

**Aylesbury High School**  
**(A Charity registered with the Charity Commissioner)**  
**"School Fund"**

**ANNUAL REPORT AND  
UNAUDITED FINANCIAL STATEMENTS**

**for the year ended  
31 August 2022**

# Aylesbury High School, "School Fund"

## REFERENCE AND ADMINISTRATIVE DETAILS

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Trustees	Mr G Scoble Mrs M Forster Mrs C Wilkes
Treasurer	Mr K Marshall (resigned 31/1/2022) Mrs L Greenway (Appointed 31/1/2022)
Registered Office	Aylesbury High School Walton Road, Aylesbury Buckinghamshire, HP21 7SX
Charity Registration Number	1058760
Independent Examiner	Whitley Stimpson Ltd 29-31 Castle Street High Wycombe Buckinghamshire HP13 6RU
Bankers	HSBC Bank Plc 8 Market Square Aylesbury HP20 1TW
Solicitors	Stone King LLP New Hall Market Place Melksham Wiltshire, SN12 6EX

# Aylesbury High School, "School Fund"

## TRUSTEES' REPORT

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The Trustees present their annual report together with the financial statements of the charitable company (charity registration number 1058760) for the year ended 31 August 2022.

### **Governance**

The charity, known as the "School Fund" or "Fund" was constituted by a Declaration of Trust which was made on 20 September 1996. The declaration defines the objectives and powers of the School Fund and matters pertaining to its administration and management by a board of trustees. The Trustees, as laid out on page 1, are all serving staff of Aylesbury High School ("the School") with the Headteacher acting as chair at meetings. Trustees are appointed in association with taking up a senior role in the School and do not receive any specific training. They are required under the School Fund's constitution to relinquish their appointment if they leave the employ of the School.

The Treasurer, also a member of the School staff, has no voting rights but acts to advise the Trustees in their duties and to maintain the School Fund's accounts. The Treasurer also has responsibility for managing the School's staff who administer the collection and disbursement of monies relating to the School Fund. The administration staff have authority to collect monies and disburse them in support of the routine activities of the fund, such as in organising trips, but only the trustees, through a minuted meeting, may authorise the spending of reserves on such matters as improvements to the School facilities. All staff involved in the management or administration of the School Fund are paid employees of the School. From time to time other members of the public, such as parents of pupils, volunteer their time to support the School Fund's activities.

The School is a state-funded academy and hence the School Fund operates within the oversight for good governance purposes of the School's Academy Trustees (Governors) and thus by association within the oversight of the Department for Education. However, the School's Trustees and Department for Education have no authority over the Trustees' decisions or actions regarding the School Fund's activities.

### **Objectives**

The object of the Trust is "to advance the education of the pupils of Aylesbury High School and improve their moral development so that they may grow to full maturity as responsible citizens by the provision of funds, services, facilities and training" and to any "other charitable purposes" as determined by the Trustees.

### **Public Benefit Statement**

In setting the School Fund's objectives and planning its activities the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging. By its constitution, the School Fund supports the education of any child placed at Aylesbury High School and hence does not require any parent to pay fees towards the general education of the pupils. The core aims of the School Fund are met through the provision of financial support for students to take part on school trips or extracurricular activities and by fundraising to support the provision of additional educational facilities and resources. The School fund also supports other activities which contribute to the moral and civic development of the students at Aylesbury High School, such as encouragement to raise money for national and international charities. The trips and activities of the School are open to all pupils regardless of their background and are funded in accordance with Government policy, primarily by voluntary contribution from parents of the children taking part. Where a parent is not in a position to make a contribution there is no bar to their child taking part and any ensuing shortfall in monies collected which is not otherwise supported by school funds is met by means of a hardship grant to the school. Reserves are built up by kind donations by parents and others, and these are used to enhance the facilities of the School which benefits all pupils and local community groups who make use of the School, either during school organised activities or externally organised activities.



# Aylesbury High School, "School Fund"

## TRUSTEES' REPORT (continued)

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### Fundraising

The School Fund raises charitable donations to help to develop the School's facilities and resources to ensure that every girl is able to fulfil her potential, wherever her strengths lie. The School has to rely on the generosity of parents, alumni and other benefactors as it is unable to fund significant improvements from the annual DfE grant alone. The School Fund conscientiously observes the Department for Education guidelines on fundraising from parents and past students. The School Fund's fundraising practice includes:

- all donations, large or small, are acknowledged and remain anonymous unless specific to the fundraising campaign (commemorative plaques, for example);
- non-donors in our parent and alumni community are not targeted to pursue their donations, such as by personalised direct mailings to non-donors;
- limiting the calendar of fundraising communications with no more than three direct communications annually, supported by website and Newsletter 'passive' promotion;
- offering a range of academic, social and networking events to raise donations;
- continually monitoring fundraising activity to ensure that it is appropriate for the donor base and regularly evaluating reactions; and
- in all fundraising communications openly, effectively and responsibly explaining the fundraising work to our students, parents, alumni and other donors and supporters, and celebrating their significant contribution to the development of the School.

The School Fund does not currently work with any commercial participators or professional fundraisers. It does follow the Fundraising Regulator's Code of Fundraising Practice and the legal rules that apply to fundraising and the standards designed to ensure that fundraising is open, honest and respectful. Additionally, all donations and donor information is managed in compliance with GDPR requirements.

The Privacy Notice for the School's Donors and Alumni (Annex D) in the AHS Data Protection and Privacy Policy details how the School protects donors' personal data. Complaints appropriate to data protection are directed to the AHS Data Protection Officer. Concerns or complaints from parent, alumni, supporters or others about fundraising activities are directed to the Development & Alumni Relations Director, Head Teacher, or any member of the Senior Leadership Team. Such concerns or complaints would be rigorously investigated in a timely way, addressed appropriately and any subsequent actions communicated to the individual who initially raised the concern or complaint. As part of the School Fund's commitment to best practice, all records of these concerns and complaints are reviewed by the Trustees.

### Financial Review

The School Fund continues to raise money in order to assist the educational aims. The fund balance this year showed an overall increase of £13,269 to show an overall total of £240,863 (2021: £227,594). There were no new fundraising campaigns this year but legacy campaigns brought in £18,240 (2021: £22,998) in donations. The sum of £9,783 (2021: £5,910) was raised by the students in their form groups and donated to a number of local and national charities reflecting a major effort on their behalf to support other charities.

Administrative charges and governance costs were nominal as the effort of administration has been passed to the School. The two significant costs were banking charges and independent examination of the accounts. Other significant costs normally includes the part-funded salary of the Development team which reflects the estimated effort spent on fundraising for the Fund.

Once designated and restricted funds are taken into account, the available reserve of the School Fund to disburse on discretionary grounds stands at £228,825 (2021: £215,531).

# Aylesbury High School, "School Fund"

TRUSTEES' REPORT (continued)

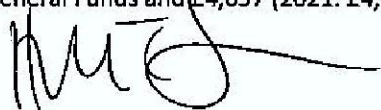
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## Funds Held on Behalf of Others

This year due to Covid there has been no movement in the funds held on behalf of others. Funds totalling £5,273 (2021: £ 5,273) are held by the School Fund on behalf of legacy bequests to support specific student activities and school prizes.

## Statement on Reserves, Investments and Risks.

The Trustees' policy is not to hold reserves in speculative investments. The Trustees use much of the reserves supporting improvements to the School site, but at present no plans are in place requiring the funds support. Reserves are also used to support students whose families are facing financial hardship and there is evidence of a growing need for this in the current climate. Currently, the remaining reserves are being held in bank deposit accounts and are at very low risk. There are only minor risks associated with the educational activities of the School Fund; no spending will be committed against an activity unless sufficient funding has been specifically raised for that activity or the Trustees have approved a grant from reserves to support that activity. There are no other risks against the School Fund. At the end of the period the Reserves stood at £228, 825 (2021: £215,531) in General Funds and £4,057 (2021: £4,057) in Designated (Charitable Collections) Funds.



Marieke Forster  
Chair of the Trustees

8<sup>th</sup> December 2022



# Aylesbury High School, "School Fund"

## TRUSTEES' RESPONSIBILITIES

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### Statement of Trustees' Responsibilities in Relation to the Financial Statements

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Marieke Forster  
Chair of the Trustees

8<sup>th</sup> December 2022

# Aylesbury High School, "School Fund"

## INDEPENDENT EXAMINER'S REPORT

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### INDEPENDENT EXAMINER'S REPORT

#### TO THE TRUSTEES OF AYLESBURY HIGH SCHOOL, SCHOOL FUND

I report on the accounts of the Aylesbury High School Fund for the year ended 31 August 2022, which are set out on pages 8 to 15.

#### Respective responsibilities of Trustees and examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

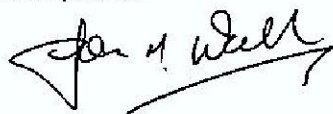
Your attention is drawn to the fact that the charity has prepared the accounts (financial statements) in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

# Aylesbury High School, "School Fund"

## INDEPENDENT EXAMINER'S REPORT

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We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.



**Jonathan Walton FCA FCCA (Senior Statutory Auditor)**  
for and on behalf of

Date: 15th December 2022

Whitley Stimpson Limited  
Chartered Accountants  
Statutory Auditor  
29-31 Castle Street  
High Wycombe  
HP13 6RU



# Aylesbury High School, "School Fund"

UNAUDITED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES)  
for the year ended 31 August 2022

	Note:	Unrestricted Funds (£s)	Designated Funds (£s)	Restricted Funds (£s)	2022 Total (£s)	2021 Total (£s)
<b>INCOME AND ENDOWMENTS FROM</b>						
Donations	1	18,240	9,783	-	28,023	28,908
Charitable Activities						
Funding for educational operations	2	17,580	-	-	17,580	2,354
Other trading activities	3	155	-	-	155	1,551
Investments	4	24	-	-	24	22
<b>Total incoming resources</b>		<b>35,999</b>	<b>9,783</b>	<b>-</b>	<b>45,782</b>	<b>32,835</b>
<b>RESOURCES EXPENDED ON</b>						
Raising funds	5	1,607	871	-	2,478	6,303
Charitable Activities	6					
Educational operations		21,648	-	25	21,673	4,416
Grants made		-	8,912	-	8,912	5,782
<b>Total resources expended</b>		<b>23,255</b>	<b>9,783</b>	<b>25</b>	<b>33,063</b>	<b>16,501</b>
Transfer(s) between funds	10	-	-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>12,744</b>	<b>-</b>	<b>(25)</b>	<b>12,719</b>	<b>16,334</b>
<b>RECONCILIATION OF FUNDS</b>						
Funds brought forward		215,531	4,057	8,006	227,594	211,260
<b>FUNDS CARRIED FORWARD</b>	10	<b>228,275</b>	<b>4,057</b>	<b>7,981</b>	<b>240,313</b>	<b>227,594</b>

The statement of financial activity arises from the charity's continuing operations.

These unaudited financial statements have been subject to independent examination (see report on page 6).

# Aylesbury High School, "School Fund"

UNAUDITED BALANCE SHEET

31 August 2022

Charity Registration No. 1058760

	Note:	2022 (£s)	2021 (£s)
<b>CURRENT ASSETS</b>			
Debtors	7	2,781	3,800
Cash	8	238,687	224,344
		<u>241,468</u>	<u>228,144</u>
<b>CREDITORS</b>			
Creditors due within 1 year	9	(1,155)	(550)
<b>NET CURRENT ASSETS</b>		<u><b>240,313</b></u>	<u><b>227,594</b></u>
<b>FUNDS OF THE ACADEMY:</b>			
<b>Restricted Funds</b>			
Bequest Funds	10	7,981	8,006
<b>TOTAL RESTRICTED FUNDS</b>		<u><b>7,981</b></u>	<u><b>8,006</b></u>
<b>Unrestricted Funds</b>			
Designated Funds	10	4,057	4,057
General funds		<u>228,275</u>	<u>215,531</u>
<b>Total Unrestricted Funds</b>		<u><b>232,332</b></u>	<u><b>219,588</b></u>
<b>TOTAL FUNDS</b>		<u><b>240,313</b></u>	<u><b>227,594</b></u>

The financial statements on pages 8 to 15 were approved by the Trustees and authorised for issue on 8<sup>th</sup> December 2022 and are signed on their behalf by:



Marieke Forster  
Chair

# Aylesbury High School, "School Fund"

## ACCOUNTING POLICIES

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### **Basis of Preparation**

The financial statements have been prepared under the historical cost convention in accordance with applicable United Kingdom Accounting Standards, the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' (2015). A summary of the principal accounting policies, which have been applied consistently, except where noted, is set out below.

### **Incoming Resources**

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability. In most cases this can only be determined upon receipt.

### **Resources Expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Irrecoverable VAT is reported as part of the expenditure to which it relates.

### **Cost of generating funds**

These are the costs which are associated with generating incoming resources from all sources other than from undertaking charitable activities.

### **Charitable Activities**

Charitable activities include donations made, in the furtherance of the charitable objectives of the Trust, and the costs associated with running the trust.

### **Governance Costs**

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees.

### **Funds Structure**

The charity has an unrestricted general fund, restricted general fund and a designated fund.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects.

Restricted funds are subjected to restrictions on their expenditure imposed by their donor

Designated Funds are amounts the trustees have set aside for particular purposes but may be reallocated by the trustees without restriction.



# Aylesbury High School

## NOTES TO THE FINANCIAL STATEMENTS

For the year ending 31 August 2022

### 1 DONATIONS AND GIFTS RECEIVED

	Year Ended 2022 Total (£s)	Year Ended 2021 Total (£s)
Donations - Fundraising	18,240	22,998
Collections for External Charities	9,783	5,910
Other Donations	-	-
	<u>28,023</u>	<u>28,908</u>

### 2 FUNDING FOR EDUCATIONAL OPERATIONS

	Year Ended 2022 Total (£s)	Year Ended 2021 Total (£s)
Other	-	-
Student Contributions	17,580	2,354
	<u>17,580</u>	<u>2,354</u>

### 3 TRADING ACTIVITIES

	Incoming Resources 2022 Total (£s)	Resources Expended 2022 Total (£s)	Surplus/ (Loss) 2022 Total (£s)	Surplus/ (Loss) 2021 Total (£s)
Events	155	-	155	-
Other	-	79	(79)	1,551
	<u>155</u>	<u>79</u>	<u>76</u>	<u>1,551</u>

# Aylesbury High School

NOTES TO THE FINANCIAL STATEMENTS  
For the year ending 31 August 2022

## 4 INVESTMENTS

	Year Ended 2022 Total (£s)	Year Ended 2021 Total (£s)
Bank Interest	24	22
	<u>24</u>	<u>22</u>

## 5 COST OF GENERATING FUNDS

	Year Ended 2022 Total (£s)	Year Ended 2021 Total (£s)
Cost of trading items	79	-
Other fundraising expenses	2,399	6,303
	<u>2,478</u>	<u>6,303</u>

## 6 RESOURCES EXPENDED IN CHARITABLE ACTIVITIES

	Year Ended 2022 Total (£s)	Year Ended 2021 Total (£s)
<b>Restricted Funds:</b>		
Grants to students	-	-
Other Expenditure	25	-
<b>Designated Funds:</b>		
Donations	8,912	5,782
<b>General Funds:</b>		
Grants to other charities	-	-
Educational activities	16,973	3,916
Banking charges	57	-
General expenses	4,018	-
	<u>29,985</u>	<u>9,698</u>
Governance Costs	600	500
<b>Total</b>	<u>30,585</u>	<u>10,198</u>

# Aylesbury High School

NOTES TO THE FINANCIAL STATEMENTS  
For the year ending 31 August 2022

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## 7 DEBTORS

	Year Ended 2022 Total (£s)	Year Ended 2021 Total (£s)
Gift Aid repayment (HMRC)	2,781	3,800
Other	-	-
	<u>2,781</u>	<u>3,800</u>

## 8 Cash

	Year Ended 2022 Total (£s)	Year Ended 2021 Total (£s)
Petty Cash	500	500
Current Account	1,000	1,000
Deposit Accounts	237,187	222,844
	<u>238,687</u>	<u>224,344</u>

## 9 CREDITORS

	Year Ended 2022 Total (£s)	Year Ended 2021 Total (£s)
Amounts due within one year	1,155	550
	<u>1,155</u>	<u>550</u>

The specific purposes for which the funds are to be applied are as follows:

The General Funds represent the accumulated sum of surpluses from activities and donations to the School Fund for the trustees to expend in support of the charitable aims of the fund.

Designated School Funds represent the charitable collections made by students and staff which are then sent to external charities.

The Restricted Funds comprise 2 bequest-type funds as follows:



# Aylesbury High School

## NOTES TO THE FINANCIAL STATEMENTS

For the year ending 31 August 2022

- The Jane Brownlee Fund originated as a gift in 1998 from the children of Jane Brownlee (deceased) and they continue to routinely contribute to the fund. The Trustees make grants each year to students of Aylesbury High School for travel between leaving school and going to University.
- The Jane Wainwright Fund originated as a gift in 2004 from Jane Wainwright, a former Headteacher of the School who continues to routinely contribute to the fund. The Trustees use the fund to provide an annual prize to a student or students for service to the School and wider community.

### 10 FUNDS

	2021 Brought forward (£s)	Incoming resources (£s)	Outgoing resources (£s)	Transfers (£s)	Year Ended 2022 Total (£s)
<b>RESTRICTED FUNDS</b>					
Jane Brownlee	5,262	-	-	-	5,262
Jane Wainwright	11	-	-	-	11
Other	2,733	-	(25)	-	2,708
Total Restricted Funds:	8,006	-	(25)	-	7,981
<b>UNRESTRICTED FUNDS</b>					
Designated (Charitable Collections)	4,057	9,783	(9,783)	-	4,057
General Funds	215,531	35,999	(23,255)	-	228,275
Total Unrestricted Funds	219,588	45,782	(33,038)	-	232,332
<b>Total Funds</b>	227,594	45,782	(33,063)	-	240,313

### 11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted Funds	2022 Total (£s)	2021 Total (£s)
Current assets	233,487	7,981	241,468	228,144
Current liabilities	(1,155)	-	(1,155)	(550)
	<u>232,332</u>	<u>7,981</u>	<u>240,313</u>	<u>227,594</u>