

# STRANDS

England & Wales · Charity number 1043486

## Details

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**Other names** SIDESTRAND HALL SCHOOL FUND

**Status** Registered

**Legal form** Other

**Registered** 1995-01-19

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Sidestrand Hall School  
Cromer Road  
Sidestrand  
Cromer  
NR27 0NH

**Phone** 01263578144

**Email** [office@sidestrandhall.norfolk.sch.uk](mailto:office@sidestrandhall.norfolk.sch.uk)

**Website** [www.sidestrandhall.norfolk.sch.uk](http://www.sidestrandhall.norfolk.sch.uk)

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF THE PUPILS IN THE SCHOOL

**Activities:** Raising funds to enhance the lives of pupils in the school

## Classification

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- **How:** Acts As An Umbrella Or Resource Body
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- Norfolk

## Finances

| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-03-31 | £54,716 | £46,920     | -      | -         |
| 2024-03-31 | £50,939 | £50,462     | -      | -         |
| 2023-03-31 | £66,986 | £49,226     | -      | -         |
| 2022-03-31 | £48,304 | £35,314     | -      | -         |
| 2021-03-31 | £35,874 | £39,884     | -      | -         |

## Trustees

| Name                     | Role  | Appointed  |
|--------------------------|-------|------------|
| <b>Vivien Harrington</b> | Chair | 2019-01-23 |
| Ashley Hale              |       | 2024-07-03 |
| Duncan Mackenzie         |       | 2025-01-27 |
| Mary-Beth Grant          |       | 2022-10-19 |
| Rev Roger Billings       |       | 2019-01-23 |
| Sarah Jones              |       | 2022-10-19 |
| Shelley Taylor           |       | 2020-01-29 |
| Wendy Forster            |       | 2019-01-23 |

**STRANDS**

England & Wales - Charity number 1043486

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# Accounts

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## TRUSTEES ANNUAL REPORT 2024-2025

### STRANDS CHARITY

Sidestrand Hall School, Sidestrand, Cromer, Norfolk NR27 0NH

Charity No. 1043486

The object of the Charity is to raise funds to increase opportunities and enhance the education of the pupils at Sidestrand Hall School, either individually or as a group. It is not for day to day running expenses.

In furtherance of this object, the Charity may:

- Undertake fundraising
- Develop more extended relationships between the staff, governors, parents and others associated with the school.
- Engage in activities which support the school and advance the education of the pupils attending it.
- Provide and assist in the provision of facilities for education and recreation at the school (not normally provided by the Local Education Authority)

#### Trustees

Current Trustees:-

Revd Roger Billings

Mrs Wendy Forster

Mrs Vivien Harrington

Ms Shelley Taylor

Mrs Sarah Jones

Mrs Beth Grant

Mr Duncan Mackenzie

Mr Ashley Hale

Jo Callender resigned as a trustee 27.1.25

#### During this financial year, we have received the following donations:

|  |          |
|--|----------|
| • Alpha Lemon (for Clement Lodge)          | £500**   |
| • J Bull                                   | £135     |
| • Reach                                    | £1000    |
| • Linda Martin in memorial                 | £4843.27 |
| • Dorothy Holmes Charity                   | £2500    |
| • The fundraising company (re used stamps) | £9.50    |
| Total                                      | £8987.77 |

\*\* to be transferred into main school account once purchase made

### Charity Shop:

- The shop is staffed by volunteers under the supervision of Sheila Neale our shop manager. Sheila's contracted hours are 25 per week. Securing volunteers continues to be a challenge.
- Shop sales totalled £42277.29 plus £216.70 being raised through rag sales, £460 from 20p sales, £393.50 ziffit book sales, £45 5p jars, Running expenses of £32755.28 result in a net profit of £10637.21 which continues to drop. Takings continue to fall with the current economy which quality of donations dropping with the increase in online sale sites eg Vinted which people are using more to sell their unwanted goods rather than donating them. The water leak at the shop was finally fixed by Anglian SWater over a year after it being reported so higher water costs are reflected the accounts. It is hoped some of these can be refunded by Anglian water.
- We have paid rent of £500/month for the shop since it opened and the Landlord has extended this arrangement until May 2026.

### Funds were also raised during the year from:

|                    |          |
|--------------------|----------|
| • Bank interest    | £1066.07 |
| • Photo commission | £270.96  |
| • Xmas Fayre       | £827.21  |
| Total              | £2164.24 |

### We have given grants for the following:

|  |          |
|--|----------|
| • Happisburgh owls visit                             | £200     |
| • Coach to Theatre Royal                             | £398     |
| • Contribution to Plastic Pirates show               | £2578.76 |
| • Contribution to Strandfest 24                      | £315.98  |
| • Contribution to Paddleboarding (DofE)              | £2200    |
| • Contribution to Leavers party summer 24            | £214.61  |
| • Xmas presents for pupils                           | £362.35  |
| • Xmas present for boarders                          | £65.95   |
| • Coach cost to nativity at Cromer Church            | £932     |
| • Coaches to Special Schools Carol Concert, Norwich  | £635.50  |
| • Chestnut roasting pans                             | £39.26   |
| • Xmas craft materials                               | £335.55  |
| • Crackers for Xmas dinner                           | £76      |
| • Sheringham Pantomime                               | £1643.70 |
| • Equipment for Duke of Edinburgh                    | £150.21  |
| • Litter pickers and rucksacks for Duke of Edinburgh | £361.44  |
| • Losses on Titan activity                           | £80.20   |

|   |         |
|---|---------|
| • Losses on school trips                              | £384.28 |
| • Chess sets  | £24.54  |
| • Outdoor play equipment                              | £358    |
| • Contribution to Exploring Science trip              | £165.10 |
| • Egyptian workshop Norwich Castle                    | £240.00 |
| • Contribution to robotic workshop                    | £100    |
| • Lego for lego club                                  | £46.05  |
| • Trampoline cover and mat Clement Lodge **           | £273.50 |
| • Contribution to financial hardship fund             | £500    |
| • Contribution to Hickling Broad Trip                 | £79.50  |
| • Contributions to Berts amazing creatures visits (3) | £511    |

|       |           |
|-------|-----------|
| Total | £13271.48 |
|-------|-----------|

**Reserves:**

Reserves available for allocation are £147077.28. However, we have nominally set a reserves policy at £30k (agreed at trustees meeting 3.7.24) giving an available balance for allocation as £117k.

**WF 14.1.26**

**CONFIDENTIAL**

**Finance and Business Services  
Team**

**Report on the financial control of the School Fund Account at  
Sidestrand Hall School.**

**01 April 2024 - 31 March 2025**



# Report Contents:

1. Introduction and Background
2. Objectives and Scope
3. Financial Regulations
4. Summary and Conclusions
5. Audit Opinion
6. Balance Sheet, Detailed Findings, Audit Views, Recommendations, Receipts and Payments.

## 1. Introduction and Background

- 1.1. An audit of Sidestrand Hall School's School Fund Account was carried out on 23<sup>rd</sup> May 2025. The audit was carried out as defined in the Finance and Business Services Team Finance Procedure Manual.
- 1.2. At the time of the audit the Star Accounts software package was in use at the school to record the financial transactions.

## 2. Objectives and Scope

- 2.1 The audit objectives have been to:
  - Ensure that the school fund has been used to promote the education of pupils by providing educational and recreational facilities over and above those provided from LA funding.
  - Give the Headteacher and Governing body assurance that sound financial controls exist.
  - Ensure compliance with Norfolk's Scheme for Financing Schools (incorporating Financial Regulations) and the Finance and Business Services Team Finance Procedure Manual.
  - Assess the effectiveness of overall financial controls including those for the prevention and detection of fraud and corruption.
  - Ensure the accounts have been kept correctly.
  - Provide the Headteacher and Governing Body with advice, where appropriate, on financial controls.
  - Ensure that where exceptions occur they are identified, reported and actioned.
- 2.2. The scope of the audit includes an examination of the following areas:
  - Income and expenditure vouchers
  - Bank reconciliations
  - Trading Accounts
  - Activity Accounts
  - Paying in books and cheque books
  - Cashbooks (Manual or data file transaction reports)
  - Bank Statements
- 2.3. The work has concentrated on assessing the adequacy and effectiveness of -financial control by measuring the systems in operation against control objectives. This has included detailed checking of records as appropriate. The level of risk resulting from any control weakness identified has been reviewed and recommendations have been made to reduce the risk to an acceptable level.
- 2.4. The audit process seeks to reduce the risk to an acceptable level based on the efficient, economic and effective application of financial controls. Changes to controls suggested in audit recommendations are intended to achieve these benefits. This

process reduces but does not wholly eliminate risk. It is the responsibility of the Governing Body to safeguard the assets of the school and hence to take reasonable steps for the prevention and detection of fraud and other irregularities.

### 3. Financial Regulations

- 3.1. The audited accounts, as approved by the governing body, should form a part of the minutes of the governing body meeting, which are available for inspection by staff, parents and other interested parties.
- 3.2. Schools must provide audit certificates (agreed by the governing body) to the Authority within three months of the financial year ending in respect of any voluntary and private funds they hold and of the accounts of any trading organisations controlled by the school. It is the responsibility of the governing body to determine, and comply with, any legal requirements in connection with the audit of such funds, e.g. Charity Commission requirements.

### 4. Summary and Conclusions

- 4.1. As a result of considering the information received and the results of tests carried out we are pleased to report that, at the time of the audit, there are effective controls and no weaknesses were found in the following areas of cashbook, expenditure vouchers, bank statements, trading accounts, paying in books and cheque books. However, we have concluded that in other areas examined there are a number of weaknesses in financial management. Remedial action is required in control systems in operation at the school.
- 4.2. Findings from the audit are summarised below. The weaknesses identified include a number that increase the risk of theft or fraud and other general control weaknesses.

Weaknesses that increase the risk of theft or fraud:

- Prime income records are not always produced or retained.

- 4.3. In addition, the following points need to be discussed and addressed:

- Bank accounts will be reconciled to the last day of the month.

- 4.4. The report has been completed on an exception basis, only those areas with control weaknesses have been reported upon in detail.
- 4.5. The detailed findings, views and recommendations from the audit requiring an action plan are shown in section six of this report.

### 5. Audit Opinion

- 5.1. We are required to give an overall opinion in each audit report based on the risk identified to the establishment, which exists within the controls that we examined at the time of the audit.
- 5.2. For the avoidance of doubt our opinion is based on a view of internal financial controls. The opinion does not make a judgement on the efficiency or value for money aspects

of the school, which, in Ofsted terms, are based on educational standards and the quality of education provided relative to the funding provided.

- 5.3. Our overall audit opinion is based on two grades which are explained in the table below:

| <b>Opinion</b>                   | <b>Assessment of internal Control</b>                                |
|----------------------------------|--|
| Acceptable                       | Few or no weaknesses, mostly insignificant.                          |
| Issues that need to be addressed | A number of weaknesses, mostly significant or more major weaknesses. |

- 5.4. Our opinion, based on the evidence we have seen as part of this audit, is that internal controls at Sidestrand Hall School are acceptable.
- 5.5. The school need to review the weaknesses detailed in section six and put together an action plan to ensure that all weaknesses are addressed within the next financial year.
- 5.6. Please return a copy of section six of this report with the completed action plan to Finance and Business Services Team once the governors have discussed and approved the findings at a governors meeting.

## 6. Balance Sheet, Detailed Findings, Audit Views, Recommendations.

### 6.1 Balance Sheet as at 31 March 2025.

|  |             |
|--|-------------|
| Accumulated School Fund Brought Forward<br>As at 01 April 2024 | £139,281.04 |
| Excess of Receipts over Payments                               | £7,796.24   |
| Accumulated School Fund Carried Forward<br>As at 31 March 2025 | £147,077.28 |

Represented by:

|                      |             |
|----------------------|-------------|
| Bank Current Account | £25,947.23  |
| Bank Deposit Account | £121,130.05 |

£147,077.28

Signed ..... *J. Emms* ..... Auditor

Date ..... 23/05/2025 .....

Finance and Business Services Team

Signed ..... Fund Treasurer

Date .....

The school fund audit report has been discussed at the governing body meeting on ..... and an action plan has been agreed to ensure all weaknesses are being addressed.

Approved by governing body ..... Signed

Date ..... (Chair of Governors)

6.2 Detailed Findings, Audit View and Recommendations.

| Findings   | Audit View  | Recommendations   | Action Plan/by whom |
|--|---|---|---------------------|
| <p><b>Income Records.</b><br/>Not all income from Ziffit had income records to support the amount received. See section 18.4.4.2 Finance Procedure Manual.</p> | <p>Accidental or deliberate errors may not be detected immediately where income being banked cannot be verified to prime records. This increases the risk of fraud.</p> | <p>The Headteacher should ensure income records are produced for all income where there is no other supporting documentation. A template banking sheet is provided as Appendix 29b to the Finance Procedure Manual.</p> |                     |
| <p><b>Discussion Points</b></p>  |   |   |                     |
| <p><b>Bank reconciliations.</b><br/>The school accounts have not been reconciled to the last day of the financial month for February 2025.</p>                 | <p>All transactions for the current financial month need to be included within the accounts.</p>  | <p>The Headteacher should ensure that the school fund is reconciled from the bank statement to the last day of the month.</p>   |                     |

**CONFIDENTIAL**

**Finance and Business Services  
Team**

**Report on the financial control of the School Fund Account at  
Sidestrand Hall School.**

**01 April 2024 - 31 March 2025**



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Date ..... 23/05/2025 .....

Finance and Business Services Team

Signed ..... Fund Treasurer

Date .....

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**STRANDS**

England & Wales - Charity number 1043486

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# Accounts

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## **TRUSTEES ANNUAL REPORT 2023-2024**

### **STRANDS CHARITY**

**Sidestrand Hall School, Sidestrand, Cromer, Norfolk NR27 0NH**

**Charity No. 1043486**

The object of the Charity is to raise funds to increase opportunities and enhance the education of the pupils at Sidestrand Hall School, either individually or as a group. It is not for day to day running expenses.

In furtherance of this object, the Charity may:

- Undertake fundraising
- Develop more extended relationships between the staff, governors, parents and others associated with the school.
- Engage in activities which support the school and advance the education of the pupils attending it.
- Provide and assist in the provision of facilities for education and recreation at the school (not normally provided by the Local Education Authority)

#### **Trustees**

Current Trustees:-

Mrs Sarah Young (formally resigned May 24)

Revd Roger Billings

Mrs Wendy Forster

Mrs Vivienne Harrington

Mrs Jo Callender

Ms Shelley Taylor

Mrs Sarah Jones

Mrs Beth Grant

**During this financial year, we have received the following donations:**

- Donation from Alpha Lemon (for Clement Lodge) £400\*\*
- Donation from Sheringham Lodge (for Clement Lodge) £500 \*\*

\*\* to be transferred into main school account once purchase made

**Charity Shop:**

- The shop is staffed by volunteers under the supervision of Sheila Neale our shop manager. Sheila's contracted hours are 25 per week. Securing volunteers continues to be a challenge.
- Shop sales totalled £46151.05 plus £519.61 being raised through rag sales, £218.38 ziffit book sales, £55 5p jars, £88 Easter raffle and £4.00 other sales. Running expenses of £31342.66 result in a net profit of £15693.38 which is lower than previous years. Takings are dropping which is a sign of the times. We are also finding it difficult to get rid of rags and the price we get has reduced. There is a water leak at the shop which Anglian Water are taking months to resolve. It is hoped some of the water charges made in FY 23-24 can be recouped once we have a correct monthly consumption reading.
- We have paid rent of £500/month for the shop since it opened and the Landlord has extended this arrangement until May 2025.

**Funds were also raised during the year from:**

|   |          |         |
|---|----------|---------|
| • Amazon Smile commission                 | £93.66   |         |
| • Bank interest                           | £952.82  |         |
| • Photo commission                        |          |         |
| £205.96                                   |          |         |
| • Xmas Fayre                              | £1114.80 |         |
| • Gift aid received on PA system donation |          | £375.81 |
| Total                                     | £2743.05 |         |

**We have given grants for the following:**

|   |          |         |
|---|----------|---------|
| • Coronation medals for pupils            | £582.00  |         |
| • Happsburgh owls visit                   |          | £200.00 |
| • Contribution to boat trip               |          | £100.00 |
| • Coach to Theatre Royal                  |          | £375.00 |
| • Contribution to Rockpool show           | £3129.36 |         |
| • Contribution to Strandfest 23           | £468.71  |         |
| • Contribution to Paddleboarding (DofE)   |          | £2000   |
| • Contribution to Leavers BBQ summer 23   |          | £133.51 |
| • Contribution to coach to Gressenhall    | £190.00  |         |
| • Polaroid sheets for leavers events      |          | £80.00  |
| • Word Guerilla poetry day                |          | £584.20 |
| • Xmas presents for pupils                |          | £164.79 |
| • Coach cost to nativity at Cromer Church | £803.00  |         |
| • Illustrator visit to school             |          | £505.00 |

|  |          |
|--|----------|
| • Kingswood trip whole school summer 23                        | £5126.50 |
| • Puppet Theatre visit to school                               | £579.00  |
| • Bookbags, pencil cases, water bottles for new pupils         | £125.18  |
| • Pumpkins for Halloween competition                           | £19.26   |
| • Coaches to Special Schools Carol Concert, Norwich<br>£328.00 |          |
| • Donkey hire and Santa outfit                                 | £418.90  |
| • Frames for art exhibition                                    | £109.45  |
| • Sheringham Pantomime   | £1731.90 |
| • Tents for Duke of Edinburgh                                  | £561.00  |
| • Gas stoves for Duke of Edinburgh                             | £319.96  |
| • Losses on Titan activity                                     | £49.60   |
| • Losses on school trips                                       | £175.87  |

Total  
£18860.19

### **Reserves:**

Reserves available for allocation are £139281.04. However, we have nominally set a reserves policy at £30k (agreed at trustees meeting 3.7.24) giving an available balance for allocation as £109k.

**WF 18.10.24**



**CONFIDENTIAL**

**Finance and Business Services  
Team**

**Report on the financial control of the School Fund Account at  
Sidestrand Hall School.**

**1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024**



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- 1.1. An audit of Sidestrand Hall School's School Fund Account was carried out on 20<sup>th</sup> May 2024. The audit was carried out as defined in the Finance and Business Services Team Finance Procedure Manual.
- 1.2. At the time of the audit the Star Accounts software package was in use at the school to record the financial transactions.

## 2. Objectives and Scope

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### 3. Financial Regulations

- 3.1. The audited accounts, as approved by the governing body, should form a part of the minutes of the governing body meeting, which are available for inspection by staff, parents and other interested parties.
- 3.2. Schools must provide audit certificates (agreed by the governing body) to the Authority within three months of the financial year ending in respect of any voluntary and private funds they hold and of the accounts of any trading organisations controlled by the school. It is the responsibility of the governing body to determine, and comply with, any legal requirements in connection with the audit of such funds, e.g. Charity Commission requirements.

### 4. Summary and Conclusions

- 4.1. As a result of considering the information received and the results of tests carried out we are pleased to report that, at the time of the audit, there are effective controls and no weaknesses were found in the following areas of cashbook, income and expenditure vouchers, bank reconciliations, bank statements, trading accounts, activity accounts, paying in books.
- 4.2. Findings from the audit are summarised below.
- 4.3. The following point needs to be discussed and addressed:
  - Cheque books should be used in sequential order.
- 4.4. The report has been completed on an exception basis, only those areas with control weaknesses have been reported upon in detail.
- 4.5. The detailed findings, views and recommendations from the audit requiring an action plan are shown in section six of this report.

### 5. Audit Opinion

- 5.1. We are required to give an overall opinion in each audit report based on the risk identified to the establishment, which exists within the controls that we examined at the time of the audit.
- 5.2. For the avoidance of doubt our opinion is based on a view of internal financial controls. The opinion does not make a judgement on the efficiency or value for money aspects of the school, which, in Ofsted terms, are based on educational standards and the quality of education provided relative to the funding provided.
- 5.3. Our overall audit opinion is based on two grades which are explained in the table below:

| <b>Opinion</b>                   | <b>Assessment of internal Control</b>                                |
|----------------------------------|--|
| Acceptable                       | Few or no weaknesses, mostly insignificant.                          |
| Issues that need to be addressed | A number of weaknesses, mostly significant or more major weaknesses. |

- 5.4. Our opinion, based on the evidence we have seen as part of this audit, is that internal controls at Sidestrand Hall School are acceptable.
- 5.5. The school need to review the weaknesses detailed in section six and put together an action plan to ensure that all weaknesses are addressed within the next financial year.
- 5.6. Please return a copy of section six of this report with the completed action plan to Finance and Business Services Team once the governors have discussed and approved the findings at a governors meeting.

## 6. Balance Sheet, Detailed Findings, Audit Views, Recommendations.

### 6.1 Balance Sheet as at 31<sup>st</sup> March 2024

|  |             |
|--|-------------|
| Accumulated School Fund Brought Forward<br>As at 1 <sup>st</sup> April 2023  | £138,804.80 |
| Excess of Receipts over Payments   | £476.24     |
| Accumulated School Fund Carried Forward<br>As at 31 <sup>st</sup> March 2024 | £139,281.04 |

Represented by:

|                      |             |
|----------------------|-------------|
| Bank Current Account | £39,217.06  |
| Bank Reserve Account | £100,063.98 |

£139,281.04

Signed ... *C. Cammings* ..... Auditor

Date ..... 20<sup>th</sup> May 2024.....

Finance and Business Services Team

Signed ..... Fund Treasurer

Date .....

The school fund audit report has been discussed at the governing body meeting on .....

Approved by governing body ..... Signed

Date ..... (Chair of Governors)

6.2 Detailed Findings, Audit View and Recommendations.

| Findings | Audit View | Recommendations | Action Plan/by whom |
|----------|------------|-----------------|---------------------|
|----------|------------|-----------------|---------------------|

**STRANDS**

England & Wales - Charity number 1043486

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# Accounts

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## TRUSTEES ANNUAL REPORT 2022-2023

### STRANDS CHARITY

Sidestrand Hall School, Sidestrand, Cromer, Norfolk NR27 0NH

Charity No. 1043486

The object of the Charity is to raise funds to increase opportunities and enhance the education of the pupils at Sidestrand Hall School, either individually or as a group. It is not for day to day running expenses.

In furtherance of this object, the Charity may:

- Undertake fundraising
- Develop more extended relationships between the staff, governors, parents and others associated with the school.
- Engage in activities which support the school and advance the education of the pupils attending it.
- Provide and assist in the provision of facilities for education and recreation at the school (not normally provided by the Local Education Authority)

#### Trustees

Current Trustees:-

Mrs Sarah Young

Revd Roger Billings

Mrs Wendy Forster

Mrs Vivienne Harrington

Mrs Jo Callender

Ms Shelley Taylor

Mrs Sarah Jones

Mrs Beth Grant

**During this financial year, we have received the following donations:**

- |   |        |
|---|--------|
| • In memory of Olga Manley                        | £78    |
| • Dorothy Holmes Charitable Trust Science grant** | £12500 |
| • Donation re PA system *                         | £1500  |

\*\* transferred into main school account

## Charity Shop:

- The shop is staffed by volunteers under the supervision of Sheila Neale our shop manager. Sheila's contracted hours are 25 per week. Securing volunteers continues to be a challenge.
- Shop sales totalled £49766 plus £519.57 being raised through rag sales, £180.65 ziffit book sales and £6.85 other sales. Running expenses of £28481.99 result in a net profit of £21991.08
- We have paid rent of £500/month for the shop since it opened.

## Funds were also raised during the year from:

|                                   |          |
|-----------------------------------|----------|
| • Amazon Smile commission         | £138.31  |
| • Bank interest                   | £ 249.92 |
| • Compensation from bank re error | £75.00   |
| • Photo commission                | £487.23  |
| • Xmas Fayre                      | £1384.78 |
| Total                             | £2335.24 |

## We have given grants for the following:

|   |          |
|---|----------|
| • Hardship fund   | £500.00  |
| • Contribution to cost of residential visit                 | £165.00  |
| • Nest Swing – Clement Lodge                                | £3237.50 |
| • Contribution to Bewilderwood visit                        | £62.83   |
| • Contribution to Berts Creatures visit                     | £69.75   |
| • Contribution to Strandfest                                | £272.65  |
| • Contribution to 6 <sup>th</sup> form BBQ                  | £24.76   |
| • Contribution to 6 <sup>th</sup> form hospitality dinners  | £12.21   |
| • Funding of PA system *                                    | £1464.75 |
| • Contribution to Duke of Edinburgh paddleboarding activity | £900.00  |
| • Contribution to Xmas decorations for Xmas fayre           | £78.00   |
| • Xmas presents for pupils                                  | £283.80  |
| • Coach cost to nativity                                    | £523.00  |
| • Visiting author for World Book day                        | £549.80  |
| Total   | £8144.05 |

## Reserves:

Reserves available for allocation are £138k. However, we have nominally set a reserves policy at £17k giving an available balance for allocation as £121k.

5.5.23



|   |           |          |
|---|-----------|----------|
| donation from Olgan Manley moved to school to pay for Xmas decs |           |          |
| Contribution to Xmas presents for pupils                        |           |          |
| Contribution to coach for nativity at Cromer Church             |           |          |
| Contribution to visiting author for World Book Day              |           |          |
|   |           |          |
| <b>shop:-</b>   | 128747.32 |          |
| rag sales   |           | 519.57   |
| Ziffit book sales   |           | 180.65   |
|   |           |          |
| 5p jars   |           |          |
|   |           |          |
|   |           |          |
|   |           |          |
|   |           |          |
| other sales   |           | 6.85     |
| shop sales  |           | 49766.00 |
| energy use  |           |          |
| rates   |           |          |
|   |           |          |
|   |           |          |
| rent  |           |          |
| salaries  |           |          |
| retail consumables  |           |          |
| cricut machine subscription and supplies                        |           |          |
| Xmas gifts for volunteers                                       |           |          |
| desk fan for till area  |           |          |
| toilet and new hoover   |           |          |
| skip rental   |           |          |
| telephone/broadband   |           |          |
|   | 121044.53 | 66986.31 |

**Funded by:-**

|   |                  |                     |   |
|---|------------------|---------------------|---|
| Shop account (current account)                            | 39693.64         | uncleared expenses. | 0 |
| Holding account (closed in FY 20-21 re audit requirement) | 0                |                     |   |
| Savings account   | 99111.16         |                     |   |
|   | <u>138804.80</u> |                     |   |





**CONFIDENTIAL**

**Finance and Business Services  
Team**

**Report on the financial control of the School Fund Account at  
Sidestrand Hall School.**

**1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023**





## Report Contents:

1. Introduction and Background
2. Objectives and Scope
3. Financial Regulations
4. Summary and Conclusions
5. Audit Opinion
6. Balance Sheet, Detailed Findings, Audit Views, Recommendations, Receipts and Payments.

## 1. Introduction and Background

- 1.1. An audit of Sidestrand Hall School's School Fund Account was carried out on 11<sup>th</sup> July 2023. The audit was carried out as defined in the Finance and Business Services Team Finance Procedure Manual.
- 1.2. At the time of the audit the Star Accounts software package was in use at the school to record the financial transactions.

## 2. Objectives and Scope

- 2.1 The audit objectives have been to:
  - Ensure that the school fund has been used to promote the education of pupils by providing educational and recreational facilities over and above those provided from LA funding.
  - Give the Headteacher and Governing body assurance that sound financial controls exist.
  - Ensure compliance with Norfolk's Scheme for Financing Schools (incorporating Financial Regulations) and the Finance and Business Services Team Finance Procedure Manual.
  - Assess the effectiveness of overall financial controls including those for the prevention and detection of fraud and corruption.
  - Ensure the accounts have been kept correctly.
  - Provide the Headteacher and Governing Body with advice, where appropriate, on financial controls.
  - Ensure that where exceptions occur they are identified, reported and actioned.
- 2.2. The scope of the audit includes an examination of the following areas:
  - Income and expenditure vouchers
  - Bank reconciliations
  - Trading Accounts
  - Activity Accounts
  - Paying in books and cheque books
  - Cashbooks (Manual or data file transaction reports)
  - Bank Statements
- 2.3. The work has concentrated on assessing the adequacy and effectiveness of -financial control by measuring the systems in operation against control objectives. This has included detailed checking of records as appropriate. The level of risk resulting from any control weakness identified has been reviewed and recommendations have been made to reduce the risk to an acceptable level.
- 2.4. The audit process seeks to reduce the risk to an acceptable level based on the efficient, economic and effective application of financial controls. Changes to controls suggested in audit recommendations are intended to achieve these benefits. This

process reduces but does not wholly eliminate risk. It is the responsibility of the Governing Body to safeguard the assets of the school and hence to take reasonable steps for the prevention and detection of fraud and other irregularities.

### 3. Financial Regulations

- 3.1. The audited accounts, as approved by the governing body, should form a part of the minutes of the governing body meeting, which are available for inspection by staff, parents and other interested parties.
- 3.2. Schools must provide audit certificates (agreed by the governing body) to the Authority within three months of the financial year ending in respect of any voluntary and private funds they hold and of the accounts of any trading organisations controlled by the school. It is the responsibility of the governing body to determine, and comply with, any legal requirements in connection with the audit of such funds, e.g. Charity Commission requirements.

### 4. Summary and Conclusions

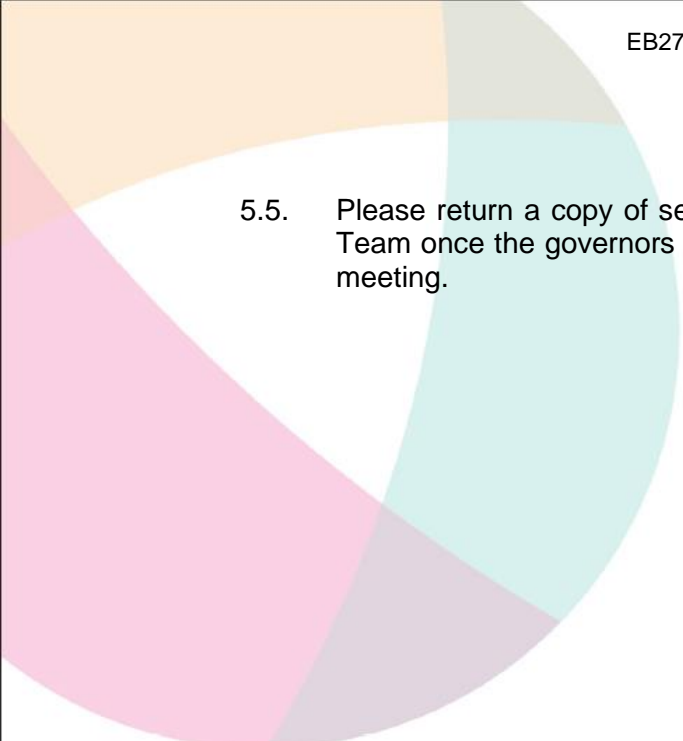
- 4.1. As a result of considering the information received and the results of tests carried out we are pleased to report that, at the time of the audit, there are effective controls and no weaknesses were found in the following areas of cashbook, income and expenditure vouchers, bank reconciliations, bank statements, trading accounts, activity accounts, paying in books and cheque books.
- 4.2. The report has been completed on an exception basis, only those areas with control weaknesses have been reported upon in detail.

### 5. Audit Opinion

- 5.1. We are required to give an overall opinion in each audit report based on the risk identified to the establishment, which exists within the controls that we examined at the time of the audit.
- 5.2. For the avoidance of doubt our opinion is based on a view of internal financial controls. The opinion does not make a judgement on the efficiency or value for money aspects of the school, which, in Ofsted terms, are based on educational standards and the quality of education provided relative to the funding provided.
- 5.3. Our overall audit opinion is based on two grades which are explained in the table below:

| Opinion                          | Assessment of internal Control                                       |
|----------------------------------|--|
| Acceptable                       | Few or no weaknesses, mostly insignificant.                          |
| Issues that need to be addressed | A number of weaknesses, mostly significant or more major weaknesses. |

- 5.4. Our opinion, based on the evidence we have seen as part of this audit, is that internal controls at Sidestrand Hall School are acceptable.

- 
- 5.5. Please return a copy of section six of this report to Finance and Business Services Team once the governors have discussed and approved the findings at a governors meeting.

## 6. Balance Sheet, Detailed Findings, Audit Views, Recommendations.

### 6.1 Balance Sheet as at 31<sup>st</sup> March 2023.

|  |             |
|--|-------------|
| Accumulated School Fund Brought Forward<br>As at 1 <sup>st</sup> April 2022  | £121,044.53 |
| Excess of Receipts over Payments   | £17,760.27  |
| Accumulated School Fund Carried Forward<br>As at 31 <sup>st</sup> March 2023 | £138,804.80 |

Represented by:

|                      |            |
|----------------------|------------|
| Bank Current Account | £39,693.64 |
| Bank Reserve Account | £99,111.16 |

£138,804.80

Signed ...  ..... Auditor

Date ... 11<sup>th</sup> July 2023.....

Finance and Business Services Team

Signed ..... Fund Treasurer

Date .....

The school fund audit report has been discussed at the governing body meeting on .....

Approved by governing body ..... Signed

Date ..... (Chair of Governors)

6.2 Detailed Findings, Audit View and Recommendations.

| <b>Findings</b> | <b>Audit View</b> | <b>Recommendations</b> | <b>Action Plan/by whom</b> |
|-----------------|-------------------|------------------------|----------------------------|
|-----------------|-------------------|------------------------|----------------------------|

No issues identified.

**STRANDS**

England & Wales - Charity number 1043486

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# Accounts

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## TRUSTEES ANNUAL REPORT 2021-2022

### STRANDS CHARITY

Sidestrand Hall School, Sidestrand, Cromer, Norfolk NR27 0NH

Charity No. 1043486

The object of the Charity is to raise funds to increase opportunities and enhance the education of the pupils at Sidestrand Hall School, either individually or as a group. It is not for day to day running expenses.

In furtherance of this object, the Charity may:

- Undertake fundraising
- Develop more extended relationships between the staff, governors, parents and others associated with the school.
- Engage in activities which support the school and advance the education of the pupils attending it.
- Provide and assist in the provision of facilities for education and recreation at the school (not normally provided by the Local Education Authority)

#### Trustees

Steve Hoskins resigned as trustee and Chair of the Charity. We thank him for his support over the years.

Current Trustees:-

Mrs Sarah Young

Revd Roger Billings

Mrs Wendy Forster

Mrs Vivienne Harrington

Mrs Jo Callender

Ms Shelley Taylor

**During this financial year, we have received the following donations:**

- In memory of Dora Davies \* £324

#### Charity Shop:

- The shop is staffed by volunteers under the supervision of Sheila Neale our shop manager. Sheila's contracted hours are 25 per week. Unlike the previous year the shop was only closed for 1 week due to national lockdowns re Covid re-opening 12.4.21. Several

volunteers have not returned to the shop after Covid and securing volunteers continues to be a challenge.

- Shop sales totalled £42862 plus £577.89 being raised through rag sales, £329.28 ziffit books sales and £176.50 from other sales. Covid restart grants totalled £2667. Running expenses of £25412.31 less furlough claims of £726.88 result in a net profit of £21927.24
- We have paid rent of £500/month for the shop since it opened. The landlord has renewed the lease for a further 3 years and will maintain the rent at £500/month for the lease period.

**Funds were also raised during the year from:**

|                           |         |
|---------------------------|---------|
| □ Amazon Smile commission | £183.67 |
| □ Bank interest           | £ 9.76  |
| □ Photo commission        | £259.99 |
| Total                     | £453.42 |

**We have given grants for the following:**

|   |          |
|---|----------|
| □ Trampoline – Clement Lodge                | £274.17  |
| □ Picnic bench – Clement Lodge              | £499.00  |
| □ Rascally Diner – whole school theatre     | £250.00  |
| □ Xmas present for all pupils               | £192.20  |
| □ X box console and games – residential     | £210.41  |
| □ Virtual author visit – whole school       | £75.00   |
| □ 16-19 transport grant to individual pupil | £70.50   |
| □ Bicycles for 6 <sup>th</sup> form         | £2979.17 |
| □ Contribution to paediatric defibrillator* | £324.00  |
| □ Kingswood team building – main school     | £4840.00 |
| Total                                       | £9714.45 |

**Reserves:**

Reserves available for allocation are £121k. However, we have nominally set a reserves policy at £17k giving an available balance for allocation as £104k.

6.10.22

## 6. Balance Sheet, Detailed Findings, Audit Views, Recommendations.

### 6.1 Balance Sheet as at 31<sup>st</sup> March 2022.

|  |             |
|--|-------------|
| Accumulated School Fund Brought Forward<br>As at 1 <sup>st</sup> April 2021  | £108,054.32 |
| Excess of Receipts over Payments   | £ 12,990.21 |
| Accumulated School Fund Carried Forward<br>As at 31 <sup>st</sup> March 2022 | £121,044.53 |

Represented by:

|   |             |
|---|-------------|
| Bank Current Account                            | £ 25,558.93 |
| Bank Reserve Account                            | £ 97,476.46 |
| Less: Unpresented Cheques (022144 - Sidestrand) | £ 1,990.86  |
|   | £121,044.53 |

Signed ..... *L. Neville* .....

Auditor

Date .....07/09/2022.....

Finance and Business Services Team

Signed ..... *W. Foster* .....

Fund Treasurer

Date .....15/9/22.....

The school fund audit report has been discussed at the governing body meeting on  
.....27/9/22.....

Approved by governing body ..... *Angela M. Wright* ..... Signed

Date .....27/9/22.....

(Chair of Governors)

**CONFIDENTIAL**

**Finance and Business Services  
Team**

**Report on the financial control of the School Fund Account at  
Sidestrand Hall School.**

**1st April 2021 – 31st March 2022**



# Report Contents:

1. Introduction and Background
2. Objectives and Scope
3. Financial Regulations
4. Summary and Conclusions
5. Audit Opinion
6. Balance Sheet, Detailed Findings, Audit Views, Recommendations, Receipts and Payments.

## 1. Introduction and Background

- 1.1. An audit of Sidestrand Hall School's School Fund Account was carried out on 2<sup>nd</sup> August 2022. The audit was carried out as defined in the Finance and Business Services Team Finance Procedure Manual.
- 1.2. At the time of the audit the Star Accounts software package was in use at the school to record the financial transactions.

## 2. Objectives and Scope

- 2.1 The audit objectives have been to:
  - Ensure that the school fund has been used to promote the education of pupils by providing educational and recreational facilities over and above those provided from LA funding.
  - Give the Headteacher and Governing body assurance that sound financial controls exist.
  - Ensure compliance with Norfolk's Scheme for Financing Schools (incorporating Financial Regulations) and the Finance and Business Services Team Finance Procedure Manual.
  - Assess the effectiveness of overall financial controls including those for the prevention and detection of fraud and corruption.
  - Ensure the accounts have been kept correctly.
  - Provide the Headteacher and Governing Body with advice, where appropriate, on financial controls.
  - Ensure that where exceptions occur they are identified, reported and actioned.
- 2.2. The scope of the audit includes an examination of the following areas:
  - Income and expenditure vouchers
  - Bank reconciliations
  - Paying in books and cheque books
  - Cashbooks (Manual or data file transaction reports)
  - Bank Statements
- 2.3. The work has concentrated on assessing the adequacy and effectiveness of -financial control by measuring the systems in operation against control objectives. This has included detailed checking of records as appropriate. The level of risk resulting from any control weakness identified has been reviewed and recommendations have been made to reduce the risk to an acceptable level.
- 2.4. The audit process seeks to reduce the risk to an acceptable level based on the efficient, economic and effective application of financial controls. Changes to controls suggested in audit recommendations are intended to achieve these benefits. This process reduces but does not wholly eliminate risk. It is the responsibility of the

Governing Body to safeguard the assets of the school and hence to take reasonable steps for the prevention and detection of fraud and other irregularities.

### 3. Financial Regulations

- 3.1. The audited accounts, as approved by the governing body, should form a part of the minutes of the governing body meeting, which are available for inspection by staff, parents and other interested parties.
- 3.2. Schools must provide audit certificates (agreed by the governing body) to the Authority within three months of the financial year ending in respect of any voluntary and private funds they hold and of the accounts of any trading organisations controlled by the school. It is the responsibility of the governing body to determine, and comply with, any legal requirements in connection with the audit of such funds, e.g. Charity Commission requirements.

### 4. Summary and Conclusions

- 4.1. As a result of considering the information received and the results of tests carried out we are pleased to report that, at the time of the audit, there are effective controls and no weaknesses were found in the following areas of cashbook, income and expenditure vouchers, bank reconciliations, bank statements, paying in books and cheque books.
- 4.2. The report has been completed on an exception basis, only those areas with control weaknesses have been reported upon in detail.

## 5. Audit Opinion

- 5.1. We are required to give an overall opinion in each audit report based on the risk identified to the establishment, which exists within the controls that we examined at the time of the audit.
- 5.2. For the avoidance of doubt our opinion is based on a view of internal financial controls. The opinion does not make a judgement on the efficiency or value for money aspects of the school, which, in Ofsted terms, are based on educational standards and the quality of education provided relative to the funding provided.
- 5.3. Our overall audit opinion is based on two grades which are explained in the table below:

| Opinion                          | Assessment of internal Control                                       |
|----------------------------------|--|
| Acceptable                       | Few or no weaknesses, mostly insignificant.                          |
| Issues that need to be addressed | A number of weaknesses, mostly significant or more major weaknesses. |

- 5.4. Our opinion, based on the evidence we have seen as part of this audit, is that internal controls at Sidestrand Hall School are acceptable.
- 5.5. Please return a copy of section six of this report to Finance and Business Services Team once the governors have discussed and approved the findings at a governors meeting.

## 6. Balance Sheet, Detailed Findings, Audit Views, Recommendations.

### 6.1 Balance Sheet as at 31<sup>st</sup> March 2022.

|  |             |
|--|-------------|
| Accumulated School Fund Brought Forward<br>As at 1 <sup>st</sup> April 2021  | £108,054.32 |
| Excess of Receipts over Payments   | £ 12,990.21 |
| Accumulated School Fund Carried Forward<br>As at 31 <sup>st</sup> March 2022 | £121,044.53 |

Represented by:

|   |             |
|---|-------------|
| Bank Current Account                            | £ 25,558.93 |
| Bank Reserve Account                            | £ 97,476.46 |
| Less: Unpresented Cheques (022144 - Sidestrand) | £ 1,990.86  |

£121,044.53

Signed ..... *L. Neville* .....

Auditor

Date .....07/09/2022.....

Finance and Business Services Team

Signed .....

Fund Treasurer

Date .....

The school fund audit report has been discussed at the governing body meeting on .....

Approved by governing body .....

Signed

Date .....

(Chair of Governors)

6.2 Detailed Findings, Audit View and Recommendations.

| <b>Findings</b> | <b>Audit View</b> | <b>Recommendations</b> | <b>Action Plan/by whom</b> |
|-----------------|-------------------|------------------------|----------------------------|
|-----------------|-------------------|------------------------|----------------------------|

**STRANDS**

England & Wales - Charity number 1043486

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# Accounts

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## **TRUSTEES ANNUAL REPORT 2020-2021**

### **STRANDS CHARITY**

**Sidestrand Hall School, Sidestrand, Cromer, Norfolk NR27 0NH**

**Charity No. 1043486**

The object of the Charity is to raise funds to increase opportunities and enhance the education of the pupils at Sidestrand Hall School, either individually or as a group. It is not for day to day running expenses.

In furtherance of this object, the Charity may:

- Undertake fundraising
- Develop more extended relationships between the staff, governors, parents and others associated with the school.
- Engage in activities which support the school and advance the education of the pupils attending it.
- Provide and assist in the provision of facilities for education and recreation at the school (not normally provided by the Local Education Authority)

#### **Current Trustees are:**

Mrs Sarah Young  
Mr Steve Hoskins  
Revd Roger Billings  
Mrs Wendy Forster  
Mrs Vivienne Harrington  
Mrs Jo Callender  
Ms Shelley Taylor

#### **During this financial year, we have received a donation from:**

- Shell Leman Alpha offshore (via a grandparent)  
£450

#### **Charity Shop:**

- The shop is staffed by volunteers under the supervision of Sheila Neale our shop manager. Sheila's contracted hours were increased from 18/week to 25 per week. Due to national lockdowns the shop was only open for 17 weeks between 1.4.20 and 31.3.21. The shop re-opened after Covid lockdown #3 on 12.4.21. Many volunteers are CEV/CV and

are not yet returning to the shop making staffing the shop more challenging.

- Shop sales totalled £14810 plus £359.36 being raised through rag sales. Covid grants amounted to £19907.43. Running expenses of £18908 less rates refund for FY 19-20 of £231.84 and furlough claims of £1580.49 this year result in a net profit of £17981
- We have paid rent of £500/month for the shop since it opened. The landlord has renewed the lease for a further 3 years and will maintain the rent at £500/month for the lease period..

**Funds were also raised during the year from:**

|                           |         |
|---------------------------|---------|
| □ Amazon Smile commission | £141.59 |
| □ Bank interest           | £205.94 |
| Total                     | £347.53 |

**We have given grants for the following:**

- TV for residential £322.71
- TV/DVD player for Clement Lodge £149.99

Total  
£472.70

The final payment of £22316.46 has been transferred for the library bus grant

**Reserves:**

Reserves available for allocation are £108k. However, we have nominally set a reserves policy at £17k giving an available balance for allocation as £91054.

1.11.21

## 6. Balance Sheet, Detailed Findings, Audit Views, Recommendations.

### 6.1 Balance Sheet as at 31<sup>st</sup> March 2021.

|  |             |
|--|-------------|
| Accumulated School Fund Brought Forward<br>As at 1 <sup>st</sup> April 2020  | £112,064.91 |
| Excess of Payments over Receipts   | £ 4,010.59  |
| Accumulated School Fund Carried Forward<br>As at 31 <sup>st</sup> March 2021 | £108,054.32 |

Represented by:

|                           |             |
|---------------------------|-------------|
| Bank Current Account      | £ 11,312.95 |
| Bank Holding Account      | £ 97,466.70 |
| Less: Unpresented Cheques |             |
| 022118                    | £ 61.08     |
| 022119                    | £ 664.25    |

£108,054.32

Signed ..... *L. Neville* .....

Auditor

Date .....09/09/2021.....

Finance and Business Services Team

Signed ..... *D. Foster* .....

Fund Treasurer

Date .....4.10.21.....

The school fund audit report has been discussed at the governing body meeting on .....24.11.21..... and an action plan has been agreed to ensure all weaknesses are being addressed.

Approved by governing body ..... *Angela M. Wighton* ..... Signed

Date .....24.11.21.....

(Chair of Governors)

**CONFIDENTIAL**

**Finance and Business Services  
Team**

**Report on the financial control of the School Fund Account at  
Sidestrand Hall School.**

**1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021**



# Report Contents:

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## 1. Introduction and Background

- 1.1. An audit of Sidestrand Hall School's School Fund Account was carried out on 1<sup>st</sup> September 2021. The audit was carried out as defined in the Finance and Business Services Team Finance Procedure Manual.
- 1.2. At the time of the audit the Star Accounts software package was in use at the school to record the financial transactions.

## 2. Objectives and Scope

- 2.1 The audit objectives have been to:
  - Ensure that the school fund has been used to promote the education of pupils by providing educational and recreational facilities over and above those provided from LA funding.
  - Give the Headteacher and Governing body assurance that sound financial controls exist.
  - Ensure compliance with Norfolk's Scheme for Financing Schools (incorporating Financial Regulations) and the Finance and Business Services Team Finance Procedure Manual.
  - Assess the effectiveness of overall financial controls including those for the prevention and detection of fraud and corruption.
  - Ensure the accounts have been kept correctly.
  - Provide the Headteacher and Governing Body with advice, where appropriate, on financial controls.
  - Ensure that where exceptions occur they are identified, reported and actioned.
- 2.2. The scope of the audit includes an examination of the following areas:
  - Income and expenditure vouchers
  - Bank reconciliations
  - Paying in books and cheque books
  - Cashbooks (Manual or data file transaction reports)
  - Bank Statements
- 2.3. The work has concentrated on assessing the adequacy and effectiveness of - financial control by measuring the systems in operation against control objectives. This has included detailed checking of records as appropriate. The level of risk resulting from any control weakness identified has been reviewed and recommendations have been made to reduce the risk to an acceptable level.
- 2.4. The audit process seeks to reduce the risk to an acceptable level based on the efficient, economic and effective application of financial controls. Changes to controls suggested in audit recommendations are intended to achieve these benefits. This process reduces but does not wholly eliminate risk. It is the responsibility of the

Governing Body to safeguard the assets of the school and hence to take reasonable steps for the prevention and detection of fraud and other irregularities.

### 3. Financial Regulations

- 3.1. The audited accounts, as approved by the governing body, should form a part of the minutes of the governing body meeting, which are available for inspection by staff, parents and other interested parties.
- 3.2. Schools must provide audit certificates (agreed by the governing body) to the Authority within three months of the financial year ending in respect of any voluntary and private funds they hold and of the accounts of any trading organisations controlled by the school. It is the responsibility of the governing body to determine, and comply with, any legal requirements in connection with the audit of such funds, e.g. Charity Commission requirements.

### 4. Summary and Conclusions

- 4.1. As a result of considering the information received and the results of tests carried out we are pleased to report that, at the time of the audit, there are effective controls and no weaknesses were found in the following areas of cashbook, income and expenditure vouchers, bank reconciliations, bank statements, paying in books and cheque books.
- 4.2. In addition, the following points need to be discussed and addressed:
  - The invoice rubber stamp will be fully completed on all invoices.
  - All cash and cheques will be banked within seven days of receipt. – The paying in slip numbers should also be recorded on the weekly banking sheets to ensure the cash and cheques banked can be easily traced.
  - Invoices should not be manually adjusted – Invoices from the School to the School Fund should be raised via STAR, with a copy of original invoices attached, for transactions that do not have invoices (salaries, purchasing card, etc.) a transaction list/report or print out from STAR of the transaction is acceptable.
- 4.3. The report has been completed on an exception basis, only those areas with control weaknesses have been reported upon in detail.
- 4.4. The detailed findings, views and recommendations from the audit requiring an action plan are shown in section six of this report.

### 5. Audit Opinion

- 5.1. We are required to give an overall opinion in each audit report based on the risk identified to the establishment, which exists within the controls that we examined at the time of the audit.
- 5.2. For the avoidance of doubt our opinion is based on a view of internal financial controls. The opinion does not make a judgement on the efficiency or value for money aspects of the school, which, in Ofsted terms, are based on educational standards and the quality of education provided relative to the funding provided.

- 5.3. Our overall audit opinion is based on two grades which are explained in the table below:

| <b>Opinion</b>                   | <b>Assessment of internal Control</b>                                |
|----------------------------------|--|
| Acceptable                       | Few or no weaknesses, mostly insignificant.                          |
| Issues that need to be addressed | A number of weaknesses, mostly significant or more major weaknesses. |

- 5.4. Our opinion, based on the evidence we have seen as part of this audit, is that internal controls at Sidestrand Hall School are acceptable.
- 5.5. The school need to review the weaknesses detailed in section six and put together an action plan to ensure that all weaknesses are addressed within the next financial year.
- 5.6. Please return a copy of section six of this report with the completed action plan to Finance and Business Services Team once the governors have discussed and approved the findings at a governors meeting.

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## 6. Balance Sheet, Detailed Findings, Audit Views, Recommendations.

### 6.1 Balance Sheet as at 31<sup>st</sup> March 2021.

|  |             |
|--|-------------|
| Accumulated School Fund Brought Forward<br>As at 1 <sup>st</sup> April 2020  | £112,064.91 |
| Excess of Payments over Receipts   | £ 4,010.59  |
| Accumulated School Fund Carried Forward<br>As at 31 <sup>st</sup> March 2021 | £108,054.32 |

Represented by:

|                           |             |
|---------------------------|-------------|
| Bank Current Account      | £ 11,312.95 |
| Bank Holding Account      | £ 97,466.70 |
| Less: Unpresented Cheques |             |
| 022118                    | £ 61.08     |
| 022119                    | £ 664.25    |

£108,054.32

Signed ..... Auditor

Date .....

Finance and Business Services Team

Signed ..... Fund Treasurer

Date .....

The school fund audit report has been discussed at the governing body meeting on ..... and an action plan has been agreed to ensure all weaknesses are being addressed.

Approved by governing body ..... Signed

Date ..... (Chair of Governors)

6.2 Detailed Findings, Audit View and Recommendations.

| Findings   | Audit View   | Recommendations   | Action Plan/by whom   |
|--|--|---|---|
| <p><b>Discussion Points</b></p>  |  |   |   |
| <p><b>Invoice rubber stamp.</b><br/>The rubber stamp used when checking and authorising invoices is not always completed fully.</p>  | <p>Invoices need to be checked to ensure that they contain the correct information so that the school pay their suppliers the right amounts due.</p> | <p>The Headteacher should ensure that all the correct checks are completed by the Finance Officer before authorising payments.</p>          | <p>rubber stamp will be used on all invoices. The only invoices we process are those to SHS and backing documentation is always included.</p>                                   |
| <p><b>Manually Adjusted Invoices.</b><br/>Invoices have been manually adjusted by the school. When the School Fund is paying/reimbursing Sidestrand Hall School an invoice should be raised via the schools accounting system and paid by the School Fund, instead of manually written invoices.</p> | <p>Invoices need to be checked to ensure that they contain the correct information so that the school pay their suppliers the right amounts due.</p> | <p>Invoices must be paid as presented. If there is an error on the invoice a corrected invoice or a credit/debit note must be obtained.</p> | <p>No longer applicable as all invoices raised to school fund from school are done by using STAR Accounts receivable invoicing and have been done like this for some months</p> |