

Governance

No.	Test	Result	Conclusion	Action
1	<u>Governing Body</u>			
1.1	Instrument of Government is held by the School.			
1.2	Number of Governors as per the Instrument of Government (as per the Regulations should be between 9 and 20)			
1.3	Number of current Governors in post.			
1.4	Governor vacancies and action taken to fill positions.			
1.5	Governing Body meetings over the past academic year.			
1.6	Minutes exist for each Governing Body meeting over the past year.			
1.7	Governing Body minutes signed off as agreed by the Chair at the next meeting.			
1.8	Governing Body minutes include standard agenda item at which individual members may declare any interests of relevance to the agenda.			
1.9	Significant financial issues are brought to the attention of the Governors, for example: <ul style="list-style-type: none"> - Budget approval; - End of year surplus/deficit forecast; - Pupil numbers; - Changes to funding arrangements. 			
1.10	Have all meetings of the Governing Body been quorate, that is, attended by at least 50% +1 of all Governors in post.			
2	<u>Committees</u>			
2.1	What committees have been created by the Governing Body.			
2.2	Are there Terms of Reference for each Committee created.			
2.3	Terms of Reference includes the following: <ul style="list-style-type: none"> - Membership; - Minimum quorum requirement; 			

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	<ul style="list-style-type: none"> - Minimum meeting frequency; - Remit; - Election of Chair; - Clerk. 			
2.4	Have the Terms of Reference been approved by the Governing Body, and is this clear from the minutes.			
2.5	Do the Committees meet in accordance with the minimum frequency requirements of their Terms of Reference.			
2.6	Do minutes exist to support each meeting of the Committees.			
2.7	Are the minutes signed off by the Chair of the Committee at the next meeting.			
2.8	Do the Governing Body minutes confirm that they have received the minutes of each Committee meeting, and in a timely manner.			
2.9	<p>Is the timing of the Finance Committee meetings appropriate to discuss financial issues in a timely manner:</p> <ul style="list-style-type: none"> - Timely agreement of the annual budget to meet LA timescales; - Six month review of actual against budget to make adjustments to address any variations. 			
3	<u>Procedures</u>			
3.1	Does the school hold a copy of the current LA Scheme of Funding (issued April 2007).			
3.2	Does the school hold a copy of the current LA School Finance Manual (issued July 2007).			
3.3	Are there any local financial policies and procedures developed by the school.			
3.4	Have the LA School Finance Manual and any local finance policies been adopted by the Governing Body.			
3.5	Is the adoption of the Finance Manual and local finance policies clear from the Governing Body minutes.			
3.6	Do the school's finance policies and procedures make clear			

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	<p>the rules with regard to large purchases, and they include for example:</p> <ul style="list-style-type: none"> - Requirement to obtain at least three written quotes for purchases over £5,000; - Requirement to undertake a competitive tender exercise for purchases over £25,000. 			
3.7	How are the financial policies and procedures made known to staff.			
4	<u>Delegation</u>			
4.1	Is there a Scheme of Delegation for the school.			
4.2	Has the Scheme of Delegation been approved by the Governing Body, and is this clear from the minutes.			
4.3	Has the Scheme of Delegation been reviewed on an annual basis to confirm its continuing relevance.			
4.4	Is the content of the Scheme of Delegation appropriate e.g. does it cover all staff in the school who have some financial role, such as the Headteacher, Deputy Heads, Asst Heads, Business Manager, Finance Officer, Budget holders.			
4.5	Does the Scheme of Delegation state financial limits for staff for approval of orders and virements, and are they consistent with any limits in the Committee terms of reference.			
5	<u>Pecuniary Interests</u>			
5.1	Confirm that for all of the current Governors a declaration of interests form has been completed for the current academic year.			
5.2	In the case that Governors have not completed a declaration, what action has been taken.			
5.3	Are the forms completed in previous years retained and accessible, to confirm that they are reviewed and updated annually.			
5.4	Have staff with financial responsibility completed a declaration of interests form.			

School Improvement

No.	Test	Result	Conclusion	Action
1	<u>School Development Plan (SDP)</u>			
1.1	Does a SDP exist for the school.			
1.2	Does the SDP cover the current academic year.			
1.3	Apart from the current academic year, does the SDP identify priorities over the next few years.			
1.4	Does the SDP establish clear priorities, and objectives to be achieved, and for each is the following covered: <ul style="list-style-type: none"> - Individual action to achieve each objective; - Responsibility for each action; - Timescale for each action; - Success criteria for each action; - Monitoring and review of each action. 			
1.5	Is it clear how the SDP priorities were determined, review of prior plan, consultation with stakeholders, OFSTED findings.			
2	<u>Approval</u>			
2.1	Has the SDP been approved by the Governing Body, and is this clear from the minutes.			
3	<u>Monitoring</u>			
3.1	Does the Governing Body receive updates on achievement of the SDP; separately or through the Headteacher's Report.			
4	<u>Budgetary Links</u>			
4.1	Are required resources identified for each action in the SDP and are they costed.			
4.2	Are the costed resource requirements identifiable in the agreed budget.			

Budget

No.	Test	Result	Conclusion	Action
1	<u>Budget Setting</u>			
1.1	Is there a timetable for the budget setting process to allow the agreement of the annual budget by the required LA deadlines.			
1.2	Identify the income elements in the budget and confirm the basis of how they were agreed, and are they reasonable.			
1.3	Has the school agreed a balanced budget.			
1.4	In the event that there is a deficit, has a Licensed Deficit Application been prepared and submitted to the LA. Has approval been received.			
1.5	In the event that there is a surplus, is it excessive, that is more than 8% of the LA budget share. If it is excessive, for what purpose is the surplus being accumulated.			
1.6	Has the budget been reviewed and agreed by the Finance Committee, was this in a timely manner, and is it clear from the minutes of the meeting.			
1.7	Has the budget been formally reviewed and agreed by the Governing Body, and is this apparent from the minutes.			
1.8	Is the budget as loaded on RM the same as that agreed by the Governors – select 10 individual budget entries and confirm.			
2	<u>Pupil Premium</u>			
2.1	Is it clear the amount of Pupil Premium the school will receive in the year.			
2.2	What is the use that the school will make of the Pupil Premium.			
2.3	Has this use been reviewed and agreed by the Governing Body, and is this clear from the minutes.			
2.4	Is the Pupil Premium income and expenditure separately			

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No.	Test	Result	Conclusion	Action
	accounted for in the financial system.			
3	Monitoring			
3.1	Are periodic reports produced of the school's finances for review by the following: <ul style="list-style-type: none"> - Governing Body; - Finance Committee; - Headteacher and SMT; and - Budget Holders. 			
3.2	Are the reports stated in 3.1 produced direct from RM, or a summary of the RM reports. If a summary, how do they confirm it is an accurate reflection of the RM report.			
3.3	How often are the reports stated in 3.1 produced.			
3.4	Is it clear from Governing Body and Finance Committee minutes that such reports are received and reviewed.			
3.5	What is the school's procedure for processing and approving virements.			
3.6	Have any virements been processed in the current year, and if so, were they appropriately approved.			

Staffing

No.	Test	Result	Conclusion	Action
1	<u>Payroll</u>			
1.1	Who is responsible for checking of the monthly payroll.			
1.2	What checks are completed on the monthly payroll: <ul style="list-style-type: none"> - Verify names recorded; - Check that amounts per person correct as per grade; - Amount paid is consistent month to month. 			
1.3	How is the monthly payroll data loaded onto RM – complete one journal to debit the relevant salary codes and one entry to credit budget share income?			
2	<u>Overtime</u>			
2.1	Review most recent monthly payroll report(s) and confirm staff in receipt of payroll.			
2.2	Confirm for each person in receipt of overtime as per 2.1 there is an overtime claim form.			
2.3	Confirm for each overtime claim form in 2.2: <ul style="list-style-type: none"> - Signed by employee; - Certified by appropriate officer; - States days worked; - States hours worked each day; - Total number of hours for the claim; - Reason for overtime; and - Total number of hours worked are not excessive. 			
3	<u>Employment Checks</u>			
3.1	Identify new staff in the current academic year.			
3.2	Confirm for each new employee, or a sample of five if a high number, that the following was obtained in advance of start date: <ul style="list-style-type: none"> - List 99 clear; - CRB clearance; 			

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No.	Test	Result	Conclusion	Action
	- Satisfactory written references.			
3.3	Confirm for the new starters examined in 3.2 the following: - Amount paid as per latest monthly payroll report is as per contract/statement of particulars; - Pay as per contract/statement of particulars is as per V10 notice of new employee; - V10 notice approved by Headteacher.			

Accounting Records

No.	Test	Result	Conclusion	Action
1	<u>Bank</u>			
1.1	Identify from the most recent bank reconciliation the period reconciled and when. Is it up to date.			
1.2	For the most recent bank reconciliation, do the figures on the reconciliation summary agree with the bank statement, unreconciled transactions report.			
1.3	Confirm whether the bank has been reconciled at least every month.			
1.4	Confirm whether there is evidence that the bank reconciliations have been reviewed and certified by a second officer, and were they appropriate.			
1.5	Review the bank statements and confirm that it has not been overdrawn in the past six months.			
1.6	Obtain the current bank mandate and confirm the following: <ul style="list-style-type: none"> - All bank signatories are current employees; - The signatories are appropriate and in line with the delegation; - None of the signatories access the financial system RM; and - Does the mandate include two Council officers (of the Corporate Finance Section) to enable access in emergencies. 			
2	<u>Payments</u>			
2.1	Obtain a listing from RM of all payments in the past year, such as the Reconciled Expenditure Transactions Report, and note any payments over £5,000.			
2.2	For five of the payments over £5,000 confirm the following: <ul style="list-style-type: none"> - Were at least three written quotations obtained (or a competitive tender process followed); 			

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No.	Test	Result	Conclusion	Action
	<ul style="list-style-type: none"> - Approval of the order was in line with the Scheme of Delegation for high value payments. 			
2.3	<p>Select a sample of 10 payments from the bank statement and confirm the following:</p> <ul style="list-style-type: none"> - Amount as per bank agrees with RM transaction; - For each RM transaction there is a valid invoice; - Each invoice was approved in line with the Scheme of Delegation; - Each invoice was paid within 30 days, unless valid reasons for delay e.g. querying the invoice; - The works, goods or services supplied on each invoice were appropriate; - Where appropriate an Official Order was raised (would not normally expect orders for utilities); - Official Orders were raised in advance; and - Official Orders were approved by an appropriate officer as per the Scheme of Delegation. 			
3	<u>Petty Cash</u>			
3.1	Does the school have a Petty Cash float.			
3.2	Does the actual amount of cash held in the Petty Cash float agree with that as per RM.			
3.3	Is the Petty Cash float periodically reconciled, and is this reviewed and certified by an appropriate second officer.			
3.4	Review petty cash claims, and confirm if approved by an officer as per the Scheme of Delegation.			
3.5	Review the petty cash claims, and confirm if the items are appropriate.			

Inventory

No.	Test	Result	Conclusion	Action
1	<u>Inventory Exists</u>			
1.1	Does the school hold an inventory.			
1.2	Who is responsible for maintaining the inventory.			
1.3	In what form is the inventory maintained e.g. paper record or electronic. If electronic, who has access to and what controls on inappropriate amendment.			
1.4	Is there a policy which provides guidance as to what needs to be included.			
1.5	Does the inventory cover IT, Audio Visual and any other desirable and movable assets.			
1.6	Review the inventory and confirm sufficient detail recorded: <ul style="list-style-type: none"> - Asset type e.g. printer; - Model number and make; - Serial number (if applicable); - Location; - Cost; - Supplier; and - Date acquired. 			
1.7	Are assets marked with Haringey Security Labels, and is the security label number recorded on the inventory.			
1.8	Is the inventory checked on an annual basis to the actual assets. If so, who by, and should be someone other than who is responsible for inventory maintenance.			
1.9	Does the inventory allow for the recording of disposal details: <ul style="list-style-type: none"> - Date disposed; - Reason for disposal; - Approval of disposal; - Method of disposal; and - Any funds obtained as a result of disposal. 			

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No.	Test	Result	Conclusion	Action
1.10	Is there a Asset Write Off and Disposal Policy.			
2	<u>Asset Loans</u>			
2.1	Does the school make any loans of equipment to staff to take off the premises.			
2.2	Are such equipment loans recorded on Staff Loan Form which includes: <ul style="list-style-type: none"> - Asset detail, type, serial number, security number, make and model; - Name of officer taking asset; - Date asset taken; - Approval by; - Statement of the loanees responsibilities. 			

School:

School Unofficial Funds

No.	Test	Result	Conclusion	Action
1	<u>Accounts</u>			
1.1	What unofficial funds does the school have.			
1.2	Have accounts been produced for each of the funds for the most recent year.			
1.3	Have the accounts been audited by an independent examiner (or accountant, for larger funds).			
2	<u>Reporting</u>			
2.1	Have the accounts been presented to and approved by the Governing Body, or delegated Committee.			
2.2	Is this clear from the minutes of the meeting.			
3	<u>Fund Content</u>			
3.1	Review the income received into the funds and confirm that none is official funds received from the LA.			
4	<u>Monitoring</u>			
4.1	Is the fund maintained in a separate ledger (from RM) and bank account.			
4.2	Is the ledger periodically reconciled with the bank statements.			
4.3	Is the periodic reconciliation reviewed and agreed by an appropriate officer.			

Income

No.	Test	Result	Conclusion	Action
1	<u>Type of Income</u>			
1.1	Other than the LA cash flow advances, what income does the school receive.			
2	<u>Income Records</u>			
2.1	If the school receives lettings income, is there a Lettings Policy and Schedule of Fees, and when were they last updated. Have these been agreed by the Governing Body, or delegated Committee, and is this clear from the minutes of the meeting.			
2.2	If the school receives lettings income, is there an individual agreement with each hirer.			
2.3	Are invoices and receipt issued for each letting.			
2.4	Does the school retain all remittance advices for all cheques received.			
2.5	Where collections are made within school for trips etc, is a record maintained of each to confirm who has paid and the total received.			
3	<u>Bankings</u>			
3.1	Is a banking prepared by the school once every week.			
3.2	How does the school ensure all income collected in the week is included within the banking.			
3.3	Select four weeks and confirm the following: <ul style="list-style-type: none"> - A banking was prepared for each week; - The banking total agreed with amounts collected; - Each banking collected promptly by cash collection contractor (CSS); - Amount as per bank statement agrees with banking total; and - Amount as per RM agrees with banking total. 			

School:

School Meals

No.	Test	Result	Conclusion	Action
1	<u>School Meals System</u>			
1.1	Does the school operate a cash cafeteria system with a private contractor and how cash collections from students and staff are managed.			
2	<u>Cash Cafeteria Private Contractor</u>			
2.1	Confirm how the contractor was selected, was it after a competitive tender exercise.			
2.2	Appointment of the contractor approved by the Governing Body, and recorded in the minutes.			
2.3	How does the school agree the numbers of free meals invoiced by contractor with the numbers of free meals students, and meals actually taken.			
3	<u>Local Authority Kitchen Provider</u>			
3.1	Is there a weekly reconciliation of school meals taken, monies paid by students & staff, income banked and arrears.			
3.2	Where there is a weekly reconciliation of school meals income, is this reviewed by a senior officer.			
3.3	Are student and staff meals arrears periodically identified and what policy does the school follow to recover such amounts.			

School Residential Journeys

No.	Test	Result	Conclusion	Action
1	<u>Approval</u>			
1.1	For any school residential journey has approval been sought in advance by the Governing Body.			
1.2	Has approval been sought from the LA.			
1.3	As part of the process of approval, was a risk assessment of the residential journey completed.			
1.4	As part of the process of approval, was a costing exercise completed to identify all costs involved and the level of contribution required from parents to cover all costs.			
2	<u>Accounting</u>			
2.1	How is residential journey income and expenditure accounted for, and can all expenses involved be supported by a valid receipt/invoice.			
3	<u>Reporting</u>			
3.1	On the completion of the journey, is an End of Trip Statement prepared showing the income and expenditure, and any profit or loss.			
3.2	Has the End of Trip statement been reviewed by the Headteacher, or other delegated officer, and reported to the Governing Body.			

Health and Safety

No.	Test	Result	Conclusion	Action
1	<u>Policy</u>			
1.1	Does the school possess its own Health & Safety Policy, or is it a model policy produced by the Council.			
1.2	Has the policy been formally approved by the Governing Body, and is this clear from the minutes.			
2	<u>Publication</u>			
2.1	How has the school made the policy known to members of staff and the public.			
3	<u>Monitoring</u>			
3.1	When was the date of the last health and safety inspection.			
3.2	What were the findings of the last health and safety inspection, and were actions developed to address them.			
4	<u>Governance and Review</u>			
4.1	Have the Governing Body established a Committee with responsibility for health and safety.			
4.2	Where there is a committee, has it met on a periodic basis.			
4.3	Is there a member of staff with specific responsibility for health and safety.			