

THE HYTHE SCHOOL FUND

England & Wales · Charity number 1108583

Details

Status Registered

Legal form Other

Registered 2005-03-15

Register [View on the Charity Commission register](#)

Contact

Address The Hythe School
Thorpe Road
Staines-upon-Thames
TW18 3HD

Phone 01784452972

Email info@hythe.surrey.sch.uk

Website www.hythe.surrey.sch.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUPILS OF THE HYTHE SCHOOL IN PARTICULAR BY ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.

Activities: Providing educational trips/activities for the children of The Hythe School

Classification

- **How:** Provides Other Finance
- **What:** Education/training
- **Who:** Children/young People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin

Geography

- **Area of benefit:** THE HYTHE SCHOOL, SURREY.
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£56,944	£53,534	-	-
2024-08-31	£56,856	£50,791	-	-
2023-08-31	£59,757	£49,302	-	-
2022-08-31	£44,704	£37,730	-	-
2021-08-31	£12,786	£5,835	-	-

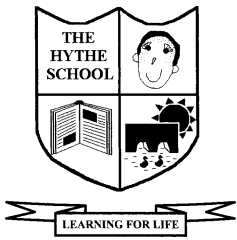
Trustees

Name	Role	Appointed
Amy Peart	Chair	2013-09-01

THE HYTHE SCHOOL FUND

England & Wales - Charity number 1108583

Accounts



The Hythe Community Primary School

Thorpe Road, Staines, TW18 3HD

Headteacher: Mrs Amy Peart | 01784 452972 | info@hythe.surrey.sch.uk

School Fund Annual Report 2024-25

Copies to Trustees:-

Mrs Amy Peart

Regarding School Fund Income 2024-25

All income and expenditure has been recorded against relevant headings, a breakdown of which is held electronically in School Cash Office (Tucasi).

We're pleased to say that trips took place during the year and Year 4 & Year 6 went on residential trips.

The PTA held a number of successful in school fundraising events including a very popular fireworks display. The PTA used their fundraising to subsidise the cost of school trips for all year groups. The PTA also funded leavers' books for Year 6 pupils.

We were also grateful to receive charitable donations from Egham United Charities and Schroeders Charity to help disadvantaged children attend residential trips.

We continue to be a cashless school, with all payments now made online.

We would like to take this opportunity to thank the PTA and parents who have made donations to the school fund, their support is invaluable.

Looking to the future we will continue to work with the PTA and the parents to raise valuable funds for the school for the benefit of our pupils.

The accounts were successfully audited by Tony Moore of Moore Accounting.

Claudine Ayles

Finance Manager

6th January 2026

STATEMENT OF ACCOUNTS
THE HYTHE COMMUNITY PRIMARY SCHOOL UNOFFICIAL FUND ACCOUNT
For the period 1st September 2024 to 31st August 2025

INCOME & EXPENDITURE	Current Year ending 31st August 2025			Previous Year ending 31st August 2024		
	£	£	Notes	£	£	Notes
Income - Fundraising Events:						
PTA funds collected on Scopay						
PTA Book donations	267			-		
PTA Christmas Raffle	920			251		
PTA Donations welcome	56			140		
PTA Autumn School Disco	875			651		
PTA Winter disco	1,064			-		
PTA Break the Rules Day	576			666		
PTA 2nd hand uniform donations	30			-		
PTA Easter Prize draw	168			578		
PTA Legoland tickets	3,800			-		
PTA Bingo	224			-		
PTA Colour run	825			-		
PTA Hythe Fest	290			1,047		
PTA Logo Competition	-			30		
PTA Summer Fair	-			1,017		
		9,095			4,380	
Income - School Trips:						
PTA contribution for school trips	5,435			3,918		
Reception Trips 23/24 - parental contributions	-			176		
Year 1 Trips 23/24 - parental contributions	-			841		
Year 2 Trips 23/24 - parental contributions	-			1,013		
Year 3 Trips 23/24 - parental contributions	-			740		
Year 4 Trips 23/24 - parental contributions	-			788		
Year 5 Trips 23/24 - parental contributions	-			1,137		
Year 6 Trips 23/24 - parental contributions	-			459		
Harbour Owl Babies visit - parental contributions	-			30		
Donations from parents for other pupils' trips	283			231		
<u>Y4 Summer 2024 Residential Trip</u>						
Year 4 summer 2024 Residential Trip Parental Contributions	-			5,526		
Year 4 summer Residential Schrodgers charity donation	-			798		
Year 4 summer 2024 Residential PP school	-			218		
<u>Y6 Summer 2024 Residential Trip</u>						
Year 6 summer 2024 Residential Trip Parental Contributions	-			10,053		
Year 6 summer 2024 Residential Egham United Charities donation	-			498		
Year 6 summer 2024 Residential Schrodgers charity donation	-			2,221		
<u>Y6 October 2024 Residential Trip</u>						
Egham United Charity Donation for 24/25 residential	-			681		
Y6 Oct 24 Residential Trip parental contributions	2,191			10,418		
Schrodgers Donation balance for residential trips and kit for pupils	-			300		
Egham United Charities donation balance	-			662		
Reception Trips 24/25 - parental contributions	456			-		
Year 1 Trips 24/25 - parental contributions	703			-		
Year 2 Trips 24/25 - parental contributions	344			-		
Year 3 Trips 24/25 - parental contributions	394			-		
Year 4 Trips 24/25 - parental contributions	863			-		
Year 5 Trips 24/25 - parental contributions	1,192			-		
Year 6 Trips 24/25 - parental contributions	669			-		
Donation from Wetlands Centre for coach (Y2)	800			-		
<u>Y4 Summer 2025 Residential Trip</u>						
Year 4 summer 2025 Residential Trip Parental Contributions	3,479			-		
Year 4 summer Residential Schrodgers charity donation	3,347			-		
<u>Y6 October 2025 Residential Trip</u>						
Y6 Oct 25 Residential Trip parental contributions	10,139			-		
Y6 Oct 25 EUC donation	763			-		
Y6 Oct 25 Residential donation	111			-		
		31,170			40,705	
Other Income:						
Parental Contributions for swimming	9,898			8,162		
23/24 PTA additional donation for swimming	-			952		
<u>23/24 Other Donations/ Collections</u>						
Donation from photographer (Xmas photos of families)	-			85		
Children in Need Spotty Day Collection	-			117		
Parental contribution to buy Christmas Carrolls books	-			524		
Egham United Charities - donation for car seat for family	-			260		
Jupiter donation for paint for fences/outdoor classroom	-			547		
Neighbourly donation for books	-			1,000		
Wear it Green Day (Mental Health charity collection)	-			124		
<u>24/25 Other Donations/Collections</u>						
Commission from photographer	168			-		
Fireworks Display ticket sales/stall donations/ balloon sales	5,107			-		
Gift Aid	562			-		
Parent Kind ASDA	94			-		
Egham United charities - donation for pupil's lunches	380			-		

Mini mapmaker refund	250	-
SATS buster books	221	-
	16,679	11,772
TOTAL INCOME	56,944	56,856

	£	£	Notes	£	£	Notes
Expenditure - Fundraising Events:						
Deposit for November 2025/ November 2024 Firework Display	300			300		
November 2024 Firework Display - fireworks/facepaints/balloons/flyers	3,379			-		
		3,679			300	
Expenditure - School Trips:						
23/24 Reception Trips	-			1,360		
23/24 Year 1 Trips	-			2,275		
23/24 Year 2 Trips	-			2,805		
23/24 Year 3 Trips	-			2,310		
23/24 Year 4 Trips	-			2,206		
23/24 Year 5 Trips	-			2,971		
23/24 Year 6 Trips	-			1,935		
23/24 Harbour Owl Babies visit	-			30		
23/24 Mini Map Makers	-			2,529		
Year 4 summer 2024 Residential costs	-			5,765		
Year 6 summer 2024 Residential costs	-			14,528		
Year 6 October 2024 Residential deposit	11,157			3,573		
Kit for pupils attending 2024 residentials	-			134		
24/25 Y6 Trips	1,510			640		
Reception Trips 24/25	1,511			-		
Year 1 Trips 24/25	1,823			-		
Year 2 Trips 24/25	2,056			-		
Year 3 Trips 24/25	1,587			-		
Year 4 Trips 24/25	2,530			-		
Year 5 Trips 24/25	2,481			-		
Year 5 Trips 25/26	670			-		
Year 6 Trips 25/26	640			-		
Year 4 summer 2025 Residential costs	6,451			-		
Year 6 October 2025 Residential costs	11,671			-		
Year 6 October 2026 Residential cost	250			-		
		44,337			43,058	
Other Expenditure:						
HSBC bank charges	72			60		
VMS charges	619			682		
Audit fee	170			140		
23/24 Swimming money transferred to school	-			3,251		
Children in Need Spotty Day Collection	-			110		
Christmas Carrolls books	-			524		
Car seat for family (using EUC donation)	-			260		
Paint for fences/outdoor classroom (using Jupiter donation)	-			547		
Wear it Green Day (Mental Health charity collection)	-			124		
Coffee van for staff inset day	300			300		
Forest school for staff inset day	-			180		
Library books	1,589			158		
Y6 Leavers' books	832			763		
Red Nose Day donation	-			244		
2023 Y6 leavers' dinner money refunds	-			91		
The Hythe Values Badges	1,000			-		
SATS Buster books	221			-		
Pupil's lunches (using EUC donation)	380			-		
Crackers for Christmas lunch	85			-		
Retirement gift	250			-		
		5,518			7,433	
TOTAL EXPENDITURE	53,534			50,791		
Net Surplus/(deficit) for the Year	3,411			6,065		
Fund balance b/fwd from prior years	92,538			86,473		
FUND BALANCE AS AT 31 AUGUST (Year-End)	95,949			92,538		

ANALYSIS OF FUNDS:	£	Notes	£	Notes
General Reserves	1,555		2,133	
Harbour Expansion/ ICT suite	88,254		78,356	
Sports fundraising	1,582		2,154	
PTA funds on Scopay	6,451		1,318	
Profit from Fireworks Display Nov 24	1,428		-	
Residential Trips 25/26 - deposit less parental receipts to date	(66)		8,421	
Non residential trips 24/25 - shortfall to be funded with pupil premium funding	(1,683)		-	
Non residential trip 25/26 & 24/25 paid in advance	(1,310)		(640)	
Library books donation	8		58	
Book fair float	30		30	
Neighbourly book donation	-		1,000	
Deposit for Fireworks event November 25/ November 24	(300)		(300)	
Children in Need donation	-		7	

FUND BALANCE AS AT 31 AUGUST (Year-End)

95,949

92,538

Represented by:

BALANCE SHEET: ASSETS AND LIABILITIES

Current Year ending 31st August 2025

Previous Year ending 31st August 2024

	Current Year ending 31st August 2025			Previous Year ending 31st August 2024		
	£	£	Notes	£	£	Notes
Assets						
Balance as per Bank Statement 31 August	96,453.93			91,219		
Bank charge for July 24 & Aug 24 posted to Scopay Sept 24				10		
Receipts on Scopay from parents in Aug 24 transferred to bank in Sept 24				1,061		
Receipts on Scopay from parents in Aug 25 transferred to bank in Sept 25	60					
Less unrepresented cheques	(595)			(73)		
Cash at Bank	<u>95,919</u>			<u>92,218</u>		
Float for book fair	30			30		
Posting error corrected Sept 24				290		
Total Assets	<u>95,949</u>			<u>92,538</u>		
Less: Liabilities						
Sundry Creditors		0				
Net Current Assets	<u>95,949</u>			<u>92,538</u>		

(iii) UNOFFICIAL SCHOOL FUNDS - AUDIT CERTIFICATE

SCHOOL NAME: The Hythe School	DfE Nb: 936/2928
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Unofficial School Funds – Audit Certificate for Year Ended 31 August 2025


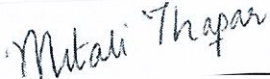
I CERTIFY:

1. That the following is a complete list of funds (other than Governor Funds which are administered as a charity, by Trustees) which, although not the direct responsibility of the Local Authority, were being administered for the benefit of the school and its pupils during the year ended 31 August 2025;

Name of Fund/Account(s)	Purpose of Fund/Account	Amount in Fund/Account as at 31 August 2025
The Hythe School Fund	To administer school trips, swimming and raise funds for the school	£95,949

2. That the checks on the Unofficial School Funds Audit Checklist have been completed and that, in my opinion, all such funds have been verified as being correct for the accounting year ending 31 August 2025;
3. That an independent person nominated by the governing body has audited these funds. An independent person is someone who is not involved in any way with the management of the Unofficial School Funds and is not related to anyone involved in the management of the funds;
4. That an independent person nominated by the governing body is not a Governor of the School.

Signed by:

Independent Examiner:	Chair of Governors:
Signature: 	Signature: 
Print Name: Anthony Moore	Print Name: MITALI THAPAR
Date: 3rd November 2025	Date: 13/11/25
Qualified Accountant (delete as applicable)	
Contact Number: 07712162998	
Contact Email: tony.moore.17@hotmail.co.uk	

(ii) UNOFFICIAL SCHOOL FUNDS - AUDIT CHECKLIST

DOCUMENTATION

The Independent Examiner of the Unofficial School Funds should have access to:

1. Bank statements for the last Accounting Year e.g. 1st September 2024 to 31st August 2025
2. Cheque books and paying in books for the last Accounting Year e.g. 1st September 2024 to 31st August 2025
3. Receipt books
4. Accounting Records (e.g. cashbooks / spreadsheets) used to record all transactions during the year and, if relevant, the amounts held for each project
5. All bank reconciliations performed during the year
6. Invoices / payment vouchers to evidence payments processed throughout the year
7. Annual statement of accounts
8. A copy of the School's Finance Policy or Unofficial School Funds Policy if this is separate from the Finance Policy
9. Guidelines for Auditing Unofficial School Funds (Section X of the Finance Manual – Contents Section 2.5)
10. Governing Body Minutes showing the presentation and approval of the previous year's audited accounts and any actions / decisions taken during the year

CHECKS

The Independent Examiner should complete the checklist below.

*** For these questions, checks should be made on a sample basis of a minimum of 10 transactions selected across the year.**

CHECKS	ANSWER (Yes/No/In Part)	COMMENTS <i>If the answer is No or In Part, use the Comments column to summarise the position and to list Action Points and /or Recommendations</i>
CASH AND CHEQUE RECEIPTS/PROCESSES		
Have receipts been issued for all income received? *	Yes	System generated
Has all the income received been entered in the accounting records? *	Yes	
Has the paying in book been completed fully? *	Yes	
Have paying in slips been stamped/ initialled by the bank?	Yes	
Do the paying in slips agree to the entries in the accounting records? *	Yes	
PAYMENTS MADE FOR GOODS/SERVICES		
Have the authorised signatories been recorded in the school's Unofficial School Funds Policy or Finance Policy?	Yes	
Have all invoices/payment vouchers been signed to demonstrate authorisation by the designated signatories? *	Yes	
Are there invoices/payment vouchers which match all cheques processed? *	Yes	
Are cheque counterfoils sequential and do they agree to the school's record of the cheque books issued?	Yes	
Have any spoiled/cancelled cheques been retained with the cheque book?	Yes	
Is all expenditure appropriate and in accordance with the purpose of the fund as recorded in the school's Finance Policy or Unofficial School Funds Policy?	Yes	
Are there corresponding payments related to income received for a specific purpose?	Yes	
Have all the payments been entered in the accounting records? *	Yes	
BANK RECONCILIATION		

Are the bank statements for the full year present (sequential)?	Yes	
Have all the income banked and payments made appeared on the bank statements? *	Yes	
Have regular reconciliations, including a reconciliation at year-end, been carried out between the bank statements and accounting records, and do they show e.g. un-presented cheques/income not banked/bank errors?	Yes	
Is there evidence that all reconciliations have been independently checked by the Headteacher or Bursar?	Yes	
Do the brought forward and carried forward balances at the start and end of the year in the accounting records agree to the bank statement?	Yes	

GENERAL

Have expenditure, income and balances been compared to the previous year for reasonableness to give assurance-over completeness of processing?	Yes	
Is the Annual Statement of Accounts correct for discussion and approval by Governors?	Yes	

ANY OTHER COMMENTS OR RECOMMENDATIONS

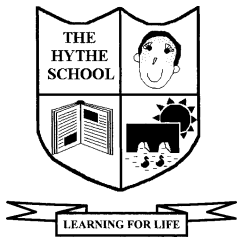
Document any recommendations resulting from this audit which you consider would improve the quality of the record keeping and management of the Unofficial School Fund account.

SIGNED by Independent Examiner: *Anthony Moore* Qualified Accountant / Unqualified (delete as applicable)
 Name: Anthony Moore Date: *3rd November 2025*

THE HYTHE SCHOOL FUND

England & Wales - Charity number 1108583

Accounts



The Hythe Community Primary School

Thorpe Road, Staines, TW18 3HD

Headteacher: Mrs Amy Peart | 01784 452972 | info@hythe.surrey.sch.uk

School Fund Annual Report 2023-24

Copies to Trustees:-

Mrs Amy Peart

Regarding School Fund Income 2023-24

All income and expenditure has been recorded against relevant headings, a breakdown of which is held electronically in School Cash Office (Tucasi).

We're pleased to say that trips took place during the year and Year 4 & Year 6 went on residential trips.

The PTA held a number of successful in school fundraising events. The PTA used their fundraising to subsidise the cost of school trips and swimming lessons for all year groups. The PTA also funded leavers' books for Year 6 pupils.

We were also grateful to receive charitable donations from Egham United Charities and Schroeders Charity to help disadvantaged children attend residential trips.

The school fund received a donation of £1,000 from Neighbourly towards books and £547 from Jupiter for fence and outdoor classroom paint.

We continue to be a cashless school, with all payments now made online.

We would like to take this opportunity to thank the PTA and parents who have made donations to the school fund, their support is invaluable.

Looking to the future we will continue to work with the PTA and the parents to raise valuable funds for the school for the benefit of our pupils.

The accounts were successfully audited by Tony Moore of Moore Accounting.

Claudine Ayles

Finance Manager

28th November 2024

ANNEXE C – Parts (i) (ii) (iii)

Please complete and submit all 3 sections to the Schools Governing Body and Local Authority

All schools should follow the revised requirements laid down in the Finance Manual to facilitate the audit review of their 2023/2024 Unofficial School Fund accounts and beyond.

Please be aware of the following:

1. Schools should ensure that key governors, such as the Finance Committee, fully understand their responsibilities in having overall responsibility and stewardship of Unofficial School Funds, enabling them to discharge their duties.
2. The word "audit" is used in a general sense and does not imply the need for an audit by a Registered Auditor but rather an examination by a suitably qualified accountant who is independent of the management of the school and the operation of the fund.
3. Schools may consider nominating a suitable individual familiar with the principles of accountancy rather than a fully qualified accountant only if Governors are satisfied that the balance of funds held by the school remain under £5,000 per annum, and that the movement of income or expenditure during the year is no more than £5,000.
4. An independent audit of the School's Unofficial Funds must be completed annually and within 3 months of the account year-end (as per SFVS requirements – currently Question 30) – this time frame remains the same.
5. The year-end date referenced in the documents is 31st August; if your school has an alternative year-end date, please update this information accordingly where applicable.
6. Accounts for non-charitable funds can be prepared on either a cash basis or on an accrual basis. Schools should follow the LA accounting principles and accruals policy (See Section S Finance Manual) which states that accruals should be posted for amounts over £1,000.
7. Ensure that any accruals are clearly represented on the Statement of Accounts (See Annexe C (i)).
8. Ensure the level of experience of the examiner (qualified/unqualified) is stated when the accounts are signed.

Schools will be required to submit to both the Governing Body and the Local Authority (Schools Finance and Monitoring Team) annually:

1. Statement of Accounts (Annexe C (i))
2. Audit Checklist (Annexe C (ii))
3. Audit Certificate (Annexe C (iii))

Note - Previously, the Certificate alone offered little assurance as it did not offer balances, or how the inspection was conducted. We expect all schools to abide by the minimum requirements set out in this Annexe – the templates are provided to support these requirements.

The Schools Finance and Monitoring Team will write to schools each year advising them of the reporting deadline and how to submit the required information (this is expected to be during the Spring Term).

STATEMENT OF ACCOUNTS
THE HYTHE COMMUNITY PRIMARY SCHOOL UNOFFICIAL FUND ACCOUNT
For the period 1st September 2023 to 31st August 2024

INCOME & EXPENDITURE	Current Year ending 31st August 2024	Previous Year ending 31st August 2023	Notes
	£	£	
Income - Fundraising Events:		4,593	
22/23 PTA Fundraising events	578		
23/24 PTA Funds collected on Scopax	251		
PTA Easter Egg Hunt	666		
PTA Christmas Raffle	30		
PTA Break the rules day	140		
PTA Logo competition	1,047		
PTA Donations welcome	651		
PTA Summer festival	238		
PTA School Disco	498		
PTA Summer Fair raffle tickets	282		
PTA Summer Fair Tokens			
PTA Summer Fair Inflatable tokens		4,593	
Income - School Trips:	4,380		
22/23 Parental Contribution for school trips		7,190	
22/23 Recovery Premium for school trips		4,000	
trips		26,563	
PTA contribution for school trips	3,918		
Reception Trips 23/24 - parental contributions	176		
Year 1 Trips 23/24 - parental contributions	841		
Year 2 Trips 23/24 - parental contributions	1,013		
Year 3 Trips 23/24 - parental contributions	740		
Year 4 Trips 23/24 - parental contributions	788		
Year 5 Trips 23/24 - parental contributions	1,137		
Year 6 Trips 23/24 - parental contributions	459		
Harbour Owl Babies visit - parental contributions	30		
Donations from parents for other pupils' trips	231		
Y4 Summer 2024 Residential Trip			
Year 4 summer 2024 Residential Trip Parental Contributions	5,526		
Year 4 summer Residential Schrodgers charity donation	798		
Year 4 summer 2024 Residential PP school	218		
Y6 Summer 2024 Residential Trip			
Year 6 summer 2024 Residential Trip Parental Contributions	10,053		
Year 6 summer 2024 Residential Egham United Charities donation	498		
Year 6 summer 2024 Residential Schrodgers charity donation	2,221		
Y6 October 2024 Residential Trip			
Egham United Charity Donation for 24/25 residential	681		
Y6 Oct 24 Residential Trip parental contributions	10,418		
Schrodgers Donation balance for residential trips and kit for pupils	300		
Egham United Charities donation balance	662		
	40,705	44,113	
Other Income:			
22/23 Gift Aid Donation		764	
22/23 Grant for Hi Viz jackets		1,000	
22/23 Sports event fundraising		478	
22/23 Staff Xmas Event Collection		528	
22/23 Staff Collection		62	
22/23 Book week dress up donation for library		187	

22/23 Parental Contributions for Suddenlly books		186	
22/23 Refund from SCC for Y6 leavers' school dinner money July 23		91	
Parental Contributions for swimming		7,755	
23/24 PTA additional donation for swimming	8,162		
23/24 Other Donations/ Collections	932		
Donation from photographer (Xmas photos of families)	85		
Children in Need Spotty Day Collection	117		
Parental contribution to buy Christmas Carrolls books	524		
Egham United Charities - donation for car seat for family	260		
Jupiter donation for paint for fences/outdoor classroom	547		
Neighbourly donation for books	1,000		
Wear it Green Day (Mental Health charity collection)	124		11,051
			<u>11,772</u>
TOTAL INCOME			56,856

	£	£	Notes	£	£	Notes
Expenditure - Fundraising Events:						
Deposit for November 2024 Firework Display	300					
		300				0
Expenditure - School Trips:						
22/23 - 23/24 trip expenditure (Y4 residential summer 24)		870				
22/23 - Cost of school trips		17,310				
22/23 - Cost of residential trips		26,063				
23/24 Reception Trips	1,360					
23/24 Year 1 Trips	2,275					
23/24 Year 2 Trips	2,805					
23/24 Year 3 Trips	2,310					
23/24 Year 4 Trips	2,206					
23/24 Year 5 Trips	2,971					
23/24 Year 6 Trips	1,935					
23/24 Harbour Owl Babies visit	30					
23/24 Mini Map Makers	2,529					
24/25 Y6 Trips	640					
Year 4 summer 2024 Residential costs	5,765					
Year 6 summer 2024 Residential costs	14,528					
Year 6 October 2024 Residential deposit	3,573					
					44,242	
Kit for pupils attending residentials	134					
Other Expenditure:						
HSBC bank charges	60			341		
VMS charges	682			431		
Audit fee	140			130		
22/23 Cost of staff xmas event				576		
22/23 Purchase of Hi Vis jackets				1,000		
22/23 Staff gifts				62		
22/23 Purchase of Suddenlly books				186		
22/23 Library books				350		
22/23 Other				41		
22/23 PTA expenditure of funds held on scopy				1,943		
23/24 Swimming money transferred to school	3,251					
Children in Need Spotty Day Collection	110					
Christmas Carrolls books	524					
Car seat for family - (using EUC donation)	260					
Paint for fences/outdoor classroom (using Jupiter donation)	547					

Wear It Green Day (Mental Health charity collection)	124
Coffee van for staff inset day	300
Forest school for staff inset day	180
Library books (using brought forward balance)	158
Y6 Leavers' books	763
Red Nose Day donation (b/fwd funds)	244
2023 Y6 leavers' dinner money refunds (b/fwd funds)	91
	<u>7,433</u>

TOTAL EXPENDITURE 50,791

Net Surplus/(deficit) for the Year 6,065
Fund balance b/fwd from prior years 86,473
FUND BALANCE AS AT 31 AUGUST (Year-End) 92,538

ANALYSIS OF FUNDS:

	£	Notes	£	Notes
General Reserves	2,133		4,820	
ICT Suite & KS1 outside area fund	78,356		70,194	
Sports fundraising	2,154		2,154	
PTA funds on Scopay	1,318		3,748	
Residential Trips	8,421		1,047	
Non residential trip 24/25 paid in advance	(640)			
Non residential trips PTA donation			3,320	
Recovery Premium for trips			609	
Dinner money refund			91	
Red Nose Day collection			244	
Library books donation	58		216	
Book fair float	30		30	
Neighbourly book donation	1,000			
Deposit for Fireworks event November 24	(300)			
Children in Need donation	7			
FUND BALANCE AS AT 31 AUGUST (Year-End)	<u>92,538</u>		<u>86,473</u>	

Represented by:
BALANCE SHEET: ASSETS AND LIABILITIES

	£	Notes	£	Notes
Assets				
Balance as per Bank Statement 31 August	91,219		86,488	
Bank charge for Aug 22 posted to scopay in Sept 23			5	
Bank charge for July 23 & Aug 23 posted to scopay Sept 24	10			
Receipts on scopay from parents in Aug 23 transferred to bank in Sept 24	1,061		(50)	
Less unrepresented cheques	(73)		86,443	
Cash at Bank	<u>92,218</u>			
Float for book fair	30		30	
Posting error corrected Sept 24	290			
Total Assets	<u>92,538</u>		<u>86,473</u>	
Less: Liabilities				
Net Current Assets	<u>92,538</u>		<u>86,473</u>	

(ii) UNOFFICIAL SCHOOL FUNDS - AUDIT CHECKLIST

DOCUMENTATION

The Independent Examiner of the Unofficial School Funds should have access to:

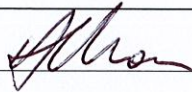
1. Bank statements for the last Accounting Year e.g. 1st September 2023 to 31st August 2024
2. Cheque books and paying in books for the last Accounting Year e.g. 1st September 2023 to 31st August 2024
3. Receipt books
4. Accounting Records (e.g. cashbooks / spreadsheets) used to record all transactions during the year and, if relevant, the amounts held for each project
5. All bank reconciliations performed during the year
6. Invoices / payment vouchers to evidence payments processed throughout the year
7. Annual statement of accounts
8. A copy of the School's Finance Policy or Unofficial School Funds Policy if this is separate from the Finance Policy
9. Guidelines for Auditing Unofficial School Funds (Section X of the Finance Manual – Contents Section 2.5)
10. Governing Body Minutes showing the presentation and approval of the previous year's audited accounts and any actions / decisions taken during the year

CHECKS

The Independent Examiner should complete the checklist below.

*** For these questions, checks should be made on a sample basis of a minimum of 10 transactions selected across the year.**

CHECKS	ANSWER (Yes/No/In Part)	COMMENTS <i>If the answer is No or In Part, use the Comments column to summarise the position and to list Action Points and /or Recommendations</i>
CASH AND CHEQUE RECEIPTS/PROCESSES		
Have receipts been issued for all income received? *	Yes	System generated
Has all the income received been entered in the accounting records? *	Yes	
Has the paying in book been completed fully? *	Yes	Not used this year
Have paying in slips been stamped/ initialled by the bank?	Yes	Not used this year
Do the paying in slips agree to the entries in the accounting records? *	Yes	Not used this year
PAYMENTS MADE FOR GOODS/SERVICES		
Have the authorised signatories been recorded in the school's Unofficial School Funds Policy or Finance Policy?	Yes	
Have all invoices/payment vouchers been signed to demonstrate authorisation by the designated signatories? *	Yes	
Are there invoices/payment vouchers which match all cheques processed? *	Yes	
Are cheque counterfoils sequential and do they agree to the school's record of the cheque books issued?	Yes	
Have any spoiled/cancelled cheques been retained with the cheque book?	Yes	
Is all expenditure appropriate and in accordance with the purpose of the fund as recorded in the school's Finance Policy or Unofficial School Funds Policy?	Yes	
Are there corresponding payments related to income received for a specific purpose?	Yes	
Have all the payments been entered in the accounting records? *	Yes	
BANK RECONCILIATION		

Are the bank statements for the full year present (sequential)?	Yes	
Have all the income banked and payments made appeared on the bank statements? *	Yes	
Have regular reconciliations, including a reconciliation at year-end, been carried out between the bank statements and accounting records, and do they show e.g. un-presented cheques/income not banked/bank errors?	Yes	
Is there evidence that all reconciliations have been independently checked by the Headteacher or Bursar?	Yes	
Do the brought forward and carried forward balances at the start and end of the year in the accounting records agree to the bank statement?	Yes	
GENERAL		
Have expenditure, income and balances been compared to the previous year for reasonableness to give assurance over completeness of processing?	Yes	
Is the Annual Statement of Accounts correct for discussion and approval by Governors?	Yes	
ANY OTHER COMMENTS OR RECOMMENDATIONS		
Document any recommendations resulting from this audit which you consider would improve the quality of the record keeping and management of the Unofficial School Fund account.		
<p>SIGNED by Independent Examiner: <u></u></p> <p>Name: Anthony Moore</p> <p>Qualified Accountant (delete as applicable)</p> <p>Date: 12th November 2024</p>		

(iii) UNOFFICIAL SCHOOL FUNDS - AUDIT CERTIFICATE

SCHOOL NAME: The Hythe Community Primary School	DfE No: 936/2928
---	------------------

Unofficial School Funds – Audit Certificate for Year Ended 31 August 2024

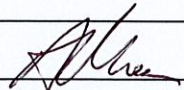
I CERTIFY:

1. That the following is a complete list of funds (other than Governor Funds which are administered as a charity, by Trustees) which, although not the direct responsibility of the Local Authority, were being administered for the benefit of the school and its pupils during the year ended 31 August 2024;

Name of Fund/Account(s)	Purpose of Fund/Account	Amount in Fund/Account as at 31 August 2024
The Hythe School Fund	To administer school trips, swimming and raise funds for the school	£92,538

2. That the checks on the Unofficial School Funds Audit Checklist have been completed and that, in my opinion, all such funds have been verified as being correct for the accounting year ending 31 August 2024;
3. That an independent person nominated by the governing body has audited these funds. An independent person is someone who is not involved in any way with the management of the Unofficial School Funds and is not related to anyone involved in the management of the funds;
4. That an independent person nominated by the governing body is not a Governor of the School.

Signed by:

Independent Examiner:	Chair of Governors:
Signature: 	Signature:
Print Name: Anthony Moore	Print Name:
Date: 12th November 2024	Date:
Qualified Accountant (delete as applicable)	
Contact Number: 07712162998	
Contact Email: tony.moore.17@hotmail.co.uk	

(iii) UNOFFICIAL SCHOOL FUNDS - AUDIT CERTIFICATE

SCHOOL NAME: The Hythe Community Primary School	DfE No: 936/2928
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Unofficial School Funds – Audit Certificate for Year Ended 31 August 2024

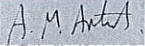
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Name of Fund/Account(s)	Purpose of Fund/Account	Amount in Fund/Account as at 31 August 2024
The Hythe School Fund	To administer school trips, swimming and raise funds for the school	£92,538

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3. That an independent person nominated by the governing body has audited these funds. An independent person is someone who is not involved in any way with the management of the Unofficial School Funds and is not related to anyone involved in the management of the funds;
4. That an independent person nominated by the governing body is not a Governor of the School.

Signed by:

Independent Examiner:	Chair of Governors:
Signature:	Signature: 
Print Name:	Print Name: Anthony Artist
Date:	Date: 27th November 2024
Qualified Accountant / Unqualified (delete as applicable)	
Contact Number:	
Contact Email:	

ANNEXE C – Parts (i) (ii) (iii)

Please complete and submit all 3 sections to the Schools Governing Body and Local Authority

All schools should follow the revised requirements laid down in the Finance Manual to facilitate the audit review of their 2023/2024 Unofficial School Fund accounts and beyond.

Please be aware of the following:

1. Schools should ensure that key governors, such as the Finance Committee, fully understand their responsibilities in having overall responsibility and stewardship of Unofficial School Funds, enabling them to discharge their duties.
2. The word "audit" is used in a general sense and does not imply the need for an audit by a Registered Auditor but rather an examination by a suitably qualified accountant who is independent of the management of the school and the operation of the fund.
3. Schools may consider nominating a suitable individual familiar with the principles of accountancy rather than a fully qualified accountant only if Governors are satisfied that the balance of funds held by the school remain under £5,000 per annum, and that the movement of income or expenditure during the year is no more than £5,000.
4. An independent audit of the School's Unofficial Funds must be completed annually and within 3 months of the account year-end (as per SFVS requirements – currently Question 30) – this time frame remains the same.
5. The year-end date referenced in the documents is 31st August; if your school has an alternative year-end date, please update this information accordingly where applicable.
6. Accounts for non-charitable funds can be prepared on either a cash basis or on an accrual basis. Schools should follow the LA accounting principles and accruals policy (See Section S Finance Manual) which states that accruals should be posted for amounts over £1,000.
7. Ensure that any accruals are clearly represented on the Statement of Accounts (See Annexe C (i)).
8. Ensure the level of experience of the examiner (qualified/unqualified) is stated when the accounts are signed.

Schools will be required to submit to both the Governing Body and the Local Authority (Schools Finance and Monitoring Team) annually:

1. Statement of Accounts (Annexe C (i))
2. Audit Checklist (Annexe C (ii))
3. Audit Certificate (Annexe C (iii))

Note - Previously, the Certificate alone offered little assurance as it did not offer balances, or how the inspection was conducted. We expect all schools to abide by the minimum requirements set out in this Annexe – the templates are provided to support these requirements.

The Schools Finance and Monitoring Team will write to schools each year advising them of the reporting deadline and how to submit the required information (this is expected to be during the Spring Term).

STATEMENT OF ACCOUNTS
THE HYTHE COMMUNITY PRIMARY SCHOOL UNOFFICIAL FUND ACCOUNT
For the period 1st September 2023 to 31st August 2024

INCOME & EXPENDITURE	Current Year ending 31st August 2024	Previous Year ending 31st August 2023	Notes
	£	£	
Income - Fundraising Events:		4,593	
22/23 PTA Fundraising events	578		
23/24 PTA Funds collected on Scopax	251		
PTA Easter Egg Hunt	666		
PTA Christmas Raffle	30		
PTA Break the rules day	140		
PTA Logo competition	1,047		
PTA Donations welcome	651		
PTA Summer festival	238		
PTA School Disco	498		
PTA Summer Fair raffle tickets	282		
PTA Summer Fair Tokens			
PTA Summer Fair Inflatable tokens		4,593	
Income - School Trips:	4,380		
22/23 Parental Contribution for school trips		7,190	
22/23 Recovery Premium for school trips		4,000	
trips		26,563	
PTA contribution for school trips	3,918		
Reception Trips 23/24 - parental contributions	176		
Year 1 Trips 23/24 - parental contributions	841		
Year 2 Trips 23/24 - parental contributions	1,013		
Year 3 Trips 23/24 - parental contributions	740		
Year 4 Trips 23/24 - parental contributions	788		
Year 5 Trips 23/24 - parental contributions	1,137		
Year 6 Trips 23/24 - parental contributions	459		
Harbour Owl Babies visit - parental contributions	30		
Donations from parents for other pupils' trips	231		
Y4 Summer 2024 Residential Trip			
Year 4 summer 2024 Residential Trip Parental Contributions	5,526		
Year 4 summer Residential Schroders charity donation	798		
Year 4 summer 2024 Residential PP school	218		
Y6 Summer 2024 Residential Trip			
Year 6 summer 2024 Residential Trip Parental Contributions	10,053		
Year 6 summer 2024 Residential Egham United Charities donation	498		
Year 6 summer 2024 Residential Schroders charity donation	2,221		
Y6 October 2024 Residential Trip			
Egham United Charity Donation for 24/25 residential	681		
Y6 Oct 24 Residential Trip parental contributions	10,418		
Schroders Donation balance for residential trips and kit for pupils	300		
Egham United Charities donation balance	662		
	40,705	44,113	
Other Income:			
22/23 Gift Aid Donation		764	
22/23 Grant for Hi Viz jackets		1,000	
22/23 Sports event fundraising		478	
22/23 Staff Xmas Event Collection		528	
22/23 Staff Collection		62	
22/23 Book week dress up donation for library		187	

22/23 Parental Contributions for Suddenlly books		186	
22/23 Refund from SCC for Y6 leavers' school dinner money July 23		91	
Parental Contributions for swimming		7,755	
23/24 PTA additional donation for swimming	8,162		
23/24 Other Donations/ Collections	932		
Donation from photographer (Xmas photos of families)	85		
Children in Need Spotty Day Collection	117		
Parental contribution to buy Christmas Carrolls books	524		
Egham United Charities - donation for car seat for family	260		
Jupiter donation for paint for fences/outdoor classroom	547		
Neighbourly donation for books	1,000		
Wear it Green Day (Mental Health charity collection)	124		
		11,772	
TOTAL INCOME		56,856	

Expenditure - Fundraising Events:			
Deposit for November 2024 Firework Display	300		
		300	
Expenditure - School Trips:			
22/23 - 23/24 trip expenditure (Y4 residential summer 24)		870	
22/23 - Cost of school trips		17,310	
22/23 - Cost of residential trips		26,063	
23/24 Reception Trips	1,360		
23/24 Year 1 Trips	2,275		
23/24 Year 2 Trips	2,805		
23/24 Year 3 Trips	2,310		
23/24 Year 4 Trips	2,206		
23/24 Year 5 Trips	2,971		
23/24 Year 6 Trips	1,935		
23/24 Harbour Owl Babies visit	30		
23/24 Mini Map Makers	2,529		
24/25 Y6 Trips	640		
Year 4 summer 2024 Residential costs	5,765		
Year 6 summer 2024 Residential costs	14,528		
Year 6 October 2024 Residential deposit	3,573		
		44,242	
Kit for pupils attending residentials	134		
Other Expenditure:			
HSBC bank charges	60		
VMS charges	682		
Audit fee	140		
22/23 Cost of staff xmas event		341	
22/23 Purchase of Hi Vis jackets		431	
22/23 Staff gifts		130	
22/23 Purchase of Suddenlly books		576	
22/23 Library books		1,000	
22/23 Other		62	
22/23 PTA expenditure of funds held on scopy		186	
23/24 Swimming money transferred to school		350	
Children in Need Spotty Day Collection	3,251		
Christmas Carrolls books	110		
Car seat for family - (using EUC donation)	524		
Paint for fences/outdoor classroom (using Jupiter donation)	260		
		1,943	

Wear It Green Day (Mental Health charity collection)	124
Coffee van for staff inset day	300
Forest school for staff inset day	180
Library books (using brought forward balance)	158
Y6 Leavers' books	763
Red Nose Day donation (b/fwd funds)	244
2023 Y6 leavers' dinner money refunds (b/fwd funds)	91
	<u>7,433</u>

TOTAL EXPENDITURE 50,791

Net Surplus/(deficit) for the Year 6,065
Fund balance b/fwd from prior years 86,473
FUND BALANCE AS AT 31 AUGUST (Year-End) 92,538

ANALYSIS OF FUNDS:

	£	Notes	£	Notes
General Reserves	2,133		4,820	
ICT Suite & KS1 outside area fund	78,356		70,194	
Sports fundraising	2,154		2,154	
PTA funds on Scopay	1,318		3,748	
Residential Trips	8,421		1,047	
Non residential trip 24/25 paid in advance	(640)			
Non residential trips PTA donation			3,320	
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Library books donation	58		216	
Book fair float	30		30	
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Deposit for Fireworks event November 24	(300)			
Children in Need donation	7			
FUND BALANCE AS AT 31 AUGUST (Year-End)	<u>92,538</u>		<u>86,473</u>	

Represented by:

BALANCE SHEET: ASSETS AND LIABILITIES

	£	Notes	£	Notes
Assets				
Balance as per Bank Statement 31 August	91,219		86,488	
Bank charge for Aug 22 posted to scopay in Sept 23			5	
Bank charge for July 23 & Aug 23 posted to scopay Sept 24	10			
Receipts on scopay from parents in Aug 23 transferred to bank in Sept 24	1,061		(50)	
Less unrepresented cheques	(73)		86,443	
Cash at Bank	<u>92,218</u>			
Float for book fair	30		30	
Posting error corrected Sept 24	290			
Total Assets	<u>92,538</u>		<u>86,473</u>	

Less: Liabilities

Net Current Assets 92,538 86,473

(ii) UNOFFICIAL SCHOOL FUNDS - AUDIT CHECKLIST

DOCUMENTATION

The Independent Examiner of the Unofficial School Funds should have access to:

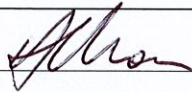
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7. Annual statement of accounts
8. A copy of the School's Finance Policy or Unofficial School Funds Policy if this is separate from the Finance Policy
9. Guidelines for Auditing Unofficial School Funds (Section X of the Finance Manual – Contents Section 2.5)
10. Governing Body Minutes showing the presentation and approval of the previous year's audited accounts and any actions / decisions taken during the year

CHECKS

The Independent Examiner should complete the checklist below.

*** For these questions, checks should be made on a sample basis of a minimum of 10 transactions selected across the year.**

CHECKS	ANSWER (Yes/No/In Part)	COMMENTS <i>If the answer is No or In Part, use the Comments column to summarise the position and to list Action Points and /or Recommendations</i>
CASH AND CHEQUE RECEIPTS/PROCESSES		
Have receipts been issued for all income received? *	Yes	System generated
Has all the income received been entered in the accounting records? *	Yes	
Has the paying in book been completed fully? *	Yes	Not used this year
Have paying in slips been stamped/ initialled by the bank?	Yes	Not used this year
Do the paying in slips agree to the entries in the accounting records? *	Yes	Not used this year
PAYMENTS MADE FOR GOODS/SERVICES		
Have the authorised signatories been recorded in the school's Unofficial School Funds Policy or Finance Policy?	Yes	
Have all invoices/payment vouchers been signed to demonstrate authorisation by the designated signatories? *	Yes	
Are there invoices/payment vouchers which match all cheques processed? *	Yes	
Are cheque counterfoils sequential and do they agree to the school's record of the cheque books issued?	Yes	
Have any spoiled/cancelled cheques been retained with the cheque book?	Yes	
Is all expenditure appropriate and in accordance with the purpose of the fund as recorded in the school's Finance Policy or Unofficial School Funds Policy?	Yes	
Are there corresponding payments related to income received for a specific purpose?	Yes	
Have all the payments been entered in the accounting records? *	Yes	
BANK RECONCILIATION		

Are the bank statements for the full year present (sequential)?	Yes	
Have all the income banked and payments made appeared on the bank statements? *	Yes	
Have regular reconciliations, including a reconciliation at year-end, been carried out between the bank statements and accounting records, and do they show e.g. un-presented cheques/income not banked/bank errors?	Yes	
Is there evidence that all reconciliations have been independently checked by the Headteacher or Bursar?	Yes	
Do the brought forward and carried forward balances at the start and end of the year in the accounting records agree to the bank statement?	Yes	
GENERAL		
Have expenditure, income and balances been compared to the previous year for reasonableness to give assurance over completeness of processing?	Yes	
Is the Annual Statement of Accounts correct for discussion and approval by Governors?	Yes	
ANY OTHER COMMENTS OR RECOMMENDATIONS		
Document any recommendations resulting from this audit which you consider would improve the quality of the record keeping and management of the Unofficial School Fund account.		
<p>SIGNED by Independent Examiner: <u></u></p> <p>Name: Anthony Moore</p> <p>Qualified Accountant (delete as applicable)</p> <p>Date: 12th November 2024</p>		

(iii) UNOFFICIAL SCHOOL FUNDS - AUDIT CERTIFICATE

SCHOOL NAME: The Hythe Community Primary School	DfE No: 936/2928
---	------------------

Unofficial School Funds – Audit Certificate for Year Ended 31 August 2024

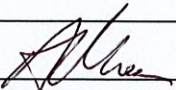
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Signed by:

Independent Examiner:	Chair of Governors:
Signature: 	Signature:
Print Name: Anthony Moore	Print Name:
Date: 12th November 2024	Date:
Qualified Accountant (delete as applicable)	
Contact Number: 07712162998	
Contact Email: tony.moore.17@hotmail.co.uk	

(iii) UNOFFICIAL SCHOOL FUNDS - AUDIT CERTIFICATE

SCHOOL NAME: The Hythe Community Primary School	DfE No: 936/2928
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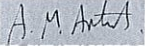
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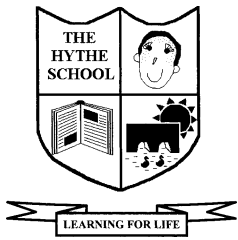
Signed by:

Independent Examiner:	Chair of Governors:
Signature:	Signature: 
Print Name:	Print Name: Anthony Artist
Date:	Date: 27th November 2024
Qualified Accountant / Unqualified (delete as applicable)	
Contact Number:	
Contact Email:	

THE HYTHE SCHOOL FUND

England & Wales - Charity number 1108583

Accounts



The Hythe Community Primary School

Thorpe Road, Staines, TW18 3HD

Headteacher: Mrs Amy Peart | 01784 452972 | info@hythe.surrey.sch.uk

School Fund Annual Report 2022-23

Copies to Trustees:-

Mrs Amy Peart

Regarding School Fund Income 2022-23

All income and expenditure has been recorded against relevant headings, a breakdown of which is held electronically in School Cash Office (Tucasi).

We're please to say that trips took place during the year and Year 4 & Year 6 went on residential trips.

The PTA held a number of successful in school fundraising events. The PTA used their fundraising to subsidise the cost of school trips and swimming lessons for all year groups. The PTA also funded leavers' books for Year 6 pupils.

We were also grateful to receive charitable donations from Egham United Charities and Schroeders Charity to help disadvantaged children attend residential trips.

The school fund also received a £1000 donation to buy hi vis jackets for use on trips.

We continue to be a cashless school, with all payments now made online.

We would like to take this opportunity to thank the PTA and parents who have made donations to the school fund, their support is invaluable.

Looking to the future we will continue to work with the PTA and the parents to raise valuable funds for the school for the benefit of our pupils.

The accounts were successfully audited by Tony Moore of Moore Accounting.

Claudine Ayles

Finance Manager

17th October 2024

The Hythe School Fund 1st September 2022 - 31st August 2023				
		£		
Balance Bfwd		76,017.82		
Income				
PTA Fundraising		4,592.51		
Gift Aid Donation		763.86		
Grant for Hi Viz Jackets		1,000.00		
Parental Contributions to School Trips		7,190.27	From Trips Spreadsheet	
Recovery Premium to fund school trips		4,000.00		
PTA Contribution to school trips		6,360.00		
Parental Contributions and charity funding for residential trips		26,563.00		
Parental contributions for swimming		7,755.00		
Staff Collections		62.00		
Staff Xmas do collection		528.00		
Book Week Dress Up for library		187.00		
Collection for Suddenly Book		186.00		
Sports Fundraising		478.45		
Refund from SCC for dinner money July 23		90.85		
		59,756.94		
Expenditure				
Bank charges		341.17		
VMS Charges		430.57		
Staff Xmas Do Cost		576.00		
Hi Viz Jackets		1,000.00		
Staff gifts		62.00		
Audit Fee		130.00		
Purchase of Suddenly		186.00		
23/24 Trip Expenditure		870.00		
Cost of trips		17,309.79		
Cost of residential trips		26,062.50		
PTA Expenditure from funds held on scopy		1,942.89		
Donation spent on library books		350.00		
Other		40.98		
		49,301.90		
		86,472.86	Agrees to year end report	

Hythe Community Primary School
Thorpe Road
Staines
Middlesex

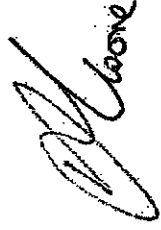
Moore Accounting Services Ltd,
17 Warwick Close,
Maidenhead,
Berkshire, SL6 3AL

31st October 2023

Dear Claudine,

Following completion of the audit of your school fund account, I am pleased to report that all transactions appear to be properly recorded for the year ended 31st August 2023 with an ending balance of £86,487.86.

Yours faithfully,



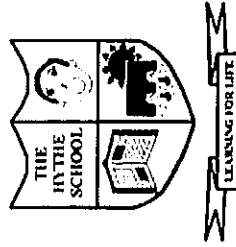
A Moore

Moore Accounting Services

THE HYTHE SCHOOL FUND

England & Wales - Charity number 1108583

Accounts



The Hythe Community Primary School & The Runnymede Family Centre

Thorpe Road, Staines, TW18 3HD



Runnymede
Family Centre

The Hythe
Headteacher: **Mrs Amy Peart**
01784 452972



info@hythe.surrey.sch.uk

Runnymede Family Centre
Centre Manager: **Ms Debbi Keeley**
01784 464395



manager.runnymede@hythe.surrey.sch.uk

School Fund Annual Report 2021-2022

Copies to Trustees:-

Mrs Amy Peart

Regarding School Fund Income 2021-2022

All income and expenditure has been recorded against relevant headings, a breakdown of which is held electronically in School Cash Office (Tucast).

We are pleased to say that trips were able to recommence and Y4 and Y6 went on residential trips.

The PTA held a number of successful in school fund raising events - in particular raising funds for the new school library and were also able to hold a summer fair. We held swimming lessons in the summer term for all.

All trip money remaining in the school fund will be carried forward to future events.

We continue to be a cashless school, with all payments now made online.

We would like to take this opportunity to thank the PTA and parents who have made donations to the school fund, their support is invaluable.

Looking to the future we will continue to work with the PTA and the parents to raise valuable funds for school for the benefit of our pupils.

The accounts were successfully audited by Tony Moore of Moore Accounting.

Sophie Keys

Finance Assistant

25th April 2023

Include • Inspire • Invest

Hythe Community Primary School

Thorpe Road

Staines

Middlesex

(Attn: Lynne Adams)

Moore Accounting Services Ltd,

17 Warwick Close,

Maidenhead,

Berkshire, SL6 3AL

3rd November 2022

Dear Claudine,

Following completion of the audit of your school fund account, I am pleased to report that all transactions appear to be properly recorded for the year ended 31st August 2022 with an ending balance of £75,980.11.

Yours faithfully,



A Moore

Moore Accounting Services

Income and Expenditure Summary

Reported at: 07/09/2022 13:56:39
Account activity between 01/08/2021 and 01/09/2022

Bank account: school fund

school fund

Cost centre	Opening bal	Transfer in	Transfer out	Receipts	Payments	Inter a	Balance
Attendance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank of mps (school fund)	-2,033.31	0.00	0.00	0.00	0.00	0.00	-2,812.26
Book fair float (inc)	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Book fair sales	0.00	0.00	0.00	437.85	437.85	0.00	0.00
Donations	3,231.37	562.62	1,453.00	709.00	0.00	0.00	3,049.89
Gift aid donation	1,090.50	0.00	0.00	1,253.09	0.00	0.00	2,373.69
Keep monies old hat club	17,697.79	0.00	0.00	0.00	0.00	0.00	17,697.79
Keep monies old hat club swimming	28,590.96	16,160.00	0.00	0.00	0.00	0.00	44,750.96
Keep monies old hat club	1,510.89	542.20	0.00	0.00	0.00	0.00	1,510.89
etc	1,278.08	0.00	0.00	0.00	0.00	0.00	1,278.08
Keep monies old hat club	1,656.14	0.00	12.99	308.00	1,922.14	0.00	29.01
Libary - donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PTA - donations welcome	0.00	2,337.50	542.20	70.27	1,448.10	0.00	801.10
PTA funds raised on	383.63	0.00	0.00	0.00	0.00	0.00	383.63
SCOPay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rtd Nose day (need to raise dng)	0.00	0.00	0.00	244.00	0.00	0.00	244.00
residential money carried over	940.60	1,416.40	910.60	0.00	0.00	30.00	1,416.40
School bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sports resource funds	1,675.75	1,165.40	0.00	662.00	0.00	0.00	1,875.75
Buildings	-11.40	0.00	0.00	0.00	0.00	0.00	-11.40
Trip funds - support from	4,526.78	661.30	920.48	21.00	968.00	0.00	3,319.60
PTA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 0 tips & events 22-23	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 1 tips & events 22-23	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 2 tips & events 22-23	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 3 tips & events 22-23	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 4 tips & events 22-23	0.00	443.80	0.00	338.00	0.00	0.00	105.00
Year 5 tips & events 22-23	0.00	527.00	347.00	0.00	0.00	0.00	180.00
Year 6 tips & events 22-23	0.00	84.00	0.00	0.00	0.00	0.00	84.00
Deleted cost centres (349)	10,166.87	7,183.58	27,642.39	41,334.06	31,041.13	0.00	0.00
Total:	89,043.90	32,728.46	32,728.46	44,704.39	37,730.47	0.00	76,017.82

Bank Balance at 1st August 2022

Banking reconciliation as of 01/09/2022

On hand	Payments	Payments out	Banked (unreconciled)	Total
Opening Balance 1/8/22	30.00		76017.82	76017.82
Cash (Book Fair money on sale)	0.00		-30.00	-30.00
Amazon Smile 16/8/22	0.00		15.58	15.58
Bank Charges Worldpay	0.00	17.49	0.00	-17.49
Bank Charges HSBC	0.00	5.8	0.00	-5.8
Cleared balance			0.00	0.00

Bank Balance 1/9/22