

SCHOOL PRIVATE FUNDS

Audit return certificate

This certificate accompanied by a signed copy of the accounts should be provided to the governing body annually. A copy should also be forwarded to the Schools Service.

AUDIT RETURN

School: _____ Ysgol Uwchradd Gwernyfed High School _____

Name of School Fund Account(s) _____

Gwernyfed High School Fund

Part A – Declaration to be signed by independent examiner/auditor

I confirm that I have read and understood the audit procedures attached and that the account(s) named above have been examined/audited accordingly for the academic* / financial* year (*Please delete accordingly)

Signed Jo Price

Please Print Jo Price

Date 23/01/2025

Connection to the school (e.g. parent, no connection)

No Connection

Part B – Declaration to be signed by Headteacher

I confirm that the account(s) named above have been independently examined/audited and were presented to the school governing body for approval on

_____ (please insert date)

Signed Kirsty Retallick

Please Print Kirsty Retallick

Date 24/01/2025

Audit procedures

1. Appointment of auditors

The person(s) appointed as auditor(s) should be someone not involved in the production of or daily administration of the fund and should be selected on the basis that they appear to the governing body to be competent to examine records and to form a view as to their completeness and accuracy. Where funds are small and regularly examined then the time required is not great and often for a small school a parent or governor with appropriate financial skills can be found to volunteer. Such auditors frequently are rewarded with only a small token of appreciation for their time.

If such volunteers cannot be found then consideration could be given to approaching other schools (minimum 2 others) with similar funds to examine the accounts of each other. Using a circle of 3, where school A examines school B's then school B examines school C's and school C examines school A's, ensures objectivity.

Schools should take note of the demands of the task. If the fund is large or has not been audited for some time then the task may be very time consuming and the school should be prepared to pay an appropriate fee. In any case in the unlikely event that income or expenditure exceeds £100,000 in any one year and the school Private Fund is a registered charity, then the person auditing the accounts should be qualified to do so under the Charities Accounting Act 1993 (section 43).

2. Conduct of the audit

- i. Obtain details of the arrangements for authorising expenditure, and details of the accounting records and procedures, in order to plan the audit.
- ii. Record the examination procedures carried out and information supporting the conclusions reached. The working papers should include:
 - The governors' minute detailing responsibilities and type of expenditure to be undertaken
 - Procedures carried out, including any concerns
 - Note on how any concerns were resolved
 - Schedules showing breakdown of any aggregated items
 - Copies of accounts and any annual report.
- iii. Compare the accounts produced with the accounting records. This should include:
 - Comparison of receipts and payments accounts with cash and bank records
 - Test checks of book entries to the final accounts
 - Check book entries against source documents (e.g. invoices)
 - Check bank statements to bank reconciliations
- iv. Review the accounting records:
 - Are the records up to date, readily available and do they clearly show the financial position of the fund?
 - Do the accounting records include details of all money received and spent?
 - Are any unpaid bills and amounts owed kept in a file?
 - Is a list of fixed assets (e.g. equipment) kept?
- v. Identify any unusual items, fluctuations and inconsistencies. Compare the accounts with those of the previous period; consider whether the money spent and received is consistent with known fund-raising activities. Seek explanations if necessary.

- If the fund is a charity, do the accounts comply with the regulations on the form of charity accounts?
 - Review the accounts for consistency; if there have been significant changes from the previous period - e.g. a change of year-end date - this should be stated.
- vi. Produce an examiner's report. Any substantial problems, in any area, needs to be stated in the report e.g.
- Have accounts been kept to a proper standard?
 - Do the receipts and payments accounts agree with the records kept?
 - Has money been spent in line with the governors/trustees instructions?
 - Does anything else need to be said, and have full answers been provided to all queries?
- vii. There is an obligation to report any deliberate or reckless misconduct, such as evidence of:
- Theft, doubts as to the honesty of any person involved, improper payments
 - Gross failure to keep accounting records
 - Evasion of tax
 - Evidence of indifference or recklessness on the part of any responsible person.

Gwernyfed High School

School Fund

Bank reconciliation as at

31/03/2023

11058630

£67,962.53

£67,962.53

Less Unpresented Items

Payments

£1,200.00

Receipts

£1,200.00

Cash Journal

£69,162.53

Current Ledger Balance

£69,162.53

£0.00

Prepared

Date

10/10/2024

Checked

23/01/2025

Date

do free

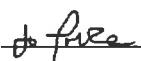
Gwernyfed High School

Statement of movement of school funds in the year to 31st March 2023

	01.04.2022	Income	Expenditure	31.03.23
Performances	£	£	£	£
School Productions	2598.12	1809.10	2410.27	1996.95
Concerts & Plays	2602.68	393.88		2996.56
Sub-Total Performances	5200.80	2202.98	2410.27	4993.51
Trips and Exchanges				
Ardeche 2021	32073.55	4100.00	38201.38	-2027.83
Ardeche 2022		59728.46	13680.00	46048.46
Sub-Total Trips & Exchanges	32073.55	63828.46	51881.38	44020.63
Miscellaneous				
Heads Reserve	16137.88			16137.88
Astronomy Club	221.50			221.50
Charitable funds	263.88	241.27		505.15
School Uniform	0.00		136.59	-136.59
Sixth Form Fund	1520.23			1520.23
Campaign Funds	1634.86			1634.86
Eco Committee	717.36			717.36
Admin/Bank Charges	0.00		97.58	-97.58
Music Dept	0.00		216.91	-216.91
Y11 Prom	0.00	1047.73	1205.4	-157.67
Staff Morale	0.00		65.00	-65.00
Reimbursements	0.00	28.34	1382	-1353.66
Be More Frank	0.00	238.82		238.82
				0.00
				0.00
Sub-Total Miscellaneous	20495.71	1556.16	3103.48	18948.39
TOTAL	57770.06	67587.60	57395.13	67962.53
Represented by:				
Current Account:	57770.06			67962.53

Auditor's Report to the Governors of Gwernyfed High School

I have examined the above statement with the bank statements and supporting vouchers presented to me and confirm that it fairly reflects the movement of funds during the year to 31st March 23 balances as at that date



Auditor

23/01/2025

Date

Journals	Carried Forward
	1996.95
	2996.56
0.00	4993.51
	0.00
2027.83	0.00
	46048.46
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
2027.83	46048.46
	0.00
-4055.24	12082.64
0.00	221.50
0.00	505.15
136.59	0.00
0.00	1520.23
0.00	1634.86
0.00	717.36
97.58	0.00
216.91	0.00
157.67	0.00
65.00	0.00
1353.66	0.00
0.00	238.82
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	67962.53

Matches bank statement



SCHOOL PRIVATE FUNDS

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AUDIT RETURN

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Name of School Fund Account(s) _____

Gwernyfed High School Fund

Part A – Declaration to be signed by independent examiner/auditor

I confirm that I have read and understood the audit procedures attached and that the account(s) named above have been examined/audited accordingly for the academic* / financial* year (*Please delete accordingly)

Signed Jo Price

Please Print Jo Price

Date 23/01/2025

Connection to the school (e.g. parent, no connection)

No Connection

Part B – Declaration to be signed by Headteacher

I confirm that the account(s) named above have been independently examined/audited and were presented to the school governing body for approval on

_____ (please insert date)

Signed Kirsty Retallick

Please Print Kirsty Retallick

Date 24/01/2025

Audit procedures

1. Appointment of auditors

The person(s) appointed as auditor(s) should be someone not involved in the production of or daily administration of the fund and should be selected on the basis that they appear to the governing body to be competent to examine records and to form a view as to their completeness and accuracy. Where funds are small and regularly examined then the time required is not great and often for a small school a parent or governor with appropriate financial skills can be found to volunteer. Such auditors frequently are rewarded with only a small token of appreciation for their time.

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Gwernyfed High School

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31/03/2023

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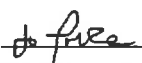
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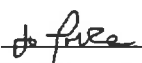
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Matches bank statement