



**WORKING
WITH YOU**

TO SHAPE
YOUR FUTURE

Our Service Proposal for Academy schools

Audit, accountancy and advisory
support

Executive Summary

We are delighted to present our brochure in respect of External Audit and ancillary services, the key points being:-

- Dedicated team with many years experience advising and auditing Academy Trust clients
- Ambition of a stress free audit process for clients
- Certainty of cost over 3 years with all routine enquiries included at no extra charge
- See our role as more your 'critical friend' than remote and external
- Service delivered from a dedicated team from a single office
- Very high levels of client satisfaction evidenced by continual reappointment as auditors

Traditional Values

- Established in 1935, now a top 50 UK independent accountancy practice based in northern Lincolnshire and East Riding.
- Extensive experience helping academies, with a personal, plain speaking touch.
- Quick responses to all your enquiries with 2 experienced, dedicated contacts for every client.
- Easily accessible service, reducing unnecessary cost.
- Continuity of our staff is important to our clients, our good people (and clients) rarely leave.
- Many extra areas beyond External and Internal auditing that we can help you with.
- Forward thinking interested in your strategic plans – not just the statutory audit issues.
- Get to know your key financial issues and concerns so we can provide help and support at the right time.
- ‘Free unlimited telephone and email support for all routine enquiries’ as we want to talk to you.
- FB Digital, our fully supported cloud based accounting solution around Xero and Quickbooks, now suitable for academies see www.fb-digital.co.uk

Progressive Thought

We share a common aim with you

Delivery of a consistently excellent service to academy clients, through our people who care

- ✓ Our teams of Academy Audit specialists have been supporting schools since 2009 through the conversion process, many having since become MAT's.
- ✓ Many choose to appoint us to as their auditors in recognition of the practical support we are able to provide.
- ✓ In turn we have been able to share valued experience in many areas of Trust finance and management which in turn has helped them grow and deal with challenges they have faced.
- ✓ Over this period 98% of our schools have expressed their satisfaction by continuing to use us as their auditors.
- ✓ We would be delighted to visit and discuss this proposal with you.

A Dedicated local team for North East Lincolnshire

For more info see <http://www.forrester-boyd.co.uk/specialism/academies/>



Kevin Hopper ACA is our Education and Audit Partner, working with academy clients in North and North East Lincolnshire since 2008. Kevin is very commercially minded and clients like this when looking at best value, not just on accounting matters but he is also able to help finance teams on other areas such as cost containment, earning more interest on surplus cash, and payroll. He organises a very informative seminar each June drawing speakers such as from the EFA which is complimentary for clients. All his academy clients have retained him as auditor since converting.



Carrie Jensen ACA is a Manager and one of our education Specialists who works alongside Kevin with all his audit clients. She is totally dedicated to helping finance teams in schools and spends a lot of time in school assisting SBM's with the practicalities of accounting. She even deferred her final exams one year to ensure she could fully commit to helping in the 'academy season'.

Introducing our dedicated local team, for East Riding and Hull



Mike Beckett, ACA, qualified as a chartered accountant in February 2000 and was appointed as a partner of the practice in October 2008. He is one of the firm's audit partners with audit clients ranging from owner managed businesses through to UK subsidiaries of international publicly listed groups. Mike also has significant experience in specialist audits including charities, private schools, academies and pension schemes.

In his spare time Mike enjoys spending time with his family, watching Leeds United and keeping fit through cycling and running.



Amy Greensmith Bsc ACA is an assistant manager who has worked at Forrester Boyd for over 7 years.

Amy manages the academy team in the Beverley office and is mainly involved in academy audits and accounts preparation including Multi-Academy Trusts (MATs). She is always on hand to help academy clients with any day-to-day problems they may have.

Introducing our dedicated local team, for Lincolnshire & Leicestershire



Alan Nesbitt, ACA, has been a partner at our Louth office since 2006. He has held the role of academies specialist since early 2011. His approachability and ability to get across sometimes complicated financial issues in plain English to non-finance staff and governors has helped his academy clients understand their accounts and how they are performing in meeting their related obligations. He has acted as auditor for 9 academy trusts since 2012 and looks after academy clients in Lincolnshire and beyond.

Alan has spoken at a number of local conferences for academies. He has also got experience of speaking at school presentation evenings. He will be your main point of contact in regard to the audit process and all general enquiries.



Adam Millson, ACA, has been an integral part of the academies team for the past 4 years and managed all of Alan's academy audits last year. He would be your second point of contact in regard to any queries or assistance that may be required from time to time and is very capable in handling the majority of enquiries from our clients. Again he will provide telephone and email support without additional charge and is based at our Louth office.

Introducing our dedicated local team, for North Lincs, Wakefield and Doncaster



Neil Williams, ACA, has been a partner at our Scunthorpe office since 2010. His approachability and ability to get across sometimes complicated financial issues in plain English to non-finance staff and Trustees has helped his academy clients understand their accounts and how they are performing in meeting their related obligations.

Since 2012 he has been appointed to audit 19 schools with independent and multi academy trusts who are located in North Lincolnshire, Notts and West Yorkshire.

He will be the Responsible Individual for conducting the audit presenting our report



Nigel Saxby, FCCA, joined Forrester Boyd in June 2018 as an audit and accounts manager. Nigel came to the firm after six years of being the Head of Finance at one of the country's largest Multi-Academy Trusts. Nigel started with the Trust in 2012 and was fundamental in developing the Trust's financial control framework and procedures that allowed the Trust to expand from the 4 schools when he started to 33 within the next three years. Nigel was an essential part of the process of centralising the Trust's finance function and led on the year end accounts and audit as well as being a key contact for the internal auditors. Nigel was a member of the ESFA working group involved in the design and update of the annual accounts direction, accounts return and budget forecasting return.

Prior to that he worked in accountancy practices in Grimsby and Louth and has 21 years of experience in providing advice to clients, including newly set up and existing academies.

Nigel would be the manager and key contact for your Trust, providing support on various areas, and is based with Neil at our Scunthorpe office.

Our Academies experience

We are currently acting for 69 Trusts covering a broad range of 145 schools, including 19 Multi Academy Trusts, stand alone Secondaries, Primaries and Special schools. We are also in discussions with many other schools and clusters at various stages in the conversion process as well as those seeking to benchmark existing providers.

Clients are spread across 4 teams based in each of our principle offices which means our staff have time for you and tend to look after other trusts in the same local area. We seek to work with clients who are located within 2 hours of our office so we can maintain a close working relationship, getting out to see you quickly and easily when you need us.

A selection of our academy clients is shown below;-

- St Lawrence Academy, Scunthorpe since 2008
- Northern Lincolnshire Catholic MAT, Scunthorpe 7 schools
- Bishop Konstant Catholic MAT, Wakefield 11 schools
- The Aquinas Catholic MAT, Mansfield 6 schools
- Blessed Cyprian Tansi MAT, Loughborough 6 schools
- HCAT MAT Hull 11 schools
- Healing School MAT Grimsby 4 schools
- Swanland Primary School MAT 2 schools
- The Bransholme Partnership, 8 schools
- The Pickering group of 11 primaries, Hull
- The Consortium MAT, Cottingham 3 secondaries

Forrester Boyd are now the auditors of TCAT, the MAT that Cottingham formed along with two other secondary schools in September 2017. They have been a great help during this transition process; offering advice on structures for the MAT finance team and accounting software and being a sounding board for the range of issues I have had to address during this set up year.

Their expertise in the Academies sector is evident in all dealings with them and I see it as a real asset having them as our external auditors and therefore professional advisors. I would highly recommend the firm to another academy trust.

*Katy Hind, Director of Finance
The Consortium Academy Trust*

Traditional Values with a personal approach

- We will provide a bespoke service agreeing the key dates to suit you for the audit process of the statutory financial statements in accordance with accounting standards.
- Very much an Audit Partner and Dedicated Manager led which enables a more proactive service. Formal meetings to go through the audit results in a format and degree of detail that suits your organisation.
- Unlimited telephone and email support at no extra cost - your sounding board for practical working and more technical advice when needed.
- Your annual audit will be carried out in a clear and concise manner, tailored to your work practices and required timescale.



What do our clients say about us

'We were impressed by the extent of technical and business oriented support offered by Kevin Hopper at Forrester Boyd when we first achieved Academy status. Since then we have found him easy to access for ongoing help and guidance when we need it.'

Tony Wood, Director of Finance at St. Lawrence Academy Scunthorpe

"I recommend the company Forrester Boyd to you for the expertise of their team in guiding Governors, Headteachers and Business Managers through the necessary documentation and interim and end of year accounts required by the ESFA.

The professionalism with which individuals within the team conduct/advise in meetings.

The personal touch the company not only gives to our Trust but also to each individual school within the Trust, taking pride in knowing the individual journey of that school."

Accounting Officer, North Lincs Catholic MAT

The external audit of your annual accounts

- Undertaking all necessary work to allow us to supply an Audit Report with the annual accounts compliant with the Companies Act, Charity SORP and Academy requirements.
- The annual fee will be fixed for three years, subject only to an inflationary increase based on RPI as at each year end date.
- Our engagement is on a year by year basis, with no penalty or costs for ceasing during the course of the initial 3 year period.
- The fees we quote will be fixed for the service offered for the three years and no extra costs will be incurred, even if our internal costs are significantly more.

Our audit service also includes:-

- Direct access to your dedicated, experienced audit partner, who understands the special circumstances required by clients in the education sector.
- Support and advice on issues that are important to you, when you need it through unlimited telephone and email support at no extra charge from your second, named, point of contact within our dedicated Academies team.
- Support and access to changes occurring through our involvement in the ESFA Auditors Forum and a wide number of Academies through our UK200 Education Group.
- A user friendly report at the end of the year, in plain English, giving detail of what has happened in the year, along with pro-active advice on your systems and recommendations.

For your academy trust our audit service includes

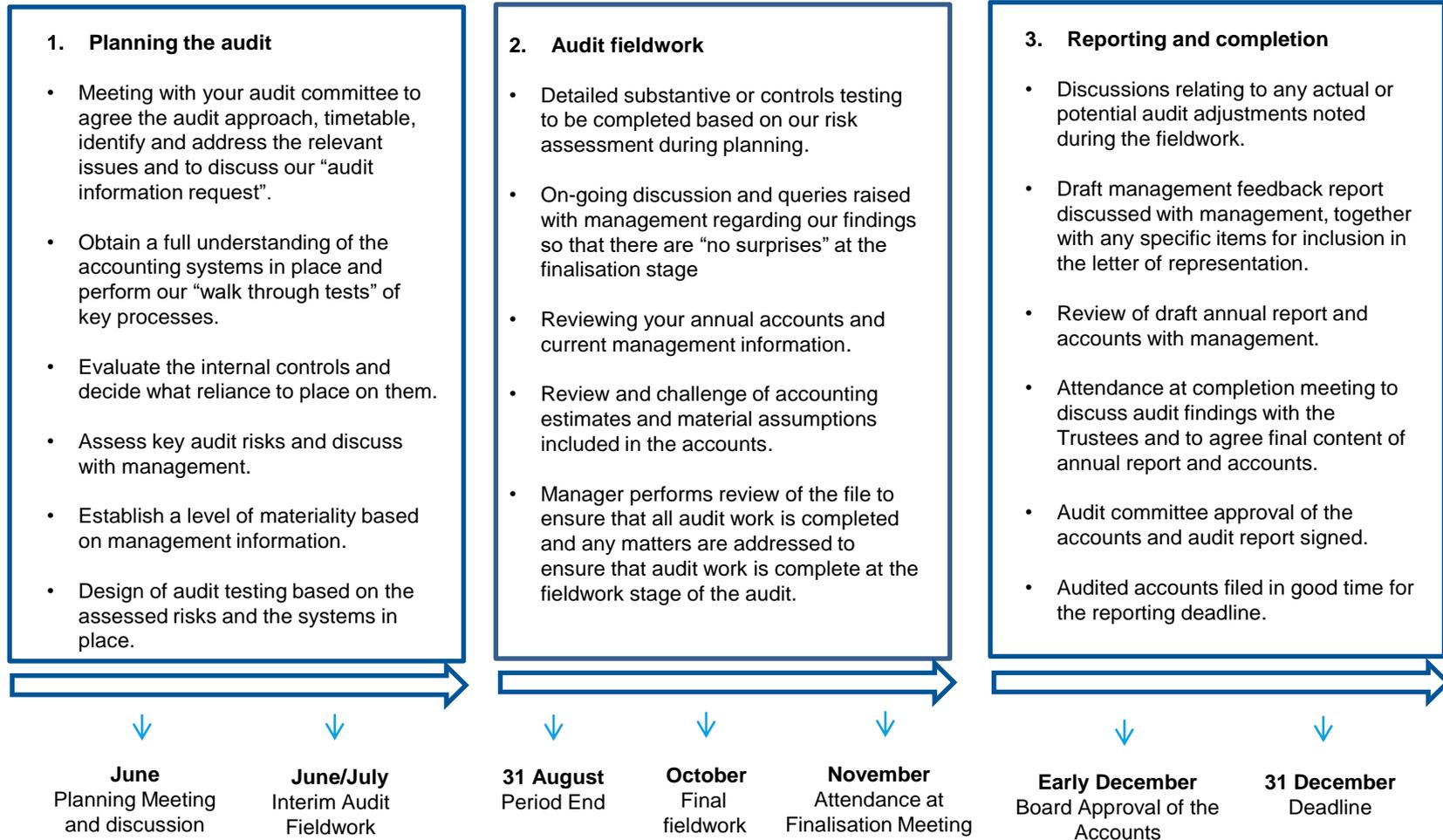
- Taking forward your own compliant accounts to the required audit reports;
- All necessary work to supply a Regularity Assurance report as required by the ESFA;
- Reviewing and sign off your Annual Accounts Return;
- Completing the audit process in line with an agreed timescale;
- Pro-active advice on your systems and potential ways to improve them, including an end of year management report;
- Attending your AGM and audit committee meetings as required;
- We will provide a user friendly annual report, which will supply detail, in plain English, about what has happened during the period, along with statutory and practical recommendations;
- Corporation Tax return - submission and preparation, if required.

Please contact us for more information or refer to the pricing section in this presentation for our quotation.

For each academy trust our audit service includes

- Compliant accounts and required audit reports;
- All necessary work to supply a Regularity Assurance report as required by the ESFA;
- Reviewing and sign off your Annual Accounts Return;
- Completing the accounts within an agreed timescale;
- Pro-active advice on your systems and potential ways to improve them, including an end of year management report;
- Attending your AGM and finance committee meetings as required; and
- We will provide a user friendly annual report, which will supply detail, in plain English, about what has happened during the year, along with statutory and practical recommendations;
- Corporation Tax return - submission and preparation, if required.

How the annual audit process takes place, with key dates to be agreed with you in advance



Communication with Trustees and Finance Team

- Pro-active advice on your systems and potential ways to improve them, including an end of year management report;
- Our audit partner would attend your AGM and audit committee meetings as required by yourselves;
- We will provide a user friendly annual report, which will supply detail, in plain English, about what has happened during the year, along with statutory and practical recommendations.
- Our audit manager invests heavily in our time at the outset of a new client relationship in order to understand your working practices, level of experience and local needs.
- This time is generally not recovered and seen as an important investment in the relationship to ease any staff concern over our approach to your first audit in advance of this taking place.

Additional service - Internal Audit (Reviewer)

- We can offer to help establish Internal Review procedures as part of the service. Our Audit Standards and regulations do allow us to provide this service in addition to undertaking the audit.
- We can then work with you to ensure the process is carried out effectively in one of the following ways.
 - Assisting with the training of your own appointed Reviewer for a period of time. We can cease support at any time and would envisage this being after the first year. Your Reviewer would also be provided with unlimited telephone and email support at no extra cost.
 - Alternatively we can carry out the Internal Review function for the Academy trust on your behalf and would include a detailed report for the board at a fixed price.
- Our price and the process to be carried out would depend upon how you wish us to help you and how your financial systems are administered within the trust, particularly in regard to centralisation. We would be pleased to discuss a bespoke specification and price for this service.

Help with Accountancy software

- Choosing the right software to work well with the way you are setting up your trust and reflecting best use of the skills of your staff is essential.
- In addition to being very familiar with how the leading software such as PSFinancial and Civica would work for you we also offer tailored Academy accounting software and support both at very competitive prices.
- Xero, a market leader in cloud based accounting comes with a very convenient and easy to use Dashboard facility for academies enabling real time access and reporting from remote locations. It also enables us to provide very comprehensive support to your finance team through use of the internet.
- Sage accounting is a very well known brand in accountancy and finance. We have developed a suite of reports suitable for academy trusts using their Line 50 product making it very cost effective against some of the other popular desktop applications.

FB Wealth Management Ltd



- Wealth Management
- Asset preservation and growth
- Retirement planning
- Trusts and estates planning
- Pensions

Office located in:
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In house expertise from our Financial Services business- FB Wealth Management Limited

FB Wealth Management Limited has a wealth of experience in the areas of financial planning and wealth management, and provides clients with a comprehensive service designed to create a bespoke financial planning strategy.

FB Wealth Management Limited offers advice to clients on a whole range of financial services including the following:

- Investment strategies
- Pension planning
- Tax planning strategies
- Life and health insurance
- Estate planning

FB Wealth Management Limited is authorized and regulated by The Financial Conduct Authority. The Financial Conduct Authority does not regulate advice on Trusts, Taxation or Will writing services

Additional services and help with signposting and introductions

As a result of working closely with many academy clients over recent years we have identified other areas where finance staff and trustees need and expect help beyond the core services provided by ourselves directly.

We have compiled a panel of reputable service providers who we keep in contact with on a regular basis. They cover many relevant areas, including those below. We would be pleased to offer a personal introduction at the appropriate time

- Legal specialists in academies including HR management
- Commercial Insurance and protection of risk.
- Cost Management Review and effective benchmarking
- Leadership development
- Surveyors and fixed asset valuations
- Accessing Grant funding and banking
- Publicity, marketing and media

Summary of what we offer

- Very supportive and helpful staff available to help you throughout the year.
- Certainty of cost with many extras included.
- Experienced and accessible dedicated team.
- More than just auditors, able help your board in other areas such as financial efficiency and cost reduction.
- Innovative solutions for your finance teams.
- Very highly regarded by existing clients, our academies team were shortlisted for a Practice Excellence award in 2017.
- Stress free audit process.

For more information check our website at - <http://www.forrester-boyd.co.uk/specialism/academies/>



PRACTICEexcellence
SHORTLISTED

2017

Specialist Team
of the Year

And finally about us

Forrester Boyd is a partnership in every sense. Formed in 1935 with the merger of two North Lincolnshire partnerships, our 9 Partners and 160 employees are proud to live by the same values and high standards of service today. It's simple really. Our entire ethos is based on providing the support that clients want and need; delivered by down-to-earth people that work hard, look beyond the obvious and deliver on time and to budget.

Over the years we've expanded our range with established new services that add value to our local and national client base and mirror our culture.

In 2013, we expanded further into East Yorkshire, acquiring a well-established Beverley-based accountancy firm. Trading as a separate legal entity, Forrester Boyd Robson Ltd provides clients with the full range of accounting, tax and financial services.

Forrester Boyd is a participant of Praxity - the largest accounting alliance globally and is amongst the top 10 global Accounting Associations. www.praxity.com



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Forrester Boyd is a partnership operated from the offices listed above.



www.forrester-boyd.co.uk
www.fb-digital.co.uk

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Forrester Boyd Robson is a trading name of Forrester Boyd Robson Limited, a company incorporated in England & Wales with company number 08370127 and registered office at Kingfisher Court, Plaxton Bridge Road, Woodmansey, Beverley, HU17 0RT