



**Independent Review of
Highfields Primary School Fund Account
For the year ended 31 December 2021**

Highfields Primary School
Colchester Road
Lawford
MANNINGTREE
CO11 2BN

School Fund Account for the period ended 31 December 2021

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
Opening Balance	10,575.97	16,417.20
Movement in the period		
Income 46,781.52		
Expenditure (48,477.61)	<u>(1,696.09)</u>	<u>(5,841.23)</u>
Closing Balance	8,879.88	10,575.97
Net Income in advance	597.00	
Net Expenditure in advance	(750.00)	(54.50)
	<u> </u>	<u> </u>
Final Closing Balance	<u>8,726.88</u>	<u>10,521.47</u>

Represented by:

Cash in hand	18.60	3.34
Barclays Current *7022	2,087.11	3,897.47
Barclays Deposit *7049	6,621.17	6,620.66
	<u> </u>	<u> </u>
	<u>8,726.88</u>	<u>10,521.47</u>

J K ACCOUNTANCY



Accountants Notes:

I have performed an independent review of the account for the period 1 January 2021 to 31 December 2021, to which I find all transactions in order.

It is lovely to see that the school fund has bounced back after the negative effects of COVID-19 in the previous year.

For income received, I have randomly picked a few transactions from differing accounts (CHTY, FIRL, PLAN & UNIF), to which I am fully satisfied these have been recorded correctly. There is a full audit trail for each transaction, and I can trace the receipts both through the bank and through SchoolComms, again, I am satisfied that this has been completed without any errors.

As in previous years, payments made have been signed off after a valid purchase invoice has been received and authorisation has been received by 2 signatories. A full audit trail of each transaction is recorded, traceable from the account through to the payments raised and subsequently, through the current account.

I refer to my point in last years review, that the number of cheques that remained unpresented to the bank at the year end 2020, I am pleased to see these have now been removed from the accounts, however, at year end 2021, there remain a few outstanding that are over 6 months old and could be removed, refunded by alternative methods or alternatively written off to donations in the year 2022.

Following my review of the 2020 accounts, I am again satisfied that after my independent review of the 2021 accounts, the following methods have been followed:

- Regular bank reconciliations have been performed and signed off
- Receipts are recorded accurately
- Payments are made after full authorisation sought, being signed and dated accordingly

I have not performed a full audit as only an independent review is required for the turnover stated. However, from the documents I have reviewed, I am fully satisfied that accounts represent a full and fair view of the income and expenditure of The School Fund for the year ended 31 December 2021.

Joanne Kent

Joanne Kent MAAT

26 April 2022