

Audit 2024 Action Plan

Key

Red - Fundamental/Important/Issues

Orange - Significant/work in progress/ongoing

Yellow - Requires Improvement - work on

Green - Completed

Purple - latest update - latest action

Management Control Objective: Governors and staff clearly understand their respective roles and responsibilities.

Audit Ref	Rec Rating	Recommendation	Action	By	Implementation Date	Action Update	Further Action	Completion Date
2.1	Significant	Details of budget overspends and compensating savings should be recorded on budget reports presented to the Resources & Personnel Committee. Full details should also be recorded in the minutes to demonstrate governors awareness of all overspends.	Overspends are examined but have not been detailed accurately through reporting and minutes of R&P cttee meetings. SBM is ensuring detailed notations will accompany all reports, including budget documents.	KD	Apr-24	As per Budget reports and financial reports submitted to resources cttee mtgs and attached to minutes.		Apr-24
2.2	Significant	All governors and school staff who attend governing body meetings and/or have financial responsibilities at the school should be reminded to complete an annual declaration of interests form and declare any business interests at the start of each school year, to ensure that conflicts of interest are declared and known by all parties. (As recommended and agreed in 2021/22)	Actioned by Clerk to Governors and all forms are now in place. All staff members were issued with Business Interest form and returned to Clerk. To be reviewed beginning of academic year and termly reminder sent to all staff and governors.	RN	May-24	Annual Review in Sept-24. Termly reminders issued to staff by Clerk. Forms given to gobs and SLT at full gov mtg in Sept and re-issued to staff via pigeon holes. ■ will send a further email reminder in 2nd half autumn term.		Oct-24 Half term
2.3	Requires Attention	Actual spend against budgets as detailed in the College Development Plan should be reported to and monitored by Governors at each committee meeting.	This has not been detailed and reported to the governing body. To be included in the Headteacher's Report to Governors on termly basis.	RT	Sep-24	23-24 report was tabled at full gobs mtg, 24-25 report with budget also tabled at full gobs mtg.	Next update due December mtg	Sep-24
2.4	Significant	Future SFVS responses must be representative of actual processes at the College and supporting documentation should be provided to Governors to allow a full review prior to submission to the Local Authority.	Chair or Vice Chair of cttee to review documents with HT prior to completion of SFVS at R&P cttee mtg in Mar-25	Govs RT	Mar-25			Mar-25

Management Control Objective: Budget income is identified, collected and banked in accordance with procedures.

Audit Ref	Rec Rating	Recommendation	Action	By	Implementation Date	Action Update	Further Action	Completion Date
3.1	Significant	All standing orders for bus payments should be cancelled and replaced by a payment item on ParentPay for the full required amount. A periodic reconciliation of actual to expected payments should be performed and any outstanding balances followed up. This reconciliation should then be reviewed by another officer.	There were only 7 standing orders in place upto August 24, this is now reduced to 6. Request was sent to parents to cancel. We currently have 182 students using Out of Catchment transport. SBM requests ■■■■■ to check payments on a monthly basis and to send reminders, contact parents who haven't paid. SBM reviewed end of year in August for full list of outstnading debts. We are now using the ERP invoicing system and any parents not paid will be issued an invoice and debt collection will be followed up by Shropshire Council.	JO KD BG	May-24	Reconciliation checks by SBM taken place for September and October 24, parents have received reminders for outstanding payments. If no payments received invoices will be raised on ERP before end of November 24. SBM has reminded ■ to raise invoices for O/S payments as not completed the list to date.	■■■ on ERP frop in session for invoice training on 15.11.24. SBM give deadline to ■ for invoices on ERP of 22.11.24. Headteacher to check. SBM to check o/s payments for Sept & Oct rec'd or ask ■ to raise by 30.11.24. SBM asked ■ to send reminders out to parnets for Nov payments. SBM to rec Nov payments in Dec.	Aug-24

3.2	Significant	At the earliest opportunity, notification should be issued that all payments are to be made electronically via ParentPay and cash will no longer be accepted by the College. In the meantime, whilst cash is still being accepted at the College, the weekly reconciliation of cash to the income received spreadsheet should be documented and authorised to demonstrate a segregation of duties.	This has been implemented and NO CASH received at reception. There is the occasional income but minimal. This is now directly received by Finance Assistant and recorded in manual ledger, held in safe for SBM to record on Parentpay and bank at HSBC or pay into Parentpay via Paypoint.	KD	Mar-24	Finance Policy has change at Resources cttee mtg 09.10.24. Between May and July 12 cash payments and 1 cheque payment were received. Cheque (Lettings) and one payment (Fundraiser for Prom) were paid into School Fund, totalling £497.20, other payments received were paid into Parentpay at paypoints by SBM, totalling £174.00. 2 cash payments received in September and paid into Parentpay via Paypoint by SBM, totalling £17.50. None received since. Staff print barcodes and hand to staff or parents to make payments at paypoint.	SBM continue to monitor. Fundraiser events are problematic. Trialed one fundraiser on new tills for collection of funds but proved problematic. Future fundraisers will be paid direct to charity at bank or to School Fund if raised for school department. Funds to be transferred to budget on half termly basis.	Mar-24
3.3	Significant	All monies received should be banked intact and not used for purposes other than the payee intended.	This was rectified immediately after the completion of the audit and funds are banked when received. SBM introduced a cash ledger held by Finance Assistant who receives any income. It is logged in the ledger on receipt. Countersignature by SBM when received to bank. All other admin staff have been informed they are NOT to receive cash/payments from anyone and direct to Finance Assistant.	KD	Mar-24			Apr-24
3.4	Requires Attention	The weekly reconciliation of income performed by the School Business Manager should be reviewed by the Headteacher and the review should be evidenced (Updated from recommendation made and agreed in 2019/20 and 2021/22).	Invoice/lettings income reviews are carried out for each Financial Report to R&P cttee Mtg. Income review reconciliation will be submitted to HT commencing with current financial year reports. This will be easier to monitor with invoices now being raised on ERP.	KD	Sep-24	SBM has reconciled for report to mtg 9.10.24. Reconciled for November Meeting, yet to share with Headteacher. Invoices are now raised on ERP.	SBM detailed reconciliation to Headteacher prior to November cttee mtg.	Continual
3.5	Significant	A Lettings Policy should be produced and presented to governors for review and approval at the earliest opportunity. This should include an up to date scale of charges. (As recommended and agreed in 2021/22)	Lettings Policy has been drafted and approved by the R&P cttee and will be submitted to Full Governing Body next meeting for approval. Discussion on charges took place at last R&P cttee mtg and charges will be reviewed on an annual basis at the end of each financial year.	KD	May-24	Review charges Mar-25. Reviewed charge for football club June 2024.		Mar-25
3.6	Significant	All invoices for lettings should be raised through the ERP in line with the charges approved by Governors. This would ensure outstanding monies are chased by the debt recovery team and all necessary payment terms are included on invoices.	ERP invoicing commenced on 1st April 2024. To date working well. Needed additional assistance in September to establish reconciliation of payments to invoices raised.	KD	Apr-24			Apr-24
3.7	Significant	The Gov.uk criteria for VAT exempt sports lettings (notice 742) should be consulted to ensure exemptions are only applied where necessary.	This has been reviewed and VAT details included in the Lettings Policy. Now being implemented on Sports related invoices. If unsure of charges, ■ consults SBM. SBM refers to Govs resources if a review is required.	BG	Apr-24			Apr-24
3.8	Significant	All lettings income should be paid directly into school budget. A formal reconciliation should be performed periodically to identify outstanding invoices which should then be reviewed and evidenced by another officer.	Invoice payments received by cheque or through old lettings system to School Fund has been transferred to budget prior to year end. Lettings now being paid direct to budget as ERP system now implemented. Outstanding invoices will be easily identifiable on ERP system and checked when producing financial report for governors on half termly basis.	KD	Sep-24	One cheque payment received from old system in June from rugby Club £200. Paid to School fund.		Sep-24

Management Control Objective: Regular budget monitoring is performed and any significant variations are investigated.

Audit Ref	Rec Rating	Recommendation	Action	By	Implementation Date	Action Update	Completion Date
4.1	Fundamental	A recovery plan for the College's deficit budget should be produced in line with statutory guidance available on the SLG, to help ensure continued reduction. If the deficit is deemed to sit outside of the statutory requirement, documented approval needs to be sought from the Assistant Director for Education and Achievement.	An email is held on account detailing that Shropshire Council accepts the school is not able to produce a realistic debt recovery plan for the deficit. The school is required to maintain an In-year break even or surplus balance each year and not increase the deficit. Copy of email to be held in audit file records.	RT	Mar-24		Mar-24

Management Control Objective: Purchases are appropriate, authorised, recorded correctly and comply with Financial Regulations and Contract Procedure Rules.

Audit Ref	Rec Rating	Recommendation	Action	By	Implementation Date	Action Update	Further Action	Completion Date
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5.1	Significant	In line with the School's Finance Policy, which was updated in September 2020, contracts, or purchases over £1,000 should be supported with evidence of three quotes and three competitive written quotes should be invited from suitable suppliers for contract or purchases over £5,000. (As recommended and agreed in 2019/20 and 2021/22).	Review of order process was carried out immediately after the audit. From 1st April 2024 SBM reviewed all costs and identified On Call Orders for 2024-25 which will reduce the number of orders being processed on the system in breach of the college finance policy. Finance Officer to retain evidence of quotes with orders in excess of £1000. Finance Officer to bring to attention of SBM or Headteacher any invoices received that breach the order value. A half termly review to take place by SBM and HT. Review of Finance Policy to take place in September 2024 and be more detailed and relates to ERP procedures.	JD KD RT Governors	Apr-24	Checks of orders to take place in July. Policy review in Sept-24. SBM has reviewed the system and has recommended change to policy - 9.10.24 meeting. May change further as continue to review processes. SBM has changed order form and process and introduced a referral form for invoices received but no order to be given to Headteacher for discussion with staff member.	Still receiving issues from some staff members/activities - such as DofE. Headteacher now taken lead of DofE. Finance Assistant from 01.10.24 to upload all internal order forms, 3 quotes, etc to ERP orders. On Call orders have been put on incorrectly, in process of changing. SBM now has weekly meeting with Finance Officer to review orders and invoices.	Next review Dec-24 to make any further adjustments.
5.2	Significant	As per the Finance Policy, tenders for all contracts that exceed £50,000 should be sought and submitted to the Full Governing Body for approval.	Need to review the contracts detailed in the audit report. The bus contracts are for individual bus routes and quotations sought independently of each other, not collective. Need to review Shropshire Council's tendering procedures. Food supplier is not a Contract and orders are placed on a weekly basis. Supplier at any given time. A review to take place during the Summer break by SBM, actions discussed by HT in September 2024 and review by R&P cttee in October 2024.	KD	Oct-24	Bus tenders/quotes were obtained in June 24 for 24-25 academic year and are held on file. There are no changes to catering suppliers as this is not contracted out. Bus costs have increased greatly.	Need to seek additional advice prior to quotations for buses next year and obtaining quotes for new grounds contract SBM putting together. Who to ask at Shropshire Council?	Dec-24
5.3	Requires Attention	The contract spreadsheet set up by the Business Manager should continue to be updated to ensure that all contracts and their required details are recorded. Once complete the spreadsheet should continue to be maintained and reviewed on a regular basis to ensure that the renewal of contracts is considered in enough time to enable quotes or tenders to be gathered and considered to ensure that the school is receiving the services required and value for money. (As recommended and agreed in 2019/20 and 2021/22).	This is an on-going review as this did not exist for previous audit and no real improvement made during pandemic period. SBM to review during summer break and have up to date contract dates on Calendar. Add to R&P cttee meeting agenda once per term to ensure contracts register is being maintained and cttee aware of contracts due for renewal.	KD	Aug-24	Continuing to work this as the college is transferring to Telford & Wrekin. Details of ICT contracts was tabled to governors in summer term.	Add to Resources agenda ICT Review Nov mtg, Agenda Item for Feb 25 meeting - Contract Register - to be tabled and recorded with minutes.	Feb-24
5.4	Significant	Formal, up-to-date contracts should be in place with suppliers and where appropriate this should include a data processing agreement. The contracts should be signed by both parties in line limits detail in the Finance Policy.(Updated from recommendation made and agreed in 2019/20 and 2021/22).	Some of the contracts signed on behalf of the school by the SBM had been discussed and agreed and the R&P cttee were aware and the Headteacher. However this is still a breach due to authorising levels. SBM has actioned by HT signing renewal contracts after audit received in Mar-24. The majority of the breaches identified in the audit have subsequently been replaced. SBM will review those that require a review during the summer break review identified in 5.3. SBM to detail contract that require signatures from both parties and submit for review to HT in Sept '24.	KD	Aug-24	HAS NOT ACTIONED - SBM review with HT after Half term. All new contracts have been tabled to Headteacher and signed by Headteacher.		Dec-24
5.5	Requires Attention	To ensure that a purchase order is raised prior to an order being placed, staff should be required and reminded as per the school's Order/Invoice procedure to complete an internal order form (requisition) for approval prior to any orders being placed. Following the authorisation of the internal order form a subsequent requisition should be raised on Business World. The authorised internal order form should be attached to the Business World requisition to provide evidence of the initial authorisation. Staff should be reminded of this procedure and the Council's No PO No Pay policy. (As previously recommended and agreed in 2021/22)	This has been a significant issue. SBM reviewed with finance assistant immediately following audit and implemented new system from 1st April 2024. Any invoices received without an order placed on the system, will be recorded on a Financial Regulation Breach Identification Form, submitted to the Headteacher if a second occurrence takes place with a member of staff, to be actioned. Details of action will be held on file.	JD KD	Apr-24	Improving but we still have some issues. We now have a breach system implemented and all are reported to the Headteacher who takes action which is then noted. New order form has been introduced in October 2024. SBM now commenced weekly meetings with finance asistant to review orders and invoices.	Still have issues from some staff/activities - working through to reduce and eliminate.	Jun-24
5.6	Requires Attention	Outstanding orders should be reviewed and cleared, where possible, at the earliest opportunity. Where orders do not close correctly Purchase Ledger should be contacted for advice. (Updated from recommendation made and agreed in 2021/22)	New system implemented from 1st April 2024. SBM no longer hold on electronic spreadsheet. SBM prints out on fortnightly basis all outstanding orders for finance assistant, identifying items orders that need to be deleted. Finance Officer to retain spreadsheets for evidence.	JD KD	Apr-24	SBM reviewing fortnightly and forwarding list to ■ to update system	Action was ineffective - SBM commenced weekly meetings with Finance Assistant. This has been effective.	Oct-24
5.7	Requires Attention	Invoices should be submitted to Proactis for payment as soon as the goods and services have been provided. Where invoices are not provided promptly these should be requested from suppliers.	Invoices are being processed more efficiently but some issues were caused by not knowing if goods had been received, staff absence but we also have issues with needing to process New Suppliers on ERP which delays the process. SBM does not know how to check these payment dates on ERP to see if improrvment been made.	JD KD	Apr-24	Some delays are due to issues with deliveries, several have arisen in the last 2 months. ■ has been requested to detail on invoices as we retain them for future reference.		Oct-24

5.8	Significant	In line with the Council's Purchasing Card Procedures and Guidelines, purchasing cards must not be used to buy gifts. Where purchases are funded through ticket sales or donations there should be a clear reconciliation of income and expenditure. This applies to purchases through imprest, purchasing cards and school fund. (Updated from recommendation made and agreed in 2019/20 and 2021/22).	All purchases made were explained, evidence of income other than budget funds were identified to cover the purchases, however some income was still held in School Fund account. This income was transferred prior to the financial year end. All staff gifts are now being processed through an independent website called The Honey Pot Collection. Animal feed, etc will still be purchased as these are for the animals that reside in Student Support and are an integral part of supporting student wellbeing.	KD	Apr-24	Invoices are now required to be uploaded to the Natwest Card transaction review.		Apr-24
5.9	Requires Attention	Purchasing card transactions should be authorised in a timely manner.	Since July'23 transactions are reviewed on a monthly basis.	KD	Jul-23			Jul-23

Management Control Objective: The imprest account is operated in accordance with Imprest Procedures and all monies can be accounted for.

Audit Ref	Rec Rating	Recommendation	Action	By	Implementation Date	Action Update		Completion Date
6.1	Requires Attention	A valid receipt or invoice should be obtained and submitted for all imprest transactions to support the spend and provide VAT details where applicable so that VAT can be identified and reclaimed. In addition to receipts and invoices being valid they should be submitted for reimbursement in a timely manner. (As previously recommended and agreed in 2021/22)	The Imprest Claim has not been processed as schools had been informed that the imprest accounts were being removed and the finance assistant was expecting further instructions. However, this was an error. The SBM and HT are ensuring that all claims have the correct documentation. Finance Assistant and SBM have yet to review to imprest claim mentioned to identify the items without correct paperwork. We suspect this is in regard to a salary sub payment to a staff member as advised by HR Officer.	JD KD RT	Apr-24	Investigate the items identified in the audit for clarification. If unsuccessful then will contact audit for details. Complete this task in summer break.		NOT ACTIONED TO DATE
6.2	Requires Attention	To confirm that expenditure is appropriate, or not, and to ensure that VAT can be reclaimed where relevant, all purchasing card transactions should be supported by a VAT invoice or receipt. These should be retained for six years.	Imprest Claims are scrutinised by Shropshire Council when submitted and VAT queries and possible missing invoices are identified at this time. The Post office claims being coded as zero-rated instead of exempt has not been notified to us. Finance Assistant to request Imprest guidelines from Shropshire Council and review with SBM. SBM will review claim form checking VAT codes in addition to VAT documentation prior to sending to Shropshire Council, with Finance Assistant.	JD KD	Jul-24	Unaware of any issues going forward. 6.1 and 6.2 are reasons some of the reasons we would like to have 2 purchase cards as it will help with imprest issues.		
6.3	Significant	Payments should be made directly to the correct bank account. Payments should not be made to staff to be transferred at a later date.	This was relating to one payment made to SBM for reimbursement of 29 purchases over a significant period. Records submitted detail VAT transactions and Non VAT transactions. Some funds had been transferred to SBM to cover some of the cost. This was bad practice that SBM carried out when significant purchases were required, when the purchase card limit had been reached, that purchasing through School Fund would of meant VAT could not be reclaimed and increased the cost to the school. SBM carried out this in good faith to assist the school purchasing through own account. Documentation to evidence all payments is available in financial records. THIS WILL NOT TAKE PLACE AGAIN. LESSON LEARNED. Counter signatures as identified in Secion 8 will ensure this cannot take place in the future.	KD RT	Apr-24	SBM has had to purchase currency for a trip as the post office could not accept the purchase card due to driving licence address different to card address. Had to purchase from own account and be reimbursed. If purchase card has reached limit then SBM will not process until the next month. Resources cttee agreed in October to have limit raised on purchase card for SBM to £5K and new card for DHT for £2.5K. - Oct-24	SBM to complete purchase card forms. Oct-24	Apr-24
6.4	Requires Attention	The Petty Cash record should be complete with dates and signed by the payee. The petty cash should be checked and signed off by a member of staff not involved in the distribution of petty cash.	Finance Assistant needs to adjust record book to gain payee signatures. To be Actioned. Since Audit SBM has checked all petty cash claims, authorised and checked record book at the end of each claim. Pettycash usage has been reviewed and reduced since audit. SBM instigated claims to be reimbursed by cheque as most people can now bank using banking apps. Only 2 pettycash items reimbursed in May and July. None since. SBM purchasing items such as exam postage, paracetamol etc with purchase card to reduce cash.	JD KD	Jun-24	Signatures are in book		Jun-24
6.5	Significant	Imprest claims should be submitted a minimum of termly. Bank reconciliations should be completed on a monthly basis on the receipt of the bank statement. The reconciliation should be signed off by a second member of staff who is not involved in the administration of the imprest account.	As identified in the audit claims were being processed regularly which lapsed in 2022 and 2023. This has now been rectified to half termly. It is easier to reconcile and process when smaller number of transactions involved and less risk of errors. Claims are being processed on half term basis. Claims to date 28.1.24 443.65, 26.3.24 1095.85, 19.6.24 291.28, 31.8.24 622.69, next on 19.11.24.	JD	Apr-24	SBM to report to HT when claim has been submitted. ■ has submitted claims as SBM checked.		Jun-24

Management Control Objective: Payment is made to bona fide employees only for the work performed through the Payroll system.

Audit Ref	Rec Rating	Recommendation	Action	By	Implementation Date	Action Update		Completion Date
7.1	Requires Attention	As per the Shropshire Council Code of Conduct employees with a personal relationship should not have line management responsibilities. Where this is unavoidable within electronic systems compensating controls should be put in place to ensure that a second authoriser is included.	SBM always sought verbal approval from HT for any financial issues relating to relative. This was an error and should of gained written records. Partner is retiring 31st August 2024 and therefore this potential issue will cease. Until this time any further financial or personnel issues will be documented in writing adn HT signature will be sought.	KD	Mar-24			Mar-24

7.2	Requires Attention	The payroll batch headers, authorised by the headteacher, and the PR28 payroll spreadsheet returns should agree, with no differences, to the additional hours and days teaching supply paid in the ERP in all cases. Any differences or late payments should be highlighted and an explanation provided.	No discrepancies have been identified on review. PR28 is checked by HT monthly. SBM is now ensuring that the payments are being checked on ERP payroll on a monthly basis. These are held electronically on ERP spreadsheets by SBM and are available for perusal if required by HT.	KD	Mar-24			Mar-24
7.3	Requires Attention	There should be a review of the documents which support the PR28 payroll spreadsheet, to ensure that they clearly evidence that accurate and appropriate claims have been made by employees.	The 1.1 supply days highlighted in the audit report refers to cover for 5 lessons - 5 hours, plus cover of Coaching Group at the end of the day - 30 mins. SBM was not asked for details of this during the audit. SBM will review the Additional Hours Claim Form during the summer break, to include times so that 30 minute breaks can be identified in the day. SBM does this on reviewing the current claim forms as aware of staff work day patterns and hours so able to calculate before authorising. The claim forms are authorised by the SBM who is the line manager in all cases of additional hours as none are paid unless prior knowledge of event. This will be detailed on review of form in summer break and HT signature is to be gained on all forms. [redacted] signature on all Supply Staff claims as Cover Administrator.	KD RT RN	Sep-24	New forms were introduced for staff to complete in Sept-24.		Sep-24
7.4	Significant	There should be a review of the staff sickness insurance claims with regards to the level of insurance cover against the policy cost to ensure that the most cost effective level of cover is purchased.	A review of the sickness absence and possible days of claims has been carried out and compared to the option of 3 day cover. This was completed including the details of the years that were effected by Covid19 pandemic. R&P cttee agreed that it would not give a financial saving given the increase in cost for the insurance premium. This is recorded in the cttee minutes. SBM was not asked if this was reviewed.	KD	Apr-24	SBM is carrying out a financial analysis for HT & SLT consideration with regard to change in procedure - purchasing additional laptops, cover in the hall/dining hall, employ cover supervisor.	SBM continuing to monitor Cover Co-ordinator impact and SBM looking at reduced insurance cover for Apr 2025.	Following SRMA audit cover Sup employed 1.9.24
7.5	Significant	The staff sickness insurance claims process should be reviewed to ensure that it clearly states what details should be obtained to support the claim for all eligible staff absences. Payments received from the insurance provider should be checked for accuracy, against the submitted claims and the remittance advices provided agree to the claim amounts recorded as received. Once in place, staff should ensure this process is understood, followed with appropriate documents held and payments for claims are correct.	There was no claims missed as SBM checked absence records on ERP to confirm. Issue has arisen due to departure of [redacted] and there was no insurance claims required following her departure up to audit taking place. Oversight of SBM for not ensuring all records had been received from [redacted] prior to departure and was unable to produce ofr audit. SBM has implemented Sickness Claim Records file where all evidence is collated for each claim and correposnding remittance advice is held for reconilitation purposes.	KD	Apr-24			Apr-24
7.6	Significant	All employees records including any personal and sensitive information should be appropriately secured and access restricted to relevant staff. All employees records including any personal and sensitive information should be secured and retained in accordance with the retention policy for a suitable period of time.	SBM can confirm that Staff details were secure in a locked cabinet, in a locked office but SBM did not have access. SENCO (member of SLT) discovered records when accessing SEN records and immediately brought to SBM Office. SBM now has ownership of sickness claim forms going forward.	KD	Apr-24	Personnel records have been moved to Headteacher's PA office as she now has responsibility for HR Forms and personnel duties - Sept24		Apr-24

Management Control Objective: The school fund is operated in accordance with the school fund notes of guidance.

Audit Ref	Rec Rating	Recommendation	Action	By	Implementation Date	Action Update	Completion Date
8.1	Fundamental	The school fund accounts since 2019 should be audited and presented to Governors. The auditor needs to have sufficient knowledge and experience of auditing school funds to ensure correct identification of official income and school fund income. (Updated from recommendation made and agreed in 2019/20 and 2021/22).	SBM has contacted Whittingham Riddell Accountants, who have advised they do not carry out School Fund Audits. SBM discussed with HT and contacted [redacted], past Shropshire Council Schools Funding Officer, who lives locally to ask if she would complete the required audit. No response was received from [redacted], Gov and mayor contacted Town Council auditor who audits for public bodies - unable to assist. SBM contacted three national companies who advertise as School Fund auditors. One not responded, one based Oxford - difficult with paperwork, one in Birmingham - expensive but able to assist. Made contact with Morgan Griffiths - accountants based in Newtown who have indicated they are happy to assist the college and carry out the audits.	SBM	May-24	School Fund accounts from 19/20, 20/21, 21/22,22/23 are ready fdoor audit. SBM has contacted [redacted] Morgan Griffiths regarding dates for audit to be booked in and to deliver files.	ASAP

8.2	Significant	To ensure that income received is being used as intended action should be taken to identify and transfer all income owed to the relevant organisation. Budget income should not be collected into School Fund. All income should be kept in the correct system and not mixed. Consideration should be given to transferring the value of the gold coins to a savings account whilst the foundation is established. The school should ensure that the balances are protected and can be compensated in full under the Financial Services Compensation Scheme, should the bank fail. (Updated from the recommendation made and agreed in 2019/20 and 2021/22).	School Fund Income is being recorded in a ledger book by finance assistant and banked by SBM. All transactions are being recorded on an excel spreadsheet and the identified in columns. Budget income has been significantly reduced in the School Fund Account. The School Fund is now a F&P Gov Cttee Agenda Item and the current records presented at each meeting so that budget income is identified and transferred. Deposit account to hold gold coins funds will be opened once the account mandate has been updated by HSBC (SBM querying the delay). SBM to identify all charity income raised and present to HT evidence of amounts and payments to be authorised. Land transfer documents have been completed June-24 and Trust can then be created for transfer of funds.	SBM & HT	Jul-24	School Fund is submitted for scrutiny at each Resources cttee mtg. Mandate for signatories has been returned by bank 3 times. SBM has now received paper copy from bank and can submit by old method not electronic. Deposit account cannot be opened until this has completed. School holds to accounts with HSBC - gold coins funds have been transferred to this account until deposit/trust can be opened.	SBM has been going through charity list and gaining details from staff members who organised events. Some of funds are meant for school activities. Detailed list to be submitted to resources cttee mtg on 20.11.24 and payments to external charities made.	Nov-24
8.3	Significant	Payroll payments should not be made outside of the payroll system. The two outstanding payments should be chased with the staff members to be paid back as soon as possible.	All Salary Subs to staff have all been repaid to the school since the Audit. An agreement has been implemented by the SBM following the audit that is signed by the staff member and Headteacher with agreed repayment dates.	SBM	Feb-24	Used once in month following audit and implemented prior to receiving report. Contracts and payroll have been set up in time for new staff since audit, however staff turnover is low.	█ given sub in Sept as her contract change (submitted in July was not processed on ERP). Received back pay in Oct and repaid School Fund as per agreement. Authorised by Headteacher.	Mar-24
8.4	Significant	Cash which is received by the school should be recorded in a permanent record and held securely in the safe. There should be no mixing of funds.	A Cash book ledger was implemented immediately on receipt of the draft audit report. Any monies received is to be handed to the Finance Assistant and no other admin staff. █ will record all monies in the ledger, and place in cash box in safe. █ to transfer funds to SBM for banking at HSBC or to Parentpay via Paypoint. SBM signs for funds. School Fund income is recorded on Parentpay as bank reconciliation. Banking records to be presented to HT on half term basis for scrutiny and signing. Cash amounts have been significantly reduced following promotional drive for online payments only and issuing parents with Paypoint Barcodes if they wish to pay by Cash. SBM to carry out further training with Fin Ass regarding processing banking on Parentpay and production of Barcodes.	JD K RT	Mar-24	Training on Parentpay will take place as funds are received. This term - Prom Fundraiser. █ now processing more deposits on Parentpay - lacking confidence. SBM supporting.	There has been no cash or cheque deposits to school fund this academic year.	Continual - Aug-25
8.5	Significant	Segregation should be built into the administration of the school fund. This includes evidence of an independent review of school fund expenditure and a monthly reconciliation undertaken when bank statements are received, including the following: • Closing balance of the previous statement. • Income received. • Expenditure. • Unpresented cheques. • Cash in transit. This reconciliation should be signed by the person completing the checks and should be reviewed by the Head Teacher to ensure it is undertaken on a timely basis and is accurate. Any discrepancies should be investigated. (As previously recommended and agreed in 2019/20 and 2021/22).	Reconciliation has been produced every half term. Records of payments and income have been viewed and signed by the HT. SBM to sign reconciliations and hold in file rather than destroy and replace with latest reconciliation. SBM to ensure second signatory signs online payment details.	KD IW RT	Jul-24	SBM missed details relating to second signature and sign reconciliation. To review all payments with █ for signatory.	SBM also calculating transfer of fund from School Fund to Budget. Mix up with Tanzania trip, some of income paid on Parentpay went to Shropshire Council account and some to School Fund. Flight costs less deposits and bus transport paid form budget, other costs from school fund. SBM reconciling so that funds can be transferred to budget.	Nov-24
8.6	Requires Attention	Payments made via bank transfer should be supported by appropriate documentation. This should include authorisation prior to payment and evidence that the payment has been reviewed following transfer.	Bank transfers are performed by SBM. HT and DHT signatures are to be gained on all transfers.	KD IW RT	Jul-24	█ has signed all to date. SBM to review with █ at same time as 8.5	Only four payments made this academic year - 3 tanzania trip 25 - requested by █, 1 sub to teacher authorised by HT.	Nov-24

Management Control Objective: Income from school meals is properly recorded, fully accounted for and banked promptly and intact by the cash collection agent.

Audit Ref	Rec Rating	Recommendation	Action	By	Implementation Date	Action Update		Completion Date
9.1	Requires Attention	Eligibility for FSMs for the student should be discussed with the Local Authority. In the meantime, the negative catering balance should be cleared using the funds raised on a half-termly basis. Any remaining funds when the pupil has left the College should be presented to Governors and approval sought prior to use.	██████████ SBM will adjust the balance and transfer funds by journal entry on ERP. This will take place once the new till system Blue Runner is installed. ██████████ will contact student sponsor regarding application for FSM.	SBM	14.06.24	Blue Runner installed on 10.06.24. COMPLETED ON NEW TILLS.		Sep-24

Management Control Objective: Only pupils entitled to a free school meal receive them. Adult free meals are authorised.

Audit Ref	Rec Rating	Recommendation	Action	By	Implementation Date	Action Update		Completion Date
10.1	Requires Attention	A regular reconciliation should be performed of the College's FSM list to Synergy in order to identify any anomalies. These should then be rectified at the earliest opportunity to ensure the accuracy of records.	The FSM list is regularly checked against Synergy and is detailed on the list that is held in the Census file. Following the audit SBM was contacted by SC FSM team who discussed the differences and updated their system. SBM was informed that the FSM team need thr school to inform them of any students starting, transferring or leaving the college so they can update their system. The FSM records on Synergy do not automatically link with the admission data held on Synergy. SBM has subsequently trained member of admin team to carry out this task following completion of Admin Dept Restructure.	SBM	May-24	Now being completed by ██████████ on fortnightly basis or when received information from parent that their child is now in receipt of FSM.	SBM checked records for Oct24 census and will check again for Jan25 census.	Completed May-24
10.2	Requires Attention	The policy for adult free meals should be documented as part of the Charging & Recharging Policy and presented to the Resources Committee for approval.	Details were added to Finance Policy at last Resources & Personnel Gobs Mtg. Following HT meeting with Union Rep, a further update to be reviewed at meeting on 11.06.24	HT	Jun-24	COMPLETED		11.06.24

Management Control Objective: Disclosure and Barring Service (DBS) checks have been performed for relevant staff.

Audit Ref	Rec Rating	Recommendation	Action	By	Implementation Date	Action Update		Completion Date
11.1	Significant	As per the government guidance (Keeping Children Safe in Education) a written risk assessment should be completed for volunteers. The risk assessment should consider: · the nature of the work with children, especially if it will constitute regulated activity, including the level of supervision · what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers · whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability, and whether the role is eligible for a DBS check, and if it is, the level of the check, for volunteer roles that are not in regulated activity.	NO ACTION REQUIRED. This is inaccurate. SBM informed audit that the school will ensure there is a DBS in place if a volunteer is due to visit more than 3 times, such as Enrichment activities. Volunteers are NOT left with students without a member of staff supervising if no DBS in place. Not aware of any breach of a volunteer being left with a student that has not received a risk assessment and has a DBS in place. The school has a good record of Safeguarding an no issues raised during Ofsted Inspection. Entrysign has recently been introduced which also assists with tracking visitors and volunteers visits to the college. The SBM raised that we sometimes have issues with other agency staff attending the school to work with students and that we have no prior information/details of meeting and this can cause issues to ensure safeguarding is met.			School admin staff have turned social workers from Powys, etc away from meetings who have not produced DBS details. This has had an impact of ensuring the staff members who organise meetings inform admin staff and also ask visiting agency to bring their DBS details.		

Management Control Objective: Information Governance and cyber risks are managed in accordance with current best practice and an agreed policy.

Audit Ref	Rec Rating	Recommendation	Action	By	Implementation Date	Action Update		Completion Date
12.1	Significant	Fraud awareness and anti-money laundering training should be made available for staff involved in administration and handling of income.	<p>Training Course Identified by SBM for self and [redacted] (finance assistant) COURSE CONTENT</p> <p>Session 1 Introduction to accounting, How schools are funded & how schools spend, The accounting process in schools, Double entry bookkeeping</p> <p>Session 2 Financial regulations & procedures, Appropriate use of funds, Value for Money, Separation of duties, Authorisation, Record keeping External Audit & consequences of problems.</p> <p>Session 3 Financial Terminology and concepts Management accounting - Understanding & Reviewing budgets Financial accounting - Understanding & Reviewing Financial Reports</p> <p>Session 4 Period End procedures including VAT & Gift Aid Financial Housekeeping Internal Audit</p>	SBM & JD	Summer Term	Commenced course on 2.10.24. Downloadable details also available. To be completed at half term. SBM also attending income generation course.	Finance Assistant not completed course in half term. SBM will ensure course is attended in PD day Jan25.	Jan-25
12.2	Requires Attention	The password criteria and policy should be updated to comply with the current best practice guidance. This should be subject to an annual review.	Review to take place by HT and ICT Manager	RT & GLM	02.09.24	Being implemented with upgrade to new licences on Microsoft 365 and migration to Telford & Wrekin ICT services.	Completed October half term. All password changes have been implemented on all systems.	Oct-24
12.3	Significant	The privacy notice should be reviewed and updated to ensure that it accurately reflects all parties that student data is shared with and the type of data shared with those parties.	Review of Privacy Notice by HT and DPO	RT & GLM	02.09.24	Completed - tabled to resources on 9.10.24. Uploaded to website.		Sep-24