SCHOOL

ACCOUNTS PREPARATION AND EXTERNAL AUDIT Information ReqUIREMENTS

FOR THE YEAR ENDED 31 AUGUST 2018





7 JULY 2017

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*Helping you prosper*

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OVERVIEW

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# **Why have we Produced This Document?**

The Trust will need to produce a number of working papers to support the year-end accounts and the external audit.

This information request has been produced to assist and guide the Trust in the preparation of these working papers to ensure the tight timescale is kept to in order to submit the signed, audited accounts by no later than 31 December 2017.

# **What we Require**

We would ask the Trust to ensure the information is:

* provided to us by no later than the first day of the accounts or audit on-site work. Where the information is required at a different date this is detailed in the following tables;
* provided in an electronic format wherever possible;
* clearly titled; and
* can be clearly agreed to the trial balance and accounts.

OVERVIEW (cont’d)

It is important that no adjustments or accruals are posted to the ledger after the closing trial balance is provided to us. If the Trust wishes to make any changes these should be communicated to us, so we can audit them and include them where appropriate.

The format of the templates provided (see appendices) can be changed to suit the Trust where necessary. We have provided them as a guide only.

This is a comprehensive, but not an exhaustive list and we will inform you as and when issues arise as to what other information we require.

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| INFORMATION REQUIREMENTS – Accounts Preparation |

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| **Ref** | **Information Required** | **Available****(Y, N, N/A)** | **Date Required** |
|  | **PAC - Point of Audit Commencement** |  |  |
| ACC-1 | Average headcount of employees employed by the academy during the period for:* *Teachers*
* *Administration and support*
* *Management*
 |  | PAC |
| ACC-2 | Details of the value and timing of repayments of GAG abatement |  | PAC |
| ACC-3 | **Income Reconciliation (Appendix 1)** Analysis of grant income with full grant documentation by fund, for example:* *GAG*
* *Pupil Premium*
* *Capital Grants*
* *School Funds*
* *Unrestricted Funds*
 |  | PAC |
| ACC-4 | Identification of all non-grant income with any corresponding costs, so that any surplus/deficit on the income stream can be allocated to unrestricted reserves. |  | PAC |
| ACC-5 | Analysis of Pupil Premium funding and associated expenditure |  | PAC |
| ACC-6 | Income reconciliation (see Appendix 1):* *Invoices and income schedules for the period*
* *Reconcile to income per the trial balance*
* *GAG abatement/"claw back" confirmation*
 |  | PAC |
| ACC-7 | **If applicable for new academies:****Income Reconciliation (Appendix 1)**Teaching schools grant income needs to be separately identified. The terms and conditions of grant income and how it is spent must be recorded. |  | PAC |
| ACC-8 | LGPS actuarial report confirming year-end valuation (ensure the appropriate valuation under FRS102 has been requested, including relevant comparative disclosures for the date of conversion/prior year) |  | PAC |
| ACC-9 | Details of hire purchase agreements confirming period and amounts |  | PAC |

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| INFORMATION REQUIREMENTS – Accounts Preparation (cont’d) |

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| **Ref** | **Information Required** | **Available****(Y, N, N/A)** | **Date Required** |
| ACC-10 | Closing trial balance at 31/08/2017 |  | PAC |
| ACC-11 | Accounting system transaction report for the full period to be available electronically |  |  |
| ACC-12 | Payroll reconciliation of ledger to payroll reports analysed between pay, social security and pensions (see Appendix 2) |  | PAC |
| ACC-13 | Trustees’ report in-line with the Academies Accounts Direction format*NOTE: We will issue a trustees’ report template separately.*  |  | PAC |
| ACC-14 | Copies of operating lease agreements confirming period and amounts. Note: Under FRS102/SORP 2015 the disclosure under operating leases must now show the expected future minimum lease payments over the remaining life of the lease (not just the annual commitment) |  | PAC |
| ACC-15 | Confirmation of all employees whose benefits exceeded £60k during the financial period and a breakdown by the individual and following categories. Note:* *Employee benefits comprise of remuneration, salary, benefits, e'er pension contributions and any termination payments made.*
* *We require the breakdown by individual for audit purposes, but only the number of employees by £10k banding will be disclosed in the accounts and not the individuals' names.*
 |  | PAC |
| ACC-16 | Confirmation of the amount of employee benefits received by trustees (normally the principal and staff trustees) by the following categories: Note:* *Employee benefits comprise of remuneration, salary, benefits, e'er pension contributions and any termination payments made.*
* *We also require the total value of travel and subsistence expenses paid to trustees in the period.*
 |  | PAC |
| ACC-17 | Details of any bad or doubtful debts |  | PAC |
| ACC-18 | Number of FTE equivalent interim staff analysed by type e.g. Teachers, Management and Administration  |  | PAC |
| ACC-19 | Total number of teaching days lost through sickness for all staff (excluding maternity) |  | PAC |
| ACC-20 | Permanent Employees – Gender Analysis by:* Accounting Officer
* Staff who serve as trustees
* Teachers
* Management
* Administration and Support
 | Male | Female | Total | PAC |
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| Information Requirements – EXTERNAL AUDIT |

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| **Ref** | **Information Required** | **Available****(Y, N, N/A)** | **Date Required** |
| AUD-1 | **If any changes from 2016**Financial policies, for example:* *Financial regulations manual*
* *Whistle blowing policy*
* *Scheme of delegation*
* *Capitalisation policy*
* *Purchasing policy*
* *Gifts and hospitality policy*
* *Travel claims policy*
* *Investments policy*
* *Lettings policy*
* *Reserves policy*
 |  | PAC |
| AUD-2 | **If changes from 2016**Name and address of the solicitor |  | PAC |
| AUD-3 | Authorisation to access bank details required (see Appendix 3). |  | As soon as possible |
| AUD-4 | Insurance Policies:* *Trustees Liability Indemnity policy and cost*
* *All other Academy Insurance policies and cost*
 |  | PAC |
| AUD-5 | Details and supporting documentation for all related party transactions:* *Name of the related party*
* *Description of the relationship between the parties*
* *Description of the transactions*
* *The amounts involved (and supporting documentation)*
* *The amounts due to or from the related parties at the balance sheet date*
* *Details of any guarantees given/received*
* *Terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement*
 |  | PAC |

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| Information Requirements – EXTERNAL AUDIT (cont’d) |

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| **Ref** | **Information Required** | **Available****(Y, N, N/A)** | **Date Required** |
| AUD-6 | Going concern assessment taking into account:* *2016/17 outturn*
* *Level of reserves (restricted -v- unrestricted)*
* *Cash balance*
* *Trend analysis*
* *2017/18 budget*
* *Recurrent (underlying position) -v- non-recurrent position*
* *Pupil Numbers Adjustment*
 |  | PAC |
| AUD-7 | Any payments to ‘off payroll’ arrangement to either Staff or Trustees, by payments made.  |  | PAC |
| AUD-8 | The values and explanation of all compensation and ex-gratia payments. Note: * *compensation means 'payments to provide redress for personal injuries, traffic accidents, damage to property etc.' that go beyond statutory or contractual entitlement;*
* *ex-gratia means other 'payments that go beyond statutory cover, legal liability or administrative rules.'*
 |  | PAC |
| AUD-9 | The values and explanation of all redundancy and staff severance payments. Note: Non-statutory / non-contractual staff severance payments must be disclosed individually, regardless of value, but the name(s) of the individual will not be disclosed. Also need evidence of approval. |  | PAC |
| AUD-10 | Supporting documentation (invoices, emails, reports, etc.) for all year-end balances:* *Debtors (invoices and aged debtors report)*
* *Creditors (invoices and aged creditors report)*
* *Fixed Assets (fixed asset register, invoices/orders for additions and disposals)*
* *School funds (reconciliations and bank statements)*
* *Investment accounts (bank statements and reconciliation)*
* *Accruals (invoices, orders, reconciliation)*
* *Prepayments (invoices, orders, reconciliation)*
* *Accrued income (invoices/schedules, reconciliation)*
* *Deferred income (invoices/schedules, reconciliation)*
* *Petty cash (petty cash book, reconciliation)*
* *VAT (VAT return submitted)*
 |  | PAC |
| AUD-10 | Provide three examples of how the use of resources has been improved to deliver better value for money in the trust during the year. |  | PAC |
| AUD-11 | **Payroll Reconciliation (Appendix 2)**A separate schedule of apprenticeship levy payments required by ledger code |  | PAC |
| AUD-12 | Counterparty Transactions with other Government Organisations – for both income and expenditure  |  | PAC |

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| Information Requirements – GOVERNANCE |

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| **Ref** | **Information Required** | **Available****(Y, N, N/A)** | **Date Required** |
| GOV-1 | List of members in office on the date the financial statements are approved and any others who served during the year and the date of appointment and resignation. |  | PAC |
| GOV-2 | List of trustees in office on the date the financial statements are approved and any others who served during the year. Details of their role (e.g. chairman, staff trustee, etc) date of appointment and resignation (If applicable) |  | PAC |
| GOV-3 | **If any changes from 2016**Company secretary name and appointment date |  | PAC |
| GOV-4 | Senior management team and designations |  | PAC |
| GOV-5 | Number of Board of Trustees meetings attended and number of possible meetings during the year for trustees. |  | PAC |
| GOV-6 | List of trustees attending the finance committee and the number of meetings attended and number of possible meetings during the year. |  | PAC |
| GOV-7 | Date of Trustees’ meeting to approve the audited accounts |  | PAC |
| GOV-8 | Members' liability - Contribution to assets (normally £10 per member). |  | PAC |
| GOV-10 | Confirmation of contact details (tel, mob and email) and copy of passport:* *Chair of Governors*
* *Head Teacher*
* *Business Manager / Finance Director*
* *Finance Manager / Assistant*
 |  | PAC |



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