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The Southfield Trust  
Statement of Internal Controls

## Purpose

This statement relates to the financial summaries for The South Downs School & Lindfield Schools for the year ending 31 March 2016. The Trustees are responsible for ensuring that the Trust:

- Keep proper accounting records during the year (which The Trustee's 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 Trustee's 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 and Director of Resources.
- c) The Academies Financial Handbook 2016.
- d) Our most recent self-evaluation of the internal controls undertaken from April 2016 to July 2016, in preparation for the FMGS audit.

We are, therefore, satisfied that the internal control systems in operation at The Southfield Trust during the year 2015–2016 were adequate and effective. We propose over the coming year to continue to monitor the effectiveness of the current controls assurance process.