An Daras Multi-Academy Trust

AUDIT COMMITTEE – Cyclical Plan v1

The An Daras Multi Academy Trust (ADMAT) Company
An Exempt Charity Limited by Guarantee
Company Number/08156955

Status: Approved	
Recommended	
Version	v1
Statutory	Yes
Adopted v1	**Sept 16**
Review v1	**Sept 17**
Advisory Committee	N/A - MAT Board
Linked Documents	EFA Academy Financial Handbook ADMAT Articles of Association ADMAT Master Funding Agreement ADMAT Supplementary Funding Agreement

An Daras Multi Academy Trust

AUDIT COMMITTEE CYCLICAL PLAN 2016-2017 v1

Linked Internal Documents -

- ADMAT LGAB – Terms of Reference/Scheme of Delegation Community Schools
- ADMAT LGAB Terms of Reference/Scheme of Delegation VC Schools
- ADMAT LGAB Terms of Reference/Scheme of Delegation VA Schools
- ADMAT Scheme of Delegation – Overview 2016
- ADMAT Committee Terms of Reference/Cyclical Plans - 2016
- ADMAT Governance Decision Planner - 2016

Authority (Extract from the ADMAT Scheme of Delegation – Overview 2016)

The Board of Directors hereby resolves to establish a committee of the Board of Directors to be known as the Audit Committee (Au) Committee and will cover MAT arrangements in all matters relating to financial and procedural accountability, for risk management and for ensuring statutory compliance is completed in liner with good practice.

The chair and members of the Au Committee shall be non-executive members and shall be appointed by the Board of Directors. The chair shall be a non-executive member of the Board of Directors other than its chair.

Directors who are not members of the Au Committee should have the right of attendance. The clerk will circulate minutes of meetings of the committee to all members of the Board of Directors.

The CEO/Executive Head teacher in his or her role as Accounting Officer and the named Finance Director will normally attend meetings of the Au Committee.

The Board of Directors shall determine how often the Au Committee shall meet. The external auditor may request a meeting if he or she considers one necessary.

The Au Committee is an advisory body with no executive powers. However, it is authorised by the Board of Directors to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Au Committee in the conduct of its inquiries.

The Au Committee is authorised to obtain independent professional advice if it considers this necessary

Purpose of the AU Committee (Extract from ADMAT Scheme of Delegation – Overview 2016)

- To undertake activities as deemed necessary in order to provide assurance to the MAT Board regarding the management and identification of risk and the sound management and control of the Trusts finances and other resources.

AUDIT CYCLICAL PLAN 2016-2017v1

Autumn	Spring	Summer
Re-elect Committee Chair and Vice Chair	Directors to declare/ sign: Pecuniary Interests	Directors to declare/ sign: Pecuniary Interests
Directors to declare/sign: Pecuniary Interests Review: Funding Agreements – MFA and SFA	Review: Findings of the external auditors and agree any action plan arising	Update: Review MAT process for expenditure/bids for Capital Funding projects and report to BoD
Review: • Committee TORs • ADMAT Statutory Decision Planner • ADMAT Scheme of Delegation • Financial planning judgements – RSC "Characteristics of a Successful MAT" • Academies Financial Handbook – update • Latest Responsible Officer Report	Review: Arrangements for appointment/reappointment of external provider for annual Responsible Officer Report Review: Final recommendation of appointment/reappointment of annual Responsible Officer expertise	Update: Minimum and optimum level of internal and external audit arrangements for next financial year – report to BoD. Ensure recommendations are; • In accordance with the Funding Agreements, Mems and Arts and the EFA Financial Handbook • Acting on expert financial advice and in year reporting findings • Are delivering "best value" Review: Final recommendation of appointment/reappointment of external auditor
Review: Academy Risk Register • MAT finance risks • Individual school risk indicators	Review: Academy Risk Register • MAT finance risks • Individual school risk indicators	Review: Academy Risk Register • MAT finance risks • Individual school risk indicators
Review: Risks to internal financial control and agree a programme of work to address risks, inform statement of internal control and so far as possible provide assurance to external auditors	Review: Payroll expenditure and monitor payroll accuracy	Review: Efficiency of Finance and Strategic Development Committee and report to BoD
Review: Latest EFA guidance changes	Update: Academy Self Evaluation priorities in relation to Au	Review: Efficiency of Resources, Staffing and Safeguarding Committee and report to BoD
Review: Process of independent checking of financial controls, systems, transactions and contracts and ensure that arrangements for protecting the MAT assets are in place	Review: Risks to internal financial control and agree a programme of work to address risks, inform statement of internal control and so far as possible provide assurance to external auditors	Update: Academy Self Evaluation priorities in relation to Au and evaluate impact. Report to BoD
Update: Academy Self Evaluation priorities in relation to Au	Investigate: Areas highlighted by BoD that may threaten or adversely affect: • Accomplishment of MAT Vision and Aims • MAT assets • Reliability of record keeping • Compliance with relevant laws, regulations,	Review: Risks to internal financial control and agree a programme of work to address risks, inform statement of internal control and so far as possible provide assurance to external auditors

Autumn	Spring	Summer
	policies and governing instruments	
Investigate: Areas highlighted by BoD that may threaten or adversely affect: • Accomplishment of MAT Vision and Aims • MAT assets • Reliability of record keeping • Compliance with relevant laws, regulations, policies and governing instruments		Investigate: Areas highlighted by BoD that may threaten or adversely affect: • Accomplishment of MAT Vision and Aims • MAT assets • Reliability of record keeping • Compliance with relevant laws, regulations, policies and governing instruments
Review: Payroll expenditure and monitor payroll accuracy		Monitor: MAT Scheme of Delegation – amendment process
Review: Skills and training • Feedback from skills audit[i] - Committee members training needs for this year • Analysis of training needs to support Au (MAT leadership/office staff /Diocesan training		Review: MAT Scheme of Delegation – approve amendments to BoD as required
		Review: Skills and Training • Impact of in year Au CPD in MAT schools
Policies – Awareness (ADMAT Policies)		
Vision and Aims	Business Continuity	Freedom of Information
MAT Statutory Decision Planner	MAT Risk Register	MAT Risk Register
MAT Scheme of Delegation		
MAT Risk Register		
Best Value Statement		
Policies – Review (ADMAT Policies)		
Risk Management	Accounting	Anti-Fraud and Corruption
Pecuniary Interests	Write off and Disposal	Data Protection
Sub- Committee Responsibilities		

Sept 16