

Westfield Community Primary School
City of York Council
Internal Audit Report 2017/18

Headteacher: Mrs T Ralph
Date Issued: 11th Jan 2018
Status: Final
Reference: 15691/009

	P1	P2	P3
Actions	0	0	2
Overall Audit Opinion	High Assurance		

Summary and Overall Conclusions

Introduction

This audit has been carried out as part of the Internal Audit plan for Children, Education and Communities for 2017/18. Schools are audited in accordance with a detailed risk assessment.

Objectives and Scope of the Audit

The purpose of this audit was to provide assurance to Governors, the Headteacher and management that procedures and controls in the areas listed below are working adequately and are well controlled.

The audit will review processes and transactions in the following areas:

- Governance and Financial Management
- System Reconciliation
- Banking Arrangements
- Contracts, Purchasing and Authorisation
- Income
- Capital and Property
- Extended Schools Provision
- Human Resources
- Payroll and Staff Costs
- School Meals
- Pupil Numbers
- School Fund
- Data Protection and Information technology
- Insurance and Risk Management
- Joint Use Facilities
- Inventories
- Safeguarding

Key Findings

Processes in the school in relation to the above areas are working well, and records are clear and well maintained. Some minor areas for improvement have been identified, these are set out below.

With the forthcoming General Data Protection Regulations (GDPR) in changes the school is reminded that there may be some changes to policies in the future and that their privacy notices will need to be updated.

Overall Conclusions

It was found that the arrangements for managing risk were very good. An effective control environment appears to be in operation. Our overall opinion of the controls within the system at the time of the audit was that they provided High Assurance.

1 Inventory

Issue/Control Weakness

The inventory record has not yet been independently checked.

Risk

In the event of an insurance claim the school may not be able to prove that the inventory record is accurate as of a particular date and the claim may be affected.

Findings

The school had recently compiled an electronic record of all items within the school including the use of QR codes to manage their inventory.

As this was recent the inventory record did not yet have an independent check and sign off that the record is correct.

Recommendation

On an annual basis the inventory should be checked by a person independent to the upkeep of the record. A hard copy should be signed and maintained. Any items disposed of should be recorded and their disposal authorised.

Agreed Action 1.1

An annual diary schedule has been set up for the independent checking of the inventory by the Site Manager who is an independent manager in relation to the upkeep of the record. A hard copy will be signed and recorded.

Priority

3

Responsible Officer

Business Manager

Timescale

18/3/2018

2 Policies

Issue/Control Weakness

Some policies were not signed.

Risk

Multiple versions of policies may exist leading to a lack of clarity about which is the correct version

Findings

Although the school had copies of policies on file not all were signed. Having signed policies on file gives the school a definitive record of which version of the policy is the one that is approved.

Recommendation

The school should ensure that as policies are reviewed that a signed copy of the policy is retained.

Agreed Action 2.1

The school has been used to using the copy of the policy provided for the governors' meeting as the basis for making any requested changes prior to the policy being saved on the system for all staff to access and printed off for the staff room hard copy file.

It is clear to see that this is not actually acceptable as it does not show the actual signed copy of the policy which is often kept in a filing cabinet in the Business Manager's office and not distributed to all staff.

The Business Manager has set up a new system to ensure that the actual signed copy is the one that gets distributed in future.

The next governors' meeting is scheduled for 29th January 2018 and the new system will be trialled at this meeting

Priority

3

Responsible Officer

Business Manager

Timescale

18/3/2018

Audit Opinions and Priorities for Actions

Audit Opinions

Audit work is based on sampling transactions to test the operation of systems. It cannot guarantee the elimination of fraud or error. Our opinion is based on the risks we identify at the time of the audit.

Our overall audit opinion is based on 5 grades of opinion, as set out below.

Opinion	Assessment of internal control
High Assurance	Overall, very good management of risk. An effective control environment appears to be in operation.
Substantial Assurance	Overall, good management of risk with few weaknesses identified. An effective control environment is in operation but there is scope for further improvement in the areas identified.
Reasonable Assurance	Overall, satisfactory management of risk with a number of weaknesses identified. An acceptable control environment is in operation but there are a number of improvements that could be made.
Limited Assurance	Overall, poor management of risk with significant control weaknesses in key areas and major improvements required before an effective control environment will be in operation.
No Assurance	Overall, there is a fundamental failure in control and risks are not being effectively managed. A number of key areas require substantial improvement to protect the system from error and abuse.

Priorities for Actions

Priority 1	A fundamental system weakness, which presents unacceptable risk to the system objectives and requires urgent attention by management.
Priority 2	A significant system weakness, whose impact or frequency presents risks to the system objectives, which needs to be addressed by management.
Priority 3	The system objectives are not exposed to significant risk, but the issue merits attention by management.

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