



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	August	2020		31	July	2021

### Reference and administration details

<b>Charity name</b>	Tanbridge House School Fund
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	1108324
<b>Charity's principal address</b>	Farthings Hill, Guildford Road, Horsham
	Horsham
	West Sussex
	Postcode RH12 1SR

#### 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	Jules White	Chair		Governing Body
2	Bob Dulieu		Left 30/8/2020	Governing Body
3	Jenny Lockwood		Appointed 19/03/2021	Governing Body
4	Celia Hurren			Governing Body

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

Name	Dates acted if not for whole year

#### Names and addresses of advisers (Optional information)

Type of advisor	Name	Address

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

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### Structure, governance and management

#### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Declaration of Trust dated 08/02/2005
How the charity is constituted (eg. trust, association, company)	Charitable Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by Governor's Resources Committee

## 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.

There is a child protection policy in place

Disclosure and Barring Service checks are carried out on all staff and governors upon appointment

Schools Financial Value Standard

## Objectives and activities

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

To advance the education of the pupils of Tanbridge House School (hereinafter called 'the 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 of education and employment (DfE). 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 the education and advancement in life of the pupils

### Summary of the main activities in relation to these objects

Supporting the education of Tanbridge House School students. Also undertake the Duke of Edinburgh Award Scheme.

## 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

## Achievements and performance

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

- Running educational visits to complement the curriculum.
- Subsidies for school uniform granted to those families with financial difficulties.
- Financial assistance towards running of school minibus.
- Charitable donations to many organisations through student fund raising.
- Fundraising for local hospice.
- Enhance enrichment activities
- Continuation of reward scheme for pupils
- Running Duke of Edinburgh scheme Silver and Bronze Awards
- Entering annual Rock Challenge/Dance Show
- Running of annual School Production
- Running and funding "Buzz" Club"/Confident Speakers Club/Compost Club and other clubs– for vulnerable and SEN Students
- Sponsored walk for charity

## Financial review

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

We hold cash reserves which is unrestricted funds and is held in a high interest account adding to funds.

### Details of any funds materially in deficit

Not applicable

### 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.


Our main source of income is parental donations

## Other optional information


## Declaration

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Jules White	
<b>Position (eg secretary, chair, etc)</b>	Chair	
<b>Date</b>	19/11/2021	

## Account Summary for the Period: 01/08/2020 to 31/07/2021

### Section 1

Income		Expenditure	
Admin Fee Coll A/C	0.00	Admin Fee Coll A/C	2,672.42
Bank Interest	25.85	Bank Interest	0.00
Buzz Club	0.00	Buzz Club	100.04
Charitable provision of food gift tokens to FSM students	2,650.00	Charitable provision of food gift tokens to FSM students	2,650.00
Charitable quiz for St Catherine's Hospice	526.43	Charitable quiz for St Catherine's Hospice	455.87
Christmas Jumper day 2020	1,500.00	Christmas Jumper day 2020	1,500.00
Contra Payments	469.65	Contra Payments	469.65
Dance and Gym Show 2020	0.00	Dance and Gym Show 2020	8.00
Dance Live/MYM (incorporating Rock Challenge)	0.00	Dance Live/MYM (incorporating Rock Challenge)	100.00
Donations	10,137.55	Donations	585.00
Donations non gift aid	1,289.27	Donations non gift aid	0.00
Duke of Ed 2nd A/C Bronze	0.00	Duke of Ed 2nd A/C Bronze	721.00
Duke of Edinburgh	131.00	Duke of Edinburgh	0.50
Gift Aid Repayment	1,908.28	Gift Aid Repayment	0.00
Locker Keys	1,813.87	Locker Keys	1,809.80
Motor Vehicles	366.84	Motor Vehicles	1,086.92
Oxfam Unwrapped 2020	290.00	Oxfam Unwrapped 2020	290.00
Partner School Zambia - The Upeme School	170.37	Partner School Zambia - The Upeme School	170.37
Readathon	860.46	Readathon	860.46
Rewards 2020/21	600.00	Rewards 2020/21	2,348.03
School production	0.00	School production	500.00
School Uniform Grant	0.00	School Uniform Grant	99.17
Spring Concert 2020	0.00	Spring Concert 2020	747.52
Student Voice	0.00	Student Voice	2.82
Tanbridge Trek	43.54	Tanbridge Trek	2,268.97
Transfers to/from Parentpay to enable Refunds (Coronavirus)	20,783.00	Transfers to/from Parentpay to enable Refunds (Coronavirus)	20,783.00
Trip to Berlin 2020	10,308.70	Trip to Berlin 2020	20,358.50
Virtual Christmas Concert 2020	333.80	Virtual Christmas Concert 2020	333.80
Virtual Summer Concert 2021	521.00	Virtual Summer Concert 2021	0.00
Year 7 Activity DAY 2020	4,487.38	Year 7 Activity DAY 2020	4,441.50
<b>Total Income</b>	<b>60,604.74</b>	<b>Total Expenditure</b>	<b>66,488.34</b>
<b>Excess of Expenditure over Income</b>	<b>5,883.60</b>	<b>Excess of Income over Expenditure</b>	<b>0.00</b>

Income		Expenditure	
Year Book 2021	1,387.75	Year Book 2021	1,125.00
<b>Total Income</b>	<b>60,604.74</b>	<b>Total Expenditure</b>	<b>66,488.34</b>
<b>Excess of Expenditure over Income</b>	<b>5,883.60</b>	<b>Excess of Income over Expenditure</b>	<b>0.00</b>

## Section 2

Balance b/f 01/08/2020		Balance c/f 31/07/2021	
Cash	0.00	Cash	0.00
Cheques in Hand	0.00	Cheques in Hand	0.00
Unsettled ePayments	0.00	Unsettled ePayments	0.00
School Fund - Current	93,530.21	School Fund - Current	87,646.61
<b>Total</b>	<b>93,530.21</b>	<b>Total</b>	<b>87,646.61</b>

Income		Expenditure	
Movement in Period	0.00	Movement in Period	5,883.60

\* £87,646 + Unsettled cheques (£497.61) less PP direct credit (£98.47)  
= £88,045.75 agrees reconciled bk stat 105  
ending 31st July 2021

## Section 3

Amount owing to the Fund at Period End		Amount owed by the Fund at Period End	
		108267	5.00
		108268	5.00
		108273	487.61
Amount received in advance for a committed expense		Valuation at cost price of Stock in Hand at period end	
<b>Total</b>	<b>0.00</b>	<b>Total</b>	<b>497.61</b>

## Section 4

We certify that, to the best of our knowledge, the accounts shown above are correct.

Treasurer	_____	Headteacher	_____
Date	_____	Date	_____

## Section 5

### Audit Certificate

I, Examined We have audited the accounts of the above Fund in accordance with WSSC (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 <u>Examiner</u>	<u>AS18</u>	Date	<u>31/10/2021</u>
Financial Qualification/Experience	<u>WSSC School Business Manager</u>		

## 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).

Our Ref: BC

29 October 2021

Nemi Fisher  
7 Corfe Close  
Southwater  
West Sussex  
RH13 9XL

The Trustees  
Tanbridge House School Fund  
(Registered Charity No. 1108324)  
Farthings Hill  
Guildford Road  
Horsham  
West Sussex  
RH12 1SR

Dear Sirs

**RE: FINANCIAL YEAR TO 31 JULY 2021**

This letter is sent to you in order to complete two aspects of the requirements associated with the 'independent examination' of the Income and Expenditure Account of the School Fund for the year 31 July 2021, as required by the Charities Act (Accounts and Reports) Regulations of 1995 and 2000.

**Part 1 - Appointment of Independent Examiner**

I confirm by my signature below that I have accepted the appointment as independent examiner of the Income and Expenditure Account of the School Fund for the year to 31 July 2021 and by your signature(s) below you re-affirm my appointment.

**Part 2 - Exceptional, Unusual and Subsequent Events**

By your signature below you confirm that, during the year to 31 July 2021 there have been no unusual or exceptional events that are not already fully reflected in the Income and Expenditure Account supplied to me; nor are there any exceptional events, receipts, payments or liabilities incurred after 31 July which would affect the viability of the School Fund.

Should there be any items under Part 2 above that ought to be brought to my attention as independent examiner, please supply these to me in writing.

Otherwise, please arrange for a representatives of the School Fund Trustees to sign and return the confirmations below.

Yours faithfully

Nemi Fisher

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Confirmation of Part 1 Above

Confirmation of Part 2 Above

Signature:  .....

Name: Nemi Fisher

Date: 9/11/21