



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01/09/2023** To **31/08/2024**

Charity name: **St James C of E Primary School Fund**

Charity registration number: **1049098**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The aims of the charity are to provide additional activities and/or resources for the curriculum at St James C of E Primary School, Weybridge.
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	The charity is responsible for collecting monies received for a number of reasons. These include inter alia: Donations Educational school visits/trips Uniform sales Monies received are used to pay for the above and surplus generated is used in accordance with its objectives.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had the regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		
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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	The school fund has continued to subsidise children on educational visits that support their learning. In addition, it has provided a variety of speakers and workshops to enhance the pupils learning experience throughout the year.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
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	The School Fund returned an in year deficit of £8,259, but ended the year with an overall surplus of £32,628.	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	All surplus funds are carried forward to the next accounting year as a cash balance.	
Amount of reserves held	Para 1.22	£32,628	
Reasons for holding zero reserves	Para 1.22	N/A	
Details of fund materially in deficit	Para 1.24	N/A	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A	

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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Declaration of Trust
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trustees
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	Governing body is St James C of E Finance and Accommodation Committee.

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	St James C of E Primary School Fund
Other name the charity uses	
Registered charity number	1049098
Charity's principal address	Grotto Road, Weybridge, Surrey, KT13 8PL

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	Greg Pearce	Chair and Trustee		Chair of Governors
2	Rebecca Murphy	Trustee		
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

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

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)		
Full name(s)	GREG PEARCE	REBECCA MURPHY
Position (eg Secretary, Chair, etc)	CHAIR OF GOVERNORS	HEADTEACHER AND TRUSTEE
Date	30/06/2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

St James C of E Primary School - Weybridge

1049098

Receipts and payments accounts

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For the period
from

Period start date
01/09/2023

To

Period end date
31/08/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations and fundraising	15,905	-	-	15,905	11,378
Uniform		-	-	-	-
Photographs		-	-	-	-
Book club/fairs		-	-	-	-
Educational visits/trips	53,100	-	-	53,100	45,904
Misc	69	-	-	69	847
Bank interest		-	-	-	96
		-	-	-	-
Sub total (Gross income for AR)	69,074	-	-	69,074	58,225
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	69,074	-	-	69,074	58,225
A3 Payments					
Uniform	-	-	-	-	-
Book clubs/fairs	-	-	-	-	-
Educational visits	77,269	-	-	77,269	62,637
Books/equipment	-	-	-	-	-
Photographs	-	-	-	-	-
Projects	-	-	-	-	-
Cycling/swimming	-	-	-	-	-
Subscriptions	-	-	-	-	-
Bank charges	64	-	-	64	774
Sub total	77,333	-	-	77,333	63,411
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	77,333	-	-	77,333	63,411
Net of receipts/(payments)	- 8,259	-	-	- 8,259	- 5,186
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	40,887	-	-	40,887	46,073
Cash funds this year end	32,628	-	-	32,628	40,887

BRYANT & Co.
CHARTERED ACCOUNTANTS

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VAT No. 826 8647 87

Mrs R Murphy
Headteacher
St. James C. of E. Primary School
Grotto Road
Weybridge
Surrey KT13 8PL

25 November 2024

Dear Mrs Murphy,

INDEPENDENT EXAMINATION OF SCHOOL FUND ACCOUNTS

I have now completed my independent review in respect of the year ended 31 August 2024, as all my outstanding queries have now been cleared.

I am therefore enclosing the signed Audit Checklist and Audit Certificate in accordance with the new guidelines. There are no matters that I consider need to be highlighted in the recommendations section, although I have made some comments on the checklist which I considered to be appropriate.

I would like to thank Ricki for all her help again this year. There was a little more work required this year, but Ricki very kindly proved me with all the necessary documents requested very promptly.

I take this opportunity to enclose my firm's invoice, for settlement in due course.

Kind regards.

Yours sincerely,



Peter Bryant

(ii) UNOFFICIAL SCHOOL FUNDS - AUDIT CHECKLIST

DOCUMENTATION

The Independent Examiner of the Unofficial School Funds should have access to:


1. Bank statements for the last Accounting Year e.g. 1st September 20xx to 31st August 20xx
2. Cheque books and paying in books for the last Accounting Year e.g. 1st September 20xx to 31st August 20xx
3. Receipt books
4. Accounting Records (e.g. cashbooks / spreadsheets) used to record all transactions during the year and, if relevant, the amounts held for each project
5. All bank reconciliations performed during the year
6. Invoices / payment vouchers to evidence payments processed throughout the year
7. Annual statement of accounts
8. A copy of the School's Finance Policy or Unofficial School Funds Policy if this is separate from the Finance Policy
9. Guidelines for Auditing Unofficial School Funds (Section X of the Finance Manual – Contents Section 2.5)
10. Governing Body Minutes showing the presentation and approval of the previous year's audited accounts and any actions / decisions taken during the year

CHECKS

The Independent Examiner should complete the checklist below.

* For these questions, checks should be made on a sample basis of a minimum of 10 transactions selected across the year.

CHECKS	ANSWER (Yes/No/In Part)	COMMENTS <i>If the answer is No or In Part, use the Comments column to summarise the problem and to list Action Points and / or Recommendations.</i>
CASH AND CHEQUE RECEIPTS/PROCESSES		
Have receipts been issued for all Income received? *	In part	Receipts are not issued for parental donations as they are responsible for setting up their own standing orders.
Has all the Income received been entered in the accounting records? *	Yes	
Has the paying in book been completed fully? *	Yes	
Have paying in slips been stamped/ initialled by the bank?	Yes	
Do the paying in slips agree to the entries in the accounting records? *	Yes	
PAYMENTS MADE FOR GOODS/SERVICES		
Have the authorised signatories been recorded in the school's Unofficial School Funds Policy or Finance Policy?	Yes	
Have all Invoices/payment vouchers been signed to demonstrate authorisation by the designated signatories? *	Yes	
Are there Invoices/payment vouchers which match all cheques processed? *	Yes	
Are cheque counterfoils sequential and do they agree to the school's record of the cheque books issued?	In part	No record has been kept of the cheque books issued. However, only 7 cheques were issued this year and the first cheque written from the current cheque book was issued in October 2020.
Have any spoiled/cancelled cheques been retained with the cheque book?	Yes	
Is all expenditure appropriate and in accordance with the purpose of the fund as recorded in the school's Finance Policy or Unofficial School Funds Policy?	Yes	
Are there corresponding payments related to income received for a specific purpose?	Yes	

Have all the payments been entered in the accounting records? *	Yes	
BANK RECONCILIATION		
Are the bank statements for the full year present (sequential)?	Yes	
Have all the income banked and payments made appeared on the bank statements? *	Yes	
Have regular reconciliations, including a reconciliation at year-end, been carried out between the bank statements and accounting records, and do they show e.g. un-presented cheques/income not banked/bank errors?	Yes	
Is there evidence that all reconciliations have been independently checked by the Headteacher or Bursar?	Yes	
Do the brought forward and carried forward balances at the start and end of the year in the accounting records agree to the bank statement?	Yes	
GENERAL		
Have expenditure, income and balances been compared to the previous year for reasonableness to give assurance over completeness of processing?	Yes	
Is the Annual Statement of Accounts correct for discussion and approval by Governors?	Yes	
ANY OTHER COMMENTS OR RECOMMENDATIONS		
<p>Document any recommendations resulting from this audit which you consider would improve the quality of the record keeping and management of the Unofficial School Fund account.</p>		
SIGNED by Independent Examiner: 		Qualified Accountant / Unqualified (delete as applicable)
Name: PETER BRYANT		Date: 21 NOVEMBER 2024

(iii) UNOFFICIAL SCHOOL FUNDS - AUDIT CERTIFICATE

SCHOOL NAME: ST JAMES C OF E PRIMARY SCHOOL FUND	DfE No: 936/3064
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Unofficial School Funds – Audit Certificate for Year Ended 31 August 2024


I CERTIFY:

1. That the following is a complete list of funds (other than Governor Funds which are administered as a charity, by Trustees) which, although not the direct responsibility of the Local Authority, were being administered for the benefit of the school and its pupils during the year ended 31 August 2024;

Name of Fund/Account(s)	Purpose of Fund/Account	Amount in Fund/Account as at 31 August 2024
UNOFFICIAL SCHOOL FUNDS	THE RAISING OF FUNDS TO ENABLE THE PROVISION OF SCHOOL TRIPS AND OTHER MISCELLANEOUS ITEMS TO SUPPORT EVENTS.	£32,628

2. That the checks on the Unofficial School Funds Audit Checklist have been completed and that, in my opinion, all such funds have been verified as being correct for the accounting year ending 31 August xxxx;
3. That an independent person nominated by the governing body has audited these funds. An independent person is someone who is not involved in any way with the management of the Unofficial School Funds and is not related to anyone involved in the management of the funds;
4. That an independent person nominated by the governing body is not a Governor of the School.

Signed by:

Independent Examiner: Bryant & Co	Chair of Governors:
Signature: 	Signature:
Print Name: PETER BRYANT	Print Name:
Date: 21 NOVEMBER 2024	Date:
Qualified Accountant / Unqualified (delete as applicable)	
Contact Number: 02380 894982	
Contact Email: peter@bryantandcompany.co.uk	