



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2023		Day 31	Month 08	Year 2024

Section A

Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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	Mr J Edley	Chair		
2	Mrs R Falkus			
3	Mrs S Barnes			
4	Mrs S Parkinson			
5	Mrs J Hazel	Secretary, Treasurer		
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg trust deed, constitution)

Constitution

How the charity is constituted
(eg trust, association, company)

Trust

Trustee selection methods
(eg, appointed by, elected by)

Appointed by the Governing Body and Head Teacher

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Maintenance and support for additional education activities for the pupils of John Hampden

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The object of the Charity is to make maximum use of the School Fund which is raised by the efforts of school staff, the parents of the school and The Friends of John Hampden PTA.

Money is raised by a number of methods including:

Sale of second hand uniform, ads in school newsletter, voluntary contributions, fund raising events, Christmas performances and general donations.

Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Money raised has funded extra-curricular activities:

Visitors to school (drama and musicians)

Sublime Science

Perform workshops

Collings Hanger Farm trip to Prestwood

Educational walks around the local village

Trip to local bookshop

Visit to a local Eco garden

Educational resources for ongoing activities

Section E

Financial review

Brief statement of the charity's policy on reserves

Carry forward for continued use by the school to enhance educational opportunities for pupils in the school.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

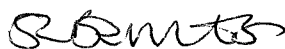
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Mrs Sue Barnes

Position (eg Secretary, Chair)

Head Teacher

Date

24 - 3 - 25

[illegible]

[illegible]

[illegible]

[illegible]

Op bal
Cl bal

£16,461.52
£45,979.87

£5,903.50	£891.00	£9,317.50	-\$39,519.37	£52,925.72	£0.00	£29,518.35
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£29,518.35	£0.00 Check
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AUTHORISED BY	SIGN	
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PRINT NAME J. R. EOLEY

TITLE	Chair of Governance
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DATE	27/2/25
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AUTHORISED BY	SIGN	
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PRINT NAME	SUE BARNES
TITLE	HEAD TEACHER
DATE	27.2.25

SUBMITTED BY	SIGN
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Julie Hazel

PRINT NAME	JULIE HAZEL
TITLE	Finance Manager
DATE	24.3.25

John Hampden School fund Audit Check - year ending 31/8/2024**OK?**

Check brought forward bank balance at 1st Sept 2023	Yes
Check carried forward bank balance at 31st Aug 2024	Yes
Check b/f bank balance plus income less costs equals c/f bank balance	Yes
Check income and expenditure totals back to detailed working	Yes

Check income

Trace a sample of 3 transactions from bank statements to documentation	No
Trace a sample of 3 transactions from documentation to bank statements	No

Check costs

Trace a sample of 3 transactions from documentation to bank statements	Yes
Trace a sample of 3 transactions from bank statements to documentation	Yes
Trace 3 transfers from bank statement to signed transfer form	Yes

Internal controls check

Income - school uniform income	Yes
Expenses - check headteacher authorisation	Yes
Transfer of income to main school account	Yes
Bank account control - check two people authorise online transfers and BACS pay	No

Feedback

I have re-done the cash book to easily analyse costs and income every month (with formulae to r

Sale of school uniform should have VAT on (just larger sizes?) - need to ask Bucks CC how to de

Sale of uniform - how much money do they make? Is it worth outsourcing?

Would be helpful to date the uniform sheets so can trace to bank statements

Ensure 2 people authorise online payments

Opinion

I am happy with the current controls in place although two people should authorise online paymei

Comment

I have redone the cash book with formulae (helps prevent errors) and added up the income and expenditure totals

Uniform forms difficult to trace to bank statements

Uniform forms difficult to trace to bank statements

Parents fill out a form to order uniform. Parents then pay online and Julie checks payment before handing over uniform

3 people incl Head signs invoice. BACS payment done online

Done a few times monthly by Julie. She adds up the income, fills in a spreadsheet, attaches the bank statement and gets the Head to sign. Then she organises the transfer.

Two people should have to authorise payments online.

reduce errors)

deal with this

nts.