

Alliotts  
Friary Court  
13 -21 High Street  
Guildford  
Surrey  
GU1 3DL

5 December 2016

Dear Sirs

This representation letter is provided in connection with your audit of the financial statements of the academy for the year ended 31 August 2016.

We confirm that the following representations are made to the best of our knowledge and belief, having made appropriate enquiries of other governors and officials of the academy with relevant knowledge and experience, and, where appropriate, inspection of supporting documentation sufficient to satisfy ourselves that we can properly make each of the following representations to you:

1. We acknowledge as governors and trustees our responsibility for making accurate representations to you and for the financial statements which you have prepared on our behalf for the academy.
2. We confirm that all accounting records have been made available to you for the purpose of your audit and that all the transactions undertaken by the academy have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management, governors' and members' meetings, have been made available to you.
3. We confirm that the academy had no liabilities or contingent liabilities other than those disclosed in the financial statements.
4. We confirm that there had been no events since the balance sheet date which require disclosure or which would materially affect the amounts in the financial statements, other than those already disclosed or included in the financial statements.
5. We confirm that all related party relationships and transactions have been accounted for and disclosed in accordance with UK GAAP.
6. We confirm that the academy has not contracted for any capital expenditure other than as disclosed in the financial statements.

**HEAD OF SCHOOL**  
Mr Michael Jarrett  
MEd

The Jubilee Academy  
73-77 Lowlands Road  
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7. We confirm that there are no laws or regulations that are central to the academy's ability to carry on its activities.
8. We acknowledge our responsibility for the design and implementation of internal controls to prevent and detect fraud. We confirm that we have disclosed to you the results of our own risk assessment that the financial statements may be misstated as a result of fraud.
9. We confirm that there have been no actual or suspected instances of fraud involving governors, management or employees who have a significant role in internal control or that could have a material effect on the financial statements. We also confirm that we are not aware of any allegations of fraud by former governors, employees, regulators or others.
10. We confirm that, in our opinion, the academy's financial statements should be prepared on the going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the academy's needs.
- 11.. We confirm that we are aware of the unadjusted misstatements that have been identified in respect of these financial statements and that in our opinion these are immaterial both individually and in total.
- 12.. We confirm that all grants, donations and other income, including those subject to special terms or conditions or received for restricted purposes, have been notified to you. There have been no breaches of terms or conditions during the period regarding the application of such income.
- 13.. We confirm that we are not aware of any matters of material significance that should be reported to the regulators. We confirm that all correspondence with the Department for Education, Education Funding Agency and other regulators has been made available to you.
14. We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that:
  - so far as each governor is aware, there is no relevant audit information of which you as auditors are unaware: and
  - each governor has taken all the steps that they ought to have taken as a governor to make themselves aware of any relevant audit information and to establish that you are aware of that information.
15. We acknowledge as governors our responsibility for making accurate representations to you and for the statement on regularity, propriety and compliance made by the Accounting Officer on behalf of the academy.
16. We confirm that you have been notified of any matters of which we are aware that may be of relevance to your report on regularity, propriety and compliance.
17. We confirm that all evidence used to support the Accounting Officer's sign-off of the regularity statement has been made available to you.

18. We confirm that all activities of the academy are in keeping with the academies framework and the charitable objectives of the academy.
19. We confirm that all key staff and trustees/governors have declared their interest in related parties and where income due has been received from related parties, we further confirm there have been no favourable rates.
20. We confirm that no expenditure has been incurred by the academy that is contravention of the funding agreement. In particular we confirm that any extra-contractual payments for staff have been made in accordance with the Academies Financial Handbook (the Handbook).
21. We confirm that all write-offs over 1% of total income or £45,000 (whichever is smaller) have been approved in advance by the Secretary of State.
22. We confirm that all procurement activity has been in accordance with Annex 4.4 of Managing Public Money.
23. We confirm that all the related party transactions are listed below:

Bentley Wood High School	£36,0000
Canons High School	£14,400
Harrow High School	£36,000
Hatch End High School	£36,000
Nower Hill High School	£36,000
Park High School	£14,400
Rooks Heath College	£36,000
Whitmore High School	£36,000
Trustees insurance	£320
Trustees travel and subsistence	£550

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and expertise (and, where appropriate of supporting documentation) sufficient to satisfy ourselves that we can properly make these representations to you and that to the best of our knowledge and belief they accurately reflect the representations made to you by the governors and staff during the course of your audit.

Yours faithfully,

Signed on behalf of the Board of Governors

Date.....