



The Southfield Trust

Financial Controls Assurance Statement

Purpose

This statement relates to the financial summaries for The South Downs & Lindfield Special Schools Federation for the year ending 31 March 2015. The Governing Body is responsible for ensuring that the schools:

- Keep proper accounting records during the year (which The Governing Body will disclose, with reasonable accuracy and at any time) of the financial position of the schools which have been drawn up in accordance with the DfE's Consistent Financial Reporting guidelines. This will enable the Governing Body to prepare an annual income and expenditure statement that complies with DfE's guidelines.
- Maintain and operate an effective system of internal control to safeguard all the resources delegated, granted or otherwise entrusted to the schools and ensure they are used cost effectively.

Implementation

The system of internal control has been developed and is co-coordinated by the Executive 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.

Our review of the effectiveness of the systems of internal control is informed by:

- a) Our regular scrutiny of financial and other performance monitoring data.
- b) Regular reports from the Executive Head Teacher, Finance Officer and the Business Manager.
- c) The most recent reports of the Financial Management Standard (2008).
- d) Our most recent self-evaluation of the internal controls undertaken from April 2015 to October 2015 in preparation for the SVFS audit.

We are, therefore, satisfied that the internal control systems in operation at The South Downs & Lindfield Special Schools Federation during the year 2014–2015 were adequate and effective. We propose over the coming year to continue to monitor the effectiveness of the current controls assurance process.