

# Sparkle Multi-Academy Trust

## Internal Scrutiny Report



Two separate internal audits were carried out in 2019/2020 by an experienced School Business Manager at a neighbouring school. The following areas were scrutinised during the reviews.

Area Tested	Observations/ findings	Recommendation	Trustees responses
<p><b>Payroll</b></p> <ul style="list-style-type: none"> <li>Select employees from the payroll and check salary details back to personnel records to confirm that the amount paid is correct;</li> <li>Check payroll amendments to ensure that appropriately authorised source documentation exists;</li> <li>Review the final payroll print for one month to ensure it has been appropriately authorised.</li> </ul>	<p>Employees selected were shown to have been paid the correct amount</p> <p>No amendments required therefore non recorded</p> <p>Samples of final payroll print correct and authorised.</p>		<p>Current HR and Payroll provider, Capita, remain competent and accurate</p>

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<p><b>Purchases</b></p> <ul style="list-style-type: none"> <li>Select payments made within the review period and ensure: <ul style="list-style-type: none"> <li>The payments are correctly authorised;</li> <li>The payments are correctly recorded in the accounting system;</li> <li>The invoices are correctly authorised;</li> <li>The invoices agree to the orders;</li> <li>That goods or services have been certified as received;</li> <li>The orders are correctly authorised;</li> <li>That the orders have been placed with an appropriate supplier</li> </ul> </li> <li>Obtain details of any contracts with a value over a prescribed limit and review documentation to ensure correct quotation/tender procedures have been followed;</li> <li>Review progress against any significant capital contracts to ensure payments made are appropriate and progress is satisfactory.</li> </ul>	<p>Payments are dual signed by SBM and Headteacher.</p> <p>Payments selected have been recorded correctly on PSF.</p> <p>Orders authorised by SBM or subject leader</p> <p>Invoices authorised by SBM when reconciled with order and delivery note</p> <p>N/A</p> <p>N/A</p>	<p>Some purchases are made by school debit card so perhaps these could be included in future samples</p>	<p>Future purchase order samples will include school debit card transactions.</p> <p>No contracts over the prescribed limit were in progress during the reviews</p> <p>No capital contracts are in progress at this time</p>

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<p><b>Income</b></p> <ul style="list-style-type: none"> <li>Review receipts from the DfE / ESFA and check that the amounts received agree to source documentation;</li> <li>Select one category of “miscellaneous receipts” and ensure: <ul style="list-style-type: none"> <li>Appropriate action has been taken on any overdue amounts;</li> <li>Primary records of amounts due reconcile to records of monies collected;</li> <li>Monies recorded as collected have been banked promptly and in full;</li> <li>Monies collected are correctly recorded in the accounting system.</li> </ul> </li> </ul>	<p>DfE and ESFA remittances agree with amounts received in bank and posted to PSF.</p> <p>Nominal receipt agrees with cash taken. Amount on paying in slip agrees with deposit in bank.</p>		<p>Current accounting system and procedures remain fit for purpose.</p>

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<b>Accounting System / Bank Reconciliations</b> <ul style="list-style-type: none"> <li>Review bank reconciliations to ensure that they have been correctly prepared and authorised;</li> <li>Review control account reconciliations to ensure they have been correctly prepared and authorised;</li> <li>Review the procedures used to prepare financial reports issued to trustees and officers of the Academy as well as DfE financial returns to be satisfied that they are completed accurately and promptly.</li> </ul>	<p>Bank reconciliation agrees and authorised by Headteacher</p> <p>Financial reports are created on PSF based upon the data entered on to the system and issued to trustees</p>		<p>Current accounting system, PSF, remains fit for purpose.</p> <p>Reports produced give a clear and accurate picture of the current financial position of the academy.</p>
<b>IT Systems and Cyber Security</b> <ul style="list-style-type: none"> <li>Review current financial software systems to ensure robust login procedures ;</li> <li>Review cloud based packages to ensure robust cyber security;</li> <li>Review anti-virus software to ensure robust protection from external threats;</li> </ul>	<p>Secure login procedures discussed. The trust uses the same IT support provider as many schools in West Sussex, including our own, so security and antivirus are most familiar.</p>		<p>Current IT support provider ensures a safe and secure network across the whole school.</p>

## Overall Conclusions

All accounting systems and procedures are being carried out in accordance with the Sparkle MAT financial procedures manual and the IT systems and security are robust and secure thanks to the engagement of a locally renowned schools IT support provider.