

for the year ended :

### Voluntary Fund

Receipts		Payments	
	£		£
<b>SECTION 1</b>			
101 SCHOOL FUND	7,201.28	E01 BOOK DEPOSIT REFUND	14,581.72
102 BOOK DEPOSITS	12,720.00	E02 MINIBUS	6,511.26
103 DAY TRIPS	13,996.75	E03 AWARDS & PRIZES	626.66
104 RESIDENTIAL TRIPS	-720.00	E04 ADMIN EXPENSES	40,049.50
105 TRIP RESERVES	0.00	E05 DAY TRIPS	13,383.58
106 ARTS AWARD	0.00	E06 RESIDENTIAL TRIPS	34,307.00
107 D OF E	-346.08	E07 LEARNING RESOURCES	63,385.33
108 DONATIONS	6,838.17	E08 LEARNING RESOURCES ICT	13.13
109 MINIBUS	18.66	E09 PARENTPAY CHARGES	1,156.36
110 PHILANTHROPIC	6,520.46	E10 PHILANTHROPIC	8,748.03
111 UNIFORM	889.50	E11 ADMIN CHARGE	117.00
112 OTHER INCOME	32,311.09	E12 TRIP INSURANCE	0.00
113 ACTIVITIES WEEK	0.00	E13 UNIFORM	0.00
114 STAFF COUNCIL	0.00	E14 HARDSHIP FUND	0.00
115 INSURANCE CLAIMS	300.00	E16 ACTIVITIES WEEK	0.00
116 STAFF FUND	312.33	E16 STAFF COUNCIL	0.00
		E17 EMPLOYEE EXPENSES	0.00
		E18 STAFF FUND	102.00
		E19 OTHER EXPENDITURE	3,083.20
<b>Total Receipts</b>	<b>79,026.43</b>	<b>Total Payments</b>	<b>187,046.72</b>
<b>Excess of Payments</b>		<b>Excess of Receipts</b>	
		<b>Over Payments</b>	
- carried down	108,021.28	- carried down	0.00
	<b>187,046.72</b>		<b>187,046.72</b>

Receipts (Cont'd)		Payments (Cont'd)	
<b>SECTION 2</b>  <u>Excess of Receipts Over Payments</u> - brought down  <u>Balance b/fwd at 01/09/2020</u> Petty Cash Balance at year-end Cash Book Balance for Current A/C at year-end	£	<u>Excess of Payments Over Receipts</u> - brought down  <u>Balance c/fwd at 31/08/2021</u> Petty Cash Balance at year-end Cash Book Balance for Current A/C at year-end	£
	0.00		108,021.26
	167.06		108.16
	255,139.46		147,080.02
	255,297.44		255,297.44
<b>SECTION 3</b>  1. Amount owing to the fund at the year end <div style="text-align: right;">6,874.71</div>  2. Amount owed by the Fund (ie outstanding accounts) at the year end <div style="text-align: right;">0.00</div>  3. Amount received in advance for a committed expense. <div style="text-align: right;">155,150.89</div> 4. Valuation at cost price of Stock in Hand at the year end <div style="text-align: right;">0.00</div>			
<b>SECTION 4</b>  We certify that to the best of our knowledge, the accounts shown above are correct.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">             Treasurer <u><i>[Signature]</i></u>              Date <u>11th October 2021</u> </div> <div style="width: 45%;">             Headteacher <u>S. Pritchard</u>              Date <u>11/10/21</u> </div> </div>			
<b>SECTION 5</b>  <b>AUDIT CERTIFICATE</b> (See KCC's Voluntary Fund Guidance, Section 4 - Audit of Voluntary funds obtainable from Headteacher(s)).  1/We have audited the accounts of the above Fund in accordance with KCC's Voluntary Fund Guidance, Section 4. 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 (31 August 2021) and its assets at that date were sufficient to meet all the liabilities of the Fund in full.  Signature of Auditor <u><i>[Signature]</i></u> Date <u>13/12/21</u> Financial Qualifications/Experience <u>Chartered Certified Accountant (FCCA)</u>			
<b>SECTION 6</b>  I confirm that I am familiar with the contents of the KCC Education-Behagol Voluntary Funds Guidance 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 <u><i>Janice Brooke</i></u> Date <u>5th April 2022</u>			

McCabe Ford Williams

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

Our ref: AP/GC/AC/ARE6067  
Date: 9 December 2021

Dear Sirs

**AUDIT FINDINGS LETTER - YEAR ENDED 31 AUGUST 2021**

We have now concluded our audit of Dartford Grammar School for Girls (Voluntary Fund) for the year ended 31 August 2021.

**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 Summary of Accounts 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 Summary of Accounts.

**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/...

Partners: Ian Pascall FCA John Shipley FCA John Sheather FCA David Boobyer FCA Martin Humphreys FCA Amanda Ireland MIPA FABRP Clair Rayner ICAEW  
Barrie Wright FCA Emma Andrews FCA Ashley Phillips FCA Leigh Jones FCA Jonathan Fullarton ACA Mark Greenwood FCA  
Consultants: Nicholas Hayward FCA Michael Whittaker FCA Associates: Alison Collier MIPA MABRP Lee Phillips ACCA

Also at: Ashford Cranbrook Dover Herne Bay Maidstone

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**2.2 Follow up review of previous period internal control issues**

There were no previous period internal control issues to report.

**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. We have calculated 'clearly trivial' to be any individual matter of less than £158.

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**

**Dartford Grammar School for Girls Voluntary Fund**  
**TRUSTEES REPORT**  
**For the Year Ended 31<sup>st</sup> August 2021**

**Trustees:**

Janice Brooke  
Sharon Pritchard  
Simon Hardwick

**Report of the Trustees**

The Trustees present their annual report and audited accounts of the charity for the year ended 31<sup>st</sup> August 2021 and confirm that they comply with the requirements of the Charities Act 2011, the trust deed, and the Charities Statement of Recommended Practice (SORP), Accounting and Reporting by Charities (FRS 102).

**Aims of the Charity**

The Charity exists to advance the education of students at Dartford Grammar School for Girls by providing or assisting in the provision of educational, recreational, and other charitable facilities, not required to be provided by the Local Authority or the Department for Education.

**Achievements and performance in the year**

The voluntary fund account continues to be primarily a holding account for student payments for trips and visits. The main source of income is parental donations (for which Gift Aid is claimed). The income is used for enrichment activities, awards and prizes and various school resources.

Due to the COVID pandemic, no trips or events took place in this school year.

**Reserves and Financial Health**

The Trustees regularly review the Charity's finances as part of the effective stewardship of the Charity. Net funds on 31<sup>st</sup> August 2021 were £147,276 (2020: £255,297)

**Investment Policy**

The Charity does not have an investment portfolio and unspent funds are held in the bank, available to meet future needs of students at Dartford Grammar School for Girls.

**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 relevant controls established throughout the year.

**CONTACT DETAILS**

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

Website: [www.dartfordgrammargirls.org.uk](http://www.dartfordgrammargirls.org.uk)  
Registered Charity No: 1167769