



An Daras Multi-Academy Trust

AUDIT COMMITTEE – Cyclical Plan v2

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

Status: Approved	
Recommended	
Version	2
Statutory	Yes
Adopted v2	Sept 17
Review v2	Sept 18
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 2017-2018 v2



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 2017
- ADMAT Committee Terms of Reference/Cyclical Plans - 2017
- ADMAT Governance Decision Planner - 2017

Authority (Extract from the ADMAT Scheme of Delegation – Overview 2017)

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 line 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 2017)

- 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 2017-2018 v2

Autumn	Spring	Summer
Directors to declare/sign: Pecuniary Interests	Directors to declare/ sign: Pecuniary Interests	Directors to declare/ sign: Pecuniary Interests
Re-elect Committee Chair and Vice Chair		
Review: <ul style="list-style-type: none"> • 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 • Funding Agreements – MFA & SFA • Latest EFA guidance changes 		
Review: <ul style="list-style-type: none"> • MAT Risk Register - learning and achievement risks • Individual school risk indicators • MAT Improvement Plan – allocated priorities 	Review: <ul style="list-style-type: none"> • MAT Risk Register - learning and achievement risks • Individual school risk indicators • MAT Improvement Plan – allocated priorities 	Review: <ul style="list-style-type: none"> • MAT Risk Register - learning and achievement risks • Individual school risk indicators • MAT Improvement Plan – allocated priorities
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: Findings of the external auditors and agree any action plan arising	Update: Minimum and optimum level of internal and external audit arrangements for next financial year – report to BoD. Ensure recommendations are; <ul style="list-style-type: none"> • 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: Arrangements for appointment / reappointment of external provider for annual Responsible Officer Report – recommend to BoD	Review: Final recommendation of appointment/reappointment of external auditor to BoD
Review: Payroll expenditure and monitor payroll accuracy	Review: Payroll expenditure and monitor payroll accuracy	Update: Review MAT process for expenditure/bids for Capital Funding projects and report to BoD
		Review: Efficiency of Finance and Strategic Development Committee and report to BoD Review: Efficiency of Resources, Staffing and

Autumn	Spring	Summer
		Safeguarding Committee and report to BoD
		Monitor: MAT Scheme of Delegation – amendment process Review: MAT Scheme of Delegation – approve amendments to BoD as required
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: 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: 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
Investigate: Areas highlighted by BoD that may threaten or adversely affect: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Accomplishment of MAT Vision and Aims MAT assets Reliability of record keeping Compliance with relevant laws, regulations, policies and governing instruments
Review: Skills and training <ul style="list-style-type: none"> Feedback from skills auditⁱ - Committee members training needs for this year Analysis of training needs to support Au (MAT leadership/office staff /Diocesan training) 		Review: Skills and Training - impact of in-year Au CPD in MAT schools
Policies – Awareness (ADMAT Policies)		
	Business Continuity	Freedom of Information
Policies – Review (ADMAT Policies)		
Best Value Statement	Accounting	Anti-Fraud and Corruption
	Write off and Disposal	Data Protection
		Pecuniary Interests
Sub- Committee Responsibilities		