

November 2023

Dear Headteacher and Chair of Governors

Internal Audit Questionnaire

To enable us to check and ensure that there are appropriate governance and finance procedures and controls in schools, we are requiring all schools to respond to the attached questionnaire. A copy will also be available on the MKCC website [Schools Section | Milton Keynes City Council \(milton-keynes.gov.uk\)](https://www.milton-keynes.gov.uk/schools-section).

It is essential for the Governing Body to have access to adequate skills to ensure they meet their statutory responsibilities for the management of the school and can safeguard the large amounts of public money for which they are responsible.

Our Internal Audit programme of works with schools continues to include theme-based audits. For 2023/24 the themes are Governance, Staff Structure, Asset Management, Contract Management and Voluntary Funds. Please complete all five worksheets of the questionnaire. As you will see, some of the questions on the questionnaire are based on sections within the Schools Financial Value Standard (SFVS) and therefore your consideration of the issues, your findings and your responses will enable you to complete the SFVS in an informed and accurate manner.

There is no requirement for you to submit supporting evidence at this stage. We intend to analyse your responses to our questions and where there are gaps or weaknesses, we will work with you to improve your ways of working, i.e., we will seek further information where appropriate and provide you with management action plans explaining any weaknesses we have identified and recommendations for addressing the related risks. If any trends are identified, we will work with other MKCC services to provide a uniform approach for advice and support.

Your response to our questionnaire should be agreed by your Governing Body and submitted to the Internal Audit mailbox Internal.Audit@milton-keynes.gov.uk by 31 March 2024, please copy in your Governing Body chair to the email.

Service Area

Reply to:	Internal Audit
Tel:	01908 691691
Email:	Internal.Audit@milton-keynes.gov.uk
Address	Civic, 1 Saxon Gate East, Milton Keynes MK9 3EJ

You are also reminded of the requirement to complete the Schools Financial Value Standard (SFVS) by the 31 March 2024. This should be submitted to the Schools Finance mailbox SchoolsFinance@Milton-keynes.gov.uk .

If you have any queries regarding the questionnaire, please contact us via the Internal Audit mailbox.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'J. Fru'.

Jacinta Fru
Chief Internal Auditor
Milton Keynes Council