

BOWDEN HOUSE SCHOOL

STATEMENT OF INTERNAL CONTROLS

1. This Statement relates to the financial summaries for Bowden House School for the year ending 31 March 2019. The Governing Body is responsible for ensuring that the school:
 - a) keeps proper accounting records during the year which will disclose, with reasonable accuracy and at any time, the financial position of the school
 - b) has drawn up accounting records in accordance with the Department for Education (DfE) Consistent Financial Reporting guidelines
 - c) will prepare an annual income and expenditure statement that complies with DfE guidelines
 - d) 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:
 - a) has been developed and is co-ordinated by the Headteacher and the School Business Manager
 - b) 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:
 - a) regular scrutiny of financial and other performance monitoring data
 - b) regular reports from the Headteacher and the School Business Manager to the Resources Committee and the full Governing Body
 - c) the most recent report of the school's internal audit dated June 2015
4. We are therefore satisfied that the internal control systems in operation within this school during the year, were graded as Substantial. The audit report of June 2015 highlighted 15 Audit Findings that required attention and these have, since that date, been addressed. Details are with the School Business Manager.

Bowden House School is committed to applying the principles of Best Value to secure continuous improvement (see Best Value Statement).

This Policy is based upon the London Borough of Tower Hamlets Statement of Internal Controls but has been adapted to reflect the requirements and circumstances of a residential school.

Reviewed and up-dated March 2014
Reviewed and up-dated October 2018
Reviewed and up-dated March 2019

July 2014
October 2018
March 2019

School: Bowden House

Policy: Statement of Internal Controls

Agreed: Spring Term 2019

Responsibility: Governing Body

Review Date: Spring Term 2020
Up-dated March 2019

Signed by:
Chair of Governors

Date: