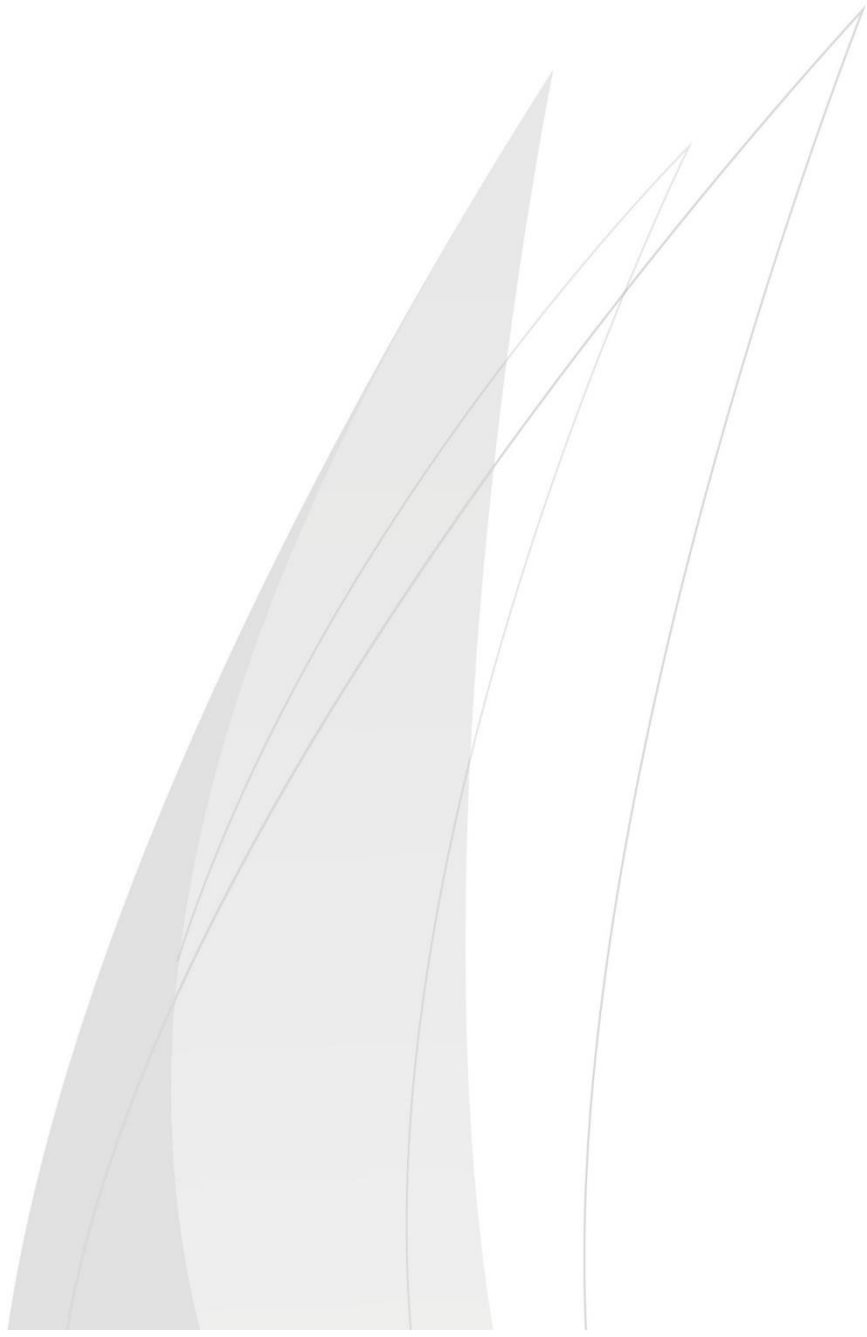




Key Issues for Discussion Document Hardenhuish School Limited ("The Trust")

For the Year ended 31/08/2024



Our Ref: BSHA6021/JS
Your Ref:
Date: 11 December 2024



PRIVATE & CONFIDENTIAL

The Board of Trustees
Hardenhuish School Limited
Hardenhuish Lane
Chippenham
Wiltshire
SN14 6RJ
United Kingdom

Dear Trustees

Hardenhuish School Limited – Key Issues for Discussion Document

We are pleased to attach our Key Issues for Discussion Document. This report, which is designed to be the basis of discussion when we meet, summarises our audit conclusions, highlights the key findings arising from our work and details a number of points that we would like to discuss further with you.

We have initially discussed the contents of our report with management and have incorporated their comments where relevant.

This report is intended to be solely for the information and use of the Trustees and those charged with governance of the Trust and should not be shared with anyone beyond this Trust without our prior approval.

We would like to take this opportunity to thank the finance team, and particularly Maria, for the co-operation and assistance afforded to us during the course of the audit.

Yours faithfully

A handwritten signature in black ink that reads "Bishop Fleming LLP".

BISHOP FLEMING LLP

Management letter points and internal control systems

The Trust's management is responsible for the identification, assessment and monitoring of risk, for developing, operating and monitoring the systems of internal control and for providing assurance to the Board that it has done so.

In accordance with the terms of our engagement we have not provided a comprehensive statement of all issues which may exist in the accounting and internal control systems or of all improvements which may be made, but outline below our observations arising from the audit, none of which are considered significant.

We would be pleased to discuss further work in this regard with the Board.

KEY:



Financial - Observations refer to issues that are so fundamental to the system of internal control that management should address immediately to minimise the risk of a material misstatement within the financial statements.

Governance – Observations that are fundamental to good governance and should be addressed immediately to minimise the risk of governance failings.



Financial - Observations refer mainly to issues that have an important effect on the system of internal control and, if left uncorrected could potentially lead to a material misstatement within the financial statements.

Governance – Observations that are important to good governance and should be addressed to minimise the risk of governance failings and to help improve procedures.



Financial - Observations refer to issues that would, if corrected, improve internal control in general and engender good practice, but is unlikely to have a material impact on the financial statements.

Governance – Observations that if addressed would help to improve and embed good governance practices but is unlikely to lead directly on its own to governance failings.



Observations made in the previous year have been resolved.

Summary of progress against points raised.

Risk Rating	2024	2023
	0	0
	0	0
	2	0
	0	1

Internal financial controls



Our review of the Trust's system of internal control is carried out to assist us in expressing an opinion on the financial statements of the Academy as a whole. This work is not primarily directed towards the discovery of weaknesses or the detection of fraud or other irregularities (other than those which would influence us in forming that opinion) and should not therefore be relied upon to show that no other weaknesses exist. Accordingly, we refer only to significant matters which have come to our attention during the course of our normal audit work and do not attempt to indicate all possible improvements which a special review might reveal.

The following table summarises our significant control observations together with any recommendations we have for possible improvements which could be made.



Your comments

We would be grateful if you would enter your comments against each point under the "management response" header of the management letter point section and return it to us in due course. The management letter section of this KIDD letter will be submitted to the ESFA with the Financial Statements.

Current Year Matters

Companies House Information not updated	
	
<p>Neal Craig, trustee, has been listed as a trustee within the financial statements and included within the "Get information about schools" gov.uk website.</p> <p>However it was discovered that their name is not included on Companies House, and their appointment was not filed.</p> <p>This means that information held on publicly listed websites is out of date.</p>	<p><u>Recommendation</u></p> <p>We recommend that the officer in charge of updating Companies House is made aware of any changes made to the Board of Trustees, and that Companies House is updated as soon as this change is made to prevent incorrect information being displayed.</p> <p><u>Management comment</u></p> <p>This has highlighted a breakdown in communications so have devised a new process to ensure this doesn't happen again.</p> <p>The clerk to the governors will collate information on the new member/trustee when they join and complete the form we have created for this purpose that asks for all the information we will need in order to complete the CH questions. This is then shared with the senior admin officer who will use the information to update our Companies House records.</p>
No purchase order or goods received note for our purchase walkthrough review	
	
<p>During our Expenditure Walkthrough testing we noted that the purchase we had selected had been made without a purchase order being raised, and a purchase invoice had been raised without a GRN being raised.</p> <p>From discussions with the school it was noted that the purchase was for blinds and was made during half-term by the site manager from an approved supplier.</p> <p>However this still meant that the system of internal control was not followed.</p>	<p><u>Recommendation</u></p> <p>The purchase of blinds, despite being during half-term, should not have been considered urgent. We recommend that the approved purchase process should be followed for all purchases.</p> <p><u>Management comment</u></p> <p>We have instigated further compliance training for our staff and will be enforcing our controls more stringently to ensure that all purchasing follows our procedures</p>

Prior Year Matters - Resolved

Fixed Asset Register Differences	
	<i>Prior Year Rating:</i> 
<p>The fixed asset register did not hold location information for the majority of assets, meaning that several could not be located during our physical verification testing.</p> <p>There were historic adjustments held on the fixed asset register.</p> <p>There was also a small difference between the fixed asset register maintained by the Academy and the prior year signed accounts, particularly in the breakdown between asset classes.</p>	<p><u>Prior year recommendation</u> Location should be included against all assets to ensure identifiable.</p> <p>Historic differences should be either identified or written off. Any differences between the register and the accounts should be investigated and reconciled.</p> <p>We recommend that the fixed asset register is updated and reconciled to the trial balance as part of the month end procedures.</p> <p><u>Current year follow up</u> The school disposed of a large number of nil NBV assets that were either not used or could not be located, many of which were the historic adjustments identified in the prior year.</p> <p>Differences between the FAR and signed accounts were also reconciled, and no issues were noted with Fixed Asset testing in the current year.</p>



This document is confidential to: Hardenhuish School Limited



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ACCOUNTANTS



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