



Resources Directorate, Finance Division
Sharon Daniels, Interim Director of Finance

Elaine D'Souza
Headteacher
Stanburn Primary School
Abercorn Road, Stanmore
Harrow HA7 2PJ

22nd January 2024

Dear Elaine

Stanburn Primary Private Account Audit April 2022 - March 2023

I have prepared the attached accounts from the paperwork provided to me for 2022/23 financial year. I vouched all expenditure and reconciled to the bank statements. My observations are as follows:

- Invoices 41291 from MET Coach Hire & 7807 from Desi Coaches were missing records of approval. The approval of invoices prior to payment is essential, shows good internal financial control and mitigates against the risk of uncontrolled/unauthorised spend.
- It is good practice to file reports in monthly order keeping all bank statements, unreconciled items and reconciliations along with supporting documents together.

Kind regards

Surinder Gill
Interim Schools Finance Officer
Schools Finance Team

Stanburn Primary Private Account

Income & Expenditure April 2022 to March 2023

<u>Description</u>	<u>Opening Balance</u>	<u>Income</u>	<u>Expenditure</u>	<u>Remaining Budget</u>
Opening Balance	16520.98	0.00	0.00	16,520.98
Donations		0.00	0.00	0.00
Charities		1,877.63	1,879.65	-2.02
Miscellaneous		106.94	10.00	96.94
Recorder		384.90	384.90	0.00
Mufti day		281.95	0.00	281.95
Photographs		1,590.43	0.00	1,590.43
School Outings		73,494.22	75,013.77	-1,519.55
Uniform		0.00	0.00	0.00
	16,520.98	77,736.07	77,288.32	16,968.73

Represented by

Balance at bank 31st March 2023	56,891.42
Reconciled against bank statement	-11,638.80
Unreconciled items list	-464
	-203.89
	-25536
	-2080
	16,968.73

Audited by:

S Gill
Schools Finance Team
19.01.24