



**OLSJ**  
OUR LADY + ST JOSEPH  
CATHOLIC PRIMARY SCHOOL

***STATEMENT OF INTERNAL CONTROL  
OUR LADY & ST JOSEPH CATHOLIC PRIMARY  
SCHOOL***

PREPARED BY: S McCabe

APPROVED BY: Governing Body

DATE: November 2021

REVIEW DATE: October 2022



## **Our Lady & St Joseph Primary School**

### **Statement of Internal Control**

1. This statement relates to the internal controls for Our Lady & St Joseph Catholic Primary School for the 12 months from April 2021 to April 2022. The Governing Body is responsible for ensuring that the school;
  - Keeps proper accounting records during the year which will disclose, with reasonable accuracy and at any time, the financial position of the school, have been drawn up in accordance with the DfE (CFR) guidelines and will enable it to prepare an annual income and expenditure statement that complies with DfE guidelines
  - Maintains and operates an effective system of internal control to safeguard all the resources delegated, granted or otherwise entrusted to the school and ensure they are used cost effectively
2. The system of internal control has been developed and is coordinated by the Headteacher. It aims to provide as much assurance as is reasonably possible (not absolute assurance) that assets are safeguarded, transactions are properly authorised and recorded and that material errors or irregularities are either prevented or can be detected promptly.
3. Our review of the effectiveness of the systems of internal control is informed by:
  - Our regular scrutiny of financial and other performance monitoring data
  - Regular reports from the Headteacher and other managers to the governing body

### **By order of the Governing Body of Our Lady & St Joseph Catholic Primary School**

**Signed:** .....      **Date:** .....  
**Headteacher**

**Signed:** .....      **Date:** .....  
**Chair of Governing Body**

**Signed:** .....      **Date:** .....  
**Chair of Finance Committee of the Governing Body**