



Branston Junior Academy

Report to Trustees

Audit for the year ended 31 August 2018

To be discussed at the audit completion meeting held on 4 December 2018

Branston Junior Academy Report to Trustees

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Branston Junior Academy

Report to Trustees

1 Introduction

Streets is a top 40 firm of Chartered Accountants, looking after clients across the education sector including Academies, Free Schools and University Technical Colleges, throughout the East Midlands, East of England, South and East Yorkshire, London and the South East. Further information on our work with Academies and schools is included on our website, please visit www.accountants4academies.co.uk.

Streets Chartered Accountants has offices in Bedford (Wyboston Lakes), Brighton, Cambridge, Grantham & Newark (Long Bennington), Hull, Lincoln, London, Manchester, Newmarket, Peterborough, Sheffield and Stevenage.

Streets Audit LLP is registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales. Details of our registration can be viewed at www.auditregister.org.uk and www.cro.ie/auditors for Ireland, under reference number C001217999.

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2 Summary

Please note that, throughout this document, we have referred to trustees as the governing body. In a single academy trust, the terms trustee, director and governor are interchangeable.

2.1 Communications required by Auditing Standards

We have audited the statutory accounts of the Academy for the period ended 31 August 2018 in accordance with the terms of our engagement letter. We draw your attention to the following points, as required by auditing standards.

a) Qualitative aspects of the academy's accounting practices and financial reporting

We have no comments to make concerning the qualitative aspects of the academy's accounting practices and financial reporting.

b) Reconciliation to Management Accounts

Section 4.1 of this report includes a reconciliation of the management figures submitted for audit to the actual outturn reported in the draft statutory accounts. The reconciliation includes details of the adjustments which were agreed with the school's finance team during the course of the audit. As trustees, we would ask you to confirm that you agree to these adjustments being made.

c) Unadjusted items

Section 4.2 of this report includes potential adjustments identified during the course of the audit. We have only reported items of greater than triviality (as discussed with the accounting officer at the planning stage), unless they are material by nature, as other items are considered not to be material.

d) Material weaknesses in the accounting and internal control systems

As you are aware from our letter of engagement, our audit procedures were directed towards testing the accounting systems in operation upon which we have based our assessment of the accounts. Section 5 of this report contains details of areas which were identified during the course of the audit and our recommendations. It is not intended to be a full list of all potential weaknesses that may be present in your systems.

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e) Letters of representation

Appendix 1 and 2 to this report contains our proposed letters of representation which we will request from you prior to issuing the final accounts. We would be grateful if you could review these letters and let us know if there are any areas you wish to query.

We will require the letters of representation to be signed by all of the trustees (who are directors for the purposes of the Companies Act). Alternatively, we will require a copy of the board minute which documents the trustees' consideration and acceptance of their contents.

f) Expected modifications to the auditor's report

There are no modifications expected to the audit report.

g) Other matters required by Auditing Standards to be communicated

There are no other matters that we are required by auditing standards to communicate to you.

h) Other relevant matters relating to the audit

We have discussed with you the fact that we provide accounting and corporation tax services to the academy in addition to acting as auditors. We wish to confirm to you that in our opinion the provision of such services does not affect our independence as the additional services are of a compliance nature and management takes any decisions where judgement is required.

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2.2 Outstanding matters

We draw your attention to the following information which is outstanding. We will be unable to issue final financial statements until we have received the following items which are discussed further in this report;

- a) Confirmation/decisions on the points included in this report as appropriate
- b) Successful completion of Post Balance Sheet Events work
- c) Signed letters of representation

2.3 Conduct of the audit

We would like to take this opportunity to thank the accounting staff for their help and assistance during the audit, which was gratefully appreciated.

2.4 Purposes of the report

Please note that this report has been prepared for the sole use of the Academy. It must not be disclosed to third parties, quoted or referred to, without our prior written consent. No responsibility is assumed by us to any other person.

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3 Key audit issues

This section details the key issues that arose during our Financial Statement audit and our Regularity audit. It also includes areas that we consider require further explanation or consideration by the trustees.

3.1 Local Government Pension Scheme (LGPS) Deficit

As the trustees are aware the LGPS deficit was recognised as a liability of the academy at the point of conversion, with a further actuarial valuation being required at each subsequent balance sheet date, to provide a figure to be included in the statutory accounts. This is in accordance with the requirements of the FRS102 on the basis that the academy's share of the scheme deficit can be separately determined. This is shown as a separate (negative) restricted fund reserve.

At the year-end, the academy's share of the deficit is £310,000, a decrease of 10.1%. We have seen various levels of decreases in LGPS deficits which we expect is due to academies having individual employer contribution rates from April 2017 in addition to individual secondary contributions.

This is not an immediately crystallising liability for the academy, but the ongoing employer contributions (currently at 19.20% of relevant salaries with a secondary rate per annum) are a continuing cost to the academy.

This section has been included for the trustees' information and no response is required.

3.2 Taxation

We are not aware of any activities that would give rise to a breach of HM Revenue and Customs (HMRC) thresholds for trading activities to be undertaken within the charity; accordingly we do not believe that the academy has a corporation tax liability.

The academy has been exempt from the need to prepare and submit a corporation tax return this year. This exemption also extends to the Year ended 31 August 2019.

Please advise if you believe there are activities that you believe may be taxable, or if you have received any correspondence from HMRC.

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3.3 Financial Statement Audit

Audit approach:

Our general audit approach was determined by our assessment of the audit risk, both in terms of the potential misstatement in the financial statements and of the control environment in which the company operates.

To summarise our approach, we:

- updated our understanding of the school and its environment;
- reviewed the design and implementation of key internal financial control systems; and
- planned and performed an audit with professional scepticism recognising that circumstances may exist that cause the financial statements to be materially misstated.

Significant risks arise on most audits and are often derived from operational risks that may result in a material misstatement, relate to unusual transactions that occur infrequently, or judgemental matters where measurement is uncertain. In areas where we identified the potential for significant risk, we extended our audit testing to include more detailed substantive work. Our work in other areas was proportionally less.

We apply the concept of materiality both in planning and performing the audit, and in evaluating the effect of identified misstatements on the audit and of uncorrected misstatements. In general, misstatements, including omissions, are considered to be material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in the light of surrounding circumstances, and are affected by our perception of the financial information needs of users of the financial statements, and by the size or nature of a misstatement, or a combination of both.

Work done and Results: Please see the summary of significant audit test and findings in section 3.4.

Conclusion: Subject to management consideration of the points raised, together with confirmation of various disclosures within the accounts, we anticipate that we will issue an unqualified audit opinion.

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3.3 Summary of significant audit findings

A) Significant risk area identified at planning	Findings, significance and recommendations	Management response / timetable for action
<p>Income Ensure ESFA and LA funding is complete and recorded in the correct accounting period. Ensure other income is recorded and presented in the correct accounting period.</p>	<p>Income from the ESFA has been agreed to supporting documentation by proof in total and all items were agreed.</p> <p>Income from the LA was agreed to supporting documentation. The school does not receive an annual statement from Lincolnshire County Council. The finance manager has been in touch with the finance team at the LA to try and gain a better understanding of the amounts the school is due to receive in future years when the school may have children with special needs eligible for LA funding.</p> <p>For income received from sources other than the ESFA, walkthroughs of the respective systems did not give rise to any discrepancies.</p>	<p>No action needed.</p> <p>Continue to correspond with the finance team at Lincolnshire County Council to ensure the academy receives promptly those local funds to which it is entitled.</p> <p>No action needed.</p>
<p>Expenditure Ensure wages and salaries reflect the authorised rates of pay and hours worked (where applicable) and that the associated contributions for tax, national insurance and pensions have been calculated appropriately.</p> <p>Ensure that explanations are obtained for any significant variation in the expected range of staff costs.</p> <p>Ensure costs other than payroll are authorised and classified appropriately in the accounts.</p>	<p>Payroll costs were reviewed by proof in total and a sample of individuals selected for detailed audit testing. All rates of pay for the sample were agreed and standard information sheets has been completed on all personnel files.</p> <p>The ratio of staff costs to charitable expenses and GAG income was also reviewed. No issues were identified.</p> <p>A sample of expenses was selected for testing. Supporting documentation was obtained and agreed.</p>	<p>No action needed.</p> <p>No action needed.</p> <p>No action needed.</p>

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<p>Payroll Disclosures</p> <p>Ensure that full disclosure is made in respect of staff costs for higher paid staff, staff severance payments (if applicable) and staff trustees' remuneration. In accordance with SORP 2015, ensure that disclosures in respect of Key Management Personnel are included.</p>	<p>Full disclosure has been made in the accounts for the disclosure of staff costs in excess of £60,000 and the average number of staff employed during the year.</p> <p>No severance payments were made during the year.</p> <p>Full disclosure has been made in the accounts for the disclosure of remuneration where trustees are also governors.</p> <p>The total remuneration to the key management personnel, being the senior leadership team, has been disclosed in full.</p>	<p>No action needed.</p>
<p>Good Governance</p> <p>The ESFA have continued to issue updated guidance throughout the year. It is recommended that these documents should be circulated to trustees, considered by them as appropriate and minuted as such.</p> <p>The ESFA reminded schools through its "Dear Accounting Officer" letters in October 2016, December 2016, March 2017 and June 2017 of their responsibilities regarding maintaining strong financial management and governance.</p> <p>The ESFA have issued guidance with the annual accounts direction regarding the governance structure of academy trusts.</p>	<p>It is clearly evidenced in minutes that the trustees and the accounting officer take a keen interest in the financial health of the school with appropriate questions being asked and discussion being held. We have noted that a budgetary review is undertaken at every meeting.</p> <p>We have noted there has been only one instance of ESFA correspondence being minuted throughout the year. It is important that it is well documented that Trustees receive circulated information.</p> <p>Branston Junior Academy currently has two appointed members, both of whom also serve on the board of trustees. Up until 20 September 2017 the academy had three appointed members. We would draw the attention of the trustees to the DfE governance handbook for academies which states that "The department's strong preference is for at least a majority of Members to be independent of the board of Trustees."</p>	<p>No action needed.</p> <p>Ensure the circulation and discussion of documents issued by the ESFA is more clearly minuted.</p>

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It is a specific requirement of the Academies Accounts Direction that the Edubase software, in addition to Companies House, is kept up to date with trustee changes and further financial information.

The accounts include various disclosures confirming that trustees have given appropriate consideration to the following items in terms of good governance:

- a) An assessment of principle risks and uncertainties
- b) Confirmation that action has been taken, where necessary, to mitigate any risks.
- c) Appropriate reserves policies have been adopted.
- d) Confirmation that the academy will continue as a going concern for 12 months from the date of signing the accounts.

The trustees' report includes details of the assessment undertaken of the major risks to which the academy is exposed.

The trustees' report explains the steps taken to mitigate the risks.

The trustees' report prepared by the academy and included in the draft accounts includes reference to the level of reserves being reviewed annually. The review encompasses both the nature of income and expenditure streams. The report specifies the desired minimum level of free reserves as being £100,000.

The academy's free reserves at 31 August 2018 stood at £234,177 excluding the pension reserve and the restricted fixed asset funds.

Prior to sign off we would welcome the most recent copy of the 2018/19 budget to incorporate into this document.

No action needed.

No action needed.

No action needed.

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<p>Internal Scrutiny Academy trusts must establish a committee, appointed by the board of trustees, to provide assurance over the suitability of, and compliance with, its financial systems and operational controls.</p> <p>The ESFA have previously highlighted that there is a weakness amongst some academies that the controls and governance arrangements included within Finance Manuals are not being adequately followed. This can lead to an increased risk of management overriding controls, which in turn increase the risk of error in the academy's finances.</p>	<p>During the year the academy has not been visited by an internal auditor or responsible officer. Throughout the year, Streets have been involved in reviewing the bookkeeping, but this engagement was not intended to cover internal scrutiny to the extent a specific internal audit would provide.</p> <p>We understand that steps have been taken to implement an internal audit function for the new year, but there hasn't been a proactive effort by the new function to undertake the required scrutiny.</p> <p>We would recommend that the governors review the arrangements for internal scrutiny given that the current arrangements do not meet the requirements as outlined by the ESFA.</p>	<p>Appointed post year end.</p>
<p>Related Party Disclosures and Pecuniary Interests Related party transactions are generally those that may involve some degree of direct or indirect control or influence. Transactions with related parties should be fully disclosed.</p> <p>SORP 2015 requires related party transactions to be disclosed in full.</p> <p>The ESFA requires academy trusts to maintain a register of business interests for all members and trustees, local governors of academies within the trust and senior employees. Academy trusts must publish on their websites relevant business and pecuniary interests of trustees and members but have discretion over the publication of interests for other individuals.</p>	<p>The school has continued its policy requiring trustees and staff to sign annual declarations of pecuniary interests. All pecuniary interest forms are updated every year is September by all budget holders and members of the senior management team.</p> <p>The school has a small number of business interests declared on the schedule of pecuniary interests.</p> <p>Please confirm that the disclosures included in the financial statements are complete in respect of related party transactions.</p>	<p>No action needed.</p>

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B) Other areas where issues were identified during the audit

No other issues were identified during the course of the audit.

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3.4 Regularity Audit

Audit approach:

In addition to our audit report on the financial statements the Accounts Direction also requires us to issue an assurance report on Regularity. This requirement was brought in by the ESFA in 2012, together with the additional “Statement on Regularity, Propriety and Compliance” which is signed by the Accounting Officer.

Work done and Results:

We conducted our regularity assurance engagement in accordance with the Academies Accounts Direction 2017 to 2018 issued by ESFA. We performed a limited assurance engagement as defined in our engagement letter.

The objective of a limited assurance engagement is to perform such procedures as to obtain information and explanations in order to provide us with sufficient appropriate evidence to express a negative conclusion on regularity. A limited assurance engagement is more limited in scope than a reasonable assurance engagement and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we do not express a positive opinion.

Our engagement included examination, on a test basis, of evidence relevant to the regularity and propriety of the academy trust’s income and expenditure. The work undertaken to draw our conclusions included:

- Review of the Academy’s systems and controls to ensure effective design;
- Confirmation of satisfactory operation of controls during the year, including authorisation of invoices, payments and salary adjustments;
- Review of a sample of expenses focussing on those nominal codes considered to include transactions of a greater risk;
- Review of the reports from internal scrutiny work undertaken during the year;
- Discussions with the Finance Team.

We anticipate that we will issue an unmodified regularity assurance report for the year, subject to the satisfactory clearance of any outstanding matters outlined in this report.

It is important that the agreed financial handbook is complied with in order to ensure that the academy continues to receive value for money.

Conclusion:

There were no other regularity issues which need to be brought to your attention in connection with the regularity assurance engagement. The Accounting Officer needs to be satisfied that the reporting practices are effective and complete for the year under review to enable them to sign the statement of regularity in the financial statements.

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4 Post management accounts adjustments

Adjustments have been made in arriving at the draft financial statements following discussions with the school's finance team. Please review these adjustments and advise us if you are not in agreement with any of them. The adjustments are as follows:

4.1 Reconciliation of audit adjustments:

	Unrestricted funds	Restricted funds	Capital Funding	Total
Surplus/(Deficit) per management accounts	9,987	(17,846)	(8,087)	(15,946)
Additions			13,651	13,651
Prepayments and accrued income movement		36,604		36,604
Pupil Premium				
Accruals and deferred income		(24,728)		(24,728)
Other creditors		(3,255)		(3,255)
Amend stock		1,463		1,463
Amend VAT		(654)		(654)
Amend School Fund Deposit Account		2,102		2,102
Depreciation of fixed assets			(42,618)	(42,618)
LGPS Movement for the y/e 31 August 2018				
- Cost		(29,000)		(29,000)
- Change in Financial Assumptions		52,000		52,000
Net movement in total funds before transfers	9,987	16,686	(37,054)	(10,381)
Transfers between funds:				
Additions		(8,087)	8,087	
Net movement in funds for the year	9,987	8,599	(28,967)	(10,381)

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4.2 Unadjusted items

We are required to report any potential adjustments to those charged with governance of the academy. As set out in section 2.1 we have only reported items in excess of triviality, being £850, or items that we consider to be material by nature.

No adjustments greater than triviality have not been adjusted in the financial statements.

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5 Systems and controls

As part of our audit we are required by auditing standards to review the main systems and controls operated by the company, and report any material weaknesses to those charged with governance. Our procedures are designed primarily with a view to the expression of an opinion on the accounts. Our comments cannot therefore be expected to include all possible improvements in the internal controls that a more extensive review by Internal Audit or the Responsible Officer might identify.

Follow up from points noted in previous year:

Observation	Implication	Recommendation	Management response	Follow up 2018
<p>We have noted instances where invoices over £2,000 have not specifically been authorised by the resources committee but rather by the headteacher.</p> <p>We would note that both of these instances relate to the renewal of annual services rather than the purchase or order of new goods or services.</p>	<p>Finance policy limits are not being complied with.</p> <p>Unauthorised expenditure.</p>	<p>Ensure that the finance policy is complied with or introduce clearer policies where annual services are renewed.</p> <p>Priority: LOW</p>	<p>These invoices relate to the LCC buyback scheme which the school has been a part of for many years prior to conversion.</p> <p>The school business manager recalls the service being approved many years ago. The most sensible approach is to make an amendment to the finance manual.</p>	<p>We have not noted any instances of non compliance last year.</p> <p>Resolved</p>
<p>The deputy headteacher has authorised invoices in the head's absence but has not been assigned an authorisation limit in the finance policy handbook.</p>	<p>Finance policy limits are not being complied with.</p> <p>Unauthorised expenditure.</p>	<p>Add further details to the finance policy regarding authorisation limits.</p> <p>Priority: LOW</p>	<p>The finance policy will be reviewed and specifically updated to include deputy headteacher authorisation levels.</p>	<p>The finance policy has been updated.</p> <p>Resolved</p>
<p>We note that where payments have been posted onto PSF Financials in the final quarter these have not been matched against individual balances on the purchase ledger.</p>	<p>Duplication of payments.</p> <p>Creditors not reflecting amounts which are genuinely outstanding.</p> <p>Payments being missed and accounts being put on hold.</p>	<p>Ensure that once a payment run is posted payments are appropriately allocated against relevant creditors.</p> <p>Priority: MEDIUM</p>	<p>This is an error which occurred with the computer software. The allocations have been rectified and payments have been matched off post year end.</p>	<p>The balances sitting in the nominal code "Payment Run Clearing Account" have been matched against appropriate balances on the creditors ledger.</p> <p>Resolved</p>

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Observation	Implication	Recommendation	Management response/follow up	
We have seen evidence that the quote system is implemented for appropriate authorisation levels but it is not always explicitly clear from the minutes which quote has been accepted.	Incorrect supplier being used. The school not achieving value for money.	Ensure that the full process of quotations is explicitly minuted. Priority- LOW	Noted. The minutes will be clearer going forwards with regards to the process that is in place.	We have identified instances where quotes have not been obtained in line with the policy, or where this was not possible, this has not been documented in the minutes.
Payroll files did not contain evidence of existence of individuals. We would expect to see identity verification or other third party correspondence. As a minimum, we would expect an authorised checklist to be retained which details the checks that have been undertaken even if information is not copied and retained for confidential personnel files.	Inappropriate payments being made. Misappropriation of assets.	Ensure that identity is verified for all members of staff and put in place procedures to document these on the personnel files. Priority: HIGH	This error is most prevalent in the staff members that were with the school on conversion. Previously the centralised local authority retained proof of identity for staff members. The system is in place albeit in several different places and as such efforts will be made to consolidate the files held so that the payroll system is clearer and easier to follow.	We have seen improvement this year and note that for all newer employees tested the files were up to date. Progress made
We have found several instances where both blanket and individually granted pay rises are not clearly documented on the personnel files.	Inappropriate or unauthorised rates of pay being used. Poor audit trail.	Ensure that all personnel files are regularly updated for any change in pay. Priority: HIGH		
Remittances received in respect of SEN funding from LCC are not reconciled.	A risk that incorrect amounts are being received from LCC, and not for the children expected so pupils are not receiving the appropriate funding.	All LCC funding received should be reconciled on a regular basis. Priority: MEDIUM	The poor remittances provided by LCC mean this is very difficult to rectify. From the management knowledge of children for whom funding should be received a reconciliation can be undertaken and assurance can be gained that the money received is broadly in line with academy expectations.	The LCC remittances continue to be poor and the school business manager continues to correspond with the finance team at LCC to obtain breakdowns of the SEN funding to which the school is entitled.

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Appendix 1

Streets Audit LLP
Tower House
Lucy Tower Street
Lincoln
LN1 1XW

Dear Sirs

The following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience such as we consider necessary in connection with your audit of the academy trust's financial statements and, as relevant, your assurance engagement on regularity for the year ended 31 August 2018. These enquiries have included inspection of supporting documentation where appropriate. All representations are made to the best of our knowledge and belief.

General

- 1 We have fulfilled our responsibilities as trustees as set out in the terms of your engagement letter dated 8 June 2016, under the Companies Act 2006 for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.
- 2 All the transactions undertaken by the academy trust have been properly reflected and recorded in the accounting records.
- 3 All the accounting records have been made available to you for the purpose of your audit and regularity assurance engagement. We have provided you with unrestricted access to all appropriate persons within the academy trust, and with all other records and related information requested, including minutes of all management and trustee meetings and correspondence with the Education and Skills Funding Agency, Department for Education and the Charity Commission.
- 4 The financial statements are free of material misstatements, including omissions.
- 5 The effects of uncorrected misstatements (as set out in the Report to Trustees) are immaterial both individually and in total.

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- 6 We have reviewed the list of proposed journal adjustments (as set out in the Report to Trustees). We agree that these adjustments are required to ensure that the financial statements present a true and fair view and have been allocated in accordance with our accounting policies.

Internal control and fraud

- 7 We acknowledge our responsibility for the design, implementation and maintenance of internal control systems to prevent and detect fraud and error and which conform to the requirements both of propriety and good financial management. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud.
- 8 We have disclosed to you all instances of known or suspected fraud affecting the entity involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements.
- 9 We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysts, regulators or others.

Assets and liabilities

- 10 The academy trust has satisfactory title to all assets and there are no liens or encumbrances on the academy trust's assets, except for those that are disclosed in the notes to the financial statements.
- 11 All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.
- 12 We have no plans or intentions that may materially alter the carrying value and where relevant the fair value measurements or classification of assets and liabilities reflected in the financial statements.

Accounting estimates

- 13 Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

Loans and arrangements

- 14 The academy trust has not granted any advances or credits to, or made guarantees on behalf of trustees other than those disclosed in the financial statements.

Legal claims

- 15 We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for, and disclosed in, the financial statements.

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Law and regulations

- 16 We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

Related parties

- 17 Related party relationships and transactions comply with the academy trust's financial regulations, relevant requirements of the Academies Financial Handbook and have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements and guidance set out in the Companies Act 2006, the Charities SORP and the Academies Accounts Direction issued by the Education and Skills Funding Agency.

Subsequent events

- 18 All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

Going concern

- 19 We believe that the academy trust's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the academy trust's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the academy's ability to continue as a going concern need to be made in the financial statements.

Grants and donations

- 20 Grants made by the Department of Education and Education and Skills Funding Agency have been applied for the purposes intended and the Accounting Officer has ensured regular and proper use and value for money of monies received from government.
- 21 All other grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

Restricted grants and donations are as follows:

- EFSA core funding
- EFSA pupil premium
- EFSA PE/Sports premium
- EFSA devolved formula capital funding

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- LA SEN funding
- Universal Free School Meals funding

We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware.

We confirm that so far as we are aware, there is no relevant other information needed by you in connection with preparing your reporting accountant's assurance report on regularity of which you are unaware.

Each trustee has taken all the steps that he/she ought to have taken as a trustee in order to make themselves aware of any relevant audit/other information and to establish that you are aware of that information.

Yours faithfully

.....
Signed on behalf of the board of trustees

Date.....

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Appendix 2

Streets Audit LLP
Tower House
Lucy Tower Street
Lincoln
LN1 1XW

Dear Sirs

The following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience such as I consider necessary in connection with your assurance report on regularity to Branston Junior Academy and the Education and Skills Funding Agency (ESFA) for the year ended 31 August 2018. These enquiries have included inspection of supporting documentation where appropriate. All representations are made to the best of my knowledge and belief.

General

- 22 I have fulfilled my responsibilities as accounting officer under the requirements of the funding agreement between Branston Junior Academy and the Secretary of State for Education dated 1 March 2011 and the Academies Financial Handbook 2016.
- 23 I acknowledge my personal responsibility to Parliament for the regularity and propriety of the public finances for which I am answerable; for the keeping of proper accounts; for effective internal controls; for prudent and economical administration; for the avoidance of waste and extravagance; for achieving value for money; and for the efficient and effective use of all the resources in my charge.
- 24 I acknowledge my responsibility to notify the governing body and the ESFA of any instances of material irregularity or impropriety, or non-compliance with the terms of the academy trust's funding agreement and have had due regard to the requirements of the Academies Financial Handbook 2016 in performing this duty.
- 25 Any instances of material irregularity, impropriety, or non-compliance discovered to date have been notified to the governing body and the ESFA.
- 26 Significant matters of which you should be aware have been brought to your attention including any instances of irregularity, impropriety or non-compliance with laws and regulations specific to the academy trust's authorising framework.

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27 Full and free access has been granted to the all records, correspondence, information and explanations that you have considered necessary to enable you to perform your work.

Yours faithfully

.....
Accounting Officer

Date.....