

## **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		
• Happisburgh 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	
£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**

to 31.3.24

<b>Funded by:-</b>	uncleared expenses.	uncleared income	adjusted balance
Shop account (current account)	41651.95	3147.26	712.37
Holding account (closed in FY 20-21 re audit requiremer	0		0
Savings account	<u>100063.98</u>		<u>100064</u>
			<u>139281.04</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 2023 – 31<sup>st</sup> March 2024**



# 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 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

- 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.
- 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:



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

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Represented by:

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

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£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  
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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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