



FMGS Questionnaire 2015/16

1	Has the board appointed a chief executive?	Yes- Chris Pickering
2	Do the directors/trustees fully understand their duties as company directors and charity trustees?	Essential Trustee & SGCOS Charity/Trustee information previously given to all
3	Has a named individual been designated as the accounting officer?	Yes- Chris Pickering
4	Does the accounting officer, under the guidance of the board, ensure appropriate oversight of financial transactions by having all the trust's property under the control of the trustees, measures in place to prevent losses or misuse; having bank accounts, financial systems and financial records operated by more than one person; keeping and maintaining full and accurate accounting records; and preparing accruals accounts, giving a true and fair view of the trust's use of resources, in accordance with existing accounting standards?	Accounting Officer schedule of work produced. Reviewed half termly by CP & Jon Fearon. Received and discussed at Audit Committee meetings
5	Does the board and appropriate committees meet at least three times per year and conduct business only when meetings are quorate?	Yes – no quoracy issues arisen
6	Does the board receive and consider information about the financial performance of the trust at least three times a year?	Yes – NCEAT Management accounts received termly
7	Has a chief financial officer, with appropriate qualifications and/or experience, been appointed by the Trust?	Yes – Jon Fearon
8	Has the academy board approved a written scheme of delegation of financial powers that maintains robust internal control arrangements?	Yes – Decision Planner and Scheme of Delegation within DALP Financial Regulations Manual
9	Has the Trust approved a balanced budget for the financial year and the approval been minuted?	Yes
10	Was the Education Funding Agency (EFA) notified within 14 days of setting a deficit revenue budget if applicable?	Deficit budget not set
11	Was the budget forecast submitted to the EFA by the relevant deadline?	Yes
12	Is the academy trust aware of considerations when making investments? Including having an investment policy to manage, control and track financial exposure, and ensure value for money; and regularly reviewing the policy and the trusts investments.	Investment policy to Trust Board March 2015. Policy to be reviewed annually and interest rate on cash deposits regularly checked

13	Has the board been made aware of the requirement to obtain approval from the EFA where it is considering borrowing funds or entering into liabilities such as leases or tenancies beyond delegated limits? If any payments have been made beyond delegated limits, full details must be provided in the commentary section below.	Board is aware of this but hasn't had to happen
14	Has an appropriate internal control framework been established?	Yes – Responsible Officer appointed with termly schedule of review. DALP Audit Committee and NCEA Resources Ctee reviews reports
15	Has a contingency and business continuity plan been prepared?	Yes
16	Have the risks arising from your operations been assessed?	Yes
17	Has adequate insurance cover been obtained?	Yes via brokers using a purchasing framework for all DALP schools
18	Has the board been informed of the delegated authority limits for the categories and transactions set out in the Academies Financial Handbook? If any payments have been made beyond delegated limits, full details must be provided in the commentary section below	Yes No payments made above delegated limits
19	Has the board been informed of the requirement to act prudently in ways that command broad public support and the requirement to report on how the academy has secured value for money?	Yes – directors are aware
20	Has the board been informed of the requirement to obtain approval from EFA before making any novel or contentious payments? If any payments have been made beyond delegated limits, full details must be provided in the commentary section below.	Yes No payments made
21	Have all trustees completed the register of business interests?	Yes
22	Has the academy trust published on its website the relevant business and pecuniary interests of trustees and members?	Yes
23	Are there measures in place to manage any conflicts of interest?	Yes – on every agenda
24	Has the board approved a competitive tendering policy?	Yes- Catering and Cleaning
25	Do senior officers' payroll arrangements meet tax obligations fully?	Yes

26	Has the board been informed that goods or services provided by individuals or organisations connected to the trust must be provided at 'no more than cost', on the basis of an open book agreement and supported by statements of assurance, in accordance with the conditions set out in the Academies Financial Handbook? If any goods or services have been made that exceed 'no more than cost', not on the basis of an open book agreement or without statements of assurance, full details must be provided in the commentary section below.	No goods or services have been provided by individuals or organisations connected to the Trust
27	Has a set of accounting policies been approved?	Yes. New Financial Regulations Manual April 2015
28	Has an external auditor been appointed?	Yes – Baker Tilly
29	Has an audit committee or a committee that fulfils the functions of an audit committee been established?	Yes
30	Has a process for independent checking of financial controls been implemented?	Yes via Baker Tilly and Responsible Officer visits
31	Has an appropriate committee agreed a programme to address the risks to financial control?	Audit Committee reviews Trust risk registers and NCEA has its own which is reviewed at Resource portfolio team meetings
32	Has the board been informed of the requirement to report to EFA any instances of fraud or theft: above £5,000 against the trust whether by employees, trustees or third parties; or where fraud is unusual or systematic in nature? Full details must be provided in the commentary section where any such fraud or theft has occurred.	Board is aware. No fraud or theft taken place above £5,000