

LB Lewisham Annual review of Schools internal audit work

<b>High / Medium Recommendations</b>	<b>2011/12</b>	<b>2010/11</b>
<b>Governance</b>	to 31.10.11	
written quotations in line with policy manual	1	1
regularly review and approve Finance Ctte and Finance Regs & Procedures		13
<b>Inventory</b>		
annual inventory check	2	2
implement a process for recording and reviewing inventory		2
<b>Banking</b>		
accurate monthly bank reconciliation	1	
write back cheques more than six months old	1	
all paid invoices should be entered onto the system		1
<b>Budgets</b>		
authorisation limits for virements	1	
record committed expenditure		3
regular budget monitoring papers prepared and reviewed		2
<b>Income</b>		
retain documentation and maintain an accurate record to support income	1	2
ensure prompt banking of income		1
<b>Payroll</b>		
review monthly payroll for leavers	1	
appointment of new starters to be authorised by two staff		1
obtain two external references or one internal reference for new starters		2
ensure EDUC 1 and 2 forms are duly authorised		3
monthly payroll reports to be reviewed (with evidence of review)		3
retain clear to recruit CRB forms on file but not enhanced CRB forms		2
<b>Recruitment</b>		
	0	
<b>Purchasing</b>		
retain quotations for invoiced work	1	3
written quotations in line with policy manual	2	
raise and authorise orders for works contracted	2	3
identify on receipted goods reference to delivery note	2	
ensure orders are numbered sequentially		1
segregation of duties for authorising order and invoice		8
document and communicate process and timeline for staff to claim expenses		2
<b>Data security</b>		
register school under DPA 1998		1