

(ii) UNOFFICIAL SCHOOL FUNDS - AUDIT CHECKLIST

DOCUMENTATION

The Independent Examiner of the Unofficial School Funds should have access to:

1. Bank statements for the last Accounting Year e.g. 1st September 20xx to 31st August 2024
2. Cheque books and paying in books for the last Accounting Year e.g. 1st September 2023 to 31st August 2024
3. Receipt books
4. Accounting Records (e.g. cashbooks / spreadsheets) used to record all transactions during the year and, if relevant, the amounts held for each project
5. All bank reconciliations performed during the year
6. Invoices / payment vouchers to evidence payments processed throughout the year
7. Annual statement of accounts
8. A copy of the School's Finance Policy or Unofficial School Funds Policy if this is separate from the Finance Policy
9. Guidelines for Auditing Unofficial School Funds (Section X of the Finance Manual – Contents Section 2.5)
10. Governing Body Minutes showing the presentation and approval of the previous year's audited accounts and any actions / decisions taken during the year

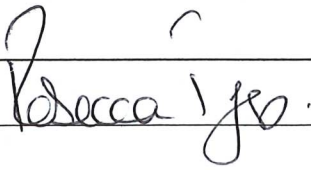
CHECKS

The Independent Examiner should complete the checklist below.

*** For these questions, checks should be made on a sample basis of a minimum of 10 transactions selected across the year.**

CHECKS	ANSWER (Yes/No/In Part)	COMMENTS <i>If the answer is No or In Part, use the Comments column to summarise the position and to list Action Points and /or Recommendations</i>
CASH AND CHEQUE RECEIPTS/PROCESSES		
Have receipts been issued for all income received? *	In part	Receipts are not issued for cash/ cheque income collected for sponsored events, non uniform days, raffle tickets etc. Online income can be traced back to a payee.
Has all the income received been entered in the accounting records? *	Yes	No income was identified which had not been included in the accounts
Has the paying in book been completed fully? *	Yes	Only 2 paying slips completed in year. All other receipts via direct credit / PARENTPAY
Have paying in slips been stamped/ initialled by the bank?	Yes	
Do the paying in slips agree to the entries in the accounting records? *	Yes	
PAYMENTS MADE FOR GOODS/SERVICES		
Have the authorised signatories been recorded in the school's Unofficial School Funds Policy or Finance Policy?	Yes	Only 2 signatories on bank mandate. School should consider adding at least one further signatory for practical purposes as 2 signatures are required on all payments
Have all invoices/payment vouchers been signed to demonstrate authorisation by the designated signatories? *	Yes	Expenditure vouchers are filed by cost centre. Found unsigned voucher in locker key section but payment was split between 2 sections and signed docket was in Hardship Fund section
Are there invoices/payment vouchers which match all cheques processed? *	Yes	
Are cheque counterfoils sequential and do they agree to the school's record of the cheque books issued?	Yes	Only 2 cheques raised in the year. Remaining expenditure was by online payments. Printed copies of each online confirmation stored in file.
Have any spoiled/cancelled cheques been retained with the cheque book?	N/A	No cancelled/spoiled cheques



Is all expenditure appropriate and in accordance with the purpose of the fund as recorded in the school's Finance Policy or Unofficial School Funds Policy?	Yes	
Are there corresponding payments related to income received for a specific purpose?	Yes	Received a large donation in the year (£253k) towards the cost of an extension to the school; this extension is no longer proceeding. The donation will now be used to help with a classroom extension plus other capital items. This change of use of the donation has been approved by Hillman Foundation via their portal
Have all the payments been entered in the accounting records? *	Yes	
BANK RECONCILIATION		
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	Consistent apart from Income and expenditure re Hillman donation
Is the Annual Statement of Accounts correct for discussion and approval by Governors?	Yes	
ANY OTHER COMMENTS OR RECOMMENDATIONS		
<p>1. VAT - Purchase of minibus and ICT equipment from Hillman donation was paid direct from school fund instead of via Delegated so VAT of more than £7k was not reclaimed.</p> <p>2. The petty cash balance was over £1300 all year. Although there seems to be good control of the petty cash with regular independently reviewed counts, this seems an excessively large balance to hold especially with access to online payments facility.</p> <p>3. School fund policy should be updated to include mention of the Business Money Manager saver account opened after the receipt of the Hillman donation. The policy also states that "Petty cash is checked monthly by the School Business Manager and termly by a Resources Committee Governor" - this 2nd check by Governors is not currently happening. The finance policy needs to be reviewed and updated.</p> <p>4. Recommend tidying up year end balances of on-going income and expenditure accounts (eg bank charges, BMM interest, uniform, voluntary contributions etc) and transferring balances into a general pot. Items held for a specific purpose should be kept separate and only used for that purpose.</p>		
SIGNED by Independent Examiner: 	Qualified Accountant	
Name: REBECCA TRIGGS	Date: 10/3/2025	

(iii) UNOFFICIAL SCHOOL FUNDS - AUDIT CERTIFICATE

SCHOOL NAME: LIMPSFIELD GRANGE SCHOOL	DfE No: 936/7019
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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
LIMPSFIELD GRANGE SCHOOL - SCHOOL FUND	The aims of the Limpsfield Grange School Fund are to advance and enhance the education of the students of Limpsfield Grange School by providing and assisting in the provision of facilities not required to be provided by Surrey Local Authority under statute.	£243,037.38

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 2024;
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: REBECCA TRIGGS	Print Name: J.S. Tanner
Date: 10/03/2025	Date: 31/03/25
Qualified Accountant	
Contact Number: 07817 035421	
Contact Email: rebecca.triggs22@gmail.com	

Limpsfield Grange School - School Fund
Summary Accounts
Year Ended 31 August 2024

	2023-24			2022-23		
	Receipts	Expenditure	(Deficit)	Receipts	Expenditure	(Deficit)
Hillman Family Foundation USA - Donation	253,108.41	42,564.60	210,543.81	0.00	0.00	0.00
Uniform	2,863.00	2,941.63	-78.63	3,675.40	3,339.87	335.53
Bank Interest (BMM account)	1,900.35	0.00	1,900.35	0.00	0.00	0.00
Voluntary Contributions	1,250.00	30.00	1,220.00	1,225.00	0.00	1,225.00
Emerald House	765.86	0.00	765.86	119.43	0.00	119.43
Yr 11 Leavers	720.00	682.08	37.92	1,314.17	1,196.59	117.58
Topaz House	686.47	0.00	686.47	142.93	0.00	142.93
Sapphire House	467.09	0.00	467.09	155.99	0.00	155.99
Ruby House	426.02	0.00	426.02	141.23	0.00	141.23
Donations	410.13	0.00	410.13	316.06	50.00	266.06
CAGS Candle Enterprise	335.00	539.69	-204.69	869.50	945.50	-76.00
Christmas Raffle Dec 23	214.00	0.00	214.00	0.00	0.00	0.00
Misc Expenditure	196.22	560.02	-363.80	0.00	3,059.29	-3,059.29
Gift Aid	188.60	0.00	188.60	278.75	0.00	278.75
School Lockers	122.00	297.00	-175.00	25.00	80.00	-55.00
Care Fund Activities	7.00	0.00	7.00	2,984.00	2,096.50	887.50
Bank charges	0.00	138.83	-138.83	0.00	183.85	-183.85
Duke of Edinburgh	0.00	0.00	0.00	0.00	668.00	-668.00
Hardship Fund	0.00	426.00	-426.00	0.00	0.00	0.00
Xmas Hamper Raffle Dec 22	0.00	0.00	0.00	806.00	195.60	610.40
In year Surplus	<u>263,660.15</u>	<u>48,179.85</u>	<u>215,480.30</u>	<u>12,053.46</u>	<u>11,815.20</u>	<u>238.26</u>

Cash and bank as at 01/09/2023

Current Account	26,213.67	26,330.98
Unpresented cheques	0.00	-11.00
Unbanked income	0.00	0.00
Cash in Hand	1,245.92	1,154.27
Opening Parentpay Balance	97.49	-155.43
Adjusted cash and bank balances as at 1/9/23	<u>27,557.08</u>	<u>27,318.82</u>
Plus: In year surplus/(deficit) for the year	<u>215,480.30</u>	<u>238.26</u>
School Fund Balance as at 31/8/24	<u><u>243,037.38</u></u>	<u><u>27,557.08</u></u>

Represented by:

Cash and bank as at 31/8/24

Business Money Manager (BMM) Savings Account	201,900.35	0.00
Current Account	39,552.40	26,213.67
Unpresented cheques	0.00	0.00
Unbanked income	0.00	0.00
Cash in Hand	1,472.36	1,245.92
Closing Parentpay	112.27	97.49
School Fund Balance as at 31/8/24	<u><u>243,037.38</u></u>	<u><u>27,557.08</u></u>

FUNDS HELD AT YEAR-END COMPRISE

	2024	2023
Funds Held for a Specific Purpose		
Bikes donations	2,030.74	2,030.74
CAGS Enterprise	105.45	246.62
Care Fund	3,789.97	3,789.97
Donations to charity	3,119.02	559.58
Duke of Edinburgh	3,813.07	3,813.07
Hardship Fund	1,330.09	1,750.09
Hillman Donation	210,543.81	0.00
Locker deposits	153.63	340.63
Total Funds held for a specific Purpose	<u>224,885.78</u>	<u>12,530.70</u>
Funds available for General Funds	18,151.60	15,026.38
TOTAL FUNDS HELD AT YEAR END	<u><u>243,037.38</u></u>	<u><u>27,557.08</u></u>

NOTE: Uniform stock (value is not included in accounts)

5,624.36

4,846.26

Rebecca Lyggs 10/3/25

J. Tanner 31/03/25