

**THE FEDERATION OF ABBEY SCHOOLS  
YEAR ENDED 31 AUGUST 2022  
ANNUAL SUMMARY OF INTERNAL SCRUTINY REPORTS**

The purpose of this summary is to provide your board of trustees with details of our internal assurance work in the period in order to assist you with compliance sections 3.15 and 3.23 of the Academies Trust Handbook 2021. The trust must submit an annual summary report of findings, recommendations and conclusions to the ESFA along with its annual accounts. This report summarises the work we have done in compliance with 3.15, if the trust has had any other internal scrutiny work carried out by other parties in the period, then you will also need to incorporate this into your annual summary to fully comply with 3.23.

**AREAS REVIEWED IN THE PERIOD TO 31 AUGUST 2022**

The areas covered in the period following consultation with trustees were as follows:

- Assets
- Gifts and Hospitality
- Data Security
- Website Review
- Risk Register
- Month End and Year End Procedures
- Payroll and Joiners & Leavers
- Bank Procedures
- Management Information and Reports
- Financial procedures, Accounting Records and Systems
- School Development Plan
- Related Party Transactions
- Compliance and Governance
- Budgeting and Cashflow
- GAG Income
- Non-GAG ESFA Grant Income
- Non-GAG LA Grant Income
- Other Income

## KEY FINDINGS

During the period, we identified no high risk, no medium risk and two low risk findings.

### High risk (“significant”) findings

The high risk findings, recommendations your responses and status as at 31 August 2022 are as follows:

Issue	Recommendation	Management Response	Responsibility	Deadline date	Status as at 31 August 2022
No issues identified					

### Medium risk (“merits attention”) findings

The medium risk findings, recommendations your responses and status as at 31 August 2022 are as follows:

Issue	Recommendation	Management Response	Responsibility	Deadline date	Status as at 31 August 2022
No issues identified					

### Low risk (“housekeeping”) findings

The low risk findings, recommendations your responses and status as at 31 August 2022 are as follows:

Issue	Recommendation	Management Response	Responsibility	Deadline date	Status as at 31 August 2022
Assets					
On review of the fixed asset register, the serial numbers and location of each asset were not always visible on the register.	It is recommended to collate the serial numbers on fixed assets with the fixed asset register to help identify assets in future and to ensure the Trust is	Caretakers working with “Inventory” our digital fixed asset register to ensure these are synced correctly.	Facilities Manager and Caretakers.	July 2022	Resolved

	complying with their Finance Procedures.				
Other Income					
Whilst testing other income it was noted that there was no formal procedure for receiving cash or cheques.	We recommend that although the trust is mainly cashless, a policy is put in place to record cash or cheques received, so that it can be reconciled to deposits in order to mitigate the risk of theft.	We will add a section to our finance policies regarding cash in school.	Headteacher / Chief Financial Officer	September 2022	Outstanding

**Advisory points**

We also identified three advisory points during the year, whilst not identified as risks or significant matters, they were deemed to be areas where the trust should consider implementing best practice.

**Matters raised in previous year**

We noted out of the three management actions raised in 2020/21, all were satisfactorily resolved in 2021/22.

**PLANS FOR YEAR ENDING 31 AUGUST 2023**

We will discuss plans with you for the 2022/23 internal assurance programme shortly, addressing previously raised risks and areas that you would like us to cover across our forthcoming reviews.