

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
Unpresented chq from 19-20

£19,906.66
-£20.00

Total Balance Brought Forward

£19,886.66

INCOME

Voluntary Contributions
Charitable Contributions
Mini Bus Appeal
Returns Money
Local Authority
Misc
Class 13/14 Mini Enterprise
Class 16 Mini Enterprise

£8,201.36
£714.22
£10,000.00
£582.61
£1,900.00
£5,225.36
£331.06
£368.60

Total income for the year

£27,323.21

EXPENDITURE

Debit Card
Other
School Float
Charity
Xmas Tree

£3,042.83
£11,841.54
£100.00
£277.91
£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

Variance (if applicable)

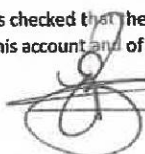
£0.00

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 S4S)

 E. BLAKEY

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

GOVERNORS REPORT

31.08.21

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

Amount

Enter total with a 'minus' sign

£0.00

Total School Fund Account B

£26,809.73

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 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.

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- > 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
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Individual recommendations for your school follow on page 2

GOVERNORS REPORT

31.08.21

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 31.03.2021

£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

Variance (if applicable)

£7,821.60

£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 S4S)

E. PRAKEMORE

Date 01.09.21

General Recommendations (Best Practice)

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GOVERNORS REPORT

01.09.21

School Specific Recommendations

The records in your school are thorough and well-maintained

Actions required by School

No Action required.