

From

Period start date

Period end date

01 01 2022 To 31 12 2022

Section A

Reference and administration details

Charity name Highfields Primary School Fund

Other names charity is known by

Registered charity number (if any) 1037287

Charity's principal address School House

Colchester Road

Lawford, Essex

Postcode

CO11 2BN

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs Hilary Cook			
2	Mr Malcolm Gentry			
3	Rev Gaius Phillingham		Appointed on 16 June 2023	
4	Mr David Ashley		Resigned on 16 June 2023	
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Trust Deed dated 9th March 1994
How the charity is constituted	By declaration of Trust.
Trustee selection methods	Nominations shall be proposed and seconded by members of Highfields Primary School's Finance Committee.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To advance the education of the pupils of Highfields Primary School by providing or assisting in the provision of educational, recreational and other charitable facilities in augmentation of such facilities financed by the local education authority.

activities to advance the education of the pupils at Highfields Primary School.

Trustees have regard to the guidance issued by the Charity Commission on public benefit.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Our major fund-raising event this year was a whole school sponsored event in May 2022, which was linked to the Queen's Platinum Jubilee.

The School Fund helps to provide resources and learning opportunities for the children at Highfields Primary School.

Brief statement of the charity's policy on reserves

All surplus funds are carried forward to the next accounting period as a cash balance.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The School Fund returned an in year deficit of £2,563.97, but ended the year with an overall surplus of £5,515.91.

Section F



Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Rev Gaius Phillingham	Mrs Hilary Cook
Position (eg Secretary, Chair, etc)	Chair of Finance Committee	Head Teacher and Trustee
Date	24 th October 2023	

J K ACCOUNTANCY



Independent Review of Highfields Primary School Fund Account For the year ended 31 December 2022

Highfields Primary School
Colchester Road
Lawford
MANNINGTREE
CO11 2BN

School Fund Account for the period ended 31 December 2022

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
Opening Balance	8,879.88	10,575.97
Movement in the period		
Income 69,050.74		
Expenditure (71,608.12)	<u>(2,563.97)</u>	<u>(1,696.09)</u>
Closing Balance	6,315.91	8,879.88
Net Income in advance	(800.00)	597.00
Net Expenditure in advance	-	(750.00)
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Final Closing Balance	<u>5,515.91</u>	<u>8,726.88</u>

Represented by:

Cash in hand	38.75	18.60
Barclays Current *7022	(1,150.58)	2,087.11
Barclays Deposit *7049	6,627.74	6,621.17
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	<u>5,515.91</u>	<u>8,726.88</u>

J K ACCOUNTANCY



Accountants Notes:

I have performed an independent review of the account for the period 1 January 2022 to 31 December 2022, and I am satisfied that all transactions in order.

For income received, I have randomly picked a few transactions from differing accounts (EGY, FIRS, HP22 & TOYS), 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 did raise a query as to why there was a gap of 7 months without any bank reconciliations, this was explained to me that it was due to staff shortages.

I also raised a query as to why the School Fund Account Ledger was a different opening balance to the closing balance at the end of December 2021, this was explained, that user accounts that are not selected will have their closing balance transferred to a global opening balance and will start with a zero opening position, I am now satisfied with this.

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

- Some 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 2022.

Joanne Kent

Joanne Kent FMAAT

15 May 2023