

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 th form BBQ	£24.76
• Contribution to 6 th 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

to 31.3.23

		202
Activity	opening balance	income
gardening	838.10	
general fund:-	22603.47	0.00
bank interest on savings a/c		249.92
fundraising and donations:-	1359.25	
Amazon Smile commission		138.31
Photo Commission		487.23
Brain Tumour Collection tin		100.00
Donation to PA system		1500.00
Gift Aid		
Dorothy Holmes Charitable Trust science grant		12500.00
profit on Xmas fayre		1384.78
bank compensation for a mistake they made on mandate		75.00
donation in memory of Olga Manley		78.00
Grants and awards made FY 22-23:-	-32503.61	
Contribution to set up financial hardship fund		
Contribution to cost of residential trip for named pupil		
Nest swing - Clement Lodge		
contribution to Bewilderwood visit for Bay pupils		
contribution to whole school visit from Bert's Creatures		
PA system		
Transfer of science grant monies to School		
Strandfest		
Contribution to 6th form bbq		
contribution to 6th form hospitality dinners		
contribution to Duke of Edinburgh paddleboarding		

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		
shop:-	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>		

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2-23	
expenditure	closing balance
	838.10
0.00	22853.39
	17522.57
100.00	
	-53147.66
500.00	
165.00	
3237.50	
62.83	
69.75	
1464.75	
12500.00	
272.65	
24.76	
12.21	
900.00	

78.00	
283.80	
523.00	
549.80	
	150738.40
1050.58	
353.28	
6000.00	
18830.59	
303.38	
158.55	
83.75	
12.45	
217.72	
1149.23	
322.46	
49226.04	138804.80
	138804.80

shop incon 50473.07

shop exper 28481.99

net profit 21991.08

uncleared

income	adjusted
up to	balance
0	39693.64
	0
	<u>99111.16</u>
	138804.80

CONFIDENTIAL

Finance and Business Services Team

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

1st April 2022 – 31st 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 11th 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

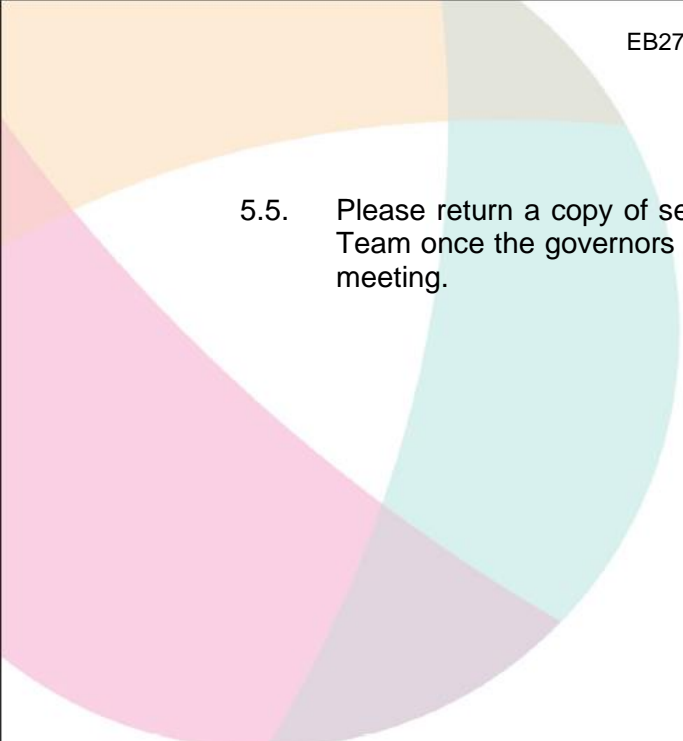
- 4.1. As a result of considering the information received and the results of tests carried out we are pleased to report that, at the time of the audit, there are effective controls and no weaknesses were found in the following areas of cashbook, income and expenditure vouchers, bank reconciliations, 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.

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- 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.

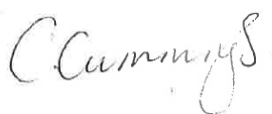
6.1 Balance Sheet as at 31st March 2023.

Accumulated School Fund Brought Forward As at 1 st April 2022	£121,044.53
Excess of Receipts over Payments	£17,760.27
Accumulated School Fund Carried Forward As at 31 st 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 ...11th 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
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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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No issues identified.