



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/04/2022 (Period start date) to 31/03/2023 (Period end date)

Charity name: Sibsey Free School Fund

Charity registration number: 1048363

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The school fund exists to provide additional materials and opportunities to enhance the learning experiences of children attending the school.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>The fund is used to provide items for the children over and above those provided through the school's delegated budget. It is also used for subsidiary funds.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>Our trustees are aware of the guidelines for being a charity trustee and adhere to this guidance in their roles.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>
Policy on social investment including program related investment	Para 1.38	<b>Records kept accordingly to track all income and expenditure.</b>
Contribution made by volunteers	Para 1.38	<b>Contributions to the fund are predominantly voluntary.</b>
Other		<b>-</b>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>The main goal of our work is to provide educational resources and opportunities for children at the school, over and above our delegated funds.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>To improve learning outcomes for the benefit of all children attending the setting.</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>The trustees ensure that expenditure does not exceed income. Objectives are set proportionate to income raised.</b>
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Accounts audited annually by suitable external auditor and approved by the governing body.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>A small reserve is held in the account for any unexpected costs.</b>
Amount of reserves held	Para 1.22	<b>A provisional figure of £1k is held in reserve.</b>
Reasons for holding zero reserves	Para 1.22	<b>n/a</b>
Details of fund materially in deficit	Para 1.24	<b>n/a</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>n/a</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Principal source of income is through parental contributions and donations to the school fund.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>School Fund constitution held on record detailing examples of expenditure.</b>
A description of the principal risks facing the charity	Para 1.46	<b>No overdraft facility exists therefore there is no risk of financial overspending. Income &amp; expenditure regularly monitored to avoid the risk of overspending. Purchases over £250 require the approval of the Chair of the Governing Body.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	<b>A trust</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Trustees appointed to post by the governing body.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>Relevant information supplied to trustees at time of appointment.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Trustees are member of the school's governing body.</b>
Relationship with any related parties	Para 1.51	<b>n/a</b>
Other		

### Reference and Administrative details

Charity name	Sibsey Free School Fund
Other name the charity uses	none
Registered charity number	1048363
Charity's principal address	Sibsey Free Primary School Old Main Road Sibsey Lincs PE22 0RR

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paul Cartwright	Chair of Governors	-	Sibsey School Governing Body
2	Graeme Wright	Head Teacher	-	Sibsey School Governing Body
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### Corporate trustees – names of the directors at the date the report was approved

Director name		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

## Additional information (optional)

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		G. Wright
Full name(s)	Paul Cartwright	Graeme Wright
Position (eg Secretary, Chair, etc)	Chair	Head Teacher
Date	16/06/2023	

**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 Education & Cultural 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>31.3.2022</u> (date)	<u>9799.39</u>
Add Receipts during the accounting period		<u>32495.36</u>
Less Payments during the accounting period		<u>12653.45</u>
		<u>29641.30</u>
Balance carried forward as at	<u>31.3.2023</u> (date)	<u>12653.15</u>

SIGNED



DATE:

8.6.2023.**DECLARATION BY THE SCHOOL FUND AUDITOR**

I certify that the statement of account for the school fund for the period ending 29.3.2023 has been audited by me in accordance with the advice given by the Director of Education & Cultural Services and that the information shown above is correct.

SIGNED:



DATE:

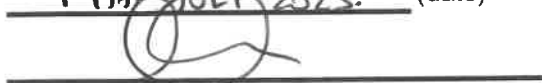
8.6.2023

PROFESSION:

RETIRED (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 19th JULY 2023. (date)

SIGNED:



DATE:

19/7/23

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

\* Delete as appropriate



## CERTIFICATION SHEET

CERTIFICATION OF HEADTEACHER	BALANCES STATEMENT
<p>I certify that the above is a complete summary of the transactions of the School Fund for the year ending: <u>31/03/2023</u></p>	<p>Bank Account(s) <span style="float: right;"><u>£12653.45</u></span></p>
<p> Headteacher</p>	<p>Cash in Hand <span style="float: right;"><u>£ —</u></span></p>
<p><u>16.6.23</u> Date</p>	<p>Total <span style="float: right;"><u>£12653.45</u></span></p>

CERTIFICATION OF CHAIR OF GOVERNORS	BALANCES STATEMENT
<p>I certify that the above is a complete summary of the transactions of the School Fund for the year ending: <u>31/03/2023</u></p>	<p>Bank Account(s) <span style="float: right;"><u>£12653.45</u></span></p>
<p> Chair of Governors</p>	<p>Cash in Hand <span style="float: right;"><u>£ —</u></span></p>
<p><u>19/7/23</u> Date</p>	<p>Total <span style="float: right;"><u>£12653.45</u></span></p>

AUDIT CERTIFICATE
<p>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: <u>31/3/23</u> according to the best of my information and to the explanations given to me and shown by the books of the School Fund.</p>
<p> School Fund Auditor</p>
<p><u>8<sup>th</sup> June 2023</u> Date</p>

LINCOLNSHIRE COUNTY COUNCIL - EDUCATION & CULTURAL SERVICES  
DIRECTORATE

**ANNUAL DECLARATION OF SCHOOL FUNDS**

COST CODE : \_\_\_\_\_ SCHOOL NAME : SIBSEY FREE PRIMARY SCHOOL

*This side of the form must be completed by every school whether a school fund exists or not.*

**DECLARATION BY THE HEADTEACHER**

1. I confirm that I have/~~have not~~\* got a school fund. (If you have a school fund please complete section 2).

2. I confirm that it is a single comprehensive school fund. The title of the bank account is :

SIBSEY SCHOOL FUND

The TYPE is : CALENDAR/FINANCIAL/ACADEMIC\*

It is for the YEAR : 2022/2023

I have received and will adhere to the notes of guidance on the administration and audit of school funds issued by the Director of Education & Cultural Services (section E of the Finance Handbook).

SIGNED :  DATE : 16/6/23

**DECLARATION BY THE CHAIR OF GOVERNORS**

I have noted the information above. I will ensure that the Governing Body appoints a suitable auditor and I have noted that (s)he should receive your notes of guidance for school fund auditors.

SIGNED :  DATE : 19/7/23

\* Delete as appropriate