

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:

- | | |
|---|------|
| <input type="checkbox"/> 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 th 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 31st March 2022.

Accumulated School Fund Brought Forward As at 1 st April 2021	£108,054.32
Excess of Receipts over Payments	£ 12,990.21
Accumulated School Fund Carried Forward As at 31 st 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

Date07/09/2022.....

Finance and Business Services Team

Signed *W. Goster*

Fund Treasurer

Date15/9/22.....

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

Approved by governing body *Angela M. Wingwar* Signed

Date27/9/22.....

(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 2nd 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 31st March 2022.

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Signed *L. Neville*

Auditor

Date07/09/2022.....

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.

Findings	Audit View	Recommendations	Action Plan/by whom
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