



KIRTON PRIMARY SCHOOL

Report to the Resources Committee - 14th May 2024

School Fund Monitoring 2023/24

1.0 Introduction

1.1 This report updates Governors on the School Fund activities during the first half of the 2023/24 financial year. As a public fund, Governors should ensure appropriate standards of financial control are put in place for the School Fund and it is good practice to periodically monitor and report on activities.

2.0 Receipts and Payments

2.1 The School Fund's financial year runs from 1st September to 31st August. The fund has received income of **£13171.91**, made payments of **£10364.64** and has a balance on 25th March 2024 of **£17133.95**.

2.2 The School Fund is used to account for the charitable activities that the school carries out during the year. A collection at Christmas productions raised £338.02 for Pilgrim Hospital's children's ward.

2.3 Parental contributions for trips and swimming are transferred to LCC to offset against the charges for these activities. Sales of water bottles and book bags are also processed through the school fund account. Funds have been increased by commission on school photograph sales and sale of uniform.

2.4 From September 2022, it was agreed that educational visitors would be paid for through the school fund and this will be regularly reviewed to ensure that funds are available to cover.

2.5 The funds from the PTA have been used to finance a theatre production, Christmas activities and purchase stock and equipment for the Kirton Stores. Funds were boosted by the successful Christmas decoration sales in December. Further fund raising will take place in the summer term with the annual school walk and gala.

2.6 We will also be receiving payments for taking on apprentices. Four of our five apprentices are 'aged 16 to 18 years old' and we will receive £1000 for each paid as follows (<https://www.gov.uk/guidance/incentive-payments-for-hiring-a-new-apprentice>)


The first payment of £500 should be paid to the employer by the training provider after 90 days of the apprenticeship training start date.


The final payment of £500 should be paid to the employer by the training provider after 365 days of the apprenticeship training start date.


These payments are paid to the school and not the local authority.

The report is for information.

CERTIFICATION SHEET

CERTIFICATION OF HEADTEACHER	BALANCES STATEMENT
I certify that the above is a complete summary of the transactions of the School Fund for the year ending: _____	Bank Account(s) _____ £0.00
 _____ Headteacher	Cash in Hand _____ £14,251.30
28.2.24 _____ Date	Total _____ £14,251.30

CERTIFICATION OF CHAIR OF GOVERNORS	BALANCES STATEMENT
I certify that the above is a complete summary of the transactions of the School Fund for the year ending: _____	Bank Account(s) _____ £0.00
 _____ Chair of Governors	Cash in Hand _____ £14,251.30
28/2/24 _____ Date	Total _____ £14,251.30

AUDIT CERTIFICATE
I have examined the above income and expenditure statement with all the books, vouchers and other accounting records relating thereto and have obtained all the information and explanations I have required. I certify that in my belief the income and expenditure statement gives a true and fair view of the income and expenditure for the period ending: _____ according to the best of my information and to the explanations given to me and shown by the books of the School Fund.
 _____ School Fund Auditor
19/1/2024 _____ Date

NOTIFICATION OF AUDITED ACCOUNTS OF THE SCHOOL FUND

TYPE: CALENDAR/FINANCIAL/ACADEMIC*

YEAR: 2022-2023

I certify that the school fund has been maintained in accordance with the advice/instructions given by the Director of Children's Services.

A copy of the audited statement of the fund has been passed to the Chairman of the Governors. A copy will/will not* be displayed on the school noticeboard.

The following information is a correct summary of the transactions during the accounting period:-

Balance brought forward as at	<u>01/09/2022</u>	(date)	£ <u>£44,616.09</u>
Add Receipts during the accounting period			<u>£35,266.54</u>
Less Payments during the accounting period			<u>£65,631.33</u>
Balance carried forward as at	<u>31/08/2023</u>	(date)	<u>£14,251.30</u>
SIGNED	<u>[Signature]</u>	DATE:	<u>19/1/2024</u>

DECLARATION BY THE SCHOOL FUND AUDITOR

I certify that the statement of account for the school fund for the period ending _____ has been audited by me in accordance with the advice given by the Director of Children's Services and that the information shown above is correct.

SIGNED: [Signature] DATE: 19/1/2024

PROFESSION: CHARTERED (CERTIFIED) ACCOUNTANT

DECLARATION BY THE CHAIRMAN OF GOVERNORS

I certify that the statement of account referred to above, with the certificate of the school fund auditor attached to it, has been received by the School Governors at their meeting held on _____ (date)

SIGNED: [Signature] DATE: 28/2/24

When completed please return to: Schools Finance Team, Education & Cultural Services Directorate, Lincolnshire County Council, Newland, Lincoln, LN1 1YG.

* Delete as appropriate