



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01/04/2024** Period start date To Period end date **31/03/2025**

Charity name: Stanburn Primary School Private Account

Charity registration number: 1096825

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The purpose of the charity is to advance the education and wellbeing of pupils at the school by providing and supporting educational trips, extracurricular activities, enrichment opportunities, and associated resources not met by core school funding.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The charity raises and administers funds to support:</p> <ul style="list-style-type: none">• School trips (local and residential)• Educational visits and workshops• Extracurricular clubs and enrichment activities• Subsidies for pupils to ensure equal access to activities• Purchase of activity-related resources <p>In addition to income from trips and activities, the charity also generated funds through:</p> <ul style="list-style-type: none">• Charitable activities organised by the school• Sale of school uniforms• Commission received from school photography services <p>All income is applied solely for the benefit of pupils.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public	Para 1.18	The trustees confirm that they have had regard to the Charity Commission guidance on public benefit. The activities undertaken provide clear educational and social benefits to pupils,

benefit		including enhanced learning experiences, personal development, and improved access to opportunities.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During the year, the charity successfully:</p> <ul style="list-style-type: none"> • Supported a range of school trips and visits across different year groups • Enabled pupils to participate in educational and enrichment activities • Provided financial assistance to pupils where needed to ensure inclusion • Continued to promote equal access to opportunities regardless of financial circumstances <p>These activities enhanced pupils' learning beyond the classroom and supported their personal and social development.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

		The charity successfully met its objectives
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Achievements against objectives set	Para 1.41	<p>during the reporting period by continuing to provide financial support for a wide range of educational trips, enrichment activities, and pupil-focused initiatives.</p> <p>Funds raised through trips, charitable activities, uniform sales, and photography commission were effectively applied to enhance pupils' learning experiences and support their participation in activities beyond the standard curriculum.</p> <p>The charity also ensured that, where necessary, financial assistance was available to support inclusion and equal access, helping pupils who might otherwise be unable to participate.</p> <p>Overall, the charity achieved its aim of supporting the educational and social development of pupils through well-managed and targeted use of funds.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>Fundraising activities during the year performed in line with expectations and contributed positively towards achieving the charity's objectives. Income generated through charitable events, uniform sales, and photography commission provided additional resources to support trips, activities, and pupil enrichment opportunities.</p> <p>These activities were managed efficiently and helped to supplement parental contributions, ensuring that sufficient funds were available to support planned activities and promote inclusion.</p> <p>Overall, fundraising activities were effective in supporting the charity's aim of enhancing pupils' educational experiences and ensuring wider access to opportunities.</p>
Investment performance against objectives	Para 1.41	N/A
Other		

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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The charity maintained a stable financial position during the reporting period. Income was primarily derived from parental contributions, with expenditure relating directly to trips and activities.</p> <p>Funds are held and applied for specific activities, and balances carried forward are committed to future planned trips and events. The carry forward at the end of the period into April 2025 is £9,046.73</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The charity does not aim to hold significant unrestricted reserves. Any surplus funds are retained only to:</p> <ul style="list-style-type: none"> • Support future trips and activities • Cover committed costs and contingencies • Ensure continuity of planned events
Amount of reserves held	Para 1.22	This year the reserves carried forward is £9046.73
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The trustees consider the charity to be a going concern as income from parental contributions continues and activities remain ongoing.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<ul style="list-style-type: none"> • Voluntary contributions from parents/carers • Payments for trips and activities
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	<ul style="list-style-type: none"> • Trip cancellations leading to refunds • Insufficient pupil contributions • Managing funds accurately across

		<p>multiple activities</p> <p>These risks are managed through careful budgeting, monitoring, and financial controls.</p>
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable objects TO ADVANCE THE EDUCATION OF THE PUPILS OF STANBURN SCHOOL BY PROVIDING OR ASSISTING IN THE PROVISION OF EDUCATIONAL, RECREATIONAL AND OTHER CHARITABLE FACILITIES IN AUGMENTATION OF SUCH FACILITIES FINANCED BY THE LOCAL EDUCATION AUTHORITY OR THE DEPARTMENT FOR EDUCATION AND EMPLOYMENT.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Stanburn Primary School
Other name the charity uses	
Registered charity number	1096825

Charity's principal address	Stanburn Primary School Abercorn Road STANMORE Middlesex HA7 2PJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Elaine West			
2	Dr Priya Patel			
3				
4				
5				
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7				
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17				
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20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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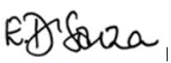

Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Elaine D'Souza	Priya Patel
Position (eg Secretary, Chair, etc)	Headteacher	Chair of Governors
Date	4.6.26	

Trial Balance IE Summary



Selection :

Financial Year : 2024

Period : 13

Fund(s) : All

User : MCO

Establishment : Stanburn Primary School Private Fund Account

		Opening Year Balance	Current Period Movement	Year-to-date Balance	Year-to-date Budget
INCOME					
IN	Income	0.00	0.00	-86,487.94	0.00
TOTAL INCOME		0.00	0.00	-86,487.94	0.00
EXPENSE					
EX	Expense	0.00	0.00	77,441.21	0.00
TOTAL EXPENSE		0.00	0.00	77,441.21	0.00
TOTAL SURPLUS/DEFICIT		0.00	0.00	-9,046.73	0.00
ASSETS					
BK	Bank	18,010.25	0.00	9,046.73	0.00
DC	Debtor Control	0.00	0.00	0.00	0.00
FC	Fund Control	0.00	0.00	0.00	0.00
PC	Petty Cash	0.00	0.00	0.00	0.00
VI	Vat Input	0.00	0.00	0.00	0.00
TOTAL ASSETS		18,010.25	0.00	9,046.73	0.00
LIABILITIES					
CC	Creditor Control	0.00	0.00	0.00	0.00
FD	Fund	0.00	0.00	0.00	0.00
LS	Liabilities	-18,010.25	0.00	0.00	0.00
VO	VAT Output	0.00	0.00	0.00	0.00
TOTAL LIABILITIES		-18,010.25	0.00	0.00	0.00
TOTAL BALANCE SHEET		0.00	0.00	9,046.73	0.00
TOTAL TRIAL BALANCE		0.00	0.00	0.00	0.00

Stanburn Primary School

School Private Fund Audit Form

School Details

- School Name: STANBURN PRIMARY SCHOOL
- Address: ABERCORN ROAD
- Audit Period: From 01.04.2024 To 31.03.2025
- Date of Audit: 20/5/2026
- Fund Account Name(s): STANBURN PRIMARY PRIVATE ACCOUNT

1. Opening Information

Item	Amount (£)
Opening Balance at Start of Period	£19,087.76
Total Income Received	£68,477.69
Total Expenditure	£78,518.72
Closing Balance at End of Period	£9,046.73

2. Documentation Checked

Please tick as appropriate:

Document	Yes	No	Comments
Bank Statements Reviewed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cash Book Maintained	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Income Records Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Payment Vouchers/Invoices Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cheque Books Securely Held	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bank Reconciliations Completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Receipts Issued for Income	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Approval for Expenditure Evident	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Segregation of Duties in Place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Petty Cash Properly Recorded	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable.

3. Income Testing

Sample Checked	Findings
School Trips	= all invoices kept / recorded =
Donations/Fundraising	N/A
Uniform Sales	✓
Clubs/Activities	N/A
Other Income	= recorded using Parent pay + Sum up = records available
Comments:	N/A

4. Expenditure Testing

Sample Checked	Findings
Invoices Match Payments	✓
Proper Authorisation Present	✓
VAT Treatment Correct	✓
Expenditure Supports School Activities	✓
Evidence of Value for Money	✓

Comments:

= invoices checked =

5. Bank Reconciliation Review

Check	Yes	No	Comments
Reconciliation Prepared Regularly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Outstanding Items Explained	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Balances Agree to Bank Statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

6. Governance and Controls

Control Area	Adequate	Needs Improvement	Comments
Financial Oversight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Record Keeping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Control Area	Adequate	Needs Improvement	Comments
Security of Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Approval Processes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Financial Reporting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

7. Audit Findings and Recommendations

Finding	Recommendation	Priority
		High / Medium / <u>Low</u>
		High / Medium / <u>Low</u>
		High / Medium / <u>Low</u>

8. Overall Audit Opinion

- ☒ Satisfactory
☐ Satisfactory with Minor Recommendations
☐ Improvements Required
☐ Unsatisfactory

Comments:

= keep copies of cheques paid into the main bank account / supplier
 = the exact amount of invoices paid to match cheques issued =

9. Signatures

Role	Name	Signature	Date
Auditor	RANICA UTA	(BUSINESS MANAGER)	20.5.2026
School Representative	Monica Cozma	School Business Manager	20/05/2026

STANBURN PRIMARY SCHOOL - PRIVATE ACCOUNT

		Opening Balance as at 01.04.2024		£19,087.76
	INCOME	EXPENDITURE		
Apr-24	£3,937.06	£1,076.91		
May-24	£7,071.65	£2,270.00		
Jun-24	£4,212.02	£8,411.50		
Jul-24	£5,870.84	£10,597.89		
Aug-24	£0.00	£428.00		
Sep-24	£910.47	£499.50		
Oct-24	£5,401.96	£0.00		
Nov-24	£2,859.05	£0.00		
Dec-24	£14,979.22	£0.00		
Jan-25	£9,588.12	£0.00		
Feb-25	£8,180.28	£0.00		
Mar-25	£5,467.02	£55,234.92		
Total	£68,477.69	£78,518.72		
		Closing Balance as at 31.03.2025	£9,046.73	