



Finance & Audit Committee Terms of Reference

Responsibilities and Reporting

- To maintain an oversight of the Academy Trust's financial, governance, risk management and internal control systems.
- To report findings termly and arrange a Scrutiny Report to be provided to the Trust Board and the Accounting Officer as a critical element of the trust's annual reporting requirements.

Authority

- The Finance and Audit Committee is a Committee of the Academy Trust Board and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board.
- The Finance and Audit Committee is authorised to request any information it requires from any employee, external audit, internal audit, or other assurance provider.
- Obtain outside legal or independent professional advice it considers necessary normally in consultation with the Accounting Officer and/or the Trust Board.

Composition

- The membership of the committee will comprise a minimum of three trustees.
- Employees of the trust should not be Finance and audit committee members, but the Head Teacher (Accounting officer) and Finance Manager should attend to provide information and participate in discussions.
- The Chair of the trustees should not be chair of the Finance and audit committee.
- A quorum shall consist of three members.
- The committee shall meet at least six times per year, and otherwise as necessary.
- At least one member of the Finance and audit committee should have recent or relevant accountancy, and/or audit assurance experience.
- The committee may co-opt two additional members and must make recommendations for these appointments to the Board of Trustees for approval.



Internal Scrutiny

- Take delegated responsibility on behalf of the board for examining and reviewing all systems and methods of control both financial and otherwise.
- Conduct an annual review of the risk register.
- Agree the annual programme of internal scrutiny.
- Advise the trustees on the adequacy and effectiveness of the trusts systems of internal control, governance, and risk management processes.
- Consider the reports of the external auditors and when appropriate advise the Trust Board of material control issues.
- Receive and monitor timely reports on the Academy's income and expenditure showing a comparison of these against the budget estimates and take remedial action where necessary.
- Report to the Board of Trustees on the income and expenditure and anticipated outturn position.
- Ensure the annual accounts are produced in accordance with the requirements of the DfE and the Companies Act 1985.
- Authorising the award of contracts, purchases and virements over £5,000.
- Annually review the Academy Financial Regulations Manual (including Academy Lettings Policy) ensuring that the Academy adheres to the Academies Financial Handbook.
- Annually review the Finance & Audit Committee Terms of Reference.
- Review any policy documents under delegated responsibility to the Finance and Audit Committee.

External Audit

- Annually review the external auditor's plan.
- Annually review the annual report and accounts.
- Review the actions taken by the trust's SLT in response to the findings of the external auditors.

Reviewed at the Finance & Audit Meeting held on 10/03/2023

Approved at the Board meeting held on 22/03/2023

Signed _____

Date 10th March 2023