



# Braidwood Wheeler & Co

CHARTERED CERTIFIED ACCOUNTANTS  
& BUSINESS ADVISERS

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28 January 2021

M Foster  
Chairman of Governors  
Peaslake Free School Limited  
Colmans Hill  
Peaslake, Guildford  
Surrey  
GU5 9ST

Our ref: P83(Audit)

Dear Mark

## REPORT TO MANAGEMENT

During the course of our audit and regularity assurance engagements for the period ended 31<sup>st</sup> August 2020 no matters of any significance arose which we consider should be brought to your attention but the following points should be noted:

- The system of internal control is working well but inevitably with few people involved it is difficult and impractical for a full system of internal control to be in place. We are, however, satisfied that the controls that are in force are sufficient for your purposes with the exception of cut-off for invoices. Invoices should be allocated to the correct period as denoted by the delivery of goods/services and not the payment date.
- The accounts have been prepared using the spreadsheet system which we are satisfied is adequate for the purpose. However we note that the spreadsheet system is being replaced by XERO which we feel should save some time as both systems can be set up to populate the accounting records using a direct feed from the bank.
- We have also reviewed the Governors' minutes and various policies and it would appear that the governance of the school is strong and adequate procedures are in place to minimise risk.
- Our audit tests 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 Governors of the Peaslake Free School Limited. We understand that you are required to provide a copy of this report to the Education & 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 Braidwood Wheeler & Co or David Wheeler towards any party acting or refraining from action as a result of this report.

Finally, we would like to express our thanks to all of you who have assisted us in carrying out our work.

Yours sincerely

David Wheeler FCCA

Director – David Wheeler F.C.C.A.