

MANAGEMENT LETTER TO THE GOVERNING BODY OF

RICHARD CHALLONER SCHOOL

FOR THE PERIOD ENDED 31 AUGUST 2016

During our audit for the period ending 31 August 2016, we reviewed the accounting procedures and system of internal controls. This review was made primarily to aid us in determining the scope of our work and did not purport to identify every irregularity or weakness in the system. The comments and recommendations made in this letter arose as a result of our review and are for the sole use of the Governing Body. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose.

We shall be grateful if you will inform us in due course of the steps that you decide to take in respect of the matters dealt with in this management letter. It will also be helpful if you will inform us of any other proposed changes to your system of internal controls as and when they occur.

If you wish to discuss the points in this letter or indeed any other matters relating to the academy's finances and controls, please contact Michael Durst.

We would like to take this opportunity to thank the Headteacher and all other staff at the academy for their assistance during the course of our audit.

Date: 24 October 2016

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OBSERVATIONS & COMMENTS	RECOMMENDATIONS	MANAGEMENT RESPONSE
<p>1. Bank reconciliation reports</p> <p>School fund account: The reconciliation report at 31 August 2016 shows five long outstanding transactions all dated 31 August 2015.</p> <p>Main account: The reconciliation report at 31 August 2016 shows one long outstanding transaction dated 31 August 2015.</p> <p>Sport centre account: The reconciliation report at 31 August 2016 shows one long outstanding transaction dated 31 August 2015.</p>	<p>Monthly bank reconciliations should be reviewed and signed off to confirm agreement. Long outstanding transactions should be investigated and details of any findings and/or actions taken noted</p> <p>Priority: Medium</p>	
<p>2. Schedule of unadjusted errors</p> <p>There were no errors that we noted in carrying out our audit that have not been adjusted in the accounting records.</p>		