# **Academy trust external audit preparation checklist**

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| **Schedules, listings, information** | **Working paper reference** | **Person responsible and contact number** | **Target delivery date** | **Comments** |
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| **A Financial Statements** |  |  |  |  |
| 1. The draft financial statements including all statements, reports and notes to the accounts described in “Coketown Academy Trust” in the Academies Accounts Direction: 2. Trustees’ report 3. Governance statement 4. Statement on regularity and compliance 5. Statement of trustees’ responsibilities 6. Statement of financial activities 7. Balance Sheet 8. Statement of Cashflows 9. Notes to the accounts |  |  |  |  |
| 1. A statement of principal accounting policies adopted, judgements and key sources of estimation uncertainty. |  |  |  |  |
| 1. Opening trial balance reconciled to the previous year’s audited financial statements and final closing trial balance. |  |  |  |  |
| 1. A closing trial balance which reconciles to the financial statements together with a schedule detailing how the account codes have been mapped to the primary statements and the notes to the accounts. |  |  |  |  |
| 1. A listing of post year-end journals. |  |  |  |  |
| 1. Period 12 management accounts and a reconciliation of the of the surplus to that in the Statement of Financial Activities. |  |  |  |  |
| 1. The submitted Budget Forecast Return for the following year, including any assumptions used. |  |  |  |  |

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| **B Governance Statement** |  |  |  |  |
| 1. Documentation underpinning the assurance provided in the governance statement, including  * annual assurance statements provided by management team and executive team * internal audit reports |  |  |  |  |
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| **C Statement of Financial Activities** | | | | |
| 1. Analytical review, giving an explanation for significant year on year variances (over 10%). |  |  |  |  |
| 1. Report on outturn compared to approved budget with explanation of significant variances (over 10%). |  |  |  |  |
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| **C1 Income** | | | | |
| 1. A schedule in the format of the note to the accounts that analyses donations and capital grants, together with external evidence to support entries e.g. grant funding letter, any donations. Explanations and documentation for significant differences compared with prior year (over 10%). |  |  |  |  |
| 1. A schedule in the format of the note to the accounts that analyses funding for educational operations together with external evidence to support entries e.g. grant funding letters. Explanations and documentation for significant differences compared with prior year (over 10%). |  |  |  |  |
| 1. Analysis of all individual ESFA grant income received each month during the year with the total reconciled to the balances per the trial balance. |  |  |  |  |
| 1. A schedule in the format of the note to the accounts that analyses other trading activities. |  |  |  |  |
| 1. A schedule in the format of the note to the accounts that analyses investments together with notifications evidencing income received. |  |  |  |  |

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| **C2 Expenditure** | | | | |
| 1. A schedule in the format of the note to the accounts that analyses non-pay expenditure. Explanations and documentation for significant differences compared with prior year (over 10%). |  |  |  |  |
| 1. A schedule in the format of the note to the accounts that analyses grant expenditure. Explanations and documentation for significant differences compared with prior year (over 10%). |  |  |  |  |
| 1. A schedule in the format of the note to the accounts that analyses expenditure on educational operations direct costs. Explanations and documentation for significant differences compared with prior year (over 10%). |  |  |  |  |
| 1. A schedule in the format of the note to the accounts that analyses expenditure on educational operations support costs. Explanations and documentation for significant differences compared with prior year (over 10%). |  |  |  |  |
| 1. A schedule detailing basis of allocation of support costs. |  |  |  |  |
| 1. A schedule detailing any compensation payments and approval of these. |  |  |  |  |
| 1. A schedule detailing any ex-gratia payments and approval of these. |  |  |  |  |
| 1. A schedule in the format of the note to the accounts that analyses staff costs. Explanations and documentation for significant differences compared with prior year (over 10%). |  |  |  |  |
| 1. A schedule of the monthly gross salary, employer’s NI and pension contributions for the year from the payroll reports with total reconciled to the staff costs per the trial balance. |  |  |  |  |
| 1. Number of Full Time Equivalent staff employed in each grade at the start of each month and the headcount. Details of calculation and analysis of average headcount disclosed. |  |  |  |  |

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| 1. Details of redundancy and severance payments identifying any non-statutory / non-contractual payments and approval of these. |  |  |  |  |
| 1. Details and calculation of employees with benefits exceeding £60k. |  |  |  |  |
| 1. Details and calculation of total employee benefits of key management personnel. Include role, gross salary, employers NI contributions and employers pension contributions. |  |  |  |  |
| 1. A detailed listing of all payments made in September and October (after the year-end). |  |  |  |  |
| 1. A schedule in the format of the note to the accounts that analyses trustees’ remuneration and expenses. Explanations and documentation for significant differences compared with prior year (over 10%). |  |  |  |  |
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| **D1 Balance Sheet – Fixed Assets** | | | | |
| 1. A schedule in the format of the note to the accounts that analyse intangible fixed assets into appropriate categories. |  |  |  |  |
| 1. A schedule in the format of the note to the accounts that analyses tangible fixed assets into appropriate categories. |  |  |  |  |
| 1. Fixed asset register for the year-end. This should reconcile to the trial balance and the fixed asset disclosure note. |  |  |  |  |
| 1. A schedule of acquisitions and additions, showing for each asset the purchase cost. This should reconcile to the fixed asset disclosure note. Include evidence of Board review / approval and ESFA approval if asset is land or buildings. |  |  |  |  |
| 1. A schedule of disposals This should reconcile to the fixed asset disclosure note. Include evidence of Board review / approval and ESFA approval if asset is land or buildings. |  |  |  |  |
| 1. A schedule of any revaluations in the year with supporting working papers. |  |  |  |  |
| 1. A schedule of any impairment or write off incurred in the year with supporting working papers. |  |  |  |  |
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| **D2 Balance Sheet – Current Assets** | | | | |
| 1. A schedule in the format of the note to the accounts that analyses stock into relevant categories. Explanations and documentation for significant differences compared with prior year (over 10%). |  |  |  |  |
| 1. Copies of stock count records at the year-end. |  |  |  |  |
| 1. A schedule in the format of the note to the accounts that analyses debtors into relevant categories, to include any accrued income and prepayments. Explanations and documentation for significant differences compared with prior year (over 10%). |  |  |  |  |
| 1. A detailed aged listing of all debtors’ balances. |  |  |  |  |
| 1. A detailed list of any debts written off or doubtful debts. |  |  |  |  |
| 1. Evidence of subsequent receipt of individual debtors. |  |  |  |  |
| 1. A schedule in the format of the note to the accounts that lists all balances held on bank and deposit accounts at year-end and a list of all cash holdings at the year-end. |  |  |  |  |
| 1. Year-end bank reconciliations. |  |  |  |  |
| 1. Copies of bank statements for all accounts and cash in hand statements at the year-end including any for subsidiaries. |  |  |  |  |
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| **D3 Balance Sheet – Liabilities** | | | | |
| 1. A schedule in the format of the note to the accounts that analyses creditors into relevant categories, to include any accrued creditors with rationale / evidence e.g. purchase invoice if needed. Explanations and documentation for significant differences compared with prior year (over 10%). |  |  |  |  |
| 1. Salary control account reconciling outstanding deductions from August payroll report to the control account ensuring that any reconciling items are explained. |  |  |  |  |
| 1. VAT control account reconciling the balance from the August VAT return or reclaim form to the control account ensuring that any reconciling items are explained. |  |  |  |  |
| 1. A detailed aged listing of all creditors’ balances. Retain August supplier statements. |  |  |  |  |
| 1. Evidence of subsequent payment of individual creditors. |  |  |  |  |
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| **D4 Balance Sheet – Reserves** | | | | |
| 1. A schedule in the format of the note to the accounts that analyses reserves and details of movements. Provide working papers to support these reconciling to relevant parts of the financial statements. |  |  |  |  |
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| **E Statement of Cash Flows** | | | | |
| 1. Schedules to support the cash flow statement and figures in its supporting notes. |  |  |  |  |
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| **F Other Notes to the Accounts** | | | | |
| 1. Summary of the names of related parties to the Academy Trust detailing name and detail of any business interests. |  |  |  |  |
| 1. Related Party Transactions: 2. evidence to support trustee’s remuneration and expenses disclosure. 3. details of other RPT disclosures and supporting statements of assurance 4. confirmation of ESFA approval for relevant RPT transactions |  |  |  |  |
| 1. Capital commitments – an analysis of contractual capital commitments i.e. capital contracts entered into where work not invoiced until after the year-end. |  |  |  |  |
| 1. Commitments under operating leases – an analysis of leases and timing of payments. |  |  |  |  |
| 1. Guarantees, letters of comfort and indemnities – working papers and evidence to support any disclosure. |  |  |  |  |
| 1. Contingent liabilities – working papers and evidence to support any disclosure. |  |  |  |  |
| 1. Pensions – actuarial reports and analyses / other documentation to support disclosure. |  |  |  |  |
| 1. Events after the end of the reporting period, both adjusting and non-adjusting, – working papers and evidence to support any disclosure. |  |  |  |  |
| If applicable |  |  |  |  |
| 1. Academy boarding trading account – a schedule in the format of the note to the accounts, together with analyses reconciling the financial data to the closing trial balance and other relevant documentation. |  |  |  |  |
| 1. Teaching school trading account – a schedule in the format of the note to the accounts, together with analyses reconciling the financial data to the closing trial balance and other relevant documentation. |  |  |  |  |
| 1. Academy transfers in / out – a schedule in the format of the note to the accounts, together with analyses reconciling the financial data to the transferring academy’s balance sheet at point of transfer and/or trial balance and other relevant documentation. |  |  |  |  |
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| **G Key Documents** | | | | |
| 1. Articles of Association |  |  |  |  |
| 1. Funding agreement |  |  |  |  |
| 1. Funding allocations pack |  |  |  |  |
| 1. Minutes of key committees for the year up to date of audit visit: Board; Audit Committee; Finance Committee |  |  |  |  |
| 1. A copy of the corporate risk register |  |  |  |  |
| 1. Accounting policies and procedures manual / Finance Manual |  |  |  |  |
| 1. Scheme of delegation |  |  |  |  |
| 1. Organisation chart |  |  |  |  |
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| **H Other Information** | | | | |
| 1. Calculation and evidence of trade union facility time disclosure. |  |  |  |  |
| 1. Register of gifts and hospitality given / received. |  |  |  |  |
| 1. Details of any receipts and payments relating to 16-19 bursaries and any other arrangements. |  |  |  |  |
| 1. A log of any GDPR data breaches. |  |  |  |  |
| 1. Copies of any reports on governance reviews. |  |  |  |  |
| 1. Copies of all internal audit reports. |  |  |  |  |
| 1. Copies of any reports or correspondence from ESFA. |  |  |  |  |