

MNF/ELC

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Dear Sirs

MANAGEMENT LETTER

During the course of our audit and regularity assurance engagement for the period ended 31 August 2019 a number of matters arose which we consider should be brought to your attention.

Accompanying this letter is a memorandum noting these points together with any recommendations we have for possible improvements which could be made.

These matters came to light during the course of our normal audit and assurance tests which are designed to assist us in forming our opinion on the financial statements and to provide a limited assurance conclusion on regularity. Our tests may not necessarily disclose all errors or irregularities and should not be relied upon to do so. However, if any irregularity did come to our attention during our audit tests, we would, of course, inform you immediately.

We have complied with the Financial Reporting Council's Ethical Standard and all threats to our independence, as identified to you in our planning communication letter dated 2 October 2019, have been properly addressed through appropriate safeguards. No additional facts or matters have arisen during the course of the audit that we wish to draw to your attention and we confirm that we are independent and able to express an objective opinion on the financial statements.

This report has been prepared for the sole use of the Trustees of The Mill Academy. We understand that you are required to provide a copy of this report to the Education and Skills Funding Agency. With the exception of this, the reports should not be shown to third parties without our prior consent. No responsibility is accepted by James Cowper Kreston towards any party acting or refraining from action as a result of this report.

Finally, we would like to express our thanks to the Trustees and the Trust's staff, for the assistance afforded to us during the audit.

Yours faithfully



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Internal controls

The purpose of the audit was for us to express an opinion on the financial statements. The audit included consideration of internal control relevant to the preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control. Our audit is, therefore, not designed to identify all control weaknesses and the matters reported below are limited to those deficiencies that we have identified during the audit.

Priority (High/ Medium/ Low)	Control weakness identified	Potential implications	Recommendation	Management's response
Low	It was noted that an item of revenue expenditure had been incorrectly capitalised.	This could result in an overstatement of assets and surplus during the year.	We recommend reviewing disposals made in the year to ensure that they are capital in nature.	Accepted, corrected following the audit. All capital expenditure to be reviewed to ensure meet capitalisation rules
Low	During the internal assurance review it was noted that PO forms were not completed for some credit card purchases.	This could result in payments being made for items not required by the school as there is a lack of authorisation evidence.	We recommend implementing PO forms for credit card purchases.	Accepted. PO forms now being completed for all purchases in line with financial procedures
Low	During the internal assurance review it was noted that the January and February 2019 payroll reports had not been authorised by the Business Manager and Head teacher.	This could result in wages payments being made incorrectly as they have not been checked by another person.	Although these cases were isolated, we would recommend ensuring that all payroll reports are authorised before payment is made.	Accepted. Payroll reports for the remainder of 2018/19 were authorised by SBM and Headteacher. Financial procedures have been updated for 2019/20, and payroll authorisation procedures have been updated