

Weak points

- School's websites or Get Information About Schools (GIAS) did not always contain the correct/most up to date information about local Governors. We recommend checking your websites and GIAS on a regular basis, say monthly, to make sure the Governors details are up to date.
- Some fixed asset additions had been capitalised even though they were below the capitalisation limit set out in the Trust's accounting policies. We recommend looking at the accounting policies in your Financial Statements to check what the capitalisation limits are.
- Bank reconciliations and month end checklists are not always being authorised by the appropriate personnel or are not authorised at all.
- Starters and leavers forms are not always being authorised by the Head or other appropriate personnel.
- Employees have on occasion authorised their own charge card or petty cash expenditure. It may sounds obvious but please make sure another appropriate employee is authorising this expenditure to help ensure segregation of duties.
- Purchase orders are sometimes being raised with a date after the date of the purchase invoice. Purchase orders should always be raised before a purchase invoice is received as the purchase order should be the first stage of authorising the expenditure by the appropriate person. This helps to ensure schools are achieving the best value for money and are spending within their budgets.