

**Sue Baker**  
**Schools Finance Support**

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28<sup>th</sup> October, 2024

To whom it may concern,

**Bushfield School Fund Account**  
**for the Period from 1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024**

I have examined the accounting records of the above fund and can confirm that:

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 have 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.

I am satisfied that the accounts represent a true and fair view of the fund for the period examined, and confirm that dedicated school funds are not being administered via the fund.

Please find attached a summary of the account to accompany this letter for your records.

Yours Truly



# **Sue Baker**

## **Schools Finance Support**

### **Bushfield School Fund Account**

1st September 2023 o 31st August 2024

|                                | £        | £               |
|--------------------------------|----------|-----------------|
| Bank Balance B/F at 01/09/2024 |          | 50239.87        |
| Cash in hand                   |          | 266.36          |
| Uncleared Income last year     |          |                 |
| Cheques in hand                | _____    | 0.00            |
| Uncleared payments last year   |          |                 |
| 26/07/2023 Chq 000910          | 18949.90 |                 |
| 26/07/2023 Chq 000911          | 14700.00 |                 |
| 26/07/2023 Chq 000912          | 2064.92  |                 |
| 26/07/2023 Chq 000913          | 842.48   |                 |
|                                | _____    | 36557.30        |
| Opening balance                |          | 13948.93        |
| Total Income                   |          | 64034.25        |
| Total Expenditure              |          | 63761.87        |
|                                |          | _____           |
|                                |          | <u>14221.31</u> |
| Bank Balance C/F at 31/08/2024 |          | 30051.27        |
| Cash in hand                   |          | 170.04          |
| Uncleared Income this year     |          |                 |
|                                | _____    | 0.00            |
| Uncleared payments this year   |          |                 |
| 31/08/2024 Chq 000919          | 16000.00 |                 |
|                                | _____    | 16000.00        |
| Closing balance                |          | <u>14221.31</u> |
|                                |          | 0.00            |

# Independent Examiner's Report on the Accounts

## Section A

## Independent Examiner's Report

Report to the trustees/members of

Charity Name

Bushfield School fund Account

On accounts for the year ended

31 08 24

Charity no (if any)

Set out on pages

(remember to include the page numbers of additional sheets)

### 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

### Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 (other than that disclosed below\*):

(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 Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have 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.

\* Please delete the words in the brackets if they do not apply.

Signed

Susan Baker

Date

28/10/24

Name

SUSAN BAKER

Relevant professional qualification(s)  
or body (if any)

AAT

Address

3 The Pygmy  
Sheppard  
Beds  
SG17 5FE



**Bushfield School Fund**  
**Registered Charity No: 1070544**

**Trustees Annual Report**  
**For the Year Ended 31<sup>st</sup> August 2024**

|                               |  |
|-------------------------------|--|
| <b>Name of Charity:</b>       | Bushfield School Fund  |
| <b>Registered Number:</b>     | 1070544  |
| <b>Legal Form:</b>            | Unincorporated charitable organisation   |
| <b>Governing Document:</b>    | Deed of Trust dated 11 <sup>th</sup> June 1998   |
| <b>Address:</b>               | c/o Bushfield School, Moon Street, Wolverton MK12 5JG  |
| <b>Trustees:</b>              | Steve Springett-McHugh, Executive Headteacher, Trustee & Chair<br>Steve Weston, Associate Headteacher & Trustee<br>Laura Shirley, Deputy Headteacher & Trustee<br>Rob Felce, School Business Manager & Trustee |
| <b>Method of Appointment:</b> | The trustees shall hold office for the period of their election to the position of all employees or Governing Body of Bushfield School   |
| <b>Officers:</b>              | As shown above   |
| <b>Bankers:</b>               | Lloyds Bank  |
| <b>Independent Examiner:</b>  | Sue Baker, 3 The Phyghtle, Shefford, Beds, SG17 5FE  |
| <b>Objectives:</b>            | The objectives of the charity are: To advance the education and enhance the provision of the pupils at Bushfield School  |
| <b>Area of Benefit:</b>       | The area of benefit is determined as Wolverton, Milton Keynes  |

**Report of the Trustees on the Activities of the Charity**

The Trustees present the audited Receipts & Payments Account of the Charity in accordance with the adopted accounting policy for the year ended 31<sup>st</sup> August 2024.

During the year various school trips took place. Up to the point of closure the following trips have taken place:

- Year 3 The Caldecotte Experience for a Residential Trip
- Year 4 Alymerton Outdoor Centre for a Residential Trip
- Year 5 Whitemoor Lakes Residential Trip
- Year 6 Bournemouth for a Residential Trip
- Year 6 Visited The RAF Museum, Top Jump and The Black Country Living Museum
- Choir & The Dance Project visited the Venue Theatre to watch 'Pandora' by MK Dance Theatre
- Year 3 Stowe Gardens

We have made donations to the following charities:

- BBC Children In Need

Curriculum areas have been supported throughout through the purchase of resources. Pupils' physical activity has been encouraged and school clubs supported through the purchase of playground games and sporting equipment.

The other major activities passing through School Fund are:

- Breakfast Club grows in popularity every year; there are over 100 children on the register with a usual daily attendance of 68 children, some of whom are supported 100%.
- Peripatetic Music Lessons

On the basis of the above it is felt that the Trustees of Bushfield School Fund have met the fund's objective which is to enhance the provision and advance the education of the children at Bushfield School.

### **Trustees Responsibilities**

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trust and of the surplus or deficit for that period. In preparing those financial statements, the Trustees are required to:-

1. Select suitable accounting policies and then apply them consistently
2. Make judgements and estimates that are reasonable and prudent
3. State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
4. Prepare the financial statements on the on-going basis unless it is inappropriate to presume that the Trust will continue.

**The Trustees are responsible for:**

- Keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust
- Safeguarding the Charity's assets and hence for taking reasonable steps for prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 5<sup>th</sup> March 2024 and signed on their behalf by:

*Steve Springett-McHugh*

Executive Headteacher