

**A Statement of Internal Control For
Woodfield Primary School**

- 1 This statement relates to the Internal controls for Woodfield Primary School for the 12 months from 01.04.14 to 31.03.15 The Governing Body is responsible for ensuring that the school:
- keeps proper accounting records during the year which will disclose, with reasonable accuracy and at any time, the financial position of the school, have been drawn up in accordance with the DfES' (CFR) guidelines, and will enable it to prepare an annual income and expenditure statement that complies with DCSF guidelines
 - maintains and operates an effective system of internal control to safeguard all the resources delegated, granted or otherwise entrusted to the school and ensure they are used cost effectively
- 2 The system of internal control has been developed and is coordinated by the Head Teacher. It aims to provide as much assurance as is reasonably possible (not absolute assurance) that assets are safeguarded, transactions are properly authorised and recorded and that material errors or irregularities are either prevented or can be detected promptly
- 3 Our review of the effectiveness of the systems of internal control is informed by:
- our regular scrutiny of financial and other performance monitoring data
 - regular reports from the Head Teacher, Business Manager and other managers to the Governing Body
 - the most recent report of the school's internal auditor dated **(to be completed)**
 - our most recent self-evaluation of the internal controls (SFVS) undertaken at the Resources Committee in May 2015
- 4 We are, therefore, satisfied that the internal control systems in operation at the school during the year were adequate and effective.
- 5 We propose over the coming year to take the following steps:
- Governors to carry out the school's internal audit of budget (FMS)
 - Governors to carry out the school's internal audit of voluntary funds (School Fund)
 - Governors to carry out the school's internal audit of the assets register

By order of the Governing Body of Woodfield Primary School

(Signed) H. Hamer Dated 20/5/15
(Head Teacher)

(Signed) P. Stocks Dated 20/05/15
(Chair of Governing Body)

(Signed) P. Stocks Dated 20/05/15
(Chair of Resources Committee of the Governing Body)