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Private & Confidential

The Trustees
The Trinity Catholic Multi Academy Trust
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Our ref: TRI0084NER
Your ref:
Date: 19 December 2018

Dear Trustees

Report to management

During the course of our audit and regularity assurance engagement for the period ended 31 August 2018 a number of matters arose which we consider should be brought to your attention.

Accompanying this letter is a memorandum noting these points together with any recommendations we have for possible improvements which could be made.

These matters came to light during the course of our normal audit and assurance tests which are designed to assist us in forming our opinion on the financial statements and providing a limited assurance conclusion on regularity. Our tests may not necessarily disclose all errors or irregularities and should not be relied upon to do so. However, if any irregularity did come to our attention during our audit and assurance tests, we would, of course, inform you immediately.

This report has been prepared for the sole use of the trustees of The Trinity Catholic Multi Academy Trust. We understand that you are required to provide a copy of this report to the Education and Skills Funding Agency. With the exception of this, no reports may be provided to third parties without our prior consent. Consent is, and will only be, granted on the basis that such reports are not prepared with the interests of anyone other than the academy in mind and that we accept no duty or responsibility to any other party. No responsibilities are accepted by Baldwins Audit Services towards any party acting or refraining from action as a result of this report.

We would be grateful if you could enter the academy's comments against each point under the "management response" column of the memorandum and return it to us in due course.

Finally, we would like to express our thanks to all members of the academy's staff who assisted us in carrying out our work.

Yours faithfully



Baldwins Audit Services

Significant matters relevant to our audit and regularity assurance engagements for the period ended 31 August 2018

Audit approach

Our general audit approach was determined by our assessment of the audit risk, both in terms of the potential misstatement in the financial statements and of the control environment in which the company operates.

To summarise our approach, we:

- updated our understanding of the business and its environment;
- reviewed the design and implementation of key internal financial control systems; and
- planned and performed an audit with professional scepticism recognising that circumstances may exist that cause the financial statements to be materially misstated.

Significant risks arise on most audits and are often derived from business risks that may result in a material misstatement, relate to unusual transactions that occur infrequently, or judgemental matters where measurement is uncertain. In areas where we identified the potential for significant risk, we extended our audit testing to include more detailed substantive work. Our work in other areas was proportionally less.

We apply the concept of materiality both in planning and performing the audit, and in evaluating the effect of identified misstatements on the audit and of uncorrected misstatements. In general, misstatements, including omissions, are considered to be material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in the light of surrounding circumstances, and are affected by our perception of the financial information needs of users of the financial statements, and by the size or nature of a misstatement, or a combination of both.

There were no changes to our audit approach as previously communicated to you in our audit planning document.

Summary of significant audit findings

Significant risk area identified at planning	Findings, significance and recommendations	Management response / timetable for action
Revenue recognition	We are satisfied that income is appropriately recognised in the financial statements	Agreed
Management override	Our audit work did not suggest any evidence of attempts by the management to override financial controls	Agreed
Fund accounting	Your finance team provided appropriate information and all funds have been accounted for in accordance with accounting guidelines with no material errors noted	Agreed
Litigation risk	Our audit work did not highlight any significant risks	Agreed
LGPS liability	We reviewed the assumptions made by the actuary and made appropriate enquiries, no significant issues were noted	Agreed
Compliance with laws and regulations	Our audit work did not highlight any significant risks	Agreed
Connected party transactions	We did not note any issues regarding the disclosure of nor transactions with connected parties	Agreed
Sustainability and going concern	The trust has provided appropriate explanations to suggest that the going concern basis is appropriate in the financial statements	Agreed
Financial statement disclosures	We have reviewed the financial statements with the management team at the trust and are satisfied that all appropriate disclosures have been made and they comply with the relevant reporting frameworks	Agreed

Internal controls

The purpose of the audit was for us to express an opinion on the financial statements. The audit included consideration of internal controls relevant to the preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control. Our audit is, therefore, not designed to identify all control weaknesses and the matters reported below are limited to those deficiencies that we have identified during the audit.

Control weakness identified and significance	Potential implications and recommendations	Management response / timetable for action
There were some minor discrepancies between the asset register and the trial balance presented for audit (low risk)	Whilst the differences were not material, it is good practice to frequently check the registers and include details of funding sources, especially with the planned growth of the trust anticipated	Point Agreed. We will update fixed asset register as new purchase are made to ensure an up to date position including funding source. This will be reviewed at each month end.
The trust's finance policy does not include up-to-date procedures to document controls around all key income sources, such as catering cash and support provided to other schools (low risk)	We did not identify any discrepancies, however as the trust grows and generates additional sources of income, it is important to document the processes and controls to ensure all staff are aware of procedures and to safeguard the assets of the trust	Agreed. We will update handbook to include procedures for catering cash (collected via our catering SLA). We will document School to School Support provision via Teaching School Alliance.
There were some trustee business interest forms unavailable or details not included on the trust website at the time of the audit. There was also one form which declared no business interests, which was inconsistent with the information at Companies House which showed other directorships (medium risk)	The ESFA require all governance information to be kept updated on the trust website, therefore we recommend that this is reviewed frequently to ensure compliance. All trustees should be reminded to include details of all business interests on their forms to enable to trust to comply with rules around related/connected party transactions	Agreed. We will remind Trustees that they need to declare all Information around directorships at each FGB Meeting and on their Annual Declaration.

Update on prior year's management letter points

Audit issues communicated in last year's management letter and our proposed approach to each of these areas, in light of developments in the period are outlined below:

Findings / recommendations	Status in current in year	Management response / timetable for action
Changes in trustees during the year have not been notified to Companies House (low risk)	The trust is in the process of ensuring that Companies House appointments are correct	We will follow this up to ensure this work is complete.
A number of opening balances in respect of income and expenditure have not been adjusted or updated during the year and needed to be reversed at the year end. This is due to the activities of the trust becoming complex during the last year (low risk)	The accuracy of financial information and balances has improved in the 2017/18 financial year	We will continually monitor the Information to provide accurate detail

Anticipated audit report

We anticipate that we will issue an unmodified audit report for period.

Regularity assurance engagement findings

We conducted our regularity assurance engagement in accordance with the Academies Accounts Direction 2017 to 2018 issued by ESFA. We performed a limited assurance engagement as defined in our engagement letter.

The objective of a limited assurance engagement is to perform such procedures as to obtain information and explanations in order to provide us with sufficient appropriate evidence to express a negative conclusion on regularity. A limited assurance engagement is more limited in scope than a reasonable assurance engagement and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we do not express a positive opinion.

We anticipate that we will issue an unmodified regularity assurance report for the period.

Yours faithfully

A handwritten signature in black ink, appearing to read 'G Fitzgadd', written in a cursive style.

Graham Fitzgerald BA FCA DChA
Partner