaknesses in the design or level of non-compliance of the controls which may put this achievement at risk.
	Limited Assurance	There are significant weaknesses in key areas of system controls and non-compliance that puts achieving the system objectives at risk,
	No Assurance	Controls are non-existent or extremely weak, leaving the system open to the high risk of error, abuse and reputational damage.

Priorities assigned to recommendations are based on the following criteria:

Priority 1 (High)	Fundamental control weaknesses that require immediate attention by management to action and mitigate significant exposure to risk.
Priority 2 (Medium)	Control weakness that still represent an exposure to risk and need to be addressed within a reasonable period.
Priority 3 (Low)	Although control weaknesses are considered to be relatively minor and low risk, still provides an opportunity for improvement. May also apply to areas considered to be of best practice that can improve for example the value for money of the review area.