

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 23rd 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:

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 March 2025.

Accumulated School Fund Brought Forward As at 01 April 2024	£139,281.04
Excess of Receipts over Payments	£7,796.24
Accumulated School Fund Carried Forward 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  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
Income Records. Not all income from Ziffit had income records to support the amount received. See section 18.4.4.2 Finance Procedure Manual.	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.	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.	
Discussion Points			
Bank reconciliations. The school accounts have not been reconciled to the last day of the financial month for February 2025.	All transactions for the current financial month need to be included within the accounts.	The Headteacher should ensure that the school fund is reconciled from the bank statement to the last day of the month.	

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 23rd 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:

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 March 2025.

Accumulated School Fund Brought Forward As at 01 April 2024	£139,281.04
Excess of Receipts over Payments	£7,796.24
Accumulated School Fund Carried Forward 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. Enns* 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
Income Records. Not all income from Ziffit had income records to support the amount received. See section 18.4.4.2 Finance Procedure Manual.	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.	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.	
Discussion Points			
Bank reconciliations. The school accounts have not been reconciled to the last day of the financial month for February 2025.	All transactions for the current financial month need to be included within the accounts.	The Headteacher should ensure that the school fund is reconciled from the bank statement to the last day of the month.	