



Dartford Grammar School for Girls Voluntary Fund
TRUSTEES REPORT
For the Year Ended 31st August 2020

Trustees:

Janice Brooke
Sharon Pritchard
Simon Hardwick

Report of the Trustees

The Trustees of Dartford Grammar School for Girls Voluntary Fund Charity present their annual report and audited accounts for the year ended 31 August 2020 and confirm they comply with the requirements of the Charities Act 2011, the trust deed and the Charities SORP (FRS 102).

Aims of the Charity

The Charity exists to advance the education of the students at Dartford Grammar School for Girls by providing and assisting in the provision of facilities, not required to be provided by the Local Authority, for education at the school.

Reserves and Financial Health

The Trustees regularly review the finances as part of the effective stewardship of the Charity.

Investment Policy

The Charity does not carry out any investments.

Risk Management

The Trustees are responsible for the overseeing of the risks faced by the Charity. Detailed considerations of risk are delegated to the Senior Management of the School. Risks are identified, assessed and controls established throughout the year.

CONTACT DETAILS

Dartford Grammar School for Girls, Shepherds Lane, Dartford, Kent, DA1 2NT

Website: www.dartfordgrammargirls.org.uk
Registered Charity No: 1167769

31st August 2020

Name of Fund: Voluntary Fund

Receipts		Payments	
	£		£
SECTION 1			
I01 SCHOOL FUND	22,099.87	E01 BOOK DEPOSIT REFUND	840.00
I02 BOOK DEPOSITS	11,340.00	E02 MINIBUS	0.00
I03 DAY TRIPS	36,801.27	E03 AWARDS & PRIZES	1,027.51
I04 RESIDENTIAL TRIPS	232,936.35	E04 ADMIN EXPENSES	2,080.33
I05 TRIP RESERVES	480.15	E05 DAY TRIPS	48,432.24
I06 ARTS AWARD	0.00	E06 RESIDENTIAL TRIPS	214,177.22
I07 D OF E	30,493.19	E07 LEARNING RESOURCES	44,081.66
I08 DONATIONS	2,274.11	E08 LEARNING RESOURCES ICT	0.00
I09 MINIBUS	0.00	E09 PARENTPAY CHARGES	4,258.62
I10 PHILANTHROPIC	321.73	E10 PHILANTHROPIC	4,687.07
I11 UNIFORM	0.00	E11 ADMIN CHARGE	0.00
I12 OTHER INCOME	43,785.97	E12 TRIP INSURANCE	0.00
I13 ACTIVITIES WEEK	0.00	E13 UNIFORM	63.12
I14 STAFF COUNCIL	0.00	E14 HARDSHIP FUND	0.00
I15 INSURANCE CLAIMS	0.00	E15 ACTIVITIES WEEK	0.00
I16 STAFF FUND	575.00	E16 STAFF COUNCIL	0.00
		E17 EMPLOYEE EXPENSES	0.00
		E18 STAFF FUND	337.77
		E19 OTHER EXPENDITURE	1,760.03
		credit control	-1,615.10
Total Receipts	381,107.64	Total Payments	320,090.47
Excess of Payments		Excess of Receipts	
- carried down	0.00	Over Payments	
		- carried down	61,017.17
	381,107.64		381,107.64

Receipts (Cont'd)		Payments (Cont'd)	
	£		£
SECTION 2			
<u>Excess of Receipts Over Payments</u>		<u>Excess of Payments Over Receipts</u>	
- brought down	61,017.17	- brought down	0.00
<u>Balance b/fwd at</u> 01/09/2019		<u>Balance c/fwd at</u> 31/08/2020	
Petty Cash Balance at year-end	111.78	Petty Cash Balance at year-end	157.85
Cash Book Balance for Current A/C at year-end	194,168.49	Cash Book Balance for Current A/C at year-end	255,139.49
Cash Book Bal for Deposit A/C at year-end		Cash Book Bal for Deposit A/C at year-end	
Cash Book Bal for Deposit A/C at year-end		Cash Book Bal for Deposit A/C at year-end	
	255,297.44		255,297.44
SECTION 3 <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. Amount owing to the fund at the year end PAYMENT IN ADVANCE 52,865.40</p> <p>3. Amount received in advance for a committed expense (give details) 307,082.84</p> </div> <div style="width: 48%;"> <p>2. Amount owed by the Fund (ie outstanding accounts) at the year end</p> <p>4. Valuation at cost price of Stock In Hand at the year end UNIFORM</p> </div> </div>			
SECTION 4 <p>We certify that to the best of our knowledge, the accounts shown above are correct.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Chief Financial Officer <u><i>[Signature]</i></u></p> <p>Date <u>9.12.20</u></p> </div> <div style="width: 45%;"> <p>Headteacher <u><i>S. Pitchard</i></u></p> <p>Date <u>10/12/20</u></p> </div> </div>			
SECTION 5 <u>AUDIT CERTIFICATE</u> <p>I/We have audited the accounts of the above Fund. 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 as at <u>31 August 2020</u> and its assets at that date were sufficient to meet all the liabilities of the Fund in full.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Signature of Auditor <u><i>AP</i></u></p> <p>Financial Qualification/Experience <u>Chartered Certified Accountant (FCCA)</u></p> </div> <div style="width: 45%;"> <p>Date <u>22/12/2020</u></p> </div> </div>			
SECTION 6 <p>I confirm that the audited Summary of Accounts has been presented to the Board of Governors.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Chair of Governors <u><i>Janice Brooke</i></u></p> </div> <div style="width: 45%;"> <p>Date <u>4 February 2021</u></p> </div> </div>			

PRIVATE & CONFIDENTIAL

The Board of Trustees
Dartford Grammar School For Girls (Voluntary Fund)
Shepherds Lane
DARTFORD
DA1 2NT

Our ref: AP/GC/ARE6067
Date: 3 December 2020

Dear Sirs

AUDIT FINDINGS LETTER - YEAR ENDED 31 AUGUST 2020

We have now concluded our audit of Dartford Grammar School for Girls (Voluntary Fund) for the year ended 31 August 2020.

1) Audit approach

Our audit was carried out in accordance with the International Standards on Auditing (ISA's) issued by the Auditing Practices Board. The primary purpose of this audit is for us to carry out a detailed review of the accounting arrangements of the academy's voluntary fund which includes internal controls and procedures. We must note that the assessment was performed solely for us to express an opinion on the financial statements and may not have revealed all the weaknesses that could have been noted, if a special review were performed. Consequently, our review should not be relied upon to disclose errors or irregularities that are not material in relation to the financial statements.

2) Audit findings

2.1 Deficiencies in internal control

We can confirm that we have found the entity's accounting and internal control systems to be appropriate to the entity's needs.

We have no specific recommendations in this area.

This does not constitute a comprehensive statement of all deficiencies that may exist in internal controls or of all improvements which may be made and has addressed only those matters which have come to our attention as a result of the audit procedures performed.

Continued/...

2.2 Follow up review of previous period internal control issues

We set out below a summary of the internal control deficiencies raised in the previous period's audit findings letter. For each point we note whether the issue has been appropriately resolved.

Component		Recommendations	Follow up
1	Income and expenditure documentation	Backing documentation such as receipts and invoices should be kept for all transactions.	Now resolved.
2	Deferred income	Income should only be deferred when it has been received in advance of the period it relates to.	Now resolved.

2.3 Unadjusted misstatements

Where applicable a summary of the unadjusted misstatements identified during the course of our audit work is set out below, analysed between errors of fact and differences in judgement.

We have not disclosed those items that we consider to be 'clearly trivial' in the context of our audit. For this purpose we consider 'clearly trivial' to be any individual matter of less than £762.

No misstatements above the level set as clearly trivial remain unadjusted within the financial statements.

3) Significant accounting policies, disclosures and estimates

We have reviewed the accounting policies and estimates in line with Local Authority Accounting Practices and the Consistent Financial Reporting Framework. No material departures from these standards were noted from the audit.

3.1 Significant difficulties identified during the audit

No significant difficulties were identified during the audit.

4) Specific representations

We have not deemed it necessary to include any specific representations from the Head Teacher and Chair of Governors within this document as a result of our audit. The letter of representation, which we require to be signed and provided to us, therefore contains standard representations only.

5) Independence

In accordance with International Standard on Auditing (UK and Ireland) 260 "Communication with those charged with governance", we confirm that there are no changes to the details of relationships between McCabe Ford Williams and Dartford Grammar School for Girls (Voluntary Fund) that may reasonably be thought to bear on McCabe Ford Williams' independence and the objectivity of the audit principal, Ashley Phillips, and the audit staff and the related safeguards.

We would welcome the opportunity of discussing this letter with you. Should you require any further information or explanations please do not hesitate to contact us.

We would like to take this opportunity to thank your staff for their co-operation and assistance during the course of our visit.

Yours faithfully

McCabe Ford Williams

McCabe Ford Williams