

# drb Ignite Multi Academy Trust

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## **Statement of Assurance Template 2021**

## STATEMENT OF ASSURANCE 2020/21 Financial Year (AFH 2020)

This form is for completion by **the Supplier**, as defined in the Academies Financial Handbook 2020, as a connected party to the Trust. Connected individuals or organisations supplying goods or services to the Trust, must charge **no more than cost** and on an **open book basis**.

### SUPPLIER DETAILS

Name and Address of Supplier:	
Company Number:	
Start Date:	
End Date:	
Estimate of Commercial Price including Profit:	
Connection with Trust:	
Value of Goods and Services to Trust:	
Does this value include direct costs and indirect cost only?	
Nature of Contract:	

### CONTRACT DETAILS

Explanation of how the supplier is charging the Trust			
	Direct Costs (Excl. VAT)	Indirect Costs (Excl. VAT)	Total (Excl. VAT)
Year 1	£	£	£
Year 2	£	£	£
Year 3	£	£	£
<b>Total</b>	<b>£</b>	<b>£</b>	<b>£</b>

### SUPPLIER CERTIFICATION


Certification of Supplier
<p>I certify that on behalf of XXXXXXXXXXXX Limited that:</p> <ul style="list-style-type: none"> <li>The goods and services detailed in this form will be supplied to the Trust on the basis of direct costs plus indirect costs, with no element of profit (as per the Academies Financial Handbook 2020).</li> </ul>

- We are supplying the goods and services on an open book basis and we will provide more information on request (as per the Academies Financial Handbook 2020).
- We will make an adjustment in the following year if we identify a miscalculation on our direct or indirect costs and supplied goods or services which included an element of profit.

<b>Name and Position</b>	
<b>Date</b>	
<b>Signature</b>	

## TRUST SIGN OFF

<b>Certification of the drb Ignite Trust</b>	
<p>In signing this document, I am satisfied that:</p> <ul style="list-style-type: none"> <li>- The goods and services being supplied comply with the requirements of trading with connected parties as set out in the Academies Financial Handbook 2020 (AFH s5.34 to s5.39) and represent value for money.</li> <li>- There is full compliance with the Trust’s published Scheme of Delegation.</li> <li>- Open and fair procurement and compliance with the Trust’s <i>procurement procedures</i> has taken place as per Academies Financial Handbook 2020.</li> <li>- Any potential conflicts of interests have been reported and robustly managed using the Trust’s <i>Conflict of Interest Policy</i>.</li> <li>- The Trust’s <i>Register of Interests</i> captures relevant business and pecuniary interests as required by the Academies Financial Handbook 2020 and has been updated to reflect this contract.</li> <li>- The supplier understands that open book arrangements are in place, as outlined in the Academies Financial Handbook 2020 and the supplier will provide more information on request if needed.</li> <li>- The Trust’s Accounting Officer and the Trust Chair and Vice Chair have agreed to trade with this connected supplier and are confident that the measures and safeguards listed above are in place to ensure full compliance with the Academies Financial Handbook 2020.</li> </ul>	
<b>Name and Position</b>	
<b>Date</b>	
<b>Signature</b>	

<b>Monitoring and review</b>	CEO (Accounting Officer), CFO, Trust Board
<b>Links</b>	<a href="#">Academies Financial Handbook 2020</a>
<b>Staff responsible</b>	CFO
<b>Committee responsible</b>	Trust Board Finance Sub Committee Risk and Audit Sub Committee
<b>Date first approved</b>	<b>November 2018</b>
<b>Reviewed</b>	March 2021
<b>Next review</b>	March 2023
<b>Sign off by Chair of Trust</b>	 Date: March 2023

\*Please note that should there be any changes/further national guidance issued relevant to this Statement of Assurance, it will be updated accordingly prior to the review date shown above and referred to the next Trust Board meeting.

## Change Management

<b>Issue No.:</b>	<b>Change date:</b>	<b>Change description:</b>
1.0	Sept'17	Initial release
2.0	Nov'18	Rebranded, updated and signed off for release
3.0	Nov'19	Checked, content changes made, signed off and published
4.0	Mar'21	Checked, updated and signed off for release