

GREEN PARK SCHOOL AMENITIES FUND

England & Wales · Charity number 1125750

Details

Status Registered

Legal form Other

Registered 2008-09-08

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

Contact

Address Green Park School
Green Park Avenue
Bilston
WV14 6EH

Phone 01902555429

Email GREENPARKSCHOOL@WOLVERHAMPTON.GOV.UK

Website www.greenparkschool.co.uk

Activities

Objects: THE CHARITY'S OBJECTS ARE:(A) TO FOSTER MUTUAL HELP AND CO-OPERATION BETWEEN THE CHILDREN, THE PARENTS AND THE PROFESSIONALS INVOLVED IN THE LIVES OF THE CHILDREN WITH SEVERE AND PROFOUND LEARNING DIFFICULTIES AND ALL THOSE ENTRUSTED WITH THEIR CARE AT GREEN PARK SCHOOL, LOCATED IN BILSTON AND SERVING CHILDREN FROM THE NEARBY TOWNS OF WALSALL AND DUDLEY AND CITY OF WOLVERHAMPTON.(B) TO WORK FOR CLOSER CO-OPERATION AND THE CO-ORDINATION OF LOCAL ORGANISATIONS AND ASSOCIATIONS WITHIN THE AREA LOCAL TO THE SCHOOL.(C) TO RELIEVE THE NEEDS AND IMPROVE THE COMFORT OF THE CHILDREN WITH SEVERE LEARNING DIFFICULTIES AND PROFOUND LEARNING DIFFICULTIES.

Activities: We seek to provide extra curricular activities for children & young people of Green Park School who have profound and severe learning difficulties. Our newly built school enables us to offer additional resources/activities to all of our pupils. This includes short breaks, residential holidays and recreational activities.

Classification

- **How:** Other Charitable Activities
- **What:** Education/training, Disability, Amateur Sport, Recreation
- **Who:** Children/young People, People With Disabilities

Geography

- **Area of benefit:** WALSALL AND DUDLEY AND CITY OF WOLVERHAMPTON.
- Dudley
- Staffordshire
- Walsall
- Wolverhampton

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£30,639	£39,495	-	-
2024-03-31	£39,503	£90,805	-	-
2023-03-31	£29,119	£10,735	-	-
2022-03-31	£39,878	£5,605	-	-
2021-03-31	£27,323	£43,437	-	-

Trustees

Name	Role	Appointed
BARRY BOND	Chair	2017-04-01
ANGELA ANTOINETTE ESSON		
Irene Maddox		2015-01-01
KERRY MARIE HALL		
LORRAINE CLAIR DAWNEY		

GREEN PARK SCHOOL AMENITIES FUND

England & Wales - Charity number 1125750

Accounts

Green Park School

School Fund Audit

01.04.2024 - 31.03.2025



'Enabling You To Educate'

Registered company address: Services4Schools Limited, Deansgate, 62-70 Tettenhall Road, Tettenhall, Wolverhampton, WV1 4TH
Company registration number: 8628145 VAT registration number: 175352305



CONTENTS **24.11.2025**

School Fund Reconciliation Statement	2
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Appendix A - detailed testing on School Fund income and expenditure	

The following reconciliation has been completed for the accounting period below

2024 - 2025

BALANCE BROUGHT FORWARD

Balance B/F at 01/04/2024

Opening cashbook balance

£23,831.38

Total Balance Brought Forward

£23,831.38

INCOME

Trips Day

£1,255.50

Trips Residential

£587.00

Vol Don's

£8,684.63

Charitable Contribution

£1,766.53

Returns Money

£513.58

Local Authority

£7,719.81

Staff Fundraising

£2,645.35

Misc

£1,268.58

Class 16 Mini Enterprise

£1,925.46

Summer School

£858.94

Total Income for the year

£27,225.38

EXPENDITURE

Debit Card

£4,002.63

Asda Online

£1,188.95

Others

£27,596.07

Reimbursements

£121.80

School Float

£350.00

Post 16/Mini enterprise

£182.07

Total Expenditure for the year

£33,441.52

In Year Balance Surplus/(Deficit)

-£6,216.14

Closing Balance A

£17,615.24

RECONCILIATION OF BALANCE

Bank Balance as at 31.03.2025 (as per Statement 01.04.2025)

£17,615.24

Total School Fund Account B

£17,615.24

Cross Check - A should equal B

Variance (if applicable)

£0.00

INDEPENDENT REVIEW CERTIFICATION

I have examined and reviewed the documents provided for the School Fund Account for Green Park School for the year ended 31/03/25. I have obtained any explanations I consider necessary to complete the statement below.

Subject to the points raised above, I can give limited assurance that within the areas checked that the accompanying summary income and expenditure account present an accurate picture of the activities and transactions undertaken through this account and of the financial position at the end of the year.

Signed (for and on behalf of S4S)

E Blakemore

Date 24.11.25

General Recommendations (Best Practice)

The following points are some of the key things schools should be aware of in order to comply with DfE & Local Authority guidance and best practice regarding School Fund Accounts, however they are only intended to complement the full guidance document. Schools should therefore ensure they are familiar with the 'School Funds & Other Unofficial Funds - Notes of Guidance' issued by Wolverhampton City Council.

- > No one person should be responsible for maintaining records and operation of the fund. Appropriate segregation of duties must be in place.
- > Receipts should be obtained for all monies paid to members of staff and issued for any monies received on behalf of the fund.
- > Money paid out from School Funds should be by cheque (unless for very small amounts) to ensure clear recording/accounting and to minimise room for mistakes.
- > All income received should be banked intact.
- > Banking of income is recommended at least weekly.
- > Spot checks of administrative/recording procedures in school, should be carried out regularly by the Headteacher and recorded appropriately
- > Money kept over night should not exceed the maximum limit covered by insurance.
- > All banking records should be retained for at least seven years i.e. current financial year plus previous six years. This includes Bank statements, cheque stubs, paying-in books, B/Soc passbooks, registers of income rec'd, stock records etc
- > If using an electronic cash book, care should be taken to ensure that it is suitably protected to prevent access by unauthorised users (Password protection is recommended)
- > Audit certificates should be retained for at least seven years i.e. current financial year plus previous six years.
- > The fund balance should be identifiable at any time from the records.
- > Any equipment purchased via school funds should be entered in the school's inventory and annotated to that effect
- > Where a school fund is registered for gift aid, documentation must be kept in line with the scheme and HMRC requirements
- > School funds must be registered with the Charity Commission when their purpose is exclusively charitable (CC4) and their gross annual charitable income is in excess of the amount determined by the Charity Commission (currently £5,000, as at Jan 25). Any school unsure of their charitable status should contact the Charity Commission directly on 0845 300 0218, for advice
- > There should be at least 2 appropriate signatories on the account (could be senior persons or those with delegated responsibility)
- > Cheques issued should be crossed A/c payee only when issued.
- > No blank cheques should be signed/issued
- > Cheques and other stationery relating to the account must be kept securely
- > A copy of this audit statement, report and recommendations should be presented to Governors at the first possible meeting following the School fund Audit

Individual recommendations for your school follow on page 1

School Specific Recommendations

School should give consideration to issuing a unique, sequential reference number to each item/authorisation form, which is then recorded in the cash book. This would help to ensure all transactions are recorded and that expenditure has appropriate evidence. Any unevidenced/unrecorded items can then be easily identified and if future amendments are required, they can be referenced back to the original entry.

In the sample testing carried out on cashbook entries and expenditure evidence, 7 out of 10 were fully authenticated.

School needs to ensure cheque numbers are entered on the cashbook and also include cancelled cheques.

The records in your school are thorough and well-maintained

Actions required by School

Any assumptions made above should be checked to ensure they are correct. Any that are incorrect should be investigated and records should be updated where necessary to accurately reflect the true position

School need to ensure evidence is retained for all transactions.

We have attempted to agree a judgemental sample of 10 payments and receipts back to supporting documentation to identify any errors or omissions.

Sample

We have sampled a total of 5 payments/receipts from the bank statements back to the client's cashbook and a further 5 items from the cashbook back to bank statements and third party documentation.

Clients Bank statements to Cashbook

Results

<u>No.</u>	<u>Date per bank</u>	<u>Description</u>	<u>Receipt</u>	<u>Payment</u>	<u>Agreed to cashbook</u>	<u>Supporting documentation</u>
1	22.04.24	Card Payment to WM Morrisons Store on 19 Apr - £27.49	-	✓	✓	No evidence Copy of Email giving information of credit to be received.
2	13.05.24	Refund from Amzbusiness - £6.38	✓	-	✓	
3	28.06.24	Direct Credit from University of Che Ref 107009 - £262.50	✓	-	✓	Remittance Advice from University of Chester
4	17.07.24	Card Payment to Amazon* Mini enter on 16 Jul - £3.98	-	✓	✓	Amazon Invoice Receipt
5	06.08.24	Direct Credit from Smart Payments Ltd ref School Money - £42.00	✓	-	✓	No evidence

Client's cashbook to bank statements

Results

<u>No.</u>	<u>Date per cashbook</u>	<u>Description</u>	<u>Receipt</u>	<u>Payment</u>	<u>Agreed to bank</u>	<u>Supporting documentation</u>
6	23.09.24	Just Giving Carter £134.93	✓	-	✓	No evidence Copy of cheque stub 100095, however no evidence of where this payment has come from
7	03.10.24	GPS Vol Com - £660.00	-	✓	✓	
8	20.11.24	Baker Ross £41.40	✓	-	✓	Invoice and Order for Baker Ross
9	27.01.25	Mini Enterprise: Candycave £50.96	-	✓	✓	Invoice and Order for Candy Cave.
10	04.03.25	Teachustoo.Org £10.00	-	✓	✓	Invoice and Order for Teachustoo.Org



Green Park School - Staff Fundraising

School Fund Audit

01.04.2024 - 07.02.2025



'Enabling You To Educate'

Registered company address: Services4Schools Limited, Deansgate, 62-70 Tettenhall Road, Tettenhall, Wolverhampton, WV1 4TH
Company registration number: 8628145 VAT registration number: 175352305



CONTENTS

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School Fund Reconciliation Statement	2
Governors report	3-4
Appendix A - detailed testing on School Fund income and expenditure	

The following reconciliation has been completed for the accounting period below

2024 - 2025 (Up to 07.02.25)

BALANCE BROUGHT FORWARD

Balance B/F at 01/04/2024

Opening cashbook balance

£17,490.86

Total Balance Brought Forward

£17,490.86

INCOME

Donations

£3,414.59

Total Income for the year

£3,414.59

EXPENDITURE

Projects

£6,054.17

Total Expenditure for the year

£6,054.17

In Year Balance Surplus/(Deficit)

£2,639.58

Closing Balance A

£14,851.28

RECONCILIATION OF BALANCE

Bank Balance as at 07.02.25 (as per Statement 10.02.2025)

£14,851.28

Total School Fund Account B

£14,851.28

Cross Check - A should equal B

Variance (if applicable)

£0.00

INDEPENDENT REVIEW CERTIFICATION

I have examined and reviewed the documents provided for the School Fund Account for Green Park School Staff Fundraising for the year ended 31.03.25. I have obtained any explanations I consider necessary to complete the statement below.

Subject to the points raised above, I can give limited assurance that within the areas checked that the accompanying summary income and expenditure account present an accurate picture of the activities and transactions undertaken through this account and of the financial position at the end of the year.

Date 24.11.25

General Recommendations (Best Practice)

The following points are some of the key things schools should be aware of in order to comply with DfE & Local Authority guidance and best practice regarding School Fund Accounts, however they are only intended to complement the full guidance document. Schools should therefore ensure they are familiar with the 'School Funds & Other Unofficial Funds - Notes of Guidance' issued by Wolverhampton City Council.

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- > Money paid out from School Funds should be by cheque (unless for very small amounts) to ensure clear recording/accounting and to minimise room for mistakes.
- > All income received should be banked intact.
- > Banking of income is recommended at least weekly.
- > Spot checks of administrative/recording procedures in school, should be carried out regularly by the Headteacher and recorded appropriately
- > Money kept over night should not exceed the maximum limit covered by insurance.
- > All banking records should be retained for at least seven years i.e. current financial year plus previous six years. This includes Bank statements, cheque stubs, paying-in books, B/Soc passbooks, registers of income rec'd, stock records etc
- > If using an electronic cash book, care should be taken to ensure that it is suitably protected to prevent access by unauthorised users (Password protection is recommended)
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Individual recommendations for your school follow on page 1

School Specific Recommendations

School should give consideration to issuing a unique, sequential reference number to each item/authorisation form, which is then recorded in the cash book. This would help to ensure all transactions are recorded and that expenditure has appropriate evidence. Any unevidenced/unrecorded items can then be easily identified and if future amendments are required, they can be referenced back to the original entry.

In the sample testing carried out on cashbook entries and expenditure evidence, 7 out of 8 were fully authenticated.

The records in your school are thorough and well-maintained

Actions required by School

Any assumptions made above should be checked to ensure they are correct. Any that are incorrect should be investigated and records should be updated where necessary to accurately reflect the true position

School need to ensure evidence is retained for all transactions.



Green Park School Staff Fundraising - School Fund 2024 - 2025 Up to 07.02.25)

APPENDIX A

24.11.2025

We have attempted to agree a judgemental sample of 8 payments and receipts back to supporting documentation to identify any errors or omissions.

Sample

We have sampled a total of 4 payments/receipts from the bank statements back to the client's cashbook and a further 4 items from the cashbook back to bank statements and third party documentation.

Clients Bank statements to Cashbook

Results

<u>No.</u>	<u>Date per bank</u>	<u>Description</u>	<u>Receipt</u>	<u>Payment</u>	<u>Agreed to cashbook</u>	<u>Supporting documentation</u>
1	01.05.24	Direct Credit from Community Ref: School Funds A/c - £117.59	✓	-	✓	Barclays Bank Transfer receipt and School Authorised document
2	19.06.24	Card payment to Amazon Deals On W on 18 Jun - £29.45	-	✓	✓	No Evidence
3	11.09.24	Direct Credit from Community Ref: School Funds A/c - £491.00	✓	-	✓	Barclays Bank Transfer receipt and School Authorised document
4	30.09.24	Card payment to Home Bargains on 28 Sep - £14.99	-	✓	✓	Till receipt from Home Bargains

Client's cashbook to bank statements

Results

<u>No.</u>	<u>Date per cashbook</u>	<u>Description</u>	<u>Receipt</u>	<u>Payment</u>	<u>Agreed to bank</u>	<u>Supporting documentation</u>
5	10.10.24	Deposit Re Unpaid Cheque	✓	-	✓	Letter from Barclays Bank confirming the credit of Invoice from supplier and School Authorised
6	06.11.24	Raffle Tickets - £62.00	-	✓	✓	documents Till receipt from supplier and
7	21.11.24	Jolly Catering - £110.00	-	✓	✓	School Authorised Invoice from supplier and
8	05.02.25	Raffle Tickets - £52.00	-	✓	✓	School Authorised



GREEN PARK SCHOOL AMENITIES FUND

England & Wales - Charity number 1125750

Accounts

Green Park School

School Fund Audit

01.04.2023 - 31.03.2024



'Enabling You To Educate'

School Fund Reconciliation Statement

2

Governors report

3-4

Appendix A - detailed testing on School Fund income and expenditure

The following reconciliation has been completed for the accounting period below

01.04.2023 - 31.03.2024

BALANCE BROUGHT FORWARD

Balance B/F at 01.04.2023

Opening cashbook balance

£84,753.14

Total Balance Brought Forward

£84,753.14

INCOME

Trips
 Voluntary Donations
 Charitable Contributions
 Returned Money
 Staff Uniform
 Local Authority
 Bank Deposits
 Class 16 Mini Enterprise
 Summer School
 Misc

£203.80
 £7,617.93
 £1,409.23
 £134.50
 £774.00
 £4,880.00
 £2,973.83
 £2,240.86
 £2,444.46
 £6,704.13

Total Income for the year

£29,382.74

EXPENDITURE

Debit Card
 Asda On-line
 Various
 Trips
 School Float
 Post 16/Mini Enterprise
 Charity

£2,299.73
 £526.96
 £84,858.47
 £330.00
 £790.00
 £429.65
 £1,069.69

Total Expenditure for the year

£90,304.50

In Year Balance Surplus/(Deficit)

-£60,921.76

Closing Balance A

£23,831.38

RECONCILIATION OF BALANCE

Bank Balance as at 28.03.24 (as per Statement issued 02.04.24)

£25,324.38

Less Unpresented Cheques

100090 -£650.00
 100091 -£193.00
 100092 -£650.00

Enter total with a 'minus' sign

-£1,493.00

Total School Fund Account B

£23,831.38

Cross Check - A should equal B

Variance (if applicable)

£0.00

INDEPENDENT REVIEW CERTIFICATION

I have examined and reviewed the documents provided for the School Fund Account for Green Park School for the year ended 31.03.24. I have obtained any explanations I consider necessary to complete the statement below.

Subject to the points raised above, I can give limited assurance that within the areas checked that the accompanying summary income and expenditure account present an accurate picture of the activities and transactions undertaken through this account and of the financial position at the end of the year.

Signed (for and on behalf of S45)

E Blakemore

Date 09.08.24

General Recommendations (Best Practice)

The following points are some of the key things schools should be aware of in order to comply with DfE & Local Authority guidance and best practice regarding School Fund Accounts, however they are only intended to complement the full guidance document. Schools should therefore ensure they are familiar with the 'School Funds & Other Unofficial Funds - Notes of Guidance' issued by Wolverhampton City Council.

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- > There should be at least 2 appropriate signatories on the account (could be senior persons or those with delegated responsibility)
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- > A copy of this audit statement, report and recommendations should be presented to Governors at the first possible meeting following the School fund Audit

Individual recommendations for your school follow on page 1

School Specific Recommendations

School should give consideration to issuing a unique, sequential reference number to each item/authorisation form, which is then recorded in the cash book. This would help to ensure all transactions are recorded and that expenditure has appropriate evidence. Any unevicenced/unrecorded items can then be easily identified and if future amendments are required, they can be referenced back to the original entry.

In the sample testing carried out on cashbook entries and expenditure evidence, 9 out of 10 were fully authenticated. (Please see Appendix A)

School need to ensure all evidence is kept for all transactions.

Actions required by School

School need to ensure all evidence is kept for all transactions.



We have attempted to agree a judgemental sample of 10 payments and receipts back to supporting documentation to identify any errors or omissions.

Sample

We have sampled a total of 5 payments/receipts from the bank statements back to the client's cashbook and a further 5 items from the cashbook back to bank statements and third party documentation.

Client's bank statements to cashbook

Results

No.	Date per bank	Description	Receipt	Payment	cashbook	Agreed to	Supporting documentation vouched?
1	03.04.23	Commission Charges 13.02/12.03.23 - £36.00	-	✓	✓	✓	
2	16.05.23	Direct Debit to Animal Health Care - £8.00	-	✓	✓	✓	
3	23.06.23	Cash Withdrawal 23.06.23 - £150.00	-	✓	✓	✓	
4	19.07.23	Deposit - £1,800.00	✓	✓	✓	✓	
5	10.08.23	Cheque issued 100077 - £2,400.00	-	✓	✓	✓	
							Cheque Stub & Copy of Cheque, Signed School Paperwork
							Deposit Slip 100095
							Cash Machine withdrawal Slip & Signed School Paperwork

Client's cashbook to bank statements

No.	Date per cashbook	Description	Receipt	Payment	Agreed to	Supporting documentation vouched?
6	13.09.23	Deposit 100099 - £2,429.20	✓	-	✓	
7	09.10.23	Card Payment to Monmore Confectionery 06.10 - £247.86	-	✓	✓	
8	15.12.23	Online Payment to Topical Books Mr T - £193.84	-	✓	✓	
9	09.01.24	Direct Credit from Smart Payments - £12.40	✓	-	✓	
10	08.03.24	Direct Credit from Uni of Cester - £100.00	✓	-	✓	
						Remittance Advice
						No Evidence
						Invoice, Signed School Paperwork & Bank confirmation of Payment to Supplier
						Invoice and Signed School Paperwork
						Deposit Slip 100099

Green Park School - Staff Fundraising

School Fund Audit

01.04.2023 - 31.03.2024



'Enabling You To Educate'



School Fund Reconciliation Statement	2
Governors report	3-4
Appendix A - detailed testing on School Fund income and expenditure	

The following reconciliation has been completed for the accounting period below

01.04.2023 - 31.03.2024

BALANCE BROUGHT FORWARD

Balance B/F at 01.04.2023

Opening cashbook balance

Total Balance Brought Forward

INCOME

*Direct Credits from the Community
Cauliflower Cards*

Total Income for the year

EXPENDITURE

*Raffle Tickets
Amazon
The Works
Monmore Confectionery
Jolly Catering*

Total Expenditure for the year

In Year Balance Surplus/(Deficit)

Closing Balance A

RECONCILIATION OF BALANCE

Bank Balance as at 31.03.2024 (as per Statement issued 10.05.2024)

Total School Fund Account B

Cross Check - A should equal B

Variance (if applicable)

INDEPENDENT REVIEW CERTIFICATION

I have examined and reviewed the documents provided for the School Fund Account for Green Park School - Staff Fundraising for the year ended 31/03/24. I have obtained any explanations I consider necessary to complete the statement below.

Subject to the points raised above, I can give limited assurance that within the areas checked that the accompanying summary income and expenditure account present an accurate picture of the activities and transactions undertaken through this account and of the financial position at the end of the year.

Signed (for and on behalf of S4S)

E Blakemore

Date 09.08.24

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In the sample testing carried out on cashbook entries and expenditure evidence, 6 out of 8 were fully authenticated. (Please see appendix A).

School should ensure they receive and keep documentation for receipts and purchases. (Please see appendix A).

Actions required by School

Any assumptions made above should be checked to ensure they are correct. Any that are incorrect should be investigated and records should be updated where necessary to accurately reflect the true position

School should ensure they receive and keep documentation for receipts and purchases. (Please see appendix A).



We have attempted to agree a judgemental sample of 8 payments and receipts back to supporting documentation to identify any errors or omissions.

Sample

We have sampled a total of 4 payments/receipts from the bank statements back to the client's cashbook and a further 4 items from the cashbook back to bank statements and third party documentation.

Client's bank statements to cashbook

Results

No.	Date per bank	Description	Receipt	Payment	Agreed to cashbook	Supporting documentation vouched?
1	10.07.23	Direct Credit from Community - £5,453.36	✓	-	✓	School Signed Paperwork & Confirmation of Credit from Bank
2	30.10.23	Card Payment to Raffle Tickets - £62.00	-	✓	✓	Order & Delivery Note, however No Invoice
3	16.11.23	Card Payment to Amazon - £4.79	-	✓	✓	Order & Invoice from Amazon
4	16.11.23	Card Payment to Amazon - £35.99	-	✓	✓	Order & Invoice from Amazon

Client's cashbook to bank statements

Results

No.	Date per cashbook	Description	Receipt	Payment	Agreed to bank	Supporting documentation vouched?
1	10.07.23	Direct Credit from Community - £5,453.36	✓	-	✓	School Signed Paperwork & Confirmation of Credit from Bank
2	30.10.23	Card Payment to Raffle Tickets - £62.00	-	✓	✓	Order & Delivery Note, however No Invoice
3	16.11.23	Card Payment to Amazon - £4.79	-	✓	✓	Order & Invoice from Amazon
4	16.11.23	Card Payment to Amazon - £35.99	-	✓	✓	Order & Invoice from Amazon
5	15.11.23	The Works - £60.00	-	✓	✓	Order Only, No Invoice
6	23.11.23	Monmore Confectionery - £81.36	-	✓	✓	Invoice and Card receipt
7	29.11.23	Jolly Catering - £170.00	-	✓	✓	Order & Invoice
8	04.01.24	Direct Credit from Cauliflower Cards - £136.50	✓	-	✓	Remittance Advice

GREEN PARK SCHOOL AMENITIES FUND

England & Wales - Charity number 1125750

Accounts

Green Park School

School Fund Audit

01.04.22 - 31.03.23



'Enabling You To Educate'

Registered company address: Services4Schools Limited, Waterloo House, 4 Waterloo Road, Wolverhampton. WV1 4BL
Company registration number: 8628145 VAT registration number: 175352305

The following reconciliation has been completed for the accounting period below

01.04.2022 - 31.04.23

BALANCE BROUGHT FORWARD

Balance B/F at 01.04.23

Opening cashbook balance

£66,045.74

Total Balance Brought Forward

£66,045.74

INCOME

Trips

£576.00

Voluntary Donations

£11,602.45

Charity

£802.11

Returns Money

£53.56

Local Authority

£2,954.00

Misc

£12,255.00

Summer School

£730.74

Total Income for the year

£28,973.86

EXPENDITURE

Debit Card Purchases

£6,086.01

Asda

£745.30

Other Purchases

£1,722.65

Trips

£112.50

School Float

£1,600.00

Total Expenditure for the year

£10,266.46

In Year Balance Surplus/(Deficit)

£18,707.40

Closing Balance A

£84,753.14

RECONCILIATION OF BALANCE

Bank Balance as at 03.04.23

£84,753.14

Cash in Hand (if any)

£0.00

Cash in Transit

£0.00

Total School Fund Account B

£84,753.14

Cross Check - A should equal B

Variance (if applicable)

£0.00

INDEPENDENT REVIEW CERTIFICATION

I have examined and reviewed the documents provided for the School Fund Account for Green Park School for the year ended 31/03/23. I have obtained any explanations I consider necessary to complete the statement below.

Subject to the points raised above, I can give limited assurance that within the areas checked that the accompanying summary income and expenditure account present an accurate picture of the activities and transactions undertaken through this account and of the financial position at the end of the year.

Signed (for and on behalf of S4S)

E Blakemore

Date: 29.08.23



School Specific Recommendations

School should give consideration to issuing a unique, sequential reference number to each item/authorisation form, which is then recorded in the cash book. This would help to ensure all transactions are recorded and that expenditure has appropriate evidence. Any unevidenced/unrecorded items can then be easily identified and if future amendments are required, they can be referenced back to the original entry.

School should consider greater use of cheques in order to restrict the high volume of cash being issued.

In the sample testing carried out on cashbook entries and expenditure evidence, 5 out of 10 were fully authenticated. (Please refer to Appendix A of this report).

School should enter in the cashbook the transaction the same date a cheque issued. Cancelled cheques, should also be entered in the cashbook, to ensure there is a clear record.

School should ensure income is banked in a reasonable time. Income showing in the paying in book as July and not being received in the bank until October. £10,338.95 Receipt 100080.

It has been picked up that the following Income is showing in the paying in slip book as income banked: 29.03.23 Slip No: 100082 - £4,455.00, 29.03.23 Slip No: 100083 - £683.36, 29.03.23 Slip No: 100084 - £315.00, 30.03.23 Slip No: 100085 - £4,166.77, 30.03.23 Slip No: 100086 - £2,105.00, 30.03.23 Slip No: 100087 - £10.00, 30.03.23 Slip No: 100088 - £521.00, 31.03.23 Slip No: 100089 - £172.90 & 31.03.23 Slip No: 100090 - £125.30, However, I was unable to match these back to the bank statements and cashbook. It has been assumed that this income was banked in the next accounting period and therefore the figures have not been included within these accounts. It is advised that income should be recorded in paying in slip books on the day of banking and not before and also entered in the cashbook.

It has also been noticed that two separate banking receipt slips amounts differ to the deposited amounts shown on the Bank Statement. Paying in slip: 100075 for £346.00, showing on the bank statement as £366.05. Paying in slip: 100078 for £115.50, showing on the bank statement as £95.45. This will need to be investigated by the school.

Your School fund has annual income of £5,000 or more. If this is all charitable income the fund is required to be registered with the Charity Commission. Please ensure that registration is in place. Any school unsure of their charitable status should contact the Charity Commission directly on 0845 300 0218, for advice.

Actions required by School

Any assumptions made above should be checked to ensure they are correct. Any that are incorrect should be investigated and records should be updated where necessary to accurately reflect the true position

School should enter in the cashbook the transaction the same date a cheque issued. Cancelled cheques, should also be entered in the cashbook, to ensure there is a clear record.

School should ensure income is banked in a reasonable time. Income showing in the paying in book as July and not being received in the bank until October. £10,338.95 Receipt 100080.

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29.08.2023

Green Park School Fund 2022-2023

APPENDIX A

We have attempted to agree a judgemental sample of 10 payments and receipts back to supporting documentation to identify any errors or omissions.

Sample

We have sampled a total of 5 payments/receipts from the bank statements back to the client's cashbook and a further 5 items from the cashbook back to bank statements and third party documentation.

Results

No.	Date per bank	Description	Receipt	Payment	Agreed to cashbook	Supporting documentation vouched?
1	03.04.22	Card Payment Aldi	-	✓	✓	Till Receipt
2	04.05.22	Cashpoint Withdrawal		✓	✓	No Cashpoint Withdrawal Slip
3	28.06.22	Refund from Terminus Contract	✓		✓	No documentation of refund
4	15.07.22	Card Payment Asda		✓	✓	Asda receipt
5	18.07.22	Card Payment Amazon		✓	✓	Amazon receipt

Client's cashbook to bank statements

No.	Date per cashbook	Description	Receipt	Payment	Agreed to bank	Supporting documentation vouched?
6	02.08.22	Direct Credit from Smart Payments - £193.00	✓	-	✓	No documentation of credit
7	19.10.22	Deposit Barclays Bank Ref: 100081 - £10,000.00	✓		✓	Receipt Book only
8	22.11.22	Card Payment Asda - £42.30		✓	✓	Asda receipt
9	09.12.22	Card Payment to Stafford Vets4Pets		✓	✓	Receipts in file do not total £188.14
10	06.03.23	Card Payment to RS Components - £311.83		✓	✓	Invoice/Receipt from RS Components

Green Park School - Staff Fundraising

School Fund Audit

01.04.22 - 31.03.23



'Enabling You To Educate'

Registered company address: Services4Schools Limited, Waterloo House, 4 Waterloo Road, Wolverhampton. WV1 4BL
Company registration number: 8628145 VAT registration number: 175352305

The following reconciliation has been completed for the accounting period below

01.04.2022 - 31.03.23

BALANCE BROUGHT FORWARD

Balance B/F at 01.04.2022

Opening cashbook balance

£8,193.35

Total Balance Brought Forward

£8,193.35

INCOME

Cauliflower Cards

£145.25

Total Income for the year

£145.25

EXPENDITURE

Chamberlain Elton Fantastic

£250.00

Raffle Tickets

£52.00

Monmore Confectionery

£77.39

The Works

£30.00

Jolly Catering

£60.00

Total Expenditure for the year

£469.39

In Year Balance Surplus/(Deficit)

£324.14

Closing Balance A

£7,869.21

RECONCILIATION OF BALANCE

Bank Balance as at 09.02.23 (Bank Statement dated 13.07.23)

£7,869.21

Cash in Hand (if any)

£0.00

Cash in Transit

£0.00

Total School Fund Account B

£7,869.21

Cross Check - A should equal B

Variance (if applicable)

£0.00

INDEPENDENT REVIEW CERTIFICATION

I have examined and reviewed the documents provided for the School Fund Account for Green Park School - Staff Fundraising for the year ended 31/03/23. I have obtained any explanations I consider necessary to complete the statement below.

Subject to the points raised above, I can give limited assurance that within the areas checked that the accompanying summary income and expenditure account present an accurate picture of the activities and transactions undertaken through this account and of the financial position at the end of the year.

Signed (for and on behalf of SAS)

E Blakemore

Date: 30.08.23

School Specific Recommendations

School should give consideration to issuing a unique, sequential reference number to each item/authorisation form, which is then recorded in the cash book. This would help to ensure all transactions are recorded and that expenditure has appropriate evidence. Any unevidenced/unrecorded items can then be easily identified and if future amendments are required, they can be referenced back to the original entry.

In the sample testing carried out on cashbook entries and expenditure evidence, 4 out of 6 were fully authenticated. Please see appendix A)

School should ensure they enter transactions into the cashbook on the day of of dealing with it, not after the bank statement has been received.

School should ensure they receive and keep documentation for payments and purchases. (Please see Appendix A)

Actions required by School

Any assumptions made above should be checked to ensure they are correct. Any that are incorrect should be investigated and records should be updated where necessary to accurately reflect the true position

School should ensure they enter transactions into the cashbook on the day of of dealing with it, not after the bank statement has been received.

School should ensure they receive and keep documentation for payments and purchases. (Please see Appendix A)

GREEN PARK SCHOOL AMENITIES FUND

England & Wales - Charity number 1125750

Accounts

**GREEN PARK SCHOOL FUND -
BARCLAYS ACCOUNT**

School Fund Audit

01.04.20 - 31.03.21



'Enabling You To Educate'

The following reconciliation has been completed for the accounting period below

01.04.20 - 31.03.21

BALANCE BROUGHT FORWARD

Balance B/F at 01.04.20

Opening cashbook balance	£19,906.66	
Unpresented chq from 19-20	-£20.00	
Total Balance Brought Forward		£19,886.66

INCOME

Voluntary Contributions	£8,201.36	
Charitable Contributions	£714.22	
Mini Bus Appeal	£10,000.00	
Returns Money	£582.61	
Local Authority	£1,900.00	
Misc	£5,225.36	
Class 13/14 Mini Enterprise	£331.06	
Class 16 Mini Enterprise	£368.60	
Total income for the year		£27,323.21

EXPENDITURE

Debit Card	£3,042.83	
Other	£11,841.54	
School Float	£100.00	
Charity	£277.91	
Xmas Tree	£175.00	
Total Expenditure for the year		£15,437.28

In Year Balance Surplus/(Deficit) £11,885.93

Closing Balance A **£31,772.59**

RECONCILIATION OF BALANCE

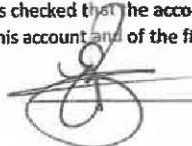
Bank Balance as at 31.03.21	£31,772.59	
Cash in Hand (if any)	£0.00	
Cash in Transit	£0.00	
Less Unpresented Cheques		
Total School Fund Account B		£31,772.59
Cross Check - A should equal B		£0.00
Variance (if applicable)		£0.00

INDEPENDENT REVIEW CERTIFICATION

I have examined and reviewed the documents provided for the School Fund Account for **GREEN PARK SCHOOL - Barclays Account** for the year ended 31/03/21. I have obtained any explanations I consider necessary to complete the statement below.

Subject to the points raised above, I can give limited assurance that within the areas checked that the accompanying summary income and expenditure account present an accurate picture of the activities and transactions undertaken through this account and of the financial position at the end of the year.

Signed (for and on behalf of SAs)

 **E. BLAKEHOLE**

Date 31.08.21

General Recommendations (Best Practice)

The following points are some of the key things schools should be aware of in order to comply with DfE & Local Authority guidance and best practice regarding School Fund Accounts, however they are only intended to complement the full guidance document. Schools should therefore ensure they are familiar with the 'School Funds & Other Unofficial Funds - Notes of Guidance' issued by Wolverhampton City Council.

- > No one person should be responsible for maintaining records and operation of the fund. Appropriate segregation of duties must be in place.
- > Receipts should be obtained for all monies paid to members of staff and issued for any monies received on behalf of the fund.
- > Money paid out from School Funds should be by cheque (unless for very small amounts) to ensure clear recording/accounting and to minimise room for mistakes.
- > All income received should be banked intact.
- > Banking of income is recommended at least weekly.
- > Spot checks of administrative/recording procedures in school, should be carried out regularly by the Headteacher and recorded appropriately
- > Money kept over night should not exceed the maximum limit covered by insurance.
- > All banking records should be retained for at least seven years i.e current financial year plus previous six years. This includes Bank statements, cheque stubs, paying-in books, B/Soc passbooks, registers of income rec'd, stock records etc
- > If using an electronic cash book, care should be taken to ensure that it is suitably protected to prevent access by unauthorised users (Password protection is recommended)
- > Audit certificates should be retained for at least seven years i.e current financial year plus previous six years.
- > The fund balance should be identifiable at any time from the records.
- > Any equipment purchased via school funds should be entered in the school's inventory and annotated to that effect
- > Where a school fund is registered for gift aid, documentation must be kept in line with the scheme and HMRC requirements
- > School funds must be registered with the Charity Commission when gross annual charitable income is in excess of the amount determined by the Charity Commission (currently £5000, as @ Aug 2017). Any school unsure of their charitable status should contact the Charity Commission directly on 0845 300 0218, for advice
- > There should be at least 2 appropriate signatories on the account (could be senior persons or those with delegated responsibility)
- > Cheques issued should be crossed A/c payee only when issued.
- > No blank cheques should be signed/issued
- > Cheques and other stationery relating to the account must be kept securely
- > A copy of this audit statement, report and recommendations should be presented to Governors at the first possible meeting following the School fund Audit



School Specific Recommendations

In the sample testing carried out on cashbook entries and expenditure evidence, 10 out of 10 were fully authenticated.

School needs to ensure there is a clear audit trail for all expenditure. This audit highlighted the following transactions on the bank statement was not entered in the cash book. Please see below:

Expenditure - There is no cashbook entry for the below, however the amount has been processed through the bank and has therefore been included in these accounts:

10.02.21 £175.00 Cheque 100058

The records in your school are thorough and well-maintained

Your School fund has annual income of £5,000 or more. If this is all charitable income the fund is required to be registered with the Charity Commission. Please ensure that registration is in place. Any school unsure of their charitable status should contact the Charity Commission directly on 0845 300 0218, for advice.

Actions required by School

Please update the cash book to include cheque number 100058 for the amount of £175.00.

Green Park School Fund

HSBC Account

School Fund Audit

01.04.20 - 31.03.21



'Enabling You To Educate'

The following reconciliation has been completed for the accounting period below

01.04.20 - 31.03.21

BALANCE BROUGHT FORWARD

Balance B/F at 01.04.20

Opening cashbook balance	£44,809.73	
Other		
Total Balance Brought Forward		£44,809.73

INCOME

Minibus Appeal	£10,000.00	
Total Income for the year		£10,000.00

EXPENDITURE

Wolverhampton City Council - Minibus	£28,000.00	
Total Expenditure for the year		£28,000.00

In Year Balance Surplus/(Deficit)		-£18,000.00
Closing Balance A		£26,809.73

RECONCILIATION OF BALANCE

Bank Balance as at 31.03.21 (as per Statement 249)	£26,809.73	
Cash in Hand (if any)	£0.00	
Cash in Transit	£0.00	
Less Unpresented Cheques Enter details		
Enter details	<i>Amount</i>	
	<i>Enter total with a 'minus' sign</i>	£0.00
Total School Fund Account B		£26,809.73

Cross Check - A should equal B		£0.00
Variance (if applicable)		

INDEPENDENT REVIEW CERTIFICATION

I have examined and reviewed the documents provided for the School Fund Account for GREEN PARK SCHOOL HSBC Account for the year ended 31/03/21. I have obtained any explanations I consider necessary to complete the statement below.

Subject to the points raised above, I can give limited assurance that within the areas checked that the accompanying summary income and expenditure account present an accurate picture of the activities and transactions undertaken through this account and of the financial position at the end of the year.

Signed (for and on behalf of S4S)  E. BLAKEMORE

Date 31.08.21

General Recommendations (Best Practice)

The following points are some of the key things schools should be aware of in order to comply with DfE & Local Authority guidance and best practice regarding School Fund Accounts, however they are only intended to complement the full guidance document. Schools should therefore ensure they are familiar with the 'School Funds & Other Unofficial Funds - Notes of Guidance' issued by Wolverhampton City Council.

- > No one person should be responsible for maintaining records and operation of the fund. Appropriate segregation of duties must be in place.
- > Receipts should be obtained for all monies paid to members of staff and issued for any monies received on behalf of the fund.
- > Money paid out from School Funds should be by cheque (unless for very small amounts) to ensure clear recording/accounting and to minimise room for mistakes.
- > All income received should be banked intact.
- > Banking of income is recommended at least weekly.
- > Spot checks of administrative/recording procedures in school, should be carried out regularly by the Headteacher and recorded appropriately
- > Money kept over night should not exceed the maximum limit covered by insurance.
- > All banking records should be retained for at least seven years i.e current financial year plus previous six years. This includes Bank statements, cheque stubs, paying-in books, B/Soc passbooks, registers of income rec'd, stock records etc
- > If using an electronic cash book, care should be taken to ensure that it is suitably protected to prevent access by unauthorised users (Password protection is recommended)
- > Audit certificates should be retained for at least seven years i.e current financial year plus previous six years.
- > The fund balance should be identifiable at any time from the records.
- > Any equipment purchased via school funds should be entered in the school's inventory and annotated to that effect
- > Where a school fund is registered for gift aid, documentation must be kept in line with the scheme and HMRC requirements
- > School funds must be registered with the Charity Commission when gross annual charitable income is in excess of the amount determined by the Charity Commission (currently £5000, as @ Aug 2017). Any school unsure of their charitable status should contact the Charity Commission directly on 0845 300 0218, for advice
- > There should be at least 2 appropriate signatories on the account (could be senior persons or those with delegated responsibility)
- > Cheques issued should be crossed A/c payee only when issued.
- > No blank cheques should be signed/issued
- > Cheques and other stationery relating to the account must be kept securely
- > A copy of this audit statement, report and recommendations should be presented to Governors at the first possible meeting following the School fund Audit

Individual recommendations for your school follow on page 2



School Specific Recommendations

In the sample testing carried out on cashbook entries and expenditure evidence, 2 out of 2 were fully authenticated.

The records in your school are thorough and well-maintained

Your School fund has annual income of £5,000 or more. If this is all charitable income the fund is required to be registered with the Charity Commission. Please ensure that registration is in place. Any school unsure of their charitable status should contact the Charity Commission directly on 0845 300 0218, for advice.

Actions required by School

No action required.

Green Park School - Staff Fund Raising

School Fund Audit

01.04.2020 - 31.03.21



'Enabling You To Educate'

The following reconciliation has been completed for the accounting period below

01.04.20 - 31.03.21

BALANCE BROUGHT FORWARD

Balance B/F at 01.04.20

Opening cashbook balance

£7,821.60

Other

Total Balance Brought Forward

£7,821.60

INCOME

No Income received during Financial Year 2020-2021

£0.00

Total Income for the year

£0.00

EXPENDITURE

No Expenditure in Financial Year 2020-2021

£0.00

Total Expenditure for the year

£0.00

In Year Balance Surplus/(Deficit)

£0.00

Closing Balance A

£7,821.60

RECONCILIATION OF BALANCE

Bank Balance as at 13.01.2021

£7,821.60

Cash in Hand (if any)

£0.00

Cash in Transit

£0.00

Less Unpresented Cheques

Enter details

Enter details

Amount

Total School Fund Account B

Cross Check - A should equal B

£7,821.60

Variance (if applicable)

£0.00

INDEPENDENT REVIEW CERTIFICATION

I have examined and reviewed the documents provided for the School Fund Account for Green Park School, Staff Fundraising for the year ended 31/03/21. I have obtained any explanations I consider necessary to complete the statement below.

Subject to the points raised above, I can give limited assurance that within the areas checked that the accompanying summary income and expenditure account present an accurate picture of the activities and transactions undertaken through this account and of the financial position at the end of the year.

Signed (for and on behalf of SAS)



E. PUGHMORE

Date 01.09.21

General Recommendations (Best Practice)

The following points are some of the key things schools should be aware of in order to comply with DfE & Local Authority guidance and best practice regarding School Fund Accounts, however they are only intended to complement the full guidance document. Schools should therefore ensure they are familiar with the 'School Funds & Other Unofficial Funds - Notes of Guidance' issued by Wolverhampton City Council.

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- > All banking records should be retained for at least seven years i.e current financial year plus previous six years. This includes Bank statements, cheque stubs, paying-in books, B/Soc passbooks, registers of income rec'd, stock records etc
- > If using an electronic cash book, care should be taken to ensure that it is suitably protected to prevent access by unauthorised users (Password protection is recommended)
- > Audit certificates should be retained for at least seven years i.e current financial year plus previous six years.
- > The fund balance should be identifiable at any time from the records.
- > Any equipment purchased via school funds should be entered in the school's inventory and annotated to that effect
- > Where a school fund is registered for gift aid, documentation must be kept in line with the scheme and HMRC requirements
- > School funds must be registered with the Charity Commission when gross annual charitable income is in excess of the amount determined by the Charity Commission (currently £5000, as @ Aug 2017). Any school unsure of their charitable status should contact the Charity Commission directly on 0845 300 0218, for advice
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- > No blank cheques should be signed/issued
- > Cheques and other stationery relating to the account must be kept securely
- > A copy of this audit statement, report and recommendations should be presented to Governors at the first possible meeting following the School fund Audit

School Specific Recommendations

The records in your school are thorough and well-maintained

Actions required by School

No Action required.