



# Internal Scrutiny Services

# About Us

SBM Services provides high quality and affordable business and accountancy services to schools and academies. All our services are managed and delivered by an energetic team with a wealth of experience, a range of business management and accountancy qualifications and an excellent reputation in the education arena.

SBM Services not only save schools time and keep them compliant with their statutory responsibilities but can also prevent schools from spending more money than they have to. Saving schools money through our cost-effective solutions and taking away the burden of meeting business regulations allows schools to focus their resources on where it matters most: improving outcomes for children.

## Our Core Values

**Excellence** – Meeting the challenge to be the best

**Passion** – Loving what we do

**Innovation** – Delivering creative solutions

**Collaboration** – Sharing experience, resources and opportunities

**Caring** – Young people and customers at our heart

# Internal Scrutiny

Schools have a responsibility to demonstrate effective governance and compliance. Getting experts to audit key functions of your school is the best way to get assurance that you are complying with legislation and developing your functions in line with recommended best practice.

## Purpose of Internal Scrutiny

*"All academy trusts must have a programme of internal scrutiny to provide independent assurance to the board that it's financial and non financial controls and risk management procedures are operating effectively."*

Academies Financial Handbook 2020, Section 3.1

# Financial Operations Audit

Our financial operations audit evaluates the suitability of and level of compliance with financial controls. This includes assessing whether financial procedures are designed effectively and efficiently and are being adhered to.

- Financial Governance
- Administration, Finance and Management Systems
- Income and Debtors
- Payroll
- Purchasing and Creditors
- Bank and Cash
- Asset Management
- Budget Setting, Monitoring and Financial Reporting
- VAT
- Risk Management Processes

# Financial Efficiency Audit

Our financial efficiency audit ensures schools have systems and processes in place to reduce unnecessary time and expenditure while maximising revenue.

- Integrated Curriculum Financial Planning
- Staffing
- Business staff structural reviews
- Income Generation
- Financial Reporting
- Procurement
- Time Savings
- Benchmarking

# Personnel and Payroll Audit

Our personnel and payroll audit takes an in depth look at your payroll controls whilst also looking at your human resource management procedures to ensure you have a productive, motivated and happy workforce.

- Payroll processes
- Personnel file review
- SCR review
- Policies
- Staff structures
- Recruitment & Induction
- Attendance
- Well-being
- Performance Management
- Leavers & Succession Planning

# Data Protection

Our data protection audit supports schools with ensuring they are complying with data protection legislation.

- Policies and Governance
- Privacy Notices
- Awareness of Data Protection Responsibilities
- Data Protection Officer
- Data Mapping
- Third Party Contracts
- Data Security
- Consent
- Subject Access Requests
- Data Breaches
- Privacy by Design
- Safeguarding

# Governance Audit

Our governance audit focuses on providing assurance that the structure, procedures and skills of trust boards are effective, robust and are operating in compliance with relevant legislation.

- Appointment and composition of Board
- Board documentation
- Conduct of meetings
- Record keeping
- Risk management
- Compliance with regulations
- Skills evaluation of Board



# Funding Audit

Our funding audit reviews that all funding claims are accurate and that the funding criteria is met.

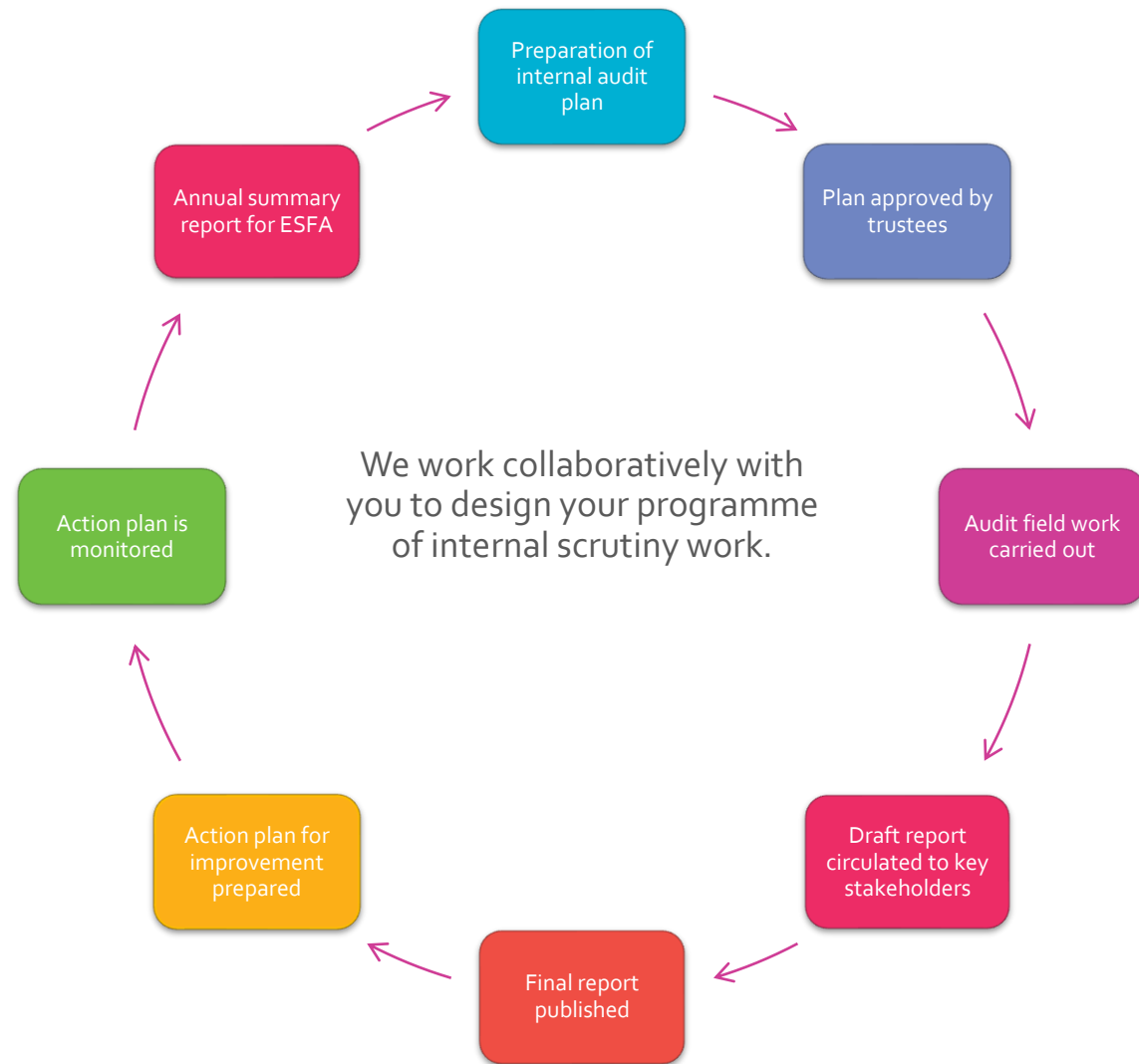
- Accuracy of census data
- Compliance with grant terms and conditions
- Income maximisation

# Inventory Audit

Our inventory audit confirms that your inventory register is an accurate reflection of the assets that you own.

- Check inventory is up to date
- Identify any losses
- Ascertain condition of the asset
- Ascertain locations of the asset
- Ensure asset details are accurately recorded

# How we work with you



# Costs

Prices start from £675 + VAT and will depend on the size of the trust, complexity and type of internal scrutiny work you would like delivered.

Our initial planning meeting and end of year summary report are free of charge.

Please contact us if you would like an internal scrutiny planning meeting and a no obligation quote.

# Contact Us



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