



# Trustees' Annual Report for the period

Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	09	2022		31	08	2023

## Section A Reference and administration details

Charity name Leighton Middle School – School Fund

Other names charity is known by

Registered charity number (if any) 1102899

Charity's principal address Church Square

Leighton Buzzard

Bedfordshire

Postcode

LU7 1EX

### 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	Mr P House	Chair	Resigned 19/07/2023	
2	Mr R Jefferis	Chair	Appointed 28/09/2023	
3	Mr G Prechner	Vice Chair	Appointed 28/09/2023	
4	Mrs S Bernarde		Appointed 28/09/2023	
5				
6				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Mr G Prechner	19/07/23 to 28/09/2023

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

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Declaration of Trust Dated 5 February 2004

How the charity is constituted  
(eg. trust, association, company)

Trust

Trustee selection methods  
(eg. appointed by, elected by)

Elected to Governors Finance Committee (Non Staff Members)

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.


## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To advance the education of the pupils of Leighton Middle School by providing or assisting in the provision of Educational, Recreational and other Charitable Facilities in augmentation of such facilities financed by the Local Authority or the Department for Education (DSCF). In furtherance of this object but not further or otherwise the Trustees may undertake activities which promote the charitable work of the School and further education and advancement in life of the pupils.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

### FUND – RAISING:-

Eg – Re Trips and Visits

Mufti – days

Photograph Commission

Uniform Sales Commission

Sponsorship

### EXPENDITURE:-

Trips and Visits

Sports Events

School Resources

Special Events

Charity Donations

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

### Achievements and performance

#### Summary of the main achievements of the charity during the year

For School based trips and events where income could be generated, income mainly covered costs.

For non-income generating events, additional funds were raised to cover costs.

Funds were raised to support other Charities.

## Section E

### Financial review

#### Brief statement of the charity's policy on reserves

Reserves are carried forward for future activities by the Charity. (Trips and Visits are budgeted on a non profit making basis).

#### Details of any funds materially in deficit

N/A – Overall Fund in credit.

#### Further financial review details (Optional information)


You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Section F****Other optional information****Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Robert Jefferis	
Position (eg Secretary, Chair, etc)	Chair	
Date	05/12/23	



**Leighton Middle School Fund Account**  
**Year Ended 31 August 2023**  
**Summary Sheet**

		HSBC	HSBC	8/31/2023		
	Accounts Narrative	Brought Forward for Payments	Receipts	Payments (Excl trfs to PC)	Petty cash	Surplus/(Deficit)
			£	£	£	£
G & T Trips	Year Group Trips and Visits		767.23	767.23	27.47	(27.47)
Mufti Day School Fund Fundraising	Non Uniform Day		507.00			507.00
Evening on the Lawns	Events and Sundry Expenses		8,598.43	5,163.73	49.33	3,385.37
Harvest Appeal	Charitable Activities		462.71	232.00		230.71
Sponsor Year 5	Charity Activities		111.75	55.88		55.87
Sponsor Year 6	"		111.75	55.88		55.87
Sponsor Year 7	"		111.75	55.88		55.87
Sponsor Year 8	"		473.75	417.86		55.89
Swimming Yr 5	Sports Activities		3,094.25	3,422.00		(327.75)
Lockers Yr 5	Pupil Welfare and Resources		659.17	542.82		116.35
Lockers Yr 6	"		65.12	0.00		65.12
Lockers Yr 7	"		70.13	0.00		70.13
Lockers Yr 8	"		84.68	0.00		84.68
Breakfast Club	Pupil Welfare and Resources		5,067.86	0.00	4.00	5,063.86
Second Hand Uniform	Pupil Welfare and Resources		329.38	0.00		329.38
Anti Bullying Blue Friday	Non Uniform Day		0.00	0.00		0.00
School Council Stationary Takings	Pupil Welfare and Resources	114.46	519.60	159.82		474.24
Uniform/Photo Commission	Comissions		444.96	0.00		444.96
Coach fees/ PE Fixtures/PE Kit	Sports Activities		1,674.04	1,788.89		(114.85)
Music Production	Music and Drama Activities	561.55	2,516.72	1,114.20	34.00	1,930.07
Staff/Pupils Wellbeing	Pupil Welfare and Resources		0.00	3,025.99	241.74	(3,267.73)
School Disco	Events and Sundry Expenses		1,398.90	338.38		1,060.52
Personal Learning Days Yr5	Pupil Welfare and Resources		0.00	0.00		0.00
Safety Centre	Pupil Welfare and Resources		3,155.78	2,500.00		655.78
Kidzania	Year Group Trips and Visits		41.77	41.77		0.00
Events	Pupil Welfare and Resources		0.00	47.50		(47.50)
Personal Learning Days Year 6	Pupil Welfare and Resources		5,325.59	5,102.97		222.62
Trips & Visits	Year Group Trips and Visits		555.17	704.88		(149.71)
Yr6 Events	Events and Sundry Expenses		0.00	0.00		0.00
Easter School	Pupil Welfare and Resources		753.99	667.90		86.09
Personal Learning Days Yr7	Pupil Welfare and Resources		213.84	35.80		178.04
Yr7 Trips	Year Group Trips and Visits		120.00	120.00		0.00
Christmas Carol	Year Group Trips and Visits		1,222.74	1,095.00		127.74
YR7 EVENTS	Events and Sundry Expenses		493.82	528.00		(34.18)
Personal Learning Days Yr8	Pupil Welfare and Resources		2,049.08	2,045.28		3.80
Wicked Apollo Theatre	Year Group Trips and Visits	1,219.93	156.00	1,220.00		155.93
Trips & Visits	Year Group Trips and Visits	33.00		34.25		(1.25)
End of Year Reward	Pupil Welfare and Resources		272.10	187.55		84.55
Yr8 Trophies	Pupil Welfare and Resources		0.00	491.50		(491.50)
Reward Afternoons	Pupil Welfare and Resources		1,374.03	1,950.00	48.99	(624.96)
Passport Award	Pupil Welfare and Resources		0.00	0.00	22.99	(22.99)
Sundries	Events and Sundry Expenses		3,733.13	565.49	55.38	3,112.26
PX Rewards	Pupil Welfare and Resources		0.00	253.69	174.05	(427.74)
ParentMail/Arbor	Events and Sundry Expenses		677.97	677.97		0.00
Bank Charges	Events and Sundry Expenses		0.00	159.05		(159.05)
		1,928.94				12,916.02
			47,214.19	35,569.16	657.95	10,987.08
Opening Cash Balances:-						25,281.76
						36,268.84
HSBC	25,254.77					36,182.75
Petty Cash	26.99					86.16
Total	25,281.76					36,268.91
Reserves (Memo Only):-						
General	23,352.82					33,864.60
School Council	114.46					474.24
Music	561.55					1,930.07
Year 8 Trips	1,252.93					
Total Funds	25,281.76					36,268.91
						Money received last year for activities and payment occurring this year

Money received last year for activities and payment occurring this year

**LEIGHTON MIDDLE SCHOOL - SCHOOL FUND  
RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 AUGUST 2022**

	<b>Receipts</b>	<b>Payments</b>	<b>Surplus/ - Deficit</b>
	<i>£</i>	<i>£</i>	<i>£</i>
Year Group Trips and Visits	2,863	4,011	-1,148
Music and Drama Activities	2,517	1,148	1,369
Sports Activities	4,768	5,211	-443
Pupil Welfare and Extra Curricular Resources	19,940	17,503	2,438
Charitable Activities	1,272	818	454
Commissions	445		445
Non Uniform Days	507	0	507
Events and Sundry Expenses	14,902	7,537	7,365
	<u>£47,214</u>	<u>£36,227</u>	10,987
<b>BANK BALANCES AT 1 SEPTEMBER 2022</b>			<u>25,282</u>
<b>BANK BALANCES AT 31 AUGUST 2023</b>			<u>£36,269</u>

2022

£

2,296

562

-115

4,791

-868

1,206

2,402

3,715

13,989

11,293

£25,282

**LEIGHTON MIDDLE SCHOOL – SCHOOL FUND**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2023**

**Charity No: 1102899**

**PKW Accountancy Limited**  
**Chartered Accountants**  
Second Floor  
1 Church Square  
Leighton Buzzard  
Bedfordshire  
LU7 1AE



# LEIGHTON MIDDLE SCHOOL – SCHOOL FUND

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023

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## LEIGHTON MIDDLE SCHOOL – SCHOOL FUND

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023

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### **Trustees**

Mr R Jefferis (appointed 28 September 2023)  
Mr P House (resigned 19 July 2023)  
Mrs S Bernarde  
Mr G Prechner

### **Address**

Leighton Middle School  
Church Square  
Leighton Buzzard  
Bedfordshire  
LU7 1EX

### **Accountant**

Mr P West  
PKW Accountancy Limited  
Second Floor  
1 Church Square  
Leighton Buzzard  
Beds LU7 1AE

# LEIGHTON MIDDLE SCHOOL – SCHOOL FUND

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023 RECEIPTS AND PAYMENTS ACCOUNT

	Receipts	Payments	Surplus/ -Deficit	2022
	Unrestricted £	Unrestricted £	Unrestricted £	Unrestricted £
Year Group Trips and Visits	2,863	4,011	(1,148)	2,296
Music and Drama Activities	2,517	1,148	1,369	562
Sports Activities	4,768	5,211	(443)	(115)
Pupil Welfare and Extra Curricular Resources	19,940	17,502	2,438	4,791
Charitable Activities	1,272	818	454	(868)
Commissions	445	-	445	1,206
Non Uniform Days	507	-	507	2,402
Events and Sundry Expenses	14,902	7,537	7,365	3,715
	<u>47,214</u>	<u>36,227</u>	<u>10,987</u>	<u>13,989</u>
Bank Balances at 1 September 2022			25,282	11,293
Bank Balances at 31 August 2023			<u>36,269</u>	<u>25,282</u>

# LEIGHTON MIDDLE SCHOOL – SCHOOL FUND

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023 BALANCE SHEET

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	<u>2023</u> Unrestricted £	<u>2022</u> Unrestricted £
<b>Bank &amp; Cash Balances</b>		
Bank Account	36,183	25,255
Cash in Hand	86	27
	<hr/>	<hr/>
	36,269	25,282
	<hr/>	<hr/>

Represented by

### Accumulated Funds

Balance at 1 September 2022/2021	25,282	11,293
Excess of Receipts over Payments	10,987	13,989
	<hr/>	<hr/>
	36,269	25,282
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.....  
R Jefferis  
Trustee  
Leighton Middle School – School Fund  
Church Square  
Leighton Buzzard  
Bedfordshire  
LU7 1EX

..... 5/12/2023

## LEIGHTON MIDDLE SCHOOL – SCHOOL FUND

### FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023

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#### INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the Society for the year ended 31 August 2023, which are set out on pages 2 to 3.

#### Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### Basis of Independent Examiner's report

My examination was carried out in accordance with the general Directions of the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which gives me a reasonable cause to believe that, in any material aspect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.

Have not been met; or

2. to which, in my opinion, attention should have been drawn in order to enable a proper understanding of the accounts to be reached.



**Paul K West FCA**  
**Chartered Accountant**  
2<sup>nd</sup> Floor, Church Square  
Leighton Buzzard  
Bedfordshire  
LU7 1AE

..... 6/12 ..... 2023