

FRIENDS OF FIVE ACRE WOOD AND GROW 19

England & Wales · Charity number 1153151

Details

Other names FRIENDS OF FIVE ACRE WOOD SCHOOL

Status Registered

Legal form Other

Registered 2013-07-31

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

Contact

Address Five Acre Wood School
Boughton Lane
Maidstone
ME15 9QF

Phone 01622743925

Email BURSAR@FIVE-ACRE.KENT.SCH.UK

Website WWW.FIVEACREWOOD.ORG.UK

Activities

Objects: To advance the learning and opportunities for the students at Five Acre Wood and Grow 19 by:1) Developing effective relationships between the staff, parents, carers and others associated with both institutions;2) Engaging in fundraising activities, including grant applications and event organisation that will provide additional, non-statutorily funded resources and income for the students at Five Acre Wood and Grow 19.

Activities: Our charity provides educational and recreational opportunities for our children and young people with special needs and disabilities, over and above that which is statutorily provided. We raise money for specific projects that enhance our provision for our students and offer them the best possible opportunities. We are currently raising funds for play equipment and communication aids.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Disability, Recreation
- **Who:** Children/young People, People With Disabilities

Geography

- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£0	£0	-	-
2023-08-31	£0	£0	-	-
2022-08-31	£74,407	£88,857	-	-
2021-08-31	£417,127	£492,881	-	-
2020-08-31	£123,741	£99,235	-	-

Trustees

Name	Role	Appointed
Timothy Williams	Chair	2021-06-15
David Smith		2020-03-03
Julie Sarah Quinton		2021-06-15
KRISTIE ROBINSON		2018-03-27
SARAH OAKES		2019-03-05
Sally Moor		2016-03-23

FRIENDS OF FIVE ACRE WOOD AND GROW 19

England & Wales - Charity number 1153151

Accounts

Friends of Five Acre Wood and Grow19

Report on the accounts for the year ending 31st August 2022

The Friends of Five Acre Wood and Grow 19 advance the learning and opportunities for the students at Five Acre Wood and Grow 19.

They do this by:

- Developing effective relationships between the staff, parents , carers and others associated with both institutions
- Engaging in fundraising activities, including grant applications and event organisation that will provide additional, non-statutorily funded resources and income for the students at Five Acre Wood and Grow 19

Five Acre Wood School is a foundation special school for children and young people with profound, severe and complex needs aged from 3-19 with the main site in Maidstone and satellite provisions at Palace Wood Primary School and a self-contained provision at Holmesdale School, Snodland Kent. There are over 720 students at the school. Grow 19 is an SPI College for young adults with learning difficulties aged from 19 -25.

Activities over the year

Hydrotherapy pool – The balance remaining is the retention to be paid once the remaining snagging has been completed.

Minibus – Money continues to be raised for the funding of the school minibuses

MSR – Funds have been fully raised and this will be fitted end of 23

Double Decker Bus – Ongoing project for 22/23

Café – Donation form Screwfix project to be completed in 22/23

Paypal – 3 Peaks challenge funds will be transferred to Double Decker Bus

Itemised income can be seen in the attached accounts.

We have a new fundraiser that started in November 2022 after our previous fundraiser left in December 2021

Report prepared by Julie Quinton, 6 March 2023

Friends of Five Acre Wood School

Accounts for the year ending 31st August 2022

Balance Sheet

Restricted Fund	Date	Fund balance b/fwd	Income	Expenditure	Total
Sensory Integration Room		£211.51	£0.00	£0.00	£211.51
Communication Aids		£2,316.40	£0.00	£0.00	£2,316.40
Horticulture		£152.95	£0.00	£0.00	£152.95
Sensory Garden		£341.34	£0.00	£0.00	£341.34
Memory Garden		£602.00	£0.00	£0.00	£602.00
CARMAS		£37,096.09	£0.00	-£37,096.09	£0.00
6th Form		£105.68	£0.00	£0.00	£105.68
Grow 19		£1,933.04	£0.00	-£1,503.86	£429.18
6th Form Gardening		-£52.84	£0.00	£0.00	-£52.84
Fox/Structured phase		£102.01	£0.00	£0.00	£102.01
School Radio		£1,000.00	£0.00	£0.00	£1,000.00
Stables		£4,199.19	£5,535.05	-£9,776.89	-£42.65
Hydrotherapy Pool		£36,700.00	£0.00	-£8,215.16	£28,484.84
Lloyds		£689.26	£0.00	£0.00	£689.26
Music		£269.85	£0.00	-£598.95	-£329.10
Sunken Trampoline		£904.00	£0.00	£0.00	£904.00
Buy a brick		£23,621.03	£7,550.35	-£353.86	£30,817.52
Minibus		-£8,062.47	£7,772.88	-£15,866.25	-£16,155.84
Snodland Library		£3,882.45	£7.50	-£481.44	£3,408.51
Whale class		£296.27	£22.00	£0.00	£318.27
Lets write a book		£2,918.50	£50.00	£0.00	£2,968.50
MSR		£5,804.53	£15,140.77	-£10,621.95	£10,323.35
Double Decker Sensory Bus		£0.00	£11,962.80	-£1.98	£11,960.82
Dress up day		£0.00	£1,556.93	£0.00	£1,556.93
Café		£0.00	£10,200.00	£0.00	£10,200.00
Raffle		£0.00	£3,536.50	-£102.94	£3,433.56
Woodstock		£0.00	£580.00	£0.00	£580.00
Just Giving		£0.00	£902.54	£0.00	£902.54
Pay Pal		£0.00	£5,052.68	£0.00	£5,052.68
Unrestricted		13167.15	£4,537.06	-£4,237.25	£13,466.96
		£128,197.94	£74,407.06	-£88,856.62	£113,748.38

Balance b/fwd £128,197.94

In year surplus -£14,449.56

Cash at bank £113,748.38

Restricted Funds £100,281.42

Unrestricted Funds £13,466.96

Total Funds £113,748.38

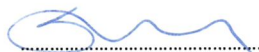
Prepared by:



Date:

6/3/2023

Trustee approval:



Date:

6/3/2023

I have audited the accounts and in my opinion they are a true representation of the funds affairs.

 31/3/23

SCHOOL FINANCIAL SERVICES / THE EDUCATION PEOPLE.

Friends of Five Acre Wood School

Accounts for the year ending 31st August 2022

Statement of Income and Expenditure

	Income		Expenditure
Donations and grants		Restricted Funds	
CAF - Sainsburys	£546.00		
L Fisher - incorrect account transfer to sch	£21.00	Pledged to Five Acre Wood School	
D & L Smith	£500.00	CARMAS	£37,096.09
Anna James	£2.00	Grow 19	£1,503.86
The Boshier Hint Foundation	£2,000.00	Stables	£9,776.89
Maidstone football & rugby	£1,320.00	Hydrotherapy Pool	£8,215.16
Cullum Family Trust	£2,400.00	Music	£598.95
Stewardship Paul Ledger	£50.00	Buy a brick	£353.86
Proctor P & G ECF Award	£500.00	Minibus	£15,866.25
W Keane - incorrect account transfer to sch	£21.00	Snodland Library	£481.44
R Jacobs Michael - incorrect account transf	£8.50	MSR	£10,621.95
S Ellison Evans - incorrect account transfer	£53.00	Double Decker Sensory Bus	£1.98
Happy Days Children Charity	£1,500.00	Raffle	£102.94
Colin & Sue Britchford	£15.00		
Mr Hogben	£200.00		
Sainsburys	£155.20		
Screwfix	£10,000.00		
Rompa refund	£10,621.95		
The Maidstone Leisure Centre	£1,583.00		
L Chapman	£5.00		
Kathleen Middleton Cosgrove	£70.00		
Humidity RES Ltd	£1,000.00		
Colin & Sue Britchford	£15.00		
McDonald Wollard Stones	£500.00		
McDonald Wollard Stones	£80.00		
Charities Trust	£750.00		
Colin & Sue Britchford	£120.00		
Barratt Jill	£500.00		
Howdens	£514.00		
Twelve Electric	£9,000.00		£84,619.37
Co-Op	£464.32		
Burning Leaf	£1,000.00		
Mr R C Mayhew	£1,369.29		
STWDSHIP - Paul Ledger	£5,000.00		
	£51,884.26	Unrestricted	
		Pledged to Five Acre Wood School	
Fundraising - sponsored events		Equipment	£1,917.25
Sarah Hammond Virtual 2021 Virgin	£370.63	Event and Admin costs	£2,048.00
Gift Aid	£101.36	Dinner money wrong account	£272.00
Football Boot	£115.00		£4,237.25
Louise Brass marathon	£589.28		
Steph Bird runs London	£149.38		
Kate Mansey	£22.00		
Lucky Balls	£2,055.00		
Collection tins	£137.24		
Donations	£425.70		
IQ Cards	£2,490.05		
Giving.com	£50.61		
Just Giving Friends	£2,153.16		
Easy Fundraising	£207.56		
Badger class donation	£130.00		
Xmas raffle	£3,536.50		
Amazon Europe	£454.53		
Easy Fundraising Q4	£119.11		
Mothers Day	£309.23		
Easter	£1,392.00		
Giving.com	£14.24		
Paypal	£5,597.54		
Peggy Murphy	£200.00		
School disco	£973.02		
Jamie Pearce class trip	£175.00		
Collins LM Callum Hill dinners wrong accou	£53.00		
Fathers Day	£90.00		
Carolyn Burdis Dad's funeral donation	£575.00		
CAF - Sainsburys	£36.66		
	£22,522.80		
Total Income	£74,407.06		

I have audited the accounts and in my opinion they are a true representation of the Aids affairs.

31/3/23

SCHOOL FINANCIAL SERVICES
THE EDUCATION PEOPLE.

Prepared by:	Trustee approval:	Total Expenditure	£88,856.62
		Balance b/fwd	£128,197.94
Date:	Date:	In Year Surplus	-£14,449.56
6/3/2023	6/3/2023	Balance c/fwd	£113,748.38

Friends of Five Acre Wood School and Grow 19 PTFA Fund 2021/22

Objective

All school PTFA funds should be administered to the same standard as public funds. They should be audited and the audit should include not only an assessment as to whether the accounts are correct, but also a review as to whether the expenditure has been properly incurred.

It is the responsibility of the School to ensure that the PTFA fund procedures followed provide a safe and efficient system for the custody and control of PTFA funds.

To help the School to meet its commitment this report will provide the Headteacher and the Governors with an opinion on the adequacy of management controls over the financial systems and records used by the School for the PTFA funds.

We do not give an overall rating but each section within the report has been given an assurance level based on the results of the tests carried out by the Auditor.

Definition of Assurance Levels

Good	Evidence of a sound system of internal control designed to achieve accurate service and fund objectives
Requires attention	Timely management action is required to remedy weaknesses in internal control that could lead to non achievement of service or fund objectives
Unsatisfactory	Immediate management action is required to remedy a gap or failure of internal control that has led, or may lead, to non achievement of service or fund objectives

**Friends of Five Acre Wood School and Grow 19
PTFA Fund 2021/22**

1. Summary of Accounts Statement

Good

Rationale / Expected Control

The Summary of Accounts Statement is a true and fair view of the PTFA fund transactions, is certified by the Fund Treasurer and the Headteacher and the school has adequate arrangements in place for audit in line with the SFVS requirements.

The submitted summary of accounts is checked to ensure that:

The PTFA Fund accounts were submitted within DfE guidelines (1.01, 1.02).
 The individual totals from the Cash Book/account ledger are recorded correctly on the submitted summary of accounts statement (1.03, 1.04).
 Receipts and payments are recorded under sufficiently detailed headings (1.05).
 Charity collections are detailed and match the payments made to the charities (1.06).
 The balance brought forward agrees with the previous year's audited figure and the total carried forward reflects the Cash Book balance (1.07, 1.08).
 Year-end balances are recorded for stock held, uncleared items and amounts owed or owing to the Fund (1.09, 1.10, 1.11).
 It details the year-end profit or loss position (1.12).
 It has been certified where appropriate (1.13).

The following did not meet the above controls

Risk

Recommendations

There are no recommendations in this section as all areas are good



**Friends of Five Acre Wood School and Grow 19
PTFA Fund 2021/22**

2. Cash Book

Good

Rationale / Expected Control

The Cash Book is completed to record individual transactions as they occur corresponding with a Summary of Accounts Statement to allow this end of year document to be completed easily.

The submitted Cash Book was checked to ensure that:

The opening balance brought forward from the previous year is correctly recorded (2.01).
 Receipts and payments are detailed under appropriate headings showing clear totals for each (2.02, 2.03).
 Totals can be accurately transferred to a summary of accounts statement at the end of the financial year (2.04).
 The year-end closing balance is correctly recorded (2.05).

The following did not meet the above controls

Risk

Recommendations

There are no recommendations in this section as all areas are good

Friends of Five Acre Wood School and Grow 19
PTFA Fund 2021/22

3. Security and Stock

Good

Rationale / Expected Control

There are appropriate arrangements for the safe keeping of cash and cheques including the frequency of banking.
There is an adequate number of authorised signatories in order to carry out the funds liabilities.
Where stock is held, adequate records are maintained and regular stock checks are undertaken.

A check was made to ensure that documentation, signed by the Headteacher and/or The Chair of Governors, confirms and/or includes:

Adequate arrangements for the safe keeping of cash and cheques detailing a sufficient number of key holders (3.01, 3.02).
That the arrangements and frequency for banking are adequate (3.03).
The names and sample signatures for the authorisation of expenditure and cheque signing is adequate (3.04, 3.05)
If applicable: a correctly completed and signed handover form for a change of Treasurer and/or Headteacher (3.06).
If applicable: evidence of a stocktake carried out by two people showing opening and closing balances and an authorised calculation of profit or loss (3.07, 3.08, 3.09)

The following did not meet the above controls

Risk

Recommendations

There are no recommendations in this section as all areas are good

Friends of Five Acre Wood School and Grow 19
PTFA Fund 2021/22

4. Payments / Invoices

Good

Rationale / Expected Control

A sufficiently detailed invoice or claim form exists for each transaction which is authorised, recorded and paid accurately.
Value for money is considered and where necessary three quotes are sought for purchases in excess of £5,000.

A sample of expenditure records have been examined to check that:

All purchases are for appropriate goods or services for the Fund and supported with a valid invoice or receipt (4.01, 4.02).
There is evidence of checks being carried out for the receipt of the goods or service and that invoice amounts are correctly calculated (4.03, 4.04).
All payments are fully authorised (4.05).
Controls are in place to prevent duplicate payments and to ensure correct amounts are recorded and paid (4.06, 4.07, 4.08).
Sufficient evidence of three quotes is supplied for invoices in excess of £5,000 (4.09).

The following did not meet the above controls

Risk

Recommendations

There are no recommendations in this section as all areas are good

**Friends of Five Acre Wood School and Grow 19
PTFA Fund 2021/22**

5. Bank Statements

Good

Rationale / Expected Control

Bank Statement transactions are regularly reconciled to the cash book to ensure there are no irregularities which go unchecked and the bank balance is always in credit. This process is checked, signed and dated appropriately.
Banking is carried out in line with the documented frequency.

Bank records were checked to ensure that:

A timely monthly reconciliation of each PTFA fund bank account has been completed, signed and dated by both the person who prepared it and the Headteacher (5.01, 5.02, 5.03).
The bank account/s were always in credit (5.04).
An authorised Year-end reconciliation between the bank account and the Cash Book is carried out detailing uncleared items to verify the Cash Book balance (5.05).
There are no uncleared items older than six months (5.06).
The frequency of banking is in line with the submitted, authorised documentation (5.07).
Where applicable, appropriately completed and authorised lost cheque indemnity forms evidenced for any re-issued cheques (5.08).

The following did not meet the above controls

Risk

Recommendations

There are no recommendations in this section as all areas are good

**Friends of Five Acre Wood School and Grow 19
PTFA Fund 2021/22**

6. Income

Good

Rationale / Expected Control

Income is recorded accurately, safely held and banked intact using adequate controls and processes.
There is a financial statement drawn up incorporating all the financial activities of individual trips.

A sample of income records were checked to ensure that:

A dated receipt has been issued or adequate, dated and signed class records have been completed for all monies received (6.01).
Income has been recorded and banked accurately from the point of receipt (6.02, 6.04).
Receipt information is appropriately identified on the Paying-in slip (6.03).
Income has been signed as checked on each occasion when being transferred from one person to another (6.05).
Financial statements have been drawn up incorporating all financial activities for school trips (6.06).

The following did not meet the above controls

Risk

Recommendations

There are no recommendations in this section as all areas are good

**Friends of Five Acre Wood School and Grow 19
PTFA Fund 2021/22**

7. Petty Cash

n/a

Rationale / Expected Control

The Petty Cash account is viable with adequate records for making authorised and fully supported cash payments.

A sample of Petty Cash transactions and records were checked to ensure:

All payments are supported by adequate and authorised backing documentation (7.01).
The vouchers are authorised by an appropriate person and signed as received by the payee (7.02, 7.03)
That payments and reimbursements are adequately recorded (7.04).
The justification for operating Petty Cash (7.05, 7.06).

The following did not meet the above controls

Risk

Recommendations

There are no recommendations in this section

**Friends of Five Acre Wood School and Grow 19
PTFA Fund 2021/22**

Summary of Controls Assessed

Summary of Accounts Statement	Good
Cash Book	Good
Security and Stock	Good
Payments / Invoices	Good
Bank Statements	Good
Income	Good
Petty Cash	n/a

Audited by Steve Wolff

Schools Financial Services

The Education People

Date: 13/04/2023

FRIENDS OF FIVE ACRE WOOD AND GROW 19

England & Wales - Charity number 1153151

Accounts

Friends of Five Acre Wood School

Accounts for the year ending 31st August 2020

The Friends of Five Acre Wood School states its main objectives as the support, advancement and promotion of education and in particular, but not limited to, any educational and charitable purposes connected with Five Acre Wood School. It provides educational and recreational opportunities for children and young people with special needs and disabilities, as well as training and supporting associated persons for the specified purposes.

Five Acre Wood School is a foundation special school for children and young people with profound, severe and complex needs aged from 3-19 with the main site in Maidstone and satellite provisions at Palacewood Primary School and a self-contained provision at Holmesdale School, Snodland Kent. There are over 600 students at the school.

Hydrotherapy Pool

As forecast, the build of this facility commenced in January 2020. It was affected – timescale wise – by the pandemic with approximately 6 weeks lost.

Coronavirus Pandemic

Fundraising events were clearly affected by the pandemic. The summer fair had to be cancelled as well as the annual music festival. Many national events – for example – the London Marathon were cancelled which affected income for the charity. Much focus was placed on supporting our most needy families and students.

Projects

Funding was completed for the new stables at FAWS – the actual arrival of the ponies on site was put on hold due to the pandemic and as soon as it is practical, they will arrive. Through various fundraisers and successful grant applications, sufficient money was raised to purchase a Mobile Sensory Unit for the Loose site and a sunken trampoline for the Snodland site. A campaign to raise £50,000.00 towards the cost of buying a house was launched. The house will be a life skills teaching resource. Part-funding was received to purchase a minibus for the Snodland site.

Itemised income can be seen in the attached accounts and more details of the work undertaken can be seen at www.FoFAWS.co.uk

Report prepared by Alexandra Meaders, 26 January 2021

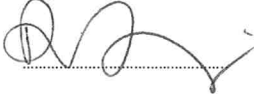
Friends of Five Acre Wood School

Accounts for the year ending 31st August 2020

Statement of Income and Expenditure

	Income		Expenditure
Donations and grants		Restricted Funds	
CAF - Sainsburys	£1,588.74		
Boughton wives	£233.45	Pledged to Five Acre Wood School	
BAE systems	£300.00		
Pennies grant	£1,000.00	CARMAS	£575.00
CAF	£70.05	Lloyds	£58.74
Charities Trust - match funding raffle	£750.00	Grow19	£940.51
Lloyds bank Foundation - matchfunding	£160.00	Sensory Garden	£2,528.68
Maidston Lions	£5,000.00	6th Form gardening	£133.04
Richard Berry	£10.00	Fox/Structured Phase	£1,252.02
Danielle - golf day	£191.85	Hydropool	£63,418.69
Donations	£26.00	Nursery	£836.99
Golding Homes	£1,000.00	6th form	£208.30
Kent Community Foundation	£1,000.00	Stables	£1,526.04
Juliette Williams	£9.00	Minibus	£16,145.75
CAF - Sainsburys	£963.62	Woodstock	£33.25
CAF - Sainsburys	£840.00	Sensory integration	£3,865.00
Mrs Coster	£50.00	Sunken Trampoline	£5,905.00
Malling Area golf society	£455.00	Tesco bags of help	£68.96
Mrs Dixon	£221.00		
Snodland	£5.00		
Kent Community Foundation	£3,000.00		
Donations	£20.00		
CAF - Sainsburys	£150.00		
J Parrett	£103.00		
KCC	£1,000.00		
Mrs Fyrth	£50.00		£97,495.97
Mr D Smith	£70.00		
Otham Parish Council	£100.00		
Walnut Tree	£250.00	Unrestricted	
Kent Community Foundation	£3,000.00		
CAF - Sainsburys	£300.58	Pledged to Five Acre Wood School	
Kent Community Foundation	£1,350.00	Equipment	£1,091.65
Co-Op	£1,195.28	Event and admin costs	£319.80
Twelve Electric Club	£11,400.00	Audit fees	£279.60
Bailey Thomas	£2,000.00	iZettle charges	£30.08
Groundwork UK	£500.00	Bank charges	£17.77
Proctor & Gamble	£1,200.00		£1,738.90
True Colours Trust	£5,453.00		
Helen Marshall	£24.00		
Staplehurst Parish	£250.00		
Five Acre Wood School	£69,544.19		
	<u>£114,833.76</u>		
Fundraising - sponsored events			
Virgin Money Giving Gift Aid	£2,468.27		
Just Giving	£13.25		
Five Acre Wood - Sponsored events	£17.00		
Lucky balls & FAW club	£3,038.00		
Summer Fetes	£2,377.93		
Collection tins	£376.28		
Online commissions	£616.73		
	<u>£8,907.46</u>		
Total Income	<u>£123,741.22</u>	Total Expenditure	<u>£99,234.87</u>
		Balance b/fwd	£179,445.69
		In Year Surplus	£24,506.35
		Balance c/fwd	<u>£203,952.04</u>


Prepared by:



Date:

16/2/21

Trustee approval:



Date:

16/2/21

I HAVE AUDITED THE ACCOUNTS AND IN MY OPINION THEY ARE A TRUE REPRESENTATION OF THE FUNDS AFFAIRS.

 1/3/21.

SCHOOL FINANCIAL SERVICES/
THE EDUCATION PEOPLE.

Friends of Five Acre Wood School (FOFAWS)

Fund Sep 2019 to Aug 2020

Objective

FOFAWS funds should be administered to the same standard as public funds. They should be audited and the audit should include not only an assessment as to whether the accounts are correct, but also a review as to whether the expenditure has been properly incurred.

It is the responsibility of the School to ensure that the FOFAWS fund procedures followed provide a safe and efficient system for the custody and control of FOFAWS funds.

To help the School to meet its commitment this report will provide the Headteacher and the Governors/Trustees with an opinion on the adequacy of management controls over the financial systems and records used by the School for the FOFAWS funds.

We do not give an overall rating but each section within the report has been given an assurance level based on the results of the tests carried out by the Auditor.

Definition of Assurance Levels

Good	Evidence of a sound system of internal control designed to achieve accurate service and fund objectives
Requires attention	Timely management action is required to remedy weaknesses in internal control that could lead to non achievement of service or fund objectives
Unsatisfactory	Immediate management action is required to remedy a gap or failure of internal control that has led, or may lead, to non achievement of service or fund objectives

Friends of Five Acre Wood School (FOFAWS)
Fund Sep 2019 to Aug 2020

1. Summary of Accounts Statement

Good

Rationale / Expected Control

The Summary of Accounts Statement is a true and fair view of FOFAWS fund transactions, is certified by the Fund Treasurer and the Trustee and the school has adequate arrangements in place for audit in line with the SFVS requirements.

The submitted summary of accounts is checked to ensure that:

FOFAWS Fund accounts were submitted within DfE guidelines (1.01, 1.02).
 The individual totals from the Cash Book/account ledger are recorded correctly on the submitted summary of accounts statement (1.03, 1.04).
 Receipts and payments are recorded under sufficiently detailed headings (1.05).
 Charity collections are detailed and match the payments made to the charities (1.06).
 The balance brought forward agrees with the previous year's audited figure and the total carried forward reflects the Cash Book balance (1.07, 1.08).
 Year-end balances are recorded for stock held, uncleared items and amounts owed or owing to the Fund (1.09, 1.10, 1.11).
 It details the year-end profit or loss position (1.12).
 It has been certified where appropriate (1.13).

The following did not meet the above controls

Risk

Recommendations

There are no recommendations in this section as all areas are good



Friends of Five Acre Wood School (FOFAWS)
Fund Sep 2019 to Aug 2020

2. Cash Book

Good

Rationale / Expected Control

The Cash Book is completed to record individual transactions as they occur corresponding with a Summary of Accounts Statement to allow this end of year document to be completed easily.

The submitted Cash Book was checked to ensure that:

The opening balance brought forward from the previous year is correctly recorded (2.01).
 Receipts and payments are detailed under appropriate headings showing clear totals for each (2.02, 2.03).
 Totals can be accurately transferred to a summary of accounts statement at the end of the financial year (2.04).
 The year-end closing balance is correctly recorded (2.05).

The following did not meet the above controls

Risk

Recommendations

There are no recommendations in this section as all areas are good

Friends of Five Acre Wood School (FOFAWS)
Fund Sep 2019 to Aug 2020

3. Security and Stock

Good

Rationale / Expected Control

There are appropriate arrangements for the safe keeping of cash and cheques including the frequency of banking.
 There is an adequate number of authorised signatories in order to carry out the funds liabilities.
 Where stock is held, adequate records are maintained and regular stock checks are undertaken.

A check was made to ensure that documentation, signed by the Headteacher and/or The Chair of Governors, confirms and/or includes:

Adequate arrangements for the safe keeping of cash and cheques detailing a sufficient number of key holders (3.01, 3.02).
 That the arrangements and frequency for banking are adequate (3.03).
 The names and sample signatures for the authorisation of expenditure and cheque signing is adequate (3.04, 3.05)
 If applicable: a correctly completed and signed handover form for a change of Treasurer and/or Headteacher (3.06).
 If applicable: evidence of a stocktake carried out by two people showing opening and closing balances and an authorised calculation of profit or loss (3.07, 3.08, 3.09)

The following did not meet the above controls

Risk

Recommendations

There are no recommendations in this section as all areas are good

Friends of Five Acre Wood School (FOFAWS)
Fund Sep 2019 to Aug 2020

4. Payments / Invoices

Good

Rationale / Expected Control

A sufficiently detailed invoice or claim form exists for each transaction which is authorised, recorded and paid accurately.
 Value for money is considered and where necessary three quotes are sought for purchases in excess of £5,000.

A sample of expenditure records have been examined to check that:

All purchases are for appropriate goods or services for the Fund and supported with a valid invoice or receipt (4.01, 4.02).
 There is evidence of checks being carried out for the receipt of the goods or service and that invoice amounts are correctly calculated (4.03, 4.04).
 All payments are fully authorised (4.05).
 Controls are in place to prevent duplicate payments and to ensure correct amounts are recorded and paid (4.06, 4.07, 4.08).
 Sufficient evidence of three quotes is supplied for invoices in excess of £5,000 (4.09).

The following did not meet the above controls

Risk

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Recommendations

There are no recommendations in this section as all areas are good

Friends of Five Acre Wood School (FOFAWS)
Fund Sep 2019 to Aug 2020

5. Bank Statements

Good

Rationale / Expected Control

Bank Statement transactions are regularly reconciled to the cash book to ensure there are no irregularities which go unchecked and the bank balance is always in credit. This process is checked, signed and dated appropriately.
 Banking is carried out in line with the documented frequency.

Bank records were checked to ensure that:

A timely monthly reconciliation of each FOFAWS fund bank account has been completed, signed and dated by both the person who prepared it and the Headteacher (5.01, 5.02, 5.03).
 The bank account/s were always in credit (5.04).
 An authorised Year-end reconciliation between the bank account and the Cash Book is carried out detailing uncleared items to verify the Cash Book balance (5.05).
 There are no uncleared items older than six months (5.06).
 The frequency of banking is in line with the submitted, authorised documentation (5.07).
 Where applicable, appropriately completed and authorised lost cheque indemnity forms evidenced for any re-issued cheques (5.08).

The following did not meet the above controls

Risk

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Recommendations

There are no recommendations in this section as all areas are good

Friends of Five Acre Wood School (FOFAWS)
Fund Sep 2019 to Aug 2020

6. Income

Good

Rationale / Expected Control

Income is recorded accurately, safely held and banked intact using adequate controls and processes.
 There is a financial statement drawn up incorporating all the financial activities of individual trips.

A sample of income records were checked to ensure that:

A dated receipt has been issued or adequate, dated and signed class records have been completed for all monies received (6.01).
 Income has been recorded and banked accurately from the point of receipt (6.02, 6.04).
 Receipt information is appropriately identified on the Paying-in slip (6.03).
 Income has been signed as checked on each occasion when being transferred from one person to another (6.05).
 Financial statements have been drawn up incorporating all financial activities for school trips (6.06).

The following did not meet the above controls

Risk

Recommendations

There are no recommendations in this section as all areas are good



Friends of Five Acre Wood School (FOFAWS)
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7. Petty Cash

n/a

Rationale / Expected Control

The Petty Cash account is viable with adequate records for making authorised and fully supported cash payments.

A sample of Petty Cash transactions and records were checked to ensure:

All payments are supported by adequate and authorised backing documentation (7.01).
The vouchers are authorised by an appropriate person and signed as received by the payee (7.02, 7.03)
That payments and reimbursements are adequately recorded (7.04).
The justification for operating Petty Cash (7.05, 7.06).

The following did not meet the above controls

Risk

Recommendations

There are no recommendations in this section

Friends of Five Acre Wood School (FOFAWS)
Fund Sep 2019 to Aug 2020

Summary of Controls Assessed

Summary of Accounts Statement	Good
Cash Book	Good
Security and Stock	Good
Payments / Invoices	Good
Bank Statements	Good
Income	Good
Petty Cash	n/a

Audited by Steve Wolff

Schools Financial Services

The Education People

Date: 01/03/21