

## **Mark Rutherford School Fund Independent Examination Year ended 31 August 2024**

### **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.

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.

Some information was missing when originally supplied with paperwork, but this was subsequently supplied on request, along with explanations for items questioned. These missing items were as a result of the activity spreading across two financial years.



Elliot Smith BSc, FCCA

7 May 2025

## Account Summary for the Period: 01/09/2023 to 31/08/2024

### Section 1

Income		Expenditure	
ADMINISTRATION	40.00	ADMINISTRATION	2,383.23
Ailey 2	23.00	Ailey 2	12.90
AUTISM GENERAL	121.00	AUTISM GENERAL	121.00
Berlin 2025	11,310.00	Berlin 2025	6,825.00
Berlin 24	19,125.99	Berlin 24	18,651.47
Biology Trip 2024	615.00	Biology Trip 2024	515.00
Bluebeard24	88.00	Bluebeard24	88.00
Blue Peris 2024	24,016.00	Blue Peris 2024	4,233.99
Borneo Jungle Expedition 2024	875.00	Borneo Jungle Expedition 2024	1,910.36
Box of Delights	1,248.00	Box of Delights	1,187.25
BTECH preforming arts	730.66	BTECH preforming arts	156.77
CERN 2024	130.00	CERN 2024	481.72
Cern 2025	1,485.00	Cern 2025	0.00
CHARITY GENERAL	760.39	CHARITY GENERAL	0.00
Chicago - MK Theatre	200.00	Chicago - MK Theatre	4,233.99
Chitty Chitty Bang Bang	666.00	Chitty Chitty Bang Bang	971.00
Come From Away	205.00	Come From Away	0.00
DANCE GENERAL	1,157.35	DANCE GENERAL	205.19
Disneyland Paris	4,700.00	Disneyland Paris	0.00
Drama GCSE Trip Package	0.00	Drama GCSE Trip Package	425.00
<b>Total Income</b>	<b>164,443.35</b>	<b>Total Expenditure</b>	<b>162,934.98</b>
<b>Excess of Expenditure over Income</b>	<b>0.00</b>	<b>Excess of Income over Expenditure</b>	<b>1,508.37</b>



Income		Expenditure	
DRAMA GENERAL	915.61	DRAMA GENERAL	1,549.05
Duke of Edinburgh 2023	0.00	Duke of Edinburgh 2023	1,861.50
Duke of Edinburgh 2024	3,520.00	Duke of Edinburgh 2024	3,068.00
Easy Fundraising	15.15	Easy Fundraising	0.00
Edward Scissorhands	840.00	Edward Scissorhands	833.00
GENERAL ACCOUNT	0.00	GENERAL ACCOUNT	2,511.27
Geography GCSE 2024	2,269.00	Geography GCSE 2024	1,975.80
Hoodies for Connections	961.90	Hoodies for Connections	0.00
LIBRARY TEXTBOOK LOANS	380.00	LIBRARY TEXTBOOK LOANS	515.00
Macbeth 2024	1,200.00	Macbeth 2024	1,205.00
Macmillan Coffee Morning Oct	56.62	Macmillan Coffee Morning Oct	56.62
MATHS CALCULATOR LOAN 6TH FORM	140.00	MATHS CALCULATOR LOAN 6TH FORM	520.00
Metamorphosis Frantic Assemblies	1,292.00	Metamorphosis Frantic Assemblies	250.70
Minority Report 24	1,190.00	Minority Report 24	1,302.00
MTI Junior Musical Theatre Festival 2024	1,925.00	MTI Junior Musical Theatre Festival 2024	1,350.00
MUSIC GENERAL	556.84	MUSIC GENERAL	301.29
Panto 2023	2,085.00	Panto 2023	1,600.00
ParentPay Transaction Fees	0.00	ParentPay Transaction Fees	2,199.53
People, Places and Things	547.00	People, Places and Things	475.45
PHYSICAL EDUCATION	0.00	PHYSICAL EDUCATION	425.00
Physics at work exhibition - Cavendish Laboratory	240.00	Physics at work exhibition - Cavendish Laboratory	0.00
Pineapple dance studios 2024	1,485.00	Pineapple dance studios 2024	1,257.53
POSTERS/BADGES	272.00	POSTERS/BADGES	0.00
Prom 2024 Year 11	8,251.33	Prom 2024 Year 11	8,572.17
SCHOOL PRODUCTIONS	4,738.21	SCHOOL PRODUCTIONS	6,931.77
SCIENCE GENERAL	0.00	SCIENCE GENERAL	168.60
Sister Act The Musical 2024	540.00	Sister Act The Musical 2024	529.20
SIXTH FORM GENERAL	0.00	SIXTH FORM GENERAL	270.94
Six Trip to Vaudeville Theatre	20.00	Six Trip to Vaudeville Theatre	0.00
<b>Total Income</b>	<b>164,443.35</b>	<b>Total Expenditure</b>	<b>162,934.98</b>
<b>Excess of Expenditure over Income</b>	<b>0.00</b>	<b>Excess of Income over Expenditure</b>	<b>1,508.37</b>



Income		Expenditure	
Ski and Snowboard Trip 2024	43,004.14	Ski and Snowboard Trip 2024	65,222.94
Southwold 2024 A-Level Geography	1,460.00	Southwold 2024 A-Level Geography	1,415.97
Space Centre Year 8	1,560.00	Space Centre Year 8	1,394.70
Space Centre Year 9	1,530.00	Space Centre Year 9	1,370.70
STAFF WELFARE FUND	20.00	STAFF WELFARE FUND	25.00
Tate Modern 2023	545.00	Tate Modern 2023	467.82
The Government Inspector	375.00	The Government Inspector	312.50
The House of Bernarda Alba	559.00	The House of Bernarda Alba	240.55
The National Gallery 2024	1,242.00	The National Gallery 2024	990.00
Thorpe Park Yr10 Rewards trip	4,940.00	Thorpe Park Yr10 Rewards trip	4,810.50
Wicked 2024	1,975.00	Wicked 2024	1,900.00
Year 13 Prom 2025	9.00	Year 13 Prom 2025	0.00
Year 7 School Shop Deposit 2022	5.00	Year 7 School Shop Deposit 2022	0.00
Year 8 School Shop Deposit 2021	5.00	Year 8 School Shop Deposit 2021	0.00
Year 8 SSG reward day	1,840.00	Year 8 SSG reward day	1,848.00
Year 9 School Shop Deposit 2020	25.00	Year 9 School Shop Deposit 2020	25.00
Yr11 Prom 2025	233.25	Yr11 Prom 2025	0.00
Yr 13 Fundraising - Leaving July 2024	2,139.12	Yr 13 Fundraising - Leaving July 2024	3,174.00
YR13 PROM 2023	47.79	YR13 PROM 2023	0.00
Yr7 SSG reward day	1,992.00	Yr7 SSG reward day	1,840.00
<b>Total Income</b>	<b>164,443.35</b>	<b>Total Expenditure</b>	<b>162,934.98</b>
<b>Excess of Expenditure over Income</b>	<b>0.00</b>	<b>Excess of Income over Expenditure</b>	<b>1,508.37</b>

## Section 2

Balance b/f 01/09/2023		Balance c/f 31/08/2024	
Cash	524.00	Cash	471.84
Cheques in Hand	0.00	Cheques in Hand	0.00
Unsettled ePayments	16.66	Unsettled ePayments	716.66
<b>Total</b>	<b>50,537.35</b>	<b>Total</b>	<b>52,045.72</b>

Balance b/f 01/09/2023

Balance c/f 31/08/2024

Current Account Natwest

49,996.69

Current Account Natwest

50,857.22

Total

50,537.35

Total

52,045.72

Income

Expenditure

Movement in Period

1,508.37

Movement in Period

0.00

Section 3

Amount owing to the Fund at Period End

Amount owed by the Fund at Period End

001133

376.00

001124

735.00

Amount received in advance  
for a committed expenseValuation at cost price of Stock  
in Hand at period end

Total

0.00

Total

1,111.00

Section 4

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

Treasurer

Headteacher

Date

Date

Section 5

**Audit Certificate**

We have audited the accounts of the above Fund in accordance with

CC32 INDEPENDENT EXAMINATION

(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

Financial Qualification/Experience

FCCA

7 MAY 2025



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).

Chair of Governors

Jul Ward

Date

9/5/25



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 Pebble