

**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
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

**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

GOVERNORS REPORT

24.11.2025

**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.

## Green Park School - School Fund 2024 - 2025



### APPENDIX A

24.11.2025

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>
		Card Payment to WM Morrisons Store on 19 Apr -				
1	22.04.24	£27.49	-	✓	✓	No evidence
		Refund from Amzbusiness -				Copy of Email giving information of credit to be received.
2	13.05.24	£6.38	✓	-	✓	
		Direct Credit from University of Che Ref				Remittance Advice from University of Chester
3	28.06.24	107009 - £262.50	✓	-	✓	
		Card Payment to Amazon* Mini enter on 16 Jul -				
4	17.07.24	£3.98	-	✓	✓	Amazon Invoice Receipt
		Direct Credit from Smart Payments Ltd ref				
		School Money -				
5	06.08.24	£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>
		Just Giving				
6	23.09.24	Carter £134.93	✓	-	✓	No evidence
		GPS Vol Com -				Copy of cheque stub 100095, however no evidence of where this payment has come from
7	03.10.24	£660.00	-	✓	✓	Invoice and Order for Baker Ross
8	20.11.24	£41.40	✓	-	✓	
		Mini Enterprise: Candycave				Invoice and Order for Candy Cave.
9	27.01.25	£50.96	-	✓	✓	
		Teachustoo.Org				Invoice and Order for Teachustoo.Org
10	04.03.25	£10.00	-	✓	✓	



# **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

24.11.2025

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.

- > 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

**GOVERNORS REPORT**

24.11.2025

**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 Card payment to Amazon Deals	✓	-	✓	Barclays Bank Transfer receipt and School Authorised document
2	19.06.24	On W on 18 Jun - £29.45 Direct Credit from Community Ref: School Funds A/c -	-	✓	✓	No Evidence
3	11.09.24	£491.00 Card payment to Home Bargains on 28 Sep -	✓	-	✓	Barclays Bank Transfer receipt and School Authorised document
4	30.09.24	£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

