

## Account Summary for the Period: 01/09/2021 to 31/08/2022

### Section 1

Income		Expenditure	
6TH FORM TUCK SHOP	70.93	6TH FORM TUCK SHOP	100.00
ADMINISTRATION	2.50	ADMINISTRATION	2,625.76
Astronomy	387.00	Astronomy	0.00
AUTISM CAKE SALES - DS	153.25	AUTISM CAKE SALES - DS	153.25
Back to the Future	1,900.00	Back to the Future	1,750.00
Berlin History Trip 22/23	5,525.00	Berlin History Trip 22/23	6,000.00
Biology Field Trip 2022	450.00	Biology Field Trip 2022	114.25
Bletchley Park	140.00	Bletchley Park	140.00
Blue Peris	19,805.00	Blue Peris	19,053.78
CERN Trip Nov 2022	970.00	CERN Trip Nov 2022	858.75
Chateau French Residential Trip	12,387.50	Chateau French Residential Trip	9,482.50
DANCE GENERAL	921.94	DANCE GENERAL	53.96
Dracula Untold	216.00	Dracula Untold	188.10
DRAMA GENERAL	120.00	DRAMA GENERAL	348.50
Duke of Edinburgh Award	4,030.00	Duke of Edinburgh Award	3,700.13
Football Referee Course	1,560.00	Football Referee Course	1,432.00
GENERAL ACCOUNT	0.00	GENERAL ACCOUNT	1,202.29
Globe Theatre Trip	1,646.00	Globe Theatre Trip	352.00
Harry Potter 2022	2,356.00	Harry Potter 2022	1,970.40
Heathers-BTEC ARTS A-Level	281.25	Heathers-BTEC ARTS A-Level	487.50
Hoodies for Connections	356.90	Hoodies for Connections	432.60
Inspector Calls 2022	2,284.00	Inspector Calls 2022	1,502.00
INSURANCE FOR TRIPS	0.00	INSURANCE FOR TRIPS	1,001.00
LIBRARY TEXTBOOK LOANS	1,160.00	LIBRARY TEXTBOOK LOANS	720.00
Lion King Theatre Trip	3,265.00	Lion King Theatre Trip	2,828.00
Little Shop of Horrors	3,640.00	Little Shop of Horrors	2,642.09
Macmillan Coffee Morning Oct 2021	392.98	Macmillan Coffee Morning Oct 2021	392.98
MATHS CALCULATOR LOAN 6TH FORM	460.00	MATHS CALCULATOR LOAN 6TH FORM	120.00
MODERN LANGUAGES GENERAL	237.00	MODERN LANGUAGES GENERAL	237.00
Much Ado About Nothing	216.00	Much Ado About Nothing	165.00
MUSIC GENERAL	275.70	MUSIC GENERAL	0.00
ParentPay Transaction Fees	0.00	ParentPay Transaction Fees	1,074.11
Pineapple Studio Trip	870.00	Pineapple Studio Trip	662.91
POSTERS/BADGES	59.00	POSTERS/BADGES	0.00
Prom 2022 Year 11	4,700.00	Prom 2022 Year 11	3,746.45
SCHOOL PRODUCTIONS	0.00	SCHOOL PRODUCTIONS	2,097.26
SIXTH FORM GENERAL	43.00	SIXTH FORM GENERAL	0.00
Small Island	1,065.00	Small Island	865.00
Southwold Geography Trip	1,855.91	Southwold Geography Trip	1,820.00
STAFF WELFARE FUND	95.00	STAFF WELFARE FUND	75.00
Tanzania Trip 2022	777.25	Tanzania Trip 2022	1,053.40
Tate Modern	572.00	Tate Modern	462.80
Thorpe Park 2022	3,960.00	Thorpe Park 2022	3,452.00
<b>Total Income</b>	<b>87,614.12</b>	<b>Total Expenditure</b>	<b>82,317.07</b>

UBU Theatre Performance	578.00	UBU Theatre Performance	573.50
Valedictory Ball 2022	4,030.49	Valedictory Ball 2022	3,352.17
WEAR IT PINK - BREAST CANCER	1,100.52	WEAR IT PINK - BREAST CANCER	1,100.52
Wuthering Heights	320.00	Wuthering Heights	228.96
YEAR 10 SCHOOL SHOP DEPOSIT	6.50	YEAR 10 SCHOOL SHOP DEPOSIT	53.05
YEAR 11 SCHOOL SHOP DEPOSIT	2.50	YEAR 11 SCHOOL SHOP DEPOSIT	26.20
YEAR 12 SCHOOL SHOP DEPOSIT	0.00	YEAR 12 SCHOOL SHOP DEPOSIT	0.40
Year 7 Panto Dec 2021	1,480.00	Year 7 Panto Dec 2021	1,137.00
Year 7 School Shop Deposit 2021	370.00	Year 7 School Shop Deposit 2021	0.00
Year 8 School Shop Deposit 2020	40.00	Year 8 School Shop Deposit 2020	0.00
YEAR 9 SCHOOL SHOP DEPOSIT	21.00	YEAR 9 SCHOOL SHOP DEPOSIT	24.50
YOUNG ENTERPRISE COMPANY	458.00	YOUNG ENTERPRISE COMPANY	458.00
<b>Total Income</b>	<b>87,614.12</b>	<b>Total Expenditure</b>	<b>82,317.07</b>
<b>Excess of Expenditure over Income</b>	<b>0.00</b>	<b>Excess of Income over Expenditure</b>	<b>5,297.05</b>

## Section 2

Balance b/f 01/09/2021		Balance c/f 31/08/2022	
Cash	698.03	Cash	392.02
Cheques in Hand	0.00	Cheques in Hand	0.00
Unsettled ePayments	34.00	Unsettled ePayments	371.50
Current Account Natwest	22,189.81	Current Account Natwest	27,455.37
<b>Total</b>	<b>22,921.84</b>	<b>Total</b>	<b>28,218.89</b>
<b>Income</b>		<b>Expenditure</b>	
<b>Movement in Period</b>	<b>5,297.05</b>	<b>Movement in Period</b>	<b>0.00</b>

## Section 3

Amount owing to the Fund at Period End		Amount owed by the Fund at Period End	
Amount received in advance for a committed expense		Valuation at cost price of Stock in Hand at period end	
<b>Total</b>	<b>0</b>	<b>Total</b>	<b>0</b>

## Section 4

We certify that, to the best of our knowledge, the accounts shown above are correct.

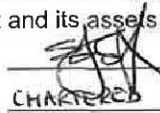
Treasurer   
Date 13.6.23

Headteacher   
Date 29.6.23

## Section 5

### Audit Certificate

We have audited the accounts of the above Fund in accordance with \_\_\_\_\_ (guidelines). In my/our opinion, there has been reasonable management of the Fund and the above Summary of Accounts is a true representation of the state of the Fund's affairs at and its assets at that date were sufficient to meet all the liabilities of the Fund in full.

Signature of Auditor  Date 13 JUNE 2023  
Financial Qualification/Experience CHARTERED CERTIFIED ACCOUNTANT (FCCA)

## Section 6

I can confirm that I am familiar with the contents of the \_\_\_\_\_ Guidelines and that the audited Summary of Accounts has been presented to the Board of Governors and I am satisfied with the state of affairs of the fund(s).

Chairman of Governors \_\_\_\_\_ Date \_\_\_\_\_

# Mark Rutherford School

## School Fund Accounts - year ended 31 August 2022

RECEIPTS:	£	PAYMENTS:	£
Drama & Performing Arts	14,098.15	Drama & Performing Arts	14,388.81
Modern Languages	12,624.50	Modern Languages	9,719.50
English, Film & Media	4,146.00	English, Film & Media	2,042.10
Maths	460.00	Maths	120.00
Year Group Events	30,722.25	Year Group Events	28,442.63
Science	1,807.00	Science	973.00
6th Form	4,203.42	6th Form	3,452.17
Charity	1,100.52	Charity	1,100.52
PE	1,560.00	PE	1,432.00
Geography	1,855.91	Geography	1,820.00
History	5,525.00	History	6,000.00
Technology & Construction	-	Technology & Construction	-
Psychology & Sociology	-	Psychology & Sociology	-
Special Needs	153.25	Special Needs	153.25
Administration	2.50	Administration	2,625.76
Music	275.70	Music	-
Dance & Expressive Arts	1,791.94	Dance & Expressive Arts	716.87
Art	572.00	Art	462.80
Business Studies / Leisure & Tourism	-	Business Studies / Leisure & Tourism	-
General	-	General	1,202.29
School Shop	440.00	School Shop	104.15
Repro & copying	-	Repro & copying	-
Library & Careers	1,618.00	Library & Careers	1,178.00
Economics / Government & Politics	-	Economics / Government & Politics	-
Minibus	-	Minibus	-
Staff Association	487.98	Staff Association	467.98
Insurance	-	Insurance	1,001.00
Parentpay	-	Parentpay	1,074.11
Duke of Edinburgh	4,030.00	Duke of Edinburgh	3,700.13
ICT	140.00	ICT	140.00
<b>Total</b>	<b><u>87,614.12</u></b>		<b><u>82,317.07</u></b>
<b>Reconciliation of funds held:</b>			
Balances brought forward	22,921.84	Cash & chqs in hand	392.02
Plus Income over Expenditure	5,297.05	Bank current account	27,455.37
Unsettled ePayments	-	Unsettled ePayments	371.50
<b>BALANCE</b>	<b><u>28,218.89</u></b>	<b>BALANCE</b>	<b><u>28,218.89</u></b>

### Approval of accounts

In accordance with your instructions, I have compiled these accounts from the accounting records, information and explanations supplied to me.

According to the information provided to me it is my opinion that the accounts show a true and fair view of the state of affairs of the school fund account to the year ending 31st August 2022.



Elliot Smith, BSc, FCCA.

13 June 2023

We approve these accounts for year ended 31st August 2022 and confirm that we have made available all relevant records and information for their preparation.

15 June 2023

## **Mark Rutherford School Fund Independent Examination Year ended 31 August 2022**

### **General**

Trip account summary folders contain a list of all income and expenditure relating to that trip. This is signed off by the finance assistant and the teacher/party leader ensuring that two people have seen and checked the accounts. All supporting documents such as copy invoices and correspondence with parents are included within the folders. The Work Experience Clothing account, which has remained dormant since 2014, had not been signed off to clear the small balance.

Monthly bank statements are reconciled promptly and the reconciliation sheets are signed and dated.

A report showing all cash history for the year clearly explains the reasons for all cash income and expenditure.

Request for internal transfer records are backed up with authorising emails by the relevant member of staff or trip or subject leader.

At year end the balances of all accounts are analysed and highlighted to close if completed and showing a zero balance.

### **Expenditure**

All requests for cheques are stamped and authorised prior to payment. The request for cash/cheque form is completed, the reverse of the form is also signed as confirmation it has been checked by the office staff and authorised by an authorised signatory.

### **Income**

Cash and cheque income is recorded against the relevant account and banked promptly. The trip account folders contain copies of letters sent to parents/carers with costings and lists the students who have paid, with the amounts and dates. Bank and cash summary sheets are produced for each set of banking showing cash and cheques in hand, along with a list of all single cash and cheque transactions. It is then noted on the front the cash and amounts banked along with a copy of the paying in slip and Securicor Bag Number verifying the amount banked. Checks have been made against these records to the reconciled bank statements.



Elliot Smith BSc, FCCA

13 June 2023