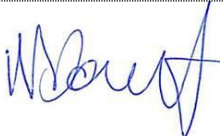




# Review of Regularity

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**November 2018**

<b>Signed (Chair of Trustees):</b>	
<b>Date:</b>	<b>November 2018</b>
<b>Date of Review:</b>	November 2019

*The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.*

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

1. The accounting officer signs the statement of regularity, propriety and compliance each year and this is included in the annual accounts.
2. The reporting accountant is then required to perform tests to check the validity of the assessment and report back to the EFA.
3. 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
4. **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.