



18 May 2023

Mr Hewitt
Headteacher
Billinge Chapel End Primary School
Carr Mill Road
Billinge
Wigan
WN5 7TX

Dear Mr Hewitt

Re: Examination of the Voluntary School Fund Account 1 April 2022 to 31 March 2023

The non-public fund account was examined and the records were found to be in excellent order.
The following tests and checks were undertaken:-

- Opening Bank Balance was confirmed
- Cheque book entries were checked to the register
- Invoices were compared with the cheque book stubs
- Invoices and cheque book stubs were compared to the bank statements
- Income was checked against the school register report, paying in book and online parent payments
- Banking was carried out throughout the year at regular intervals
- Receipts were compared to the bank statements
- Monthly bank reconciliation was carried out
- Closing bank balances were confirmed

Please find attached the Income and Expenditure Report.

Yours sincerely
For Admin Support & Training Services Ltd

A handwritten signature in blue ink, appearing to read 'Jeanette Ward'.

Jeanette Ward
Director

Encs

Company No. 5564981
Director: Jeanette Ward
4 Firwood Grove, Ashton in Makerfield, Wigan, WN4 9ND.
Mobile: 07828526817
Email: Jeanetteward8097@hotmail.co.uk

Billinge Chapel End Primary School

School Voluntary Funds Audit

April 2022 to March 2023

Income and Expenditure Account	Current A/c
Un-reconciled income as at 31/3/23	0.00
Income banked upto 31/3/23	34285.20
Less previous year income	0.00
Total Income as at 31/3/23	<u>34285.20</u>
Expenditure (Cqs Cleared) as at 31/3/23	36056.30
Less previous year expenditure	-293.51
	<u>35762.79</u>
Add Unpresented Cheques	190.01
	<u>35952.80</u>
Deficit for the year	<u>-1667.60</u>

Balance sheet

Balance C/F (open balance at bank 1/4/22)	10291.56
Less previous year	-293.51
Less deficit for the year	-1667.60
	<u><u>8330.45</u></u>

Represented By

Bank Balance as at 31/03/23	8520.46
Plus unpresented income	0.00
Less Unpresented Cheques	-190.01
	<u><u>8330.45</u></u>

School Register Closing Balance 31/03/2023	<u><u>8330.45</u></u>
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Signed
Auditor



Admin Support & Training Services Ltd 18/05/2023

Prepared by

Jeanette Ward

BILLINGE CHAPEL END PRIMARY SCHOOL

SCHOOL FUND STATEMENT

YEAR ENDING 31/3/23

	<u>£</u>
OPENING FMS BALANCE (b/f figure)	9,998.05
MINUS: DEFICIT FOR THE YEAR (from annual statement)	-1,673.52
LESS: PETTY CASH IN HAND	<u>+5.92</u>
(petty cash reimbursement minus petty cash posted – 0.00-5.92=-5.92)	8,330.45
	(c/f figure)

REPRESENTED BY:

BANK BALANCE AS AT 31/3/23 (from bank history)	8,330.45
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BANK RECONCILIATION AS AT 31/3/23:


CASH AT BANK (from bank statement)	8,520.46
LESS: UNPRESENTED CHEQUES:	190.01
PLUS: UNPRESENTED INCOME	<u>0.00</u>
	8,330.45

Carried out by: AMARSH

Date: 25/4/23

Headteacher: 

Date: 25/4/23


Amarsh
18/5/23

BILLINGE CHAPEL END PRIMARY SCHOOL

ANNUAL STATEMENT OF EXPENDITURE & INCOME
FINANCIAL YEAR 2022/2023

	£	£	£
<u>INCOME</u>			
<u>Book Club</u>			
Book Club	0.00		
Book Fair	0.00	0.00	
<u>Clubs</u>			
Toddler Group	324.69		
Young Voices	2,098.00	2,422.69	
<u>Donations</u>			
Children in Need	194.00		
Disasters Emergency Committee	0.00		
Donations Miscellaneous	100.00		
Eddleston Trust Charity	2,100.00		
Red Nose Day	131.00		
Sport for Schools	2,061.00		
Sport Relief	0.00		
Willowbrook	0.00		
Xmas Carol Sing Charity	100.00	4,686.00	
<u>Fund Raising</u>			
Bag 2 School	92.00		
Enrichment	0.00		
Infant Nativity Plays	376.00		
Upholland Proms	0.00		
Y6 Leavers Play	370.00	838.00	
<u>Milk</u>	2,243.40	2,243.40	
<u>Miscellaneous</u>			
Audit Fees	0.00		
Other	803.42		
Postage	0.00		
Y2 Revision Guides	126.00		
Y6 Revision Guides	186.00		
DT Week	156.00		
Y2 Recorders	120.00		
Hire of School/Field	180.00		
Staff Milk	301.00		
BC & ASC Petty Cash	0.00	1,872.42	
<u>PGL</u>	11,798.00	11,798.00	
<u>Photos</u>	412.75	412.75	
<u>Trips</u>			
Nursery	0.00		
Reception	642.85		
Y2 Living History	0.00		
Year 1	610.00		
Year 2	440.50		
Year 3	552.00		
Year 4	1,130.00		
Year 5	505.50		
Year 6	941.00	4,821.85	
<u>Uniform</u>	2,503.57	2,503.57	
<u>EYFS Snack</u>	2,686.52	2,686.52	
<u>TOTAL INCOME</u>			<u>34,285.20</u>

	<u>£</u>	<u>£</u>	<u>£</u>
<u>EXPENDITURE</u>			
<u>Book Club</u>			
Book Club	4.70		
Book Fair	0.00	4.70	
<u>Clubs</u>			
Toddler Group	324.66		
Young Voices	2,618.54	2,943.20	
<u>Donations</u>			
Children in Need	194.00		
Disasters Emergency Committee	0.00		
Donations Miscellaneous	0.00		
Eddleston Trust Charity	2,107.70		
Red Nose Day	134.00		
Sport For Schools	2,288.70		
Sport Relief	0.00		
Willowbrook	0.00		
Xmas Carol Sing Charity	100.00	4,824.40	
<u>Fund Raising</u>			
Bag 2 School	0.00		
Enrichment	0.00		
Infant Nativity Plays	249.95		
Upholland Proms	0.00		
Y6 Leavers Play	672.24	922.19	
<u>Milk</u>	2,710.16	2,710.16	
<u>Miscellaneous</u>			
Audit Fees	0.00		
Other	973.71		
Postage	15.10		
Y2 Revision Guides	0.00		
Y6 Revision Guides	0.00		
DT Week	91.21		
Y2 Recorders	0.00		
Hire of School/Field	0.00		
Staff Milk	137.08		
BC & ASC Petty Cash	84.78	1,301.88	
<u>PGL</u>	13,990.00	13,990.00	
<u>Photos</u>	0.00	0.00	
<u>Trips</u>			
Nursery	0.00		
Reception	1,031.75		
Y2 Living History	0.00		
Year 1	597.00		
Year 2	499.50		
Year 3	1,031.00		
Year 4	980.00		
Year 5	0.00		
Year 6	889.00	5,028.25	
<u>Uniform</u>	1,969.01	1,969.01	
<u>EYFS Snack</u>	2,264.93	2,264.93	
<u>TOTAL EXPENDITURE</u>			<u>(35,958.72)</u>
<u>EXCESS OF EXPENDITURE OVER INCOME</u>			<u>(1,673.52)</u>

COMPLETED BY:

Name (Print): ALISON MARSH

Signature: 

Date: 25/4/23

AUDITOR:

Name (Print): JEANETTE WARD
ADMIN SUPPORT & TRAINING SERVICES LTD

Signature: 

Date: 18/5/23