

# CEDARS PRIMARY SCHOOL (NEWPORT PAGNELL) SCHOOL FUND

*Registered Charity No. 1092899*

## **TRUSTEES' ANNUAL REPORT** **FOR THE YEAR ENDED 31 AUGUST 2021**

<b>Name of Charity:</b>	Cedars Primary School (Newport Pagnell) School Fund
<b>Registered Number:</b>	1092899
<b>Legal Form:</b>	Unincorporated charitable organisation
<b>Governing Document:</b>	Declaration of Trust dated 22.05.2002
<b>Address:</b>	C/o Cedars Primary School, Bury Street, Newport Pagnell, MK16 0DT
<b>Method of Appointment:</b>	The trustees shall hold office for the period of their election to the position of employees or Governing Body of Cedars Primary School
<b>Officers:</b>	As shown above
<b>Bankers:</b>	Lloyds TSB, Secklow Gate, Milton Keynes
<b>Independent Financial Examiner:</b>	Sue Baker MAAT
<b>Objects:</b>	<p>The objects of the charity are:</p> <ol style="list-style-type: none"><li>1. the advancement of the education of the pupils at Cedars Primary School, Newport Pagnell by providing funds, items, services and facilities that it is not the obligation of any statutory authority to provide</li><li>2. the furtherance of such other general charitable purposes as the Trustees may from time to time decide, through the provision of grants.</li></ol>
<b>Area of Benefit:</b>	The area of benefit is determined as Newport Pagnell

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

The Trustees present the Independently Examined Receipts and Payments Account of the Charity, in accordance with the adopted accounting policy, for the twelve months ended 31.08.2021.

Our income has benefited from £515.28 commission from Jane Stapleton Photographers on the sale of individual and family group photographs. Some of this money will be used to subsidise school trips/events and where voluntary contributions do not cover the cost and those which have been overspent this year.

The main activity passing through this fund is school trips and events which generally break more or less even thanks to the parental contributions. Breakfast Club, After School Club and Nursery Wrap Around Care payments are also passed through this fund.

The balance at 31<sup>st</sup> August 2021 of £20,040.18 includes advance payments for Breakfast and After School Club.

The Trustees would like to place on record their appreciation of the support received from the parents, Parent Teacher Association, children, their relatives and the staff during the last twelve months.

### **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. These are sourced from Cedars' Financial Manual.
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 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 presented formally, along with our independent financial examiners report on 5<sup>th</sup> April 2022 and signed on their behalf:



Mrs Lisa Munday  
Head Teacher

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

3 The Pyghtle  
Shefford  
Beds  
SG17 5FE  
(01462) 620759  
mobile: 07896 433957  
email: suebaker.shefford@ntlworld.com

29<sup>th</sup> November, 2021

To whom it may concern,

Cedars Primary School Fund Account  
for the Period from 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021

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 would like to note there are many historical uncleared items at the bank that need to be rectified in the next years accounts.

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**

### **Cedars Primary School Fund Account**

1st September 2020 to 31st August 2021

	£	£
Bank Balance B/F at 01/09/2020		13911.61
Cheques in hand		0.00
Unsettled E Payments		0.00
Cash in hand		29.54

#### Uncleared Income last year

26/09/2019 Bacs	19.42	
09/10/2019 Bacs	4.00	
05/11/2019 Bacs	80.00	
05/11/2019 Bacs	196.00	
05/11/2019 Bacs	41.00	
05/11/2019 Bacs	112.00	
05/11/2019 Bacs	350.00	
05/11/2019 Bacs	32.00	
05/11/2019 Bacs	114.00	
05/11/2019 Bacs	40.00	
05/11/2019 Bacs	40.00	
11/11/2019 Bacs	40.00	
11/11/2019 Bacs	40.00	
18/11/2019 Bacs	20.00	
18/11/2019 Bacs	20.00	
27/11/2019 Bacs	243.00	
09/12/2019 Bacs	112.00	
27/12/2019 Bacs	243.00	
22/01/2020 Bacs	20.00	
22/01/2020 Bacs	8.00	
22/01/2020 Bacs	135.00	
22/01/2020 Bacs	20.00	
01/07/2020 Bacs	7413.37	
		9342.79

#### Uncleared payments last year

30/08/2019 unreconciled cheque dated 31/8/16	591.12	
		591.12
Opening balance		22692.82
Total Income 2020/21		28913.89
Total Expenditure 2020/21		31566.53
		<u>20040.18</u>

Bank Balance C/F at 31/08/2021		20335.76
Cheques in hand		0.00
Unsettled E Payments		0.00
Cash in hand		29.54

#### Uncleared Income this year

22/12/2020 Geldart CCV Bacs	266.00	
		266.00

#### Uncleared payments this year

30/08/2019 unreconciled cheque dated 31/8/16	591.12	
		591.12
Closing balance		<u>20040.18</u>

0.00

**Fund name: Cedars Primary School**  
Printed on 11/11/2021 2:58 p.m.

**Account Summary for the Period: 01/09/2020 to 31/08/2021**

**Section 1**

<b>Income</b>		<b>Expenditure</b>	
Book bags, hats etc.	10.00	Book bags, hats etc.	0.00
Breakfast & After School Club Autumn 2019	0.00	Breakfast & After School Club Autumn 2019	433.00
Breakfast & After School Club Summer 2019	0.00	Breakfast & After School Club Summer 2019	8,909.79
Breakfast and After School Club	1,331.00	Breakfast and After School Club	58.00
Breakfast and After School Club Autumn 2020-2021	7,321.40	Breakfast and After School Club Autumn 2020-2021	11,293.40
Breakfast and After School Club Autumn 2021-2022	2,780.50	Breakfast and After School Club Autumn 2021-2022	0.00
Breakfast and After School Club Spring 2020-2021	8,188.30	Breakfast and After School Club Spring 2020-2021	0.00
Breakfast and After School Club Summer 2020-2021	8,415.70	Breakfast and After School Club Summer 2020-2021	0.00
General Account	351.71	General Account	10,872.34
School Photos	515.28	School Photos	0.00
<b>Total Income</b>	<b>28,913.89</b>	<b>Total Expenditure</b>	<b>31,566.53</b>
<b>Excess of Expenditure over Income</b>	<b>2,652.64</b>	<b>Excess of Income over Expenditure</b>	<b>0.00</b>



**Section 2**

<b>Balance b/f 01/09/2020</b>		<b>Balance c/f 31/08/2021</b>	
Cash	29.54	Cash	29.54
Cheques in Hand	0.00	Cheques in Hand	0.00
Unsettled ePayments	0.00	Unsettled ePayments	0.00
Current Account	22,663.28	Current Account	20,010.64
<b>Total</b>	<b>22,692.82</b>	<b>Total</b>	<b>20,040.18</b>



<b>Income</b>		<b>Expenditure</b>	
<b>Movement in Period</b>	<b>0.00</b>	<b>Movement in Period</b>	<b>2,652.64</b>

**Section 3**

<b>Amount owing to the Fund at Period End</b>		<b>Amount owed by the Fund at Period End</b>	
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

Revelin

Headteacher

Date

29/11/2021

Date

## 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

Juan E. Baker

Date

29/11/21

Financial Qualification/Experience

AAT

## 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



Tali



Pebble

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

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Beds  
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mobile: 07896 433957  
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Chairman of Governors

Date



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