

HIGHFIELDS C.P. SCHOOL

DRAFT BALANCE FOR PERIOD ENDING 31/12/23

OPENING BALANCES	6315.91
MOVEMENT IN PERIOD	2487.43

CLOSING BALANCE	8803.34

LESS NET ADVANCE EXPENDITURE	(1309.55)

REPRESENTED BY

Cash in Hand	4.23
Cheques in Hand	0.00
Current Account	0.00
BARC. CURRENT A/C 70467022	2816.97
BARC. DEPOSIT A/C 20467049	4672.59

	7493.79
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Signed:

Georgina Crooks

Fund Administrator

Date: 9/1/24

These accounts provide a true and fair representation of the transactions shown in the statements of the establishment's unofficial funds according to the documentation presented to me.

Signed:

J White

Hon. Auditor JANE WHITE

Date:

6/5/2024.

I have not performed a full audit as only an independent review is required.
I have examined the accounts and documents and I am satisfied that the accounts represent the income and expenditure of the School fund for the year ended 31 December 2023 accurately. There were no accounts reconciliation form for January 2023.

HIGHFIELDS C.P. SCHOOL

DRAFT STATEMENT OF TURNOVER FOR PERIOD ENDING 31/12/23

Receipts in this Period	61553.81
Accrued Receipts in next period	4958.50

	66512.31
Less Value of Internal Transfers	(3046.80)

TOTAL GROSS INCOME	63465.51
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HIGHFIELDS C.P. SCHOOL

FINAL INCOME AND EXPENDITURE REPORT FOR PERIOD 06/01/23 TO 31/12/23

	OPENING	INCOME	EXPENDITURE	CLOSING
FF3 FOOD & FARMING 2023	0.00	735.35	735.35	0.00
AUTO AUTOGRAPH BOOKS YR 6	-21.90	147.80	152.40	-26.50
BARR GATE BARRIER AND BADGES	110.00	15.00	5.00	120.00
BAY BAYLHAM	0.00	924.00	924.00	0.00
BOOK BOOK FAIR	0.00	249.80	249.80	0.00
BREK BREAKFAST CLUB	325.50	27013.65	27339.15	0.00
CON Music Concert 2023	0.00	81.40	81.40	0.00
COR CORONATION GRANT TDC	0.00	100.00	100.00	0.00
DINN Dinner	0.00	73.82	73.82	0.00
DONA DONATIONS TOWARDS EQUIP.	686.07	81.40		767.47
DUX3 Duxford Trip 2023 3 + 4	0.00	1275.00	1304.21	-29.21
EGY EGYPT DAY 2023	0.00	365.50	369.70	-4.20
EXPP PRODUCTION EXPENSES	415.36	196.20		611.56
FEES BANK INTEREST AND CHARGE	0.00	163.18	118.33	44.85
GRO GROTTA PTA	0.00	360.00	360.00	0.00
HAR HARWICH TRIP YR 1- 2	0.00	600.30	600.30	0.00
MER3 MERSEA 2023	0.00	8927.25	8927.25	0.00
MUSC MUSIC	0.00		17.93	-17.93
N23 NORFOLK 2023	0.00	7611.06	7611.06	0.00
NUM Number day 2023	0.00	195.50	195.50	0.00
PHOT PHOTOGRAPHS	0.00	592.73	522.52	70.21
PROD PRODUCTION	0.00	471.00	471.00	0.00
PTA FRIENDS OF HIGHFIELDS	0.00	1155.30	1155.30	0.00
REC RECORDERS	0.00	1428.00	1428.00	0.00
REFR REFRESHMENTS-STAFF TEA,C	26.84	479.76	635.03	-128.43
RES Residential Trip Fund	0.00	679.35		679.35
ROM ROMAN DAY 2023	0.00	477.50	477.50	0.00
SCOM SCHOOL COMMS	0.00	823.46	648.91	174.55
SP22 SPONSORED EVENT	2444.61	50.00	921.50	1573.11
SP23 SPONSORED EVENT 2023	0.00	2948.50		2948.50
STAG NEW STAGE	2444.51			2444.51
SWA2 SWIM AUT- LATE INVOICE	0.00		494.08	-494.08
TSHR PE TSHIRTS	-127.33	190.00	120.65	-57.98
UNI ESSEX CHILDRENS UNIVERSI	0.00	35.00		35.00
UNIF TIES, BADGES, SPORTS BAG	-40.00	49.00	95.30	-86.30
WA23 WALTON TRIP 2023	0.00	960.50	960.50	0.00
WBR Harry Potter 2023	0.00	1761.50	1634.89	126.61
WELL STAFF WELLBEING	185.15			185.15
WRIT FOOD AND FARMING	0.00	336.00	336.00	0.00
	6448.81	61553.81	59066.38	8936.24

EXCESS OF INCOME OVER EXPENDITURE 2487.43

61553.81 61553.81

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Trustees' Annual Report for the period

Period start date				To	Period end date		
From	Day	Month	Year		Day	Month	Yea
	01	01	2023		31	12	2023

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 (eg. trust deed, constitution)	Trust Deed dated 9th March 1994
How the charity is constituted (eg. trust, association, company)	By declaration of Trust.
Trustee selection methods (eg. appointed by, elected by)	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.

The income on the school fund is primarily used for school trips and 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 June 2023 to raise funds to help support our geography curriculum across the school. The School Fund helps to provide resources and learning opportunities for the children at Highfields Primary School.

Section E**Financial review**

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 surplus of £2,487.43 and the total funds carried forward at the year end were £7,493.79.

Section F**Other optional information****Section G****Declaration**

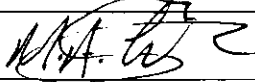
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

	
Rev Gaius Phillingham	Mr Malcolm Gentry

Chair of Finance Committee and Trustee

Chair of Governors and Trustee

Date

24.10.24