



Davies Lane Primary School, Davies Lane, Leytonstone, London, E11 3DR. Company Number: 10234376

Review of Regularity

The Trust will follow the guidance set out in EFA Financial Handbook. The key points are set out below

Accounting officer regularity checklist

Requirement

The accounting officer signs the statement of regularity, propriety and compliance each year and this is included in the annual accounts.

The reporting accountant is then required to perform tests to check the validity of the assessment and report back to the EFA.

Checklist

There is no formal requirement to complete a checklist each year or keep records of reviews. However, it is good practice to complete since it:

- highlights potential issues sooner in the financial reporting year (allowing you to resolve them quicker)
- allows the reporting accountant a basis for review (potentially reducing questioning time)
- helps the independent checking cycle by showing good procedures and internal controls in the trust

How often to review?

- Checks will be carried out at least termly and submitted to the next Finance and Resources Committee.
- The Finance Director will determine which members of the financial team will carry out the regular testing and provide clear guidance about expectations and requirements.
- The Finance Director will determine a rolling programme of work, looking at specific sections at certain times of the year.

