



# R15A – MODEL STATEMENT OF INTERNAL FINANCIAL CONTROL

**April 2008**



department for  
**children, schools and families**

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## R15A - A Specimen Statement of Internal Control for Schools

- 1 This statement relates to the Internal controls for (*Insert Name .....*) school for the 12 months from (*date. . . .*) to (*date signed. . . .*). 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 DfES 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 and other managers to the governing body
  - the most recent report of the school's internal auditor dated (*insert date of last report*)
  - our most recent self-evaluation of the internal controls undertaken (*insert date*)
- 4 We are, therefore, satisfied that the internal control systems in operation at the school during the year were adequate and effective (*except for:*
- ***List any notable weaknesses here i.e. those rated as requiring remedial action as a high priority***)
- 5 We propose over the coming year to take the following steps to address the weaknesses noted above. (***This paragraph should provide either brief details of the action taken, or proposed, to rectify weaknesses in the system of internal control, or a short explanation of why corrective action has not been considered necessary.***)

By order of the Governing Body of (Name) School

(Signed) \_\_\_\_\_ Dated \_\_\_\_\_  
(Head Teacher)

(Signed) \_\_\_\_\_ Dated \_\_\_\_\_  
(Chair of Governing Body)

(Signed) \_\_\_\_\_ Dated \_\_\_\_\_  
(Chair of Finance Committee of the Governing Body)

**Note:** The sections in brackets and (***Bold / italics***) need tailoring to reflect the schools particular circumstances