



Greenwood Primary & Nursery School  
Sutton Middle Lane  
Kirkby in Ashfield  
Nottingham  
NG17 8FX

Head Teacher: Miss Kim Tucker  
Phone: 01623 460664 Fax 01623 722976  
e-mail: [head@greenwoodprimary.org.uk](mailto:head@greenwoodprimary.org.uk)  
Web-site: [www.greenwoodprimary.org.uk](http://www.greenwoodprimary.org.uk)  
Registered Charity Number: 1138933

**AN ACADEMY WITHIN THE FLYING HIGH TRUST**



### **Greenwood Primary & Nursery School Fund Annual Report September 2019 - August 2020**

What an unusual year for us all. With an exciting start in September to everything being cancelled by Easter!

#### Income

Although the only residential that got to go ahead was Mount Cook, other year groups visited The Space Centre, the Holocaust Centre and Sherwood Pines. The school also received donations from the school photographer, a local MP and parents.

#### Expenditure

School Fund is used to pay for educational and residential trips for children right across school. Staff try to plan first hand experiences to bring the children's learning to life every year.

#### Expenditure on Visits

Nursery and Reception enjoyed their visit to Sherwood Pines.

Year 4 enjoyed their residential at Mount Cook.

Children in year 5 enjoyed their visit to The Space Centre.

Children in year 6 visited the Holocaust Centre as part of their World War II topic.

Through the first few months we also raised money for local and national charities by dressing up, buying crocus bulbs, buying books and eating cake.



## Account Summary for the Period: 01/09/2019 to 31/08/2020

### Section 1

### SCHOOL FUND

Income		Expenditure	
Brackenhurst YR6	0.00	Brackenhurst YR6	377.00
Coffee Bar	353.04	Coffee Bar	52.24
Disco	1,467.42	Disco	933.25
Fundraising	5,700.32	Fundraising	16,190.43
Holocaust Centre	858.00	Holocaust Centre	864.00
Hot Tuck	4,689.07	Hot Tuck	2,309.97
Kingswood 2018	9,019.00	Kingswood 2018	9,200.00
London	8,875.74	London	8,875.74
Memberships	0.00	Memberships	177.00
Mount Cook	8,208.00	Mount Cook	8,084.00
Music Workshop	135.00	Music Workshop	135.00
Palace Theatre - events	361.50	Palace Theatre - events	19.00
ParentPay refunds due to excess refunds over income due to COVID19	7,872.50	ParentPay refunds due to excess refunds over income due to COVID19	7,991.50
ParentPay Transaction Fees	0.00	ParentPay Transaction Fees	454.42
Performance Tickets	298.00	Performance Tickets	48.00
Pups Donations	110.00	Pups Donations	0.00
PUPS Miscellaneous	0.00	PUPS Miscellaneous	6.43
Residential	3,264.13	Residential	3,264.13
SATS Revision Guides	332.50	SATS Revision Guides	332.50
School Fund Donations	858.19	School Fund Donations	0.00
Sherwood Pines - Butterflies	412.50	Sherwood Pines - Butterflies	7.50
Sherwood Pines - Nursery	374.00	Sherwood Pines - Nursery	21.00
Space Center	777.90	Space Center	792.50
Split payment	0.00	Split payment	1,216.79
Tuck Shop	1,478.05	Tuck Shop	715.87
Uniform	2,364.15	Uniform	1,428.10
Xmas Fair	2,129.70	Xmas Fair	796.97
<b>Total Income</b>	<b>59,938.71</b>	<b>Total Expenditure</b>	<b>64,293.34</b>
<b>Excess of Expenditure over Income</b>	<b>4,354.63</b>	<b>Excess of Income over Expenditure</b>	<b>0.00</b>

### Section 2



Balance b/f 01/09/2019		Balance c/f 31/08/2020	
Cash	0.00	Cash	0.00
Cheques in Hand	0.00	Cheques in Hand	0.00
Unsettled ePayments	100.60	Unsettled ePayments	310.83
PUPS Greenwood Primary & Nursery School	16,373.65	PUPS Greenwood Primary & Nursery School	11,261.11
School Fund - Greenwood	1,604.98	School Fund - Greenwood	2,152.66
County Primary School		County Primary School	
<b>Total</b>	<b>18,079.23</b>	<b>Total</b>	<b>13,724.60</b>

Income		Expenditure	
Movement in Period	0.00	Movement in Period	4,354.63

### Section 3

Amount owing to the Fund at Period End		Amount owed by the Fund at Period End	
Amount received in advance for a committed expense		Valuation at cost price of Stock in Hand at period end	
<b>Total</b>	<b>0</b>	<b>Total</b>	<b>0</b>

### Section 4

We certify that, to the best of our knowledge, the accounts shown above are correct.

Treasurer	<u>C. Dave</u>	Headteacher	<u>[Signature]</u>
Date	<u>14.10.20</u>	Date	<u>14 / 10 / 2020</u>

### Section 5

#### Audit Certificate

We have audited the accounts of the above Fund in accordance with

\_\_\_\_\_ (guidelines). In my/our opinion, there has been reasonable management of the Fund and the above Summary of Accounts is a true representation of the state of the Fund's affairs at and its assets at that date were sufficient to meet all the liabilities of the Fund in full.

Signature of Auditor	<u>[Signature]</u>	Date	<u>15.10.2020</u>
Financial Qualification/Experience	<u>Retired Notts County Council Auditor</u>		

### Section 6

I can confirm that I am familiar with the contents of the

\_\_\_\_\_ Guidelines and that the audited Summary of Accounts has been presented to the Board of Governors and I am satisfied with the state of affairs of the fund(s).

Chairman of Governors	_____	Date	_____
-----------------------	-------	------	-------

# School PTA Audit – Report and Summary Sheet

## Greenwood Primary School and PUPS Funds

Period ended 31 August 2020

Area reviewed	Control Met?	Audit finding/recommendation	Reference in 'Managing School Funds' and/or Ofsted standard in 'Keeping Your Balance'
<b>Annual summary form of School Fund transactions</b>			
Closing balance and arithmetic accuracy of the annual summary form agreed	Yes		-
Confirmed the approved use for any significant surplus balance at the year-end	Yes	Funds Available at year end: PUPS account £11261.11  School Fund account £2152.66	Section 1
Summary shows a sound analysis of the receipts and payments	Yes	Analysis is as recorded on the Pebble summary of year-end report of user accounts	Section 3
Miscellaneous expenses and income are appropriate for the school fund.	Yes	No miscellaneous or sundry expenses were identified,	Section 4
<b>Bank accounts and bank reconciliation</b>			
The voluntary fund is accounted for separately from the School Budget Share and held in a separate bank account.	Yes	The School and PUPS funds bank accounts are kept separately but the two funds are administered in one accounting system.	Section 1 L1
Current signatories on the account  Cheques should be signed by at least two authorised signatories	Yes	There are four approved signatories including the Head Teacher	Section 2
Closing bank balances and all bank accounts are correctly recorded on the year-end summary form.	Yes	The reconciled bank balances of both Funds are shown on the year-end report	Section 8
Interest is received on any surplus funds	n/a	No interest is currently received on current accounts	Section 2

**School PTA Audit – Report and Summary Sheet**

<b>Area reviewed</b>	<b>Control Met?</b>	<b>Audit finding/recommendation</b>	<b>Reference in 'Managing School Funds' and/or Ofsted standard in 'Keeping Your Balance'</b>
Bank reconciliations are carried out on a monthly or regular basis and are recorded	Yes	Monthly bank reconciliations are prepared, and hard copies filed with the relevant statements on Pebble School Fund manager software	Section 7 L12
<b>Payments to suppliers, donations and transfers</b>			
No evidence of official NCC School Budget Share (GA account) payments being transacted through the School Fund	Yes		Section 11
No evidence of taxable payments to individuals having been made through the School Fund account	Yes	Gazza's disco operator has been verified as being in possession of a valid UTR.  <i>It is advised that the contractor always confirms the up to date validity by signing and dating the original form annually</i>	Section 6
An adequate level of separation of duties exists in respect of ordering, the receipt of goods and payment procedures	Yes	As soundly as possible in a school with small numbers of administrative staff.	-
Payments and donations, etc. are soundly supported by an original invoice, voucher or receipt	Yes	All payments were verified to source documentation.	Section 6
<b>Income and Receipts</b>			
No income which should be school budget share is transacted through the School Fund	Yes		Section 1 L6
Income should be supported by the issue of receipts or collection sheets that are correctly completed.	Yes	The Collection Sheets examined were fully completed with signatories and verification by the School Business Manager  Many receipts are made direct via the parent pupil payment scheme  Cash collections made by an independent security service virtually ceased from March 2020	Section 5 L11

**School PTA Audit – Report and Summary Sheet**

<b>Area reviewed</b>	<b>Control Met?</b>	<b>Audit finding/recommendation</b>	<b>Reference in 'Managing School Funds' and/or Ofsted standard in 'Keeping Your Balance'</b>
Income collection sheets are used for trips/visits and completed to record the date, amounts received and a signature on the handover of cash.	Yes	Receipts are recorded on collection sheets and a signature is attached	Section 13
The procedure for recording trip/visit payments by instalments is sound.	Yes		Section 13
Visit summary sheets are compiled by the organising teacher and certified by the Head Teacher in respect of major visits.	Yes	Trip summaries are prepared from the Pebble system. <i>Visits post March 2020 were mostly cancelled due to the Covid Pandemic and any deposits taken were returned.</i>	Section 13
For the major visits examined in detail, there was adequate supporting documentation. Detail the major visits examined.	Yes	One major (London) visit was verified to source documents.	Section 13
No evidence of large surpluses/deficits on school visits.	Partly		Section 13
General income is supported by the issue of receipts or use of collection sheets that are correctly completed.	Yes	Where available remittance advices and other supporting documentation retained are on file.	Section 5 <i>L11</i>
The procedure for recording & receipting general payments made by cash is sound.	Yes	Cash and cheque receipts are recorded on NCC collection sheets and authorised by signature.	Section 5
Income is held securely; banking is carried out promptly and intact on a regular basis.	Yes		Section 5 <i>L10</i>
No evidence of school budget share income being transacted through the School Fund or inappropriate reimbursement to School Fund from School Budget Share.	Yes		Section 1 <i>L6</i>

### **School PTA Audit – Report and Summary Sheet**

**Other issues:** the uniform account showed a cash income and expenditure surplus of £913.75 as no stock figures were available it was not possible to construct a trading account.

**Auditor:** R R Tagg

**Date:** 15/10/2020