

John Ruskin Primary School and Language Classes

# Statement of Internal Control

Coordinator: **Clare Tayton** / Jonathan Verity

Last review: September 2023

Next review: September 2024



**"Be responsible, be fair, stay positive and care"**

**Statement of Internal Control**  
**John Ruskin School**

1. This statement relates to the Consistent Financial Reporting (CFR) Return for **John Ruskin Primary School** for the year ending 31st March 2024. 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 DfE's (CFR) guidelines, and will enable it to prepare an annual income and expenditure statement that complies with DfE's 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 co-ordinated by the Headteacher. 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. Any new suppliers' details (bank details and addresses) are verified via a separate internet search and contacting the company via the details found from the search and not taken from email or telephone correspondence only to avoid possible fraudulent activity.
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 June 2018
  - our most recent self-evaluation of the internal controls undertaken is June 2018
4. We are, therefore, satisfied that the internal control systems in operation at the school during the year were adequate and effective.
5. We propose over the coming year to keep all areas of the school's internal controls under review for both adequacy and effectiveness to ensure that they conform to a good standard of practice.

By order of the Governing Body of John Ruskin School.

Signed

Dated

**Headteacher**

Signed

Dated

**Chair of Governing Body**

Signed

Dated

**Chair of Finance Committee of the Governing Body**