



**TRADED  
SERVICE**

**INTERNAL  
SCRUTINY**

## OVERVIEW

Within the education sector, and more specifically academies, compliance and accountability are key to ensuring the successful running of organisations.

The aim of this traded service is to provide independent assurance to the board of Trustees that its financial systems and controls are robust and operating in an effective manner. Internal audit is undertaken on a risk-based approach which identifies low, medium, and high risks, allowing organisations to prioritise accordingly.

### OUR COMMITMENT TO YOU

- Agree a mutually convenient date and time for internal scrutiny visits to take place
- Provide a draft internal scrutiny report within two weeks of undertaking the review
- Provide final internal scrutiny report within one week of receiving comments from the organisation
- Attend one Trustee meeting to present findings

### YOUR COMMITMENT TO US

- Agree a mutually convenient date and time for internal scrutiny visits to take place
- Provide sufficient information to undertake the internal scrutiny review
- Access to the organisations risk register
- Provide comment on draft internal scrutiny report within two weeks of receiving the draft report

**23-24**

### WHAT OUR CLIENTS SAY

"We are delighted with the service we have received from Shard Business Services since we began working with them. Sheryl is friendly and approachable and has a unique understanding of school business management and particularly financial compliance and accountability. The service was prompt and efficient and we have felt confident in the advice provided, which was delivered in a clear and understandable manner despite the complexities involved.

We would have no hesitation in recommending Shard Business Services to any future potential clients."

*Hawes Side Academy*

**"EXTREMELY  
KNOWLEDGEABLE,  
HIGHLY PROFESSIONAL  
AND EXCEPTIONALLY  
RELIABLE"**

## SERVICE SCOPE

### Internal scrutiny ensuring compliance with the Academy Trust Handbook

Termly visits (or Trusts preference) with potential areas for review, which could include:

- Payroll
- Procurement
- Budgeting
- HR
- Risk management
- Systems and procedures
- Monthly financial closedown
- Management information and reports
- Safeguarding and whistleblowing
- Trust Financial Handbook and accompanying suite of financial policies
- Business continuity / disaster recovery

- Information technology
- Premises issues
- Cyber security
- Fraud awareness and anti-fraud protocols reviews
- GDPR systems and compliance
- Strategic plans
- Academies Financial Handbook compliance
- Governance structures
- Financial governance
- Succession planning

### Termly report of findings

### Production of an annual report to Trustees

## ADDITIONAL SERVICES

Organisations can purchase additional services which are not included within this traded service, including:

- Extensive one-off focussed reviews into an agreed area, for example fraud and irregularity if an incident has been recorded
- Attendance to more than one Trustee meeting
- Additional reviews to those original quoted

## ABOUT US

### Quality Results

We take great pride in providing quality business services at a price you can afford!

### Expertise

Our expertise includes strategic financial management, benchmarking, resource management, data protection, business management and internal scrutiny.

### Innovation

Our aim is to help leaders learn to succeed today. With an approach that is tailored to our clients needs we are amongst the best in the business.



Customer focussed



Highly reputable



Experts in compliance



Qualified & experienced



Affordably priced



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