

Trustees Report for Potton Primary School Fund

The usual school trips and social activities were carried out in the 2024/2025 school term.

The details are outlined in the accounts.

A modest surplus was recorded during the year and will be used to subsidise future events.

10/5/2026

Income and Expenditure Summary

Reported at: 13/05/2025 11:19:55

Account activity between 01/08/2023 and 31/07/2024

All bank accounts

School Account

Cost centre	Opening bal	Transfer in	Transfer out	Receipts	Payments	Inter acct	Balance
OTest online payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Art Fund	330.60	556.61	0.00	491.90	0.00	0.00	1,379.11
Attendance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Autumn Term Cambridge United Football Club Tuesday after school until 4.20pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Autumn Term Choir Monday after school until 4.15pm. STARTS AFTER HALF TERM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Autumn Term Forest School Monday after school until 4.15pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Autumn Term Girls Football Thursday after school until 4.20pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Autumn Term Make It Create It Monday after school until 4.15pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Autumn Term MindFit Wednesday after school until 4.20pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Autumn Term Thursday Lunchtime Gardening Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Book Fair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Breakfast Club	0.00	131.67	0.00	605.00	1,735.83	0.00	-999.16
Break The Rules	0.00	0.00	0.00	1,974.66	427.79	0.00	1,546.87
Cafeteria bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cake Sales	0.00	0.00	0.00	346.00	53.99	0.00	292.01
Caythorpe Court / Leavers Hoodie 2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Charities	0.00	0.00	0.00	673.50	673.50	0.00	0.00
Child Hoodie £18.25	0.00	742.62	0.00	801.53	1,496.50	0.00	47.65
Christmas Fayre	0.00	542.28	0.00	1,205.02	379.25	0.00	1,368.05
Christmas Shop	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contra	0.00	0.00	0.00	181.92	181.92	0.00	0.00
Curriculum Expenses	-234.18	234.18	0.00	0.00	128.76	0.00	-128.76
Discos	0.00	0.00	0.00	0.00	8.00	0.00	-8.00
Donations and Commissions	1,098.94	0.00	1,098.94	1,050.81	0.00	0.00	1,050.81
Easter Egg Raffle	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fathers Day	0.00	0.00	0.00	509.35	361.93	0.00	147.42
Gifts	-29.00	29.00	0.00	0.00	547.36	0.00	-547.36
Hardship Fund	37.50	0.00	3,382.88	4,015.00	153.50	0.00	516.12
Mini Olympics Festival	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	7,281.36	5,173.37	5,851.17	1,969.18	1,236.86	0.00	7,335.88

Income and Expenditure Summary

Reported at: 13/05/2025 11:19:55

Account activity between 01/08/2023 and 31/07/2024

All bank accounts

School Account

Cost centre	Opening bal	Transfer in	Transfer out	Receipts	Payments	Inter acct	Balance
Mothers Day	0.00	0.00	0.00	644.67	0.00	0.00	644.67
Nat West Bank Charges	0.00	0.00	0.00	0.00	14.98	0.00	-14.98
Performances / Workshops	-54.70	54.70	0.00	111.00	0.00	0.00	111.00
Postage	-27.13	27.13	0.00	0.00	28.20	0.00	-28.20
Pupil Rewards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reception Trip - Shepreth Wildlife Park Wednesday 7th May 2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School Dinner Money	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spring Term Book Club Monday after school until 4.00pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spring Term Cambridge United Football Tuesday after school until 4.20pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spring Term Choir Monday after school until 4.15pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spring Term Colouring Monday after school until 4.00pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spring Term Girls Football Thursday after school until 4.15pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spring Term Make It / Create It Thursday after school until 4.15pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spring Term MindFit Wednesday after school until 4.20pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spring Term Netball Club Monday after school until 4.15pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spring Term Thursday Lunchtime Gardening Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Expenses	-843.25	843.25	0.00	0.00	1,704.81	0.00	-1,704.81
Staff Hoodies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summer Term Athletics Monday after school until 4.15pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summer Term Cambridge United Football Club Tuesday after school until 4.20pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summer Term Construction Monday after school until 4.00pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summer Term Drawing Monday after school until	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Income and Expenditure Summary

Reported at: 13/05/2025 11:19:55

Account activity between 01/08/2023 and 31/07/2024

All bank accounts

School Account

Cost centre	Opening bal	Transfer in	Transfer out	Receipts	Payments	Inter acct	Balance
4.15pm							
Summer Term Gardening Thursday Lunchtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summer Term Girls Football Thursday after school until 4.15pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summer Term MindFit Wednesday after school until 4.20pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summer Term Movie Making Thursday after school until 4.15pm	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tea, Coffee, Milk etc	0.00	0.00	0.00	0.00	350.86	0.00	-350.86
VMS Charges School Account	-133.68	133.68	0.00	0.00	684.75	0.00	-684.75
Year 1 Hertfordshire Zoo	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 2 Trip Ferry Meadows - Monday 9th June	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 3 History Off The Page Monday 12th May	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 3 Trip - Whipsnade Zoo Thursday 3rd July	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 4 Grafham Water Residential Trip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 5 Trip Knebworth House - Wednesday 2nd July	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Year 6 Caythorpe Court Residential Trip 2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deleted cost centres (203)	2,891.03	6,351.42	3,873.99	46,652.43	49,411.99	0.00	2,608.90
Total:	10,317.49	14,819.91	14,206.98	61,231.97	59,580.78	0.00	12,581.61

Savings Account

Cost centre	Opening bal	Transfer in	Transfer out	Receipts	Payments	Inter acct	Balance
Savings	606.13	0.00	612.93	7.18	0.00	0.00	0.38
Total:	606.13	0.00	612.93	7.18	0.00	0.00	0.38
Grand total:	10,923.62	14,819.91	14,819.91	61,239.15	59,580.78	0.00	12,581.99

Potton Primary School

Mill Lane

Potton

Bedfordshire

SG19 2PG

Accounts Independent Examination

For the year

1st September 2024 to 31st August 2025

Statement of approval

I have completed an examination of the income and expenses for the period 1st September 2024 to 31st August 2025 for Potton Primary School.

I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that the records are complete. I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report.

Approved by:


Mrs N Allen
Accountant

27th January 2026

**Accounts Year end examination - 01.09.2024 to
31.08.2025 - Trial Balance**

School Fund:	DR	CR
Art Fund		£1,379.11
Autumn Term Cambridge United		£260.00
Autumn Term Forest School		£70.00
Autumn Term Girls Football		£100.00
Autumn Term Make it Create it		£87.77
Autumn Term Mindfit		£140.00
Breakfast Club		£179.11
Break the rules		£493.78
Cake Sales		
CGP Books		
Child Hoodie		£53.40
Christmas Fayre		£382.56
Christmas Shop		£650.00
Cirriculum Expenses	£385.98	
Discos		
Donations & Commissions		£594.07
Easter Egg Raffle	£12.40	
Fathers Day		£317.54
Gifts	£633.48	
Hardship Fund		£142.71
Mini Olympics	£235.00	
Miscellaneous		£12,239.28
Mothers Day		£263.30
NatWest bank Charges	£36.38	
Pupil Rewards	£14.85	
Postage	£78.07	
Reception Shepreth Trip		£111.00
Spring Term Book Club		£170.00
Spring Term Cambridge United		£300.00
Spring Term Choir Monday		£170.00
Spring Term Colouring		£120.00
Spring Term Girls Football		£90.00
Spring Term Make it /Create it		£50.00
Spring Term Mindfit		£230.00
Spring Term Netball Club		£10.00
Staff Expenses	£1,214.17	
Staff Hoodies	£55.00	

**Accounts Year end examination - 01.09.2024 to
31.08.2025 - Trial Balance**

School Fund:	DR	CR
Summer Term Athletics		£140.00
Summer Term Cambridge United Football		£300.00
Summer Term Construction		£50.00
Summer Term Drawing		£110.00
Summer Term Girls Football		£80.00
Summer Term Mindfit		£190.00
Summer Term Movie making		£140.00
Tesa, Coffee, Milk	£76.51	
VMS School account	£603.10	
Year 1 Hertfordshire zoo	£170.40	
Year 2 Ferry Meadows	£135.00	
Year 3 History off the page	£109.00	
Year 3 Whipsnade	£123.50	
Year 4 Grafham Water		£288.00
Year 5 Knebworth House	£71.33	
Business Current Account	£15,947.46	
	£19,901.63	£19,901.63

£0.00

Potton Primary School - Bank Accounts

Business Reserve Account		Interest Received
B/Fwd Balance 01/09/2024	£0.38	
Interest 30/09/2024		£0.01
Interest 30/04/2025		£0.01
C/Fwd Balance 31/08/2025	£0.40	
Business Current Account		
B/Fwd Balance 01/09/2024	£14074.51	
Transfer In	£15,568.34	
Transfer out		£15,568.34
Receipt	£61,330.19	
Payments		£57,964.34
Potton Lower School Fund		
Deleted cost centres balance		£1492.90
C/Fwd Balance 31/08/2025		£15947.46
	£0.00	

Potton Middle School - Income and Expenditure Summ

	Opening Bal	Transfer in	Transfer out	Receipts
Art Fund	£ 1,379.11	£ -	£ -	£ -
Autumn Term Cambridge United Football Yr 5&6				£ 260.00
Autumn Term Forest School Monday after school				£ 70.00
Autumn Term Girls Football Thursday				£ 100.00
Autumn Term Make it Create it				£ 100.00
Autumn Term Mindfit				£ 140.00
Book Fair				£ 310.96
Breakfast Club	-£ 999.16			£ 3,328.45
Break the Rules	£ 1,546.87	£ -	£ 1,546.87	£ 681.10
Cakes Sales	£ 292.01	£ -	£ 292.01	£ -
Caythorpe Court/Leavers	£ -	£ 117.16	£ -	£ 1,207.16
Charities	£ -	£ -	£ -	£ 431.34
Child Hoodie	£ 47.65	£ -	£ -	£ 244.00
Christmas Fayre	£ 1,368.05	£ -	£ 2,077.85	£ 1,523.54
Christmas Shop	£ -	£ 709.80	£ -	£ 364.65
Contra				£ 171.35
Curriculum Expenses	-£ 128.76	£ 128.76	£ -	£ -
Disco	-£ 8.00	£ 8.00	£ -	
Donations and Commissions	£ 1,050.81	£ -	£ 1,478.83	£ 1,022.09
Easter Egg raffle	£ -	£ -	£ -	£ -
Fathers Day	£ 147.42	£ -	£ 147.42	£ 624.40
Gifts	-£ 547.36	£ 547.36	£ -	£ -
Hardship Fund	£ 516.12	£ -	£ 2,445.91	£ 2,072.50
Mini Olympics festival	£ -	£ -	£ -	£ -
Miscellaneous	£ 7,335.88	£ 8,349.52	£ 4,063.11	£ 4,834.80
Mothers Day	£ 644.67	£ -	£ 644.67	£ 974.60
NatWest Bank Charges	-£ 14.98	£ 21.60	£ -	£ -
Performance/Workshops	£ 111.00	£ -	£ 111.00	£ -
Postage	-£ 28.20	£ 28.20	£ -	£ -
Pupil Rewards	£ -	£ -	£ -	£ -
Reception Trip Shepreth Wildlife Park	£ -	£ 281.25	£ -	£ 686.25
School Bank	£ -	£ -	£ -	£ -
School Dinner Money	£ -	£ -	£ -	£ -
Spring term Book Club	£ -	£ -	£ -	£ 170.00
Spring Term Art & Textiles				
Spring Term Cambridge United				£ 300.00
Spring Term Choir				£ 170.00
Spring Term Colouring Club				£ 120.00

Potton Middle School - Income and Expenditure Summ

	Opening Bal	Transfer in	Transfer out	Receipts
Spring Term Garden & Nature				
Spring Term Girls Football				£ 90.00
Spring Term make It Create It	£ -	£ -	£ -	£ 50.00
Spring Term Maths Club				
Spring Term Mindfit				£ 230.00
Spring Term Netball Club	£ -	£ -	£ -	£ 10.00
Staff Expenses	-£ 1,704.81	£ 1,704.81	£ -	£ -
Staff Hoodies	£ -	£ -	£ -	£ 82.50
Summer Term Athletics	£ -	£ -	£ -	£ 140.00
Summer Term Boys Football				£ -
Summer Term Busy Fingers				£ -
Summer Term Cambridge Football				£ 300.00
Summer Term Construction	£ -	£ -	£ -	£ 50.00
Summer Term Drawing	£ -	£ -	£ -	£ 110.00
Summer Term Gardening				£ -
Summer Term Girls Football	£ -	£ -	£ -	£ 80.00
Summer Term Knitting Club				£ -
Summer Term Mindfit				£ 190.00
Summer Term Movie	£ -	£ -	£ -	£ 140.00
Summer Term Multi Sports				£ -
Tea, Coffee, Milk	-£ 350.86	£ 337.86	£ -	£ -
VMS Charges School account	-£ 684.75	£ 684.75	£ -	£ -
Year 1 Hertfordshire Zoo	£ -	£ 328.75	£ -	£ 888.75
Year 2 Ferry Meadows		£ 317.50	£ -	£ 652.50
Year 3 History Off the Page		£ 20.00	£ -	£ 500.00
Year 3 Trip Whipsnade	£ -	£ 274.75	£ -	£ 783.75
Year 4 Grafham Water	£ -	£ 822.50	£ -	£ 6,697.50
Year 5 Knebworth House	£ -	£ 284.00	£ -	£ 833.00
Year 6 Caythorpe Court	£ -	£ -	£ -	£ 29,595.00
Deleted cost centres	£ 2,608.90	£ 601.77	£ 2,760.67	£ -
TOTAL	£ 12,581.61	£ 15,568.34	£ 15,568.34	£ 61,330.19

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	Payments	Inter acct	Balance
Art Fund			£ 1,379.11
Autumn Term Cambridge United Football Yr 5&6	£ -		£ 260.00
Autumn Term Forest School Monday after school	£ -		£ 70.00
Autumn Term Girls Football Thursday			£ 100.00
Autumn Term Make it Create it	£ 12.23		£ 87.77
Autumn Term Mindfit			£ 140.00
Book Fair	£ 310.96		£ -
Breakfast Club	£ 2,150.18		£ 179.11
Break the Rules	£ 187.32		£ 493.78
Cakes Sales	£ -		£ -
Caythorpe Court/Leavers	£ 1,324.32		£ 0.00
Charities	£ 431.34		£ -
Child Hoodie	£ 238.25		£ 53.40
Christmas Fayre	£ 431.18		£ 382.56
Christmas Shop	£ 424.45	£ -	£ 650.00
Contra	£ 171.35		£ -
Curriculum Expenses	£ 385.98		-£ 385.98
Disco	£ -		£ -
Donations and Commissions			£ 594.07
Easter Egg raffle	£ 12.40		-£ 12.40
Fathers Day	£ 306.86		£ 317.54
Gifts	£ 633.48		-£ 633.48
Hardship Fund	£ -	£ -	£ 142.71
Mini Olympics festival	£ 235.00	£ -	-£ 235.00
Miscellaneous	£ 4,217.81	£ -	£ 12,239.28
Mothers Day	£ 711.30		£ 263.30
NatWest Bank Charges	£ 43.00		-£ 36.38
Performance/Workshops			£ -
Postage	£ 78.07		-£ 78.07
Pupil Rewards	£ 14.85		-£ 14.85
Reception Trip Shepreth Wildlife Park	£ 856.50	£ -	£ 111.00
School Bank	£ -	£ -	£ -
School Dinner Money	£ -	£ -	£ -
Spring term Book Club	£ -	£ -	£ 170.00
Spring Term Art & Textiles			£ -
Spring Term Cambridge United			£ 300.00
Spring Term Choir			£ 170.00
Spring Term Colouring Club			£ 120.00

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	Payments	Inter acct	Balance
Spring Term Garden & Nature			£ -
Spring Term Girls Football			£ 90.00
Spring Term make It Create It	£ -	£ -	£ 50.00
Spring Term Maths Club			£ -
Spring Term Mindfit	£ -		£ 230.00
Spring Term Netball Club	£ -	£ -	£ 10.00
Staff Expenses	£ 1,214.17		-£ 1,214.17
Staff Hoodies	£ 137.50	£ -	-£ 55.00
Summer Term Athletics	£ -	£ -	£ 140.00
Summer Term Boys Football			£ -
Summer Term Busy Fingers			£ -
Summer Term Cambridge Football			£ 300.00
Summer Term Construction	£ -	£ -	£ 50.00
Summer Term Drawing	£ -	£ -	£ 110.00
Summer Term Gardening	£ -		£ -
Summer Term Girls Football	£ -	£ -	£ 80.00
Summer Term Knitting Club			£ -
Summer Term Mindfit			£ 190.00
Summer Term Movie	£ -	£ -	£ 140.00
Summer Term Multi Sports			£ -
Tea, Coffee, Milk	£ 63.51	£ -	-£ 76.51
VMS Charges School account	£ 603.10	£ -	-£ 603.10
Year 1 Hertfordshire Zoo	£ 1,387.90		-£ 170.40
Year 2 Ferry Meadows	£ 1,105.00		-£ 135.00
Year 3 History Off the Page	£ 629.00		-£ 109.00
Year 3 Trip Whipsnade	£ 1,182.00	£ -	-£ 123.50
Year 4 Grafham Water	£ 7,232.00	£ -	£ 288.00
Year 5 Knebworth House	£ 1,188.33		-£ 71.33
Year 6 Caythorpe Court	£ 29,595.00		£ -
Deleted cost centres	£ 450.00		£ -
TOTAL	£ 57,964.34	£ -	£ 15,947.46