



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2023 Period start date To 31/08/2024 Period end date

Charity name: Stepgates Community School

Charity registration number: 1154114

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the pupils at Stepgates Community School by providing and assisting in the provision of facilities not normally provided by the Local Authority. To advance the education of pupils at Stepgates Community School by providing assistance with the funding of school trips and visits and activities outside school for all pupils.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The fund supports activities to supplement the curriculum; school trips, workshops in school, whole school Christmas pantomime, some items of school uniform, after school clubs and payment by instalment for residential trips.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees hereby declare that they have had regard to the guidance issued by the Charity Commission on public benefit and have overseen the management of the account during the year.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
		N/A

Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<p>We are very fortunate to have an active Parent Teacher Association - Friends of Stepgates Community School (FOSS) who organise many activities and events during the year, on a voluntary basis, to raise funds for both their own and the school's charity accounts.</p> <p>Our Board of Governors and parents, alongside members of our local community have been instrumental in helping to progress our aim to fund a building to house our school pool.</p>
Other		<p>The parents and carers of the children attending Stepgates Community School continue to make voluntary contributions and donations towards the various activities and school trips, both during and after school, enabling school to provide an enriched curriculum for our children.</p>

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the	Para 1.20	<p>The Trustees are delighted that the fundraising has continued to enable swimming to be taught as part of the curriculum to all of children in both KS1 & KS2. Furthermore we have been able to assist parents with affordable school uniform, contributions</p>

circumstances of its beneficiaries and any wider benefits to society as a whole.		towards school trips and activities and contributions towards updating our school playground area with the addition of a forest school area, an enhanced nature garden and new playground equipment for KS1.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We continue to achieve our original objectives which is to provide our children with an enriched curriculum and wrap around care which enhances their learning. Fundraising has continued this year and we held several fundraising events dedicated to the final phase of our swimming pool project. Donations have continued to be received from community activities and from local charities including The Rotary Club and Black Cherry Fair and through our association with the local Co-op through their community partnership scheme.
Performance of fundraising activities against objectives set	Para 1.41	This financial year we have applied to Your Fund Surrey for funding for a swimming pool building to enclose our open air pool. We were successful in the first round of applications and have been invited to submit a full application. This process is ongoing as we first had to obtain planning consents from the Local Authority which we are delighted to confirm have been granted.
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity's financial position remains one of strength.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	N/A
Amount of reserves held	Para 1.22	£1000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Funds are raised from parents/carers from donations towards trips, visits and activities. Swimming pool funds are raised through community fundraising activities, grant applications and donations.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The Trustees have not identified any particular risks that will affect the Charity's ability to successfully fund raise to achieve its objectives.
Other		

Structure, Governance and Management

Description of charity's trusts:		School Fund
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The Trustees are appointed by Step gates Community School Board of Governors.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	There are three appointed Trustees.
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	Step gates Community School Fund
Other name the charity uses	N/A
Registered charity number	1154114

Charity's principal address	Stepgates Community School Stepgates Chertsey Surrey KT16 8HT

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Tara Louise Ford	Chair		Full Governing Body
2	Laura Conn			Full Governing Body
3	Michael Pope			Full Governing Body
4				
5				
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17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

T Ford

Full name(s)

Tara Louise Ford

Position (eg
Secretary, Chair, etc)

Chair

Date

23.04.2025

(iii) UNOFFICIAL SCHOOL FUNDS - AUDIT CERTIFICATE

SCHOOL NAME: Stepgates Community School	DfE No: 936/2946
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Unofficial School Funds – Audit Certificate for Year Ended 31 August 2024

I CERTIFY:

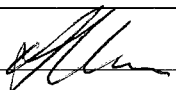
1. That the following is a complete list of funds (other than Governor Funds which are administered as a charity, by Trustees) which, although not the direct responsibility of the Local Authority, were being administered for the benefit of the school and its pupils during the year ended 31 August 2024;

Name of Fund/Account(s)	Purpose of Fund/Account	Amount in Fund/Account as at 31 August 2024
Stepgates Community School Fund	To enhance the education of the pupils through school trips and other activities.	£27,270

2. That the checks on the Unofficial School Funds Audit Checklist have been completed and that, in my opinion, all such funds have been verified as being correct for the accounting year ending 31 August xxxx;
3. That an independent person nominated by the governing body has audited these funds. An independent person is someone who is not involved in any way with the management of the Unofficial School Funds and is not related to anyone involved in the management of the funds;
4. That an independent person nominated by the governing body is not a Governor of the School.

Signed by:

Independent Examiner:	Chair of Governors:
Signature: 	Signature: 
Print Name: Anthony Moore	Print Name: Lisa Jeffries
Date: 17th March 2025	Date: 25/03/2025
Qualified Accountant (delete as applicable)	
Contact Number: 07712162998	
Contact Email: tony.moore.17@hotmail.co.uk	

Are the bank statements for the full year present (sequential)?	Yes	
Have all the income banked and payments made appeared on the bank statements? *	Yes	
Have regular reconciliations, including a reconciliation at year-end, been carried out between the bank statements and accounting records, and do they show e.g. un-presented cheques/income not banked/bank errors?	Yes	
Is there evidence that all reconciliations have been independently checked by the Headteacher or Bursar?	Yes	
Do the brought forward and carried forward balances at the start and end of the year in the accounting records agree to the bank statement?	Yes	
GENERAL		
Have expenditure, income and balances been compared to the previous year for reasonableness to give assurance over completeness of processing?	Yes	
Is the Annual Statement of Accounts correct for discussion and approval by Governors?	Yes	
ANY OTHER COMMENTS OR RECOMMENDATIONS		
Document any recommendations resulting from this audit which you consider would improve the quality of the record keeping and management of the Unofficial School Fund account.		
<div> <div> SIGNED by Independent Examiner:  Name: Anthony Moore </div> <div> Qualified Accountant (delete as applicable) Date: </div> </div>		

STATEMENT OF ACCOUNTS
Stepgates Community School UNOFFICIAL FUND ACCOUNT
For the period 1st September 2023 to 31st August 2024

INCOME & EXPENDITURE	Current Year ending 31st August 2024			Previous Year ending 31st August 2023		
	£	£	Notes	£	£	Notes
Income - Fundraising Events:						
<i>Fundraising events</i>		3,234			3,137	
<i>Pool Donations</i>		1,171			6,526	
<i>Donations - general</i>		125			2,375	
<i>Charitable Events - External Fundraising</i>		555			4,437	
Accrued Income (£1k+):						
<i>[List Accrual]</i>		0			0	
		5,085			16,475	
Income - Sales:						
<i>Various Sales Eg Uniform/Water Bottles]</i>					63	
Photo commission		1,252				
Revision guides		450				
Uniform		52				
Books		90				
Accrued Income (£1k +):						
<i>[List Accrual]</i>		0			0	
		1,844			63	
Income - School Trips:						
<i>School Trips - Various</i>		29,085			27,997	
Accrued Income (£1k +):						
<i>[List Accrual]</i>		0			0	
		29,085			27,997	
Other Income:						
<i>Other Income Eg Bank Interest</i>						
<i>Bank interest</i>		23			24	
General school fund		573				
Accrued Income (£1k +):						
<i>[List Accrual]</i>		0			0	
		596			24	
TOTAL INCOME		36,610			44,559	
	£	£	Notes	£	£	Notes
Expenditure - Fundraising Events:						
Cost of Fundraising events		6,455			1,992	
Fundraising for Charity		555			3,716	
Accrued Expenses (£1k +):						
<i>[List Accrual]</i>		0			0	
		7,010			5,708	
Expenditure - Cost of Sales:						
Cost of Donations					3,112	
Charitable Grant use					1,484	
Cost of Sales					126	
Accrued Expenses (£1k +):						
<i>[List Accrual]</i>		0			0	
		0			4,722	
Expenditure - School Trips:						
<i>School Trips - Various</i>		29,268			20,632	
Accrued Expenses (£1k +):						
<i>[List Accrual]</i>		0				
		29,268			20,632	
Other Expenditure:						
Transfer to Pool Fund					10,665	
General school fund		417				
Bank charges		597			733	
Accrued Expenses (£1k +):						
<i>[List Accrual]</i>		0			0	
		1,014			11,398	
TOTAL EXPENDITURE		37,292			42,460	
Net Surplus/(deficit) for the Year		(682)			2,099	
Fund balance b/fwd from prior years		27,952			25,853	

FUND BALANCE AS AT 31 AUGUST (Year-End)

27,270

27,952

ANALYSIS OF FUNDS:	£	Notes	£	Notes
General Reserves <i>Eg: Stock</i> <i>Eg: School Trips</i>	27,270		27,952	
FUND BALANCE AS AT 31 AUGUST (Year-End)	<u>27,270</u>		<u>27,952</u>	

Represented by:

BALANCE SHEET: ASSETS AND LIABILITIES		Current Year ending 31st August 2024			Previous Year ending 31st August 2023		
		£	£	Notes	£	£	Notes
Assets	Balance as per Bank Statement 31 August	27,162			25,441		
	Add unrepresented receipts	108			2,511		
	Less unrepresented cheques	-					
	Cash at Bank	<u>27,270</u>			<u>27,952</u>		
	Cash in Hand	0			0		
	Petty Cash Float						
	Stock (if it has a significant or material value and represents a future benefit)						
	Sundry Debtors						
	Total Assets		27,270			27,952	
Less: Liabilities							
	Sundry Creditors		0				
	Net Current Assets		<u>27,270</u>			<u>27,952</u>	

