

**Standard Operating Procedure**

**Statement of Assurance**

**Related Party Transaction**

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| **SOP Reference** | MLT-FIN-009 |
| **Version Number** | 1 |
| **Issue Date** | September 2018 |

**Statement of Assurance**



**Trading with Related Parties**

**Section 1: Introduction**

Academy trusts must ensure when transacting the procurement of goods and services that appropriate checks and recording are undertaken in relation to related parties. Such transactions must evidence that those goods/services are at cost.

Please answer the following questions:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | N/A |
| 1. As a provider of goods/services do you have a direct business interest with the trust? (i.e. are you a member, trustee or local governor who provides goods/services to any school within the trust or, the central trust administration?) |  |  |  |
| 1. Have you declared your interest when completing the register of interest? |  |  |  |
| 1. To the best of your knowledge to you have any material interest between your business and the academy trust’s members, trustees or local governors? (see information below) |  |  |  |
| 1. If you have answered Yes to questions 1 or 3, is the value of the proposed work in excess of £20,000?   Note: the £20,000 threshold applies to an individual or cumulative provision within the same financial. |  |  |  |

**If you have answered Yes to Q1 or 3 you are required to complete the remainder of this document. Otherwise go to Section 4 Any proposal for the supply of goods and services must be quoted ‘at cost’ to the trust.**

Any such supplies **must not** be engaged until the trust has read and approved this document.

**Notes regarding Q3**

Please visit our trust website for information regarding the members and trustees.

<https://minervalearningtrust.co.uk/about-us/our-trust-team>

To check school governor information please follow the link to Our Schools to be redirected.

**Section 2: Supplier details**

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| --- | --- |
| Name and address of supplier: |  |
| Company number (if applicable): |  |
| Works start date: |  |
| Works end date: |  |
| Estimate of commercial price, including profit: | A reasonable and fair estimate |
| Do you have a connection with trust (e.g. trustee is also a director of the supplier of goods and services, family member of a trustee): | Explain the nature of the connection between the supplier and academy trust |
| Value of goods or services to trust: | £ At cost without profit |
| Does this value include direct costs and indirect costs only? | Yes / No |
| Nature of contract: | Professional Services |

**Section 3: Details of contract**

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| Explanation of how the supplier is charging the academy trust |
| This should include a sufficiently detailed explanation setting out that the supplier understands its direct and indirect costs in such a way to demonstrate to the academy trust that it is supplying goods and services at cost, without any element of profit. |

[Please extend the rows below if the contract is longer than three years]

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Direct costs** | **Indirect costs** | **Total** |
| Year 1 | £XX.XX | £XX.XX | £XX.XX |
| Year 2 | £XX.XX | £XX.XX | £XX.XX |
| Year 3 | £XX.XX | £XX.XX | £XX.XX |
| Total | £XX.XX | £XX.XX | £XX.XX |

**Section 4: Supplier certification**

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| **Certification of supplier** |
| I certify, on behalf of [*name of supplier*], that:   * The goods and services detailed in this form will be supplied to the academy trust on the basis of direct cost plus indirect costs, with no element of profit. * We are supplying the goods and services on an open book basis and we will provide more information on request. * 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. |

|  |  |
| --- | --- |
| Name and position: | Must be senior authoriser to sign this declaration |
| Date: |  |
| Signature: |  |

**Section 5: Academy signoff**

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| **Certification of academy trust** |
| In signing this document I am satisfied that:   * The goods and services being supplied comply with the requirements on trading with related/connected parties as set out in the Academies Financial Handbook, and represent value for money. * There is full compliance with the trust’s scheme of delegation. * Open and fair procurement and compliance with the trust’s procurement procedures have taken place. * Potential conflicts of interest within the academy trust have been robustly managed; * The trust’s register of interest captures relevant business and pecuniary interests as set out in the handbook, and will be updated to reflect this contract where that record has not been previously updated. * The supplier understands that open book arrangements are in place and they will provide more information on request, if needed; and * Both the trust’s accounting officer and chair of board of trustees have agreed to trade with this connected supplier, and that the measures and safeguards listed above are in place. |

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| --- | --- |
| Name and position  (in academy trust): | Person signing must be sufficiently senior within the academy trust |
| Date: |  |
| Signature: |  |