

**Williams Giles**  
**Chartered Accountants**

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**Summary Internal Audit Report**  
**for the year ended 31 August 2020**

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Prepared by  
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For  
Diocese of Canterbury Multi Academy Trust





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## Document Overview

In order to give a broad overview of the findings and recommendations for the final Internal Audit Visits we have prepared a summary of the key issues. This will describe the recommendations made, which will be available to review on each academy separately to this report.

This report has been specifically tailored for the needs of the Diocese of Canterbury Multi Academies Trust and as such, if there is anything that would further assist the trustees in their monitoring of the academies, please do not hesitate to contact us and we will endeavour to accommodate any requirements.

This document has been prepared to try to be as useable and clear as possible to ensure that findings do not get lost in the detail but, please note further information on the findings will be included in the individual reports. If there are any further questions please do not hesitate to contact Alex Ffrench or Kaine Mount at Williams Giles.

## Introduction

Diocese of Canterbury Multi Academy Trust has always undertaken a full internal audit process as documented in previous reports. However, to ensure compliance with the Academies Financial Handbook 2019 and to give the audit committee as the delegated authority comfort that Internal Scrutiny guidelines are being complied with the approach has been revised in the current year.

### Internal Scrutiny Approach

The audit committee agreed that the programme of works should be determined with reference to the risk register and delegated to the CFO the task of a review of the risk register and recommending a programme of works to the audit committee based upon the risk register, prioritising those areas determined as high or medium level risks

As delegated by the audit committee, the approach of the Internal Scrutiny (IS) report would be agreed with the Finance manager and the Scrutineer.

The risk register should be reviewed as this forms the basis of the IS. The Scrutineer reviewed the Risk Register and suggested a number of minor alterations aimed at making the register clearer and thereby allow the audit committee to make informed decisions when selecting area's to be reviewed.

The recommendations can be seen in section one as shown on the contents page.

The finance manager presented the Risk register to the audit committee and the relevant aspects of the Academies Financial Handbook 2019 and the guidance's as published by the DFE <https://www.gov.uk/government/publications/academy-trust-financial-management-good-practice-guides/internal-scrutiny-in-academy-trusts>



## **Internal Scrutiny – Detailed Plan**

Based upon the areas above it was agreed between the Audit committee the CFO and Scrutineer that the following detailed testing would be undertaken to ensure that the controls and risk mitigations were working effectively, it was agreed that these would be the Core Financial Areas:

- Bank & Cash
- Income
- Expenditure
- Payroll

This Introduction has been produced following instruction from the Audit committee to Alex Ffrench.

It was intended that there would be tests undertaken throughout the 2020 year, both on site and remote to get a full and through overview of the procedures in each school. Each school would have its own report which would be agreed with Local Governors and a Summary report would update the audit committee three times a year including the briefing of this introduction and plan.

Each of these reports will be discussed by the audit committee and the results relayed to the Full Governing Body. Any recommendations will be reviewed and the comments of the audit committee agreed and reported back to the Scrutineer.

The full report will be submitted to the ESFA by 31 January 2020.

### **COVID-19 update**

Due to COVID-19 it was noted that the works required by the ESFA were revised. It was recognised in an ESFA letter to Accounting Officers that “as a result of COVID-19, you may not have been able to facilitate a full work plan for internal scrutiny at the time you had originally intended”, therefore it was decided that everything would be tested remotely as far as possible given the COVID-19 lockdown. The vast majority of works have been completed as normal and therefore this report is considered complete. In the next financial year, the Internal Scrutiny review will be considered in light of current circumstances and works amended if appropriate.

## All Souls

As a result of substantive sample testing, the key findings from this review are as follows:

### Remote Visit

- The academy receives income from the ESFA, Kent County Council, Canterbury Christ Church university, Kent music, catering, trips, breakfast club and interest.
- 5 income transactions were selected for testing and each was receipted and remitted in full.
- We tested 5 credit card payments and found them all to be substantiated with proof of purchase. Each payment was authorised by the school business manager.
- 5 random expenditure transactions were tested. Each payment had matching purchase orders, goods were checked on arrival and payment was authorised by the headteacher.
- We reviewed 5 expense claims for the academy and found that they were all fully receipted and authorised.
- There does not seem to be any sign off of payroll reports currently and medium recommendation of an electronic or physical sign off was made.
- 3 current employees were reviewed, and they were being paid in accordance with the latest information on their personnel files.
- We verified that pension deductions were being made correctly.
- 3 leavers were selected and all 3 had a resignation letter and acceptance from the head before being removed from payroll.
- A selection of 3 new starters were reviewed and all pre-employment checks had been carried out.
- The bank statements from the academy bank account were reviewed and we confirmed that the academy did not go overdrawn at any point.
- The bank signatories are current employees for the Trust.
- Banking is done by BACS.
- Bank reconciliations are performed weekly or fortnightly. The reconciliations were authorised by the headteacher and signed off by the school business manager.
- The academy does not use petty cash.

## Archbishop Courtenay

As a result of substantive sample testing, the key findings from this review are as follows:

### Remote Visit

- The academy receives income from the ESFA, Kent County Council, Kent music, catering, trips, breakfast club and lettings.
- 5 income transactions were selected for testing and each was receipted and remitted in full.
- We tested 5 credit card payments and found them all to be substantiated with proof of purchase. Each payment was authorised by the school business manager.
- 5 random expenditure transactions were tested. Each payment had matching purchase orders, goods were checked on arrival and payment was authorised by the headteacher.
- We reviewed 5 expense claims for the academy and found that they were all fully receipted and authorised.
- Payroll reports are reviewed and authorised before being posted.
- 3 current employees were reviewed, and they were being paid in accordance with the latest information on their personnel files.
- We verified that pension deductions were being made correctly.
- 3 leavers were selected and two of them had resignation letters and acceptances from the headteacher. A low recommendation that all leavers have the appropriate leaving forms was made.
- A selection of 3 new starters were reviewed and all pre-employment checks had been carried out.
- The bank statements from the academy bank account were reviewed and we confirmed that the academy did not go overdrawn at any point.
- The bank signatories are current employees for the Trust.
- Banking is done by BACS.
- Bank reconciliations are performed weekly or fortnightly. The reconciliations were not always signed and dated upon completion and authorisation, so a medium recommendation was made.
- The academy does not use petty cash.



## **Brenzett**

As a result of substantive sample testing, the key findings from this review are as follows:

### **Remote Visit**

- The academy receives income from the ESFA, Kent County Council, Canterbury Christ Church university, Kent music, catering, trips, breakfast club and interest.
- 5 income transactions were selected for testing and each was receipted and remitted in full.
- We tested 5 credit card payments and found them all to be substantiated with proof of purchase. Each payment was authorised by the school business manager.
- 5 random expenditure transactions were tested. Each payment had matching purchase orders, goods were checked on arrival and payment was authorised by the headteacher.
- There were only 2 expense claims for the academy in the period that we tested. It was found that they were all fully receipted and authorised.
- There does not seem to be any sign off of payroll reports currently and medium recommendation of an electronic or physical sign off was made.
- 3 current employees were reviewed, and they were being paid in accordance with the latest information on their personnel files.
- We verified that pension deductions were being made correctly.
- There were only 2 leavers and they both had a resignation letter and acceptance from the head before being removed from payroll.
- There were only 2 new starters. They were reviewed and all pre-employment checks had been carried out except we were not provided with the two references. A low recommendation was made.
- The bank statements from the academy bank account were reviewed and we confirmed that the academy did not go overdrawn at any point.
- The bank signatories are current employees for the Trust.
- Banking is done by BACS.
- Bank reconciliations are performed weekly or fortnightly. The reconciliations were authorised by the headteacher and signed off by the school business manager.
- The academy does not use petty cash.

## Charing

As a result of substantive sample testing, the key findings from this review are as follows:

### Remote Visit

- The academy receives income from the ESFA, Kent County Council, Kent music, catering, trips, breakfast club and interest.
- 5 income transactions were selected for testing and each was receipted and remitted in full.
- We tested 5 credit card payments and found them all to be substantiated with proof of purchase. Each payment was authorised by the school business manager.
- 5 random expenditure transactions were tested. 2 payments had matching purchase orders, goods were checked on arrival and payments were authorised by the headteacher. The other 3 payments had missing documentation from the finance system and therefore a medium recommendation was made.
- We reviewed 5 expense claims for the academy and found that the finance system did not appear to have the supporting documentation saved. The other 2 claims were all fully receipted and authorised. A low recommendation was made.
- There does not seem to be any sign off of final payroll reports currently and medium recommendation of an electronic or physical sign off was made.
- 3 current employees were reviewed, and they were being paid in accordance with the latest information on their personnel files.
- We verified that pension deductions were being made correctly.
- 3 leavers were selected and all 3 had the appropriate leaving documents and had been removed from payroll.
- There were only 2 new starters were reviewed and all pre-employment checks had been carried out.
- The bank statements from the academy bank account were reviewed and we confirmed that the academy did not go overdrawn at any point.
- The bank signatories are current employees for the Trust.
- Banking is done by BACS.
- Bank reconciliations are performed monthly. The reconciliations in the Trust folders were not signed and dated upon completion and authorisation so a medium recommendation was made.
- The academy does not use petty cash.

## Charlton

As a result of substantive sample testing, the key findings from this review are as follows:

### Remote Visit

- The academy receives income from the ESFA, Kent County Council, trips, donations and lettings.
- 4 income transactions were selected for testing and each was receipted and remitted in full.
- We tested 5 credit card payments and found them all to be substantiated with proof of purchase. Each payment was authorised by the school business manager.
- 5 random expenditure transactions were tested. Each payment had matching purchase orders, goods were checked on arrival and payment was authorised by the headteacher.
- We reviewed 5 expense claims for the academy and found that they were all fully receipted and authorised.
- There does not seem to be any sign off of final payroll reports currently and medium recommendation of an electronic or physical sign off was made.
- 3 current employees were reviewed, and they were being paid in accordance with the latest information on their personnel files.
- We verified that pension deductions were being made correctly.
- 3 leavers were selected, and we were unable to locate the resignation letter or acceptance from the head for any of them. A medium recommendation that all leavers have the appropriate leaving forms was made.
- A selection of 3 new starters were reviewed and all pre-employment checks had been carried out.
- The bank statements from the academy bank account were reviewed and we confirmed that the academy did not go overdrawn at any point.
- The bank signatories are current employees for the Trust.
- Banking is done by BACS.
- Bank reconciliations are performed monthly. The reconciliations in the Trust folders were not signed and dated upon completion and authorisation so a medium recommendation was made.
- The academy does not use petty cash.



## Kennington

As a result of substantive sample testing, the key findings from this review are as follows:

### Remote Visit

- The academy receives income from the ESFA, Kent County Council, trips, donations and lettings.
- 5 income transactions were selected for testing and each was receipted and remitted in full.
- We tested 5 credit card payments and found them all to be substantiated with proof of purchase. Each payment was authorised by the school business manager.
- 5 random expenditure transactions were tested. Each payment had matching purchase orders, goods were checked on arrival and payment was authorised by the headteacher.
- We reviewed 5 expense claims for the academy and found that they were all fully receipted and authorised.
- There does not seem to be any sign off of final payroll reports currently and medium recommendation of an electronic or physical sign off was made.
- 3 current employees were reviewed, and they were being paid in accordance with the latest information on their personnel files.
- We verified that pension deductions were being made correctly.
- 3 leavers were selected, and we were unable to locate the resignation letter or acceptance from the head for any of them. A medium recommendation that all leavers have the appropriate leaving forms was made.
- A selection of 3 new starters were reviewed and all pre-employment checks had been carried out except for the two references for each. A medium recommendation was made.
- The bank statements from the academy bank account were reviewed and we confirmed that the academy did not go overdrawn at any point.
- The bank signatories are current employees for the Trust (the CEO and CFO).
- Banking is done by BACS.
- Bank reconciliations are performed monthly. The reconciliations in the Trust folders were not signed and dated upon completion and authorisation so a medium recommendation was made.
- The academy does not use petty cash.

## Kingsnorth

As a result of substantive sample testing, the key findings from this review are as follows:

### Remote Visit

- The academy receives income from the ESFA, KCC, trips, donations and catering.
- 5 income transactions were selected for testing and each was receipted and remitted in full.
- We tested 5 credit card payments and found them all to be substantiated with proof of purchase. Each payment was authorised by the school business manager.
- 5 random expenditure transactions were tested. Each payment had matching purchase orders, goods were checked on arrival and payment was authorised by the headteacher.
- We reviewed 5 expense claims for the academy and found that they were all fully receipted and authorised.
- There does not seem to be any sign off of final payroll reports currently and medium recommendation of an electronic or physical sign off was made.
- 3 current employees were reviewed. 2 were being paid in accordance with the latest information on their personnel files. A low recommendation was made as the third employee was paid differently to the latest information on file.
- We verified that pension deductions were being made correctly.
- 3 leavers were selected, and we were unable to locate the resignation letter or acceptance from the head for one of them. A medium recommendation that all leavers have the appropriate leaving forms was made.
- A selection of 3 new starters were reviewed and all pre-employment checks had been carried out.
- The bank statements from the academy bank account were reviewed and we confirmed that the academy did not go overdrawn at any point.
- The bank signatories are current employees for the Trust.
- Banking is done by BACS.
- Bank reconciliations are performed monthly. The reconciliations in the Trust folders were not signed and dated upon completion and authorisation so a medium recommendation was made.
- The academy does not use petty cash.

## Reculver

As a result of substantive sample testing, the key findings from this review are as follows:

### Remote Visit

- The academy receives income from the ESFA, Kent County Council, Canterbury Christ Church university, Kent music, catering, trips, breakfast club and interest.
- 5 income transactions were selected for testing and each was receipted and remitted in full.
- We tested 5 credit card payments and found them all to be substantiated with proof of purchase. Each payment was authorised by the school business manager.
- 5 random expenditure transactions were tested. Each payment had matching purchase orders, goods were checked on arrival and payment was authorised by the headteacher.
- We reviewed 5 expense claims for the academy and found that they were all fully receipted and authorised.
- There does not seem to be any sign off of payroll reports currently and medium recommendation of an electronic or physical sign off was made.
- 3 current employees were reviewed, and they were being paid in accordance with the latest information on their personnel files.
- We verified that pension deductions were being made correctly.
- 3 leavers were selected and all 3 had a resignation letter and acceptance from the head before being removed from payroll.
- A selection of 3 new starters were reviewed and all pre-employment checks had been carried out.
- The bank statements from the academy bank account were reviewed and we confirmed that the academy did not go overdrawn at any point.
- The bank signatories are current employees for the Trust.
- Banking is done by BACS.
- Bank reconciliations are performed weekly or fortnightly. The reconciliations were authorised by the headteacher and signed off by the school business manager. The reconciliations were not always dated upon completion and authorisation, so a low recommendation was made.
- The academy does not use petty cash.



## St Georges

As a result of substantive sample testing, the key findings from this review are as follows:

### Remote Visit

- The academy receives income from the ESFA, KCC, trips, catering, lettings, breakfast club and Kent music.
- 5 income transactions were selected for testing and each was receipted and remitted in full.
- We tested 5 credit card payments and found them all to be substantiated with proof of purchase. Each payment was authorised by the school business manager.
- 5 random expenditure transactions were tested. Each payment had matching purchase orders, goods were checked on arrival and payment was authorised by the headteacher.
- The academy does not allow personal expense claims.
- There does not seem to be any sign off of payroll reports currently and medium recommendation of an electronic or physical sign off was made.
- 3 current employees were reviewed, and they were being paid in accordance with the latest information on their personnel files.
- We verified that pension deductions were being made correctly.
- 3 leavers were selected and all 3 had a resignation letter and acceptance from the head before being removed from payroll.
- A selection of 3 new starters were reviewed and all pre-employment checks had been carried out.
- The bank statements from the academy bank account were reviewed and we confirmed that the academy did not go overdrawn at any point.
- The bank signatories are current members of senior staff.
- Banking is done by BACS.
- Bank reconciliations are performed weekly or fortnightly. The reconciliations were authorised by the headteacher and signed off and dated by the school business manager.
- The academy does not use petty cash.

## St Mary of Charity

As a result of substantive sample testing, the key findings from this review are as follows:

### Remote Visit

- The academy receives income from the ESFA, Kent County Council, lettings, trips and catering.
- 5 income transactions were selected for testing and each was receipted and remitted in full.
- We tested 5 credit card payments and found them all to be substantiated with proof of purchase. Each payment was authorised by the school business manager.
- 5 random expenditure transactions were tested. Each payment had matching purchase orders, goods were checked on arrival and payment was authorised by the headteacher.
- We reviewed 5 expense claims for the academy and found that they were all fully receipted and authorised.
- There does not seem to be any sign off of payroll reports currently and medium recommendation of an electronic or physical sign off was made.
- 3 current employees were reviewed, and they were being paid in accordance with the latest information on their personnel files.
- We verified that pension deductions were being made correctly.
- 3 leavers were selected and all 3 had a resignation letter and acceptance from the head before being removed from payroll.
- A selection of 3 new starters were reviewed and all pre-employment checks had been carried out.
- The bank statements from the academy bank account were reviewed and we confirmed that the academy did not go overdrawn at any point.
- The bank signatories are current employees for the Trust.
- Banking is done by BACS.
- Bank reconciliations are performed monthly. The reconciliations in the Trust folders were not signed and dated upon completion and authorisation so a medium recommendation was made.
- The academy does not use petty cash.



## St Nicholas

As a result of substantive sample testing, the key findings from this review are as follows:

### Remote Visit

- The academy receives income from the ESFA, KCC, lettings, sales and trips.
- 5 income transactions were selected for testing and each was receipted and remitted in full.
- We tested 5 credit card payments and found them all to be substantiated with proof of purchase. Each payment was authorised by the school business manager.
- 5 random expenditure transactions were tested. Each payment had matching purchase orders, goods were checked on arrival and payment was authorised by the headteacher.
- We reviewed 5 expense claims for the academy and found that they were all fully receipted and authorised.
- There does not seem to be any sign off of payroll reports currently and medium recommendation of an electronic or physical sign off was made.
- 3 current employees were reviewed, and they were being paid in accordance with the latest information on their personnel files.
- We verified that pension deductions were being made correctly.
- 3 leavers were selected and all 3 had a resignation letter and acceptance from the head before being removed from payroll.
- A selection of 3 new starters were reviewed and all pre-employment checks had been carried out.
- The bank statements from the academy bank account were reviewed and we confirmed that the academy did not go overdrawn at any point.
- The bank signatories are current employees for the Trust.
- Banking is done by BACS.
- Bank reconciliations are performed weekly or fortnightly. The reconciliations are signed off by the school business manager.
- The academy does not use petty cash.



## Temple Ewell

As a result of substantive sample testing, the key findings from this review are as follows:

### Remote Visit

- The academy receives income from the ESFA, KCC, trips, catering and breakfast club.
- 5 income transactions were selected for testing and each was receipted and remitted in full.
- We tested 5 credit card payments and found them all to be substantiated with proof of purchase. Each payment was authorised by the school business manager.
- 5 random expenditure transactions were tested. Each payment had matching purchase orders, goods were checked on arrival and payment was authorised by the headteacher.
- We reviewed 5 expense claims for the academy and found that they were all fully receipted and authorised.
- There does not seem to be any sign off of payroll reports currently and medium recommendation of an electronic or physical sign off was made.
- 3 current employees were reviewed, and they were being paid in accordance with the latest information on their personnel files.
- We verified that pension deductions were being made correctly.
- There were no leavers in the period.
- There were no new starters in the period.
- The bank statements from the academy bank account were reviewed and we confirmed that the academy did not go overdrawn at any point.
- The bank signatories are current employees for the Trust.
- Banking is done by BACS.
- Bank reconciliations are performed weekly or fortnightly. The reconciliations were authorised by the headteacher and signed off by the school business manager.
- The academy does not use petty cash.