

# Redrambler Limited

## ACADEMY INTERNAL AUDIT 2022/23 HILBRE HIGH SCHOOL

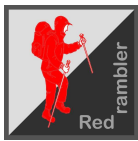
First remote visit – 7<sup>th</sup> December 2022 – section C

*Second remote visit – to be confirmed*

*Third remote visit – to be confirmed*



[www.redrambler.org](http://www.redrambler.org)



Report of internal audit following the FIRST day **which was carried out remotely** on the **7<sup>th</sup> December 2022** conducted by Jackie Byrne and reviewed by Iain Blair.

The audit report below should be read in detail paying attention to the comments and risk on each individual item, **1 is high risk, 5 is low risk**. Items without a grade have not been tested. A summary sheet is provided for reference at the front of this report.

Internal control, no matter how well designed and operated, can provide only reasonable, and not absolute assurance regarding the achievement of the guidelines in the Academy Trust Handbook (ATH) 2022. The likelihood of achievement is affected by limitations inherent in all internal control systems. These include the possibility of poor judgement in decision-making, human error, control processes being deliberately circumnavigated by employees, management overriding controls and the occurrence of unforeseeable circumstances. Redrambler Limited aims to provide proactive advice, identify good practice and highlight any systems weaknesses for management consideration in a format that is clear and easy to understand. We have planned our work, **which we have adapted to be conducted remotely during the COVID-19 pandemic**, to give a reasonable expectation of detecting significant control weaknesses. However, internal audit procedures alone, even when carried out with due professional care, cannot ensure fraud will be detected.

There are no items of an urgent nature to bring to the attention of the Academy.

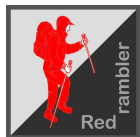
The overall risk is graded as **LOW**

Redrambler Limited would like to thank the staff for their cooperation and support during the remote Internal Audit of the Academy.

**Redrambler Limited**

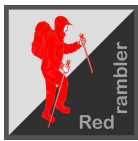
**8<sup>th</sup> December 2022**



**Summary information**

Name of Academy	Hilbre High School
Address including postcode	Frankby Road, West Kirby, Wirral, CH48 6EQ
NOR	1,194 (1,006 in Years 7-11 and 188 in 6 <sup>th</sup> Form)
Capacity	1,210 (1,000 in Years 7-11 and 210 in 6 <sup>th</sup> Form)
% over/undersubscribed	Fully subscribed in Years 7-11                      89.5% full in 6 <sup>th</sup> Form
MAT or standalone	Standalone
Principal & Accounting Officer	Mark Bellamy
Chair of Governors	Mike Cockburn
Chair of Finance/Audit Committee	Sian Turner
Finance Director (or equivalent)	Jane Doyle
Senior Finance Manager	Amanda Duckers
Auditors	Crowe UK LLP
Latest Ofsted inspection and category	October 2021 – Good
Accounts package	Civica
Payroll provider (or in house software)	Dataplan
MIS	Sims

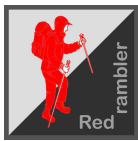




**Summary**

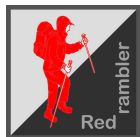
Section	Description	No of Items	Audit 7 <sup>th</sup> December 2022			Audit – DATE			Audit – DATE		
			No Tested	Highest grade	Lowest grade	No Tested	Highest grade	Lowest grade	No Tested	Highest grade	Lowest grade
A	Budget Planning, Monitoring and Reporting	19									
B	Purchasing	13									
C	Income	22	22	5	3						
D	Payroll and HR	15									
E	Cash flow and VAT	11									
F	Risk Management	15									
G	Premises Management	26									
H	Cyber Security	34									
J	Single Central Record	16									
K	Website compliance	34									
L	GDPR compliance	44									
M	Governance Review	40									
	<b>Overall</b>	<b>289</b>	<b>22</b>	<b>5</b>	<b>3</b>						





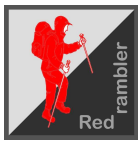
C	INCOME	COMMENTS	7 <sup>th</sup> Dec 22		
<b>From a selective sample seek to confirm the following:</b>					
C1	Income is banked promptly and has been correctly recorded in the accounting system	The academy has 1 letting that pays cash, all other lettings pay directly into the bank. Occasionally there is other cash income which can include income from exam re-marking or a fund raising day. Cash income is banked promptly and entered onto the Civica finance system. Trip income is paid via Scopay which is an online payment system. All trip money goes into a school fund account. Other income from pupils, for example book deposit, is also paid via Scopay. All lunch income goes direct to Chartwells as part of the PFI agreement.	5		
C2	Amounts banked can be supported by source documentation (e.g. receipt books, till reconciliations etc.) and reconciled to these records	Pay in slips 500253 for £837.80 (cash) and 500254 for £608.35 (£457.65 cash) were made available for review. The reconciliation on the Civica finance system was made available – all in order.	5		
C3	There is adequate separation of duties in accordance with the internal control framework	The Senior Finance Manager (SFM) confirmed all cash is counted by two members of the Finance team which provides adequate segregation of duties.	5		
C4	Where appropriate receipts are issued or signatories obtained whenever cash changes hands	A receipt from the Civica finance system is issued for the letting that is paid by cash as appropriate.	5		





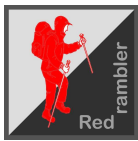
C	INCOME	COMMENTS	7 <sup>th</sup> Dec 22		
C5	Where appropriate reconciliation of online payments is made on a regular basis and at least as part of the month end process to support the accuracy of the management accounts.	Online payments made via Scopay are reconciled on a monthly basis as part of the month end process.	5		
<b>Appropriate use is made of debtor invoicing systems including:</b>					
C6	Invoices are raised promptly	Invoices for lettings are raised monthly in advance. Other ad-hoc invoices are raised as required.	5		
C7	Is an Aged Debtor Report produced as part of the management accounts process each month? And are outstanding debts routinely followed up?	The Aged Debtor report was viewed on screen. There was nothing outstanding over 30 days. The SFM confirmed invoices are all paid promptly.	5		
C8	Is there a procedure in place to follow up on bad debts from staff and pupil meals on the cashless catering system?	N/A - school meal payments are all managed by Chartwells as part of the PFI contract.	N/A		
C9	Bad debts are written off in accordance with the internal control framework and section 5.19 of the ATH	The academy has no bad debts. The SFM advised they have never had a bad debt.	5		
C10	Cash held on the premises is retained securely and within insurance limits	Cash is kept in the safe in the finance office. The finance office is kept locked with access restricted to finance staff and SLT by key fob. Insurance is with Zurich – the cash limit is £5,000. There is very little cash, the most cash would be from a fund-raising day.	5		





C	INCOME	COMMENTS	7 <sup>th</sup> Dec 22		
C11	Appropriate arrangements exist to move cash around the site and from the academy to the bank	2 members of the finance team go to the bank if there is a lot of cash from a fund-raising day. If there was a small amount of cash and cheques then just 1 person will go to the bank. As there is so little cash there are no routines involved.	5		
C12	There are adequate arrangements for the management and administration of trips including income, bad debts and final reconciliation.	The Teacher gets permission off the Deputy Head and then works with the Finance team for costings. A payment plan is agreed if it is a big trip and entered onto Scopay. There are no bad debts, pupils do generally all pay eventually. The SFM does an Income and Expenditure summary for each trip.	5		
<b>Income from lettings:-</b>					
C13	Is there a Lettings Policy in place that includes an appropriate scales of charges? Is this reviewed and approved by the governors annually?	There isn't a Lettings Policy in place. There is a section on Lettings in the Financial Procedures Manual, a Conditions of Hire document, a Booking Form and a Price List. The Price List was approved by Governors in the Finance Meeting on 14 <sup>th</sup> June (minutes seen).  <b>We recommend the Booking Form references the Condition of Hire document more clearly.</b>  <b>Consideration could be given to introducing a Lettings Policy to bring all these documents together especially as there is significant income from lettings (£31,673 in 21/22).</b>	4		

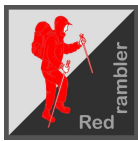




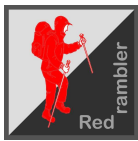
C	INCOME	COMMENTS	7 <sup>th</sup> Dec 22		
C14	From a selective sample confirm the charges are being applied as per the policy?	<p>The following lettings were randomly selected:-</p> <ol style="list-style-type: none"><li><b>1. Sports Hall – Neil Jones 5 A Side</b> The invoice for December was made available – all in order.</li><li><b>2. Sports Hall – AC Hoylake JFC</b> The charges on the invoice were correct. The invoice was queried as different days had been invoiced than indicated on the booking form. The SFM confirmed the booking form had been amended incorrectly following receipt of an email. <b>We recommend the booking form is clearly updated and the email clearly referenced/attached to avoid confusion moving forward.</b></li><li><b>3. Gym – Jason Rodd School of Taekwondo</b> The charges on the invoice were correct. The Booking Form had 2 hours but only 1 hour was invoiced. An email was made available confirming the hours had been changed. <b>We recommend the booking form is updated and the email clearly referenced/attached to avoid confusion moving forward.</b></li><li><b>4. Drama Studio – CP Dance Fitness</b> The invoice for December was made available – all in order.</li></ol>	4		



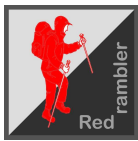




C	INCOME	COMMENTS	7 <sup>th</sup> Dec 22		
C15	Have hirers completed indemnity forms in respect of hiring and letting? Have they provided proof of their public liability insurance?	<p>The following lettings were randomly selected:-</p> <p><b>1. Sports Hall – Neil Jones 5 A Side</b> The signed booking form for the current year was made available. There was no insurance – the SFM explained this is an informal booking with a small group of friends playing 5 a side football. The Conditions of Hire document (18) states that the Hirer must ensure adequate public liability insurance cover is in place. <b>We recommend all hirers provide evidence of adequate public liability insurance.</b></p> <p><b>2. Sports Hall – AC Hoylake JFC</b> The signed booking form for the current year and insurance was made available. The booking form had been amended following an email. <b>We recommend any changes to the original booking are more clearly updated on the booking form.</b></p> <p><b>3. Gym – Jason Rodd School of Taekwondo</b> The signed booking form for the current year and insurance was made available. The booking form had been amended following an email. <b>We recommend any changes to the original booking are more clearly updated on the booking form.</b></p> <p><b>4. Drama Studio – CP Dance Fitness</b> The signed booking form and insurance for the current year was made available – all in order.</p>	3		



C	INCOME	COMMENTS	7 <sup>th</sup> Dec 22		
C16	Are there appropriate cash collection and invoicing arrangements in place?	There is only 1 letting that pays by cash. They come into school to pay and are given a receipt from the Civica finance system. All other invoices are paid into the main bank account. Invoicing is done monthly in advance for lettings.	5		
C17	Is VAT charged at the correct rate on lettings?	The academy is not VAT registered. They are under the VAT £84k threshold for registration.	5		
<b>Income from SEN pupils including outside the LA area:-</b>					
C18	Has all income been claimed for SEN pupils? Particular attention should be paid for pupils who are from a different local authority area than the school's location.	The SBM has a spreadsheet showing SEN funding entitlement. The SFM confirmed there are no SEN students from a different local authority area.	5		
<b>Income from specific grants - Pupil Premium (including Recovery Grant), Sports Grant (Primary)</b>					
C19	Which of these grants does the trust receive?	The Academy gets Pupil Premium including the Recovery Grant.	5		
C20	Has the use of the funding (including anticipated impact) been agreed with trustees?	The Deputy Head discusses the funding as part of a Trustee Link Meeting. There are no minutes of the discussion and it is not minuted at any trust meetings.  <b>We recommend trustees review this to ensure they are holding the trust to account for educational performance and outcomes.</b>  <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/107114/pupil-premium-2022-to-2023-conditions-of-grant-for-academies-and-free-schools.pdf">Pupil premium 2022 to 2023: conditions of grant for academies and free schools - GOV.UK (www.gov.uk)</a> (point 4 – accountability).	4		



C	INCOME	COMMENTS	7 <sup>th</sup> Dec 22		
C21	Do reports to trustees include review of expenditure and impact?	Reports include a review of expenditure and impact.	5		
C22	Have details been published on the trust website in accordance with DfE requirements?	<p>The Pupil Premium Report including the Recovery Grant is published on the website for 2020/21.</p> <p>There is a link on the website for the 2021/22 Pupil Premium Report but when you click on it the main heading on the report is for 2020/21.</p> <p><b>We recommend the updated Pupil Premium Report for 21/22 is published.</b></p> <p>The main text on the website also refers to 2020/21 – <b>we recommend this is updated at the same time.</b></p>	3		

