

Dartford Grammar School for Girls Voluntary Fund
TRUSTEES REPORT
For the Year Ended 31st August 2022

Trustees:

Janice Brooke
Sharon Pritchard

Report of the Trustees

The Trustees present their annual report and audited accounts of the charity for the year ended 31st August 2022 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 to compliment those provided by the Local Authority and the Department for Education.

Achievements and performance in the year

The voluntary fund account continues to enhance provision of curriculum subjects, including sports activities and overseas trips, provision of transport for educational visits and supplementing provision of resources for educational purposes. The main source of income is parental donations (for which Gift Aid is claimed), this income is used for enrichment activities, awards and prizes and various school resources.

The Charity has supported a number of trips and residential visits over the past 12 months further to the Covid pandemic. Profits from fundraising events in school are donated to other charities.

Reserves and Financial Health

The Trustees regularly review the Charity's finances as part of the effective stewardship of the Charity. Net funds on 31st August 2022 were £137,437 (2021: £147,276)

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
Registered Charity No: 1167769

School Voluntary Fund

Summary of Accounts Statement

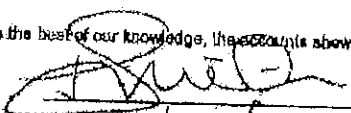
for the year ended :

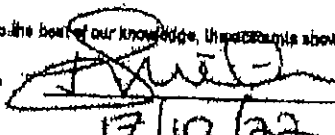
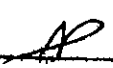
31st August 2022

School: Dartford Grammar School for Girls

Voluntary Fund

Receipts		Payments	
	£		£
SECTION 1			
101 SCHOOL FUND	5,521.74	E01 BOOK DEPOSIT REFUND	411.00
102 BOOK DEPOSITS	8,340.00	E02 MINIBUS	9,589.87
103 DAY TRIPS	89,894.70	E03 AWARDS & PRIZES	810.23
104 RESIDENTIAL TRIPS	88,050.90	E04 ADMIN EXPENSES	2,144.46
105 TRIP RESERVES	425.00	E05 DAY TRIPS	97,647.98
106 ARTS AWARD	0.00	E06 RESIDENTIAL TRIPS	85,640.00
107 D O F E	5,285.00	E07 LEARNING RESOURCES	47,531.95
108 DONATIONS	100.00	E08 LEARNING RESOURCES ICT	7.78
109 MINIBUS	0.00	E09 PARENTPAY CHARGES	3,169.83
110 PHILANTHROPIC	6,482.98	E10 PHILANTHROPIC	2,548.88
111 UNIFORM	2,942.82	E11 ADMIN CHARGE	0.00
112 OTHER INCOME	29,110.59	E12 TRIP INSURANCE	0.00
113 ACTIVITIES WEEK	0.00	E13 UNIFORM	12.97
114 STAFF COUNCIL	0.00	E14 HARDSHIP FUND	0.00
115 INSURANCE CLAIMS	0.00	E15 ACTIVITIES WEEK	1,440.00
116 STAFF FUND	300.00	E16 STAFF COUNCIL	0.00
		E17 EMPLOYEE EXPENSES	84.64
		E18 STAFF FUND	263.48
		E19 OTHER EXPENDITURE	0.00
Total Receipts	238,453.51	Total Payments	230,185.83
Excess of Payments		Excess of Receipts	
- carried down	0.00	Over Payments	
		- carried down	8,267.88
	238,453.51		238,453.51

Receipts (Cont'd)		Payments (Cont'd)	
SECTION 2 Excess of Receipts Over Payments - Brought down Balance b/fwd at 01/09/2021 Petty Cash Balance at year-end Cash Book Balance for Current A/C at year-end	£	Excess of Payments Over Receipts - Brought down Balance c/fwd at 31/08/2022 Petty Cash Balance at year-end Cash Book Balance for Current A/C at year-end	£
	8,287.08		0.00
	196.16		201.86
	147,080.02		155,342.06
	185,544.06		185,544.06
SECTION 3 1. Amount owing to the fund at the year end <div style="text-align: right;">21,931.82</div> 3. Amount received in advance for pre-committed expenses <div style="text-align: right;">159,366.24</div> 2. Amount owed by the Fund (ie outstanding account(s) at the year end <div style="text-align: right;">0.00</div> 4. Valuation at cost price of Stock In Hand at the year end <div style="text-align: right;">0.00</div>			
SECTION 4 We certify that to the best of our knowledge, the accounts shown above are correct. <div style="display: flex; justify-content: space-between;"> <div> Finance Director: <u></u> Date: <u>17/10/22</u> </div> <div> Headteacher: <u>S. Pitchard</u> Date: <u>18/10/22</u> </div> </div>			
SECTION 5 AUDIT CERTIFICATE I/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 31/08/2022 and its assets at that date were sufficient to meet all the liabilities of the Fund in full. Signature of Auditor: _____ Date: _____ Financial Qualification/Experience: _____			
SECTION 6 I confirm 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. Chairman of Governors: <u>Janice Brooke</u> Date: <u>13/12/22</u>			

Receipts (Cont'd)		Payments (Cont'd)	
SECTION 2 Summary of Receipts Over Payments - Brought down Balance Brought at 01/01/2021 Petty Cash Balance at year-end Cash Book Balance for Current A/C at year-end	£	Summary of Payments Over Receipts - Brought down Balance Brought at 01/01/2022 Petty Cash Balance at year-end Cash Book Balance for Current A/C at year-end	£
	8,287.00		0.00
	100.16		201.90
	147,060.02		185,248.08
	155,447.18		185,449.98
SECTION 3 1. Amount owing to the fund at the year end <div style="text-align: right;">21,931.00</div> 2. Amount received in advance for a committed expense <div style="text-align: right;">149,000.24</div> 3. Amount owed by the fund (ie outstanding accounts) at the year end <div style="text-align: right;">0.00</div> 4. Valuation at cost price of stock in hand at the year end <div style="text-align: right;">0.00</div>			
SECTION 4 We certify that to the best of our knowledge, the Receipts shown above are correct. <div style="display: flex; justify-content: space-between;"> <div> Finance Director <u></u> Date <u>17/10/22</u> </div> <div> Head/Teacher <u>S. Pritchard</u> Date <u>18/10/22</u> </div> </div>			
SECTION 5 AUDIT CERTIFICATE I/We have studied the accounts of the above Fund in accordance with KCO's Voluntary Fund Guidelines 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 31/03/2022 and its assets at that date were sufficient to meet all the liabilities of the Fund in full. <div style="display: flex; justify-content: space-between;"> <div> Signature of Auditor <u></u> Financial Qualification/Experience <u>FCCA</u> </div> <div> Date <u>13/12/22</u> </div> </div>			
SECTION 6 I confirm 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. <div style="display: flex; justify-content: space-between;"> <div> Chairman of Governors <u>Janice Brooke</u> Date <u>13/12/22</u> </div> </div>			

McCabe Ford Williams

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PRIVATE & CONFIDENTIAL

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

Our ref: AP/GC/AC/ARE6067

Date: 1 December 2022

Dear Sirs

AUDIT FINDINGS LETTER - YEAR ENDED 31 AUGUST 2022

We have now concluded our audit of Dartford Grammar School for Girls (Voluntary Fund) for the year ended 31 August 2022.

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 Pascoe FCA, John Shipley FCA, John Sheather FCA, David Boobyer FCA, Martin Humphreys FCA, Amanda Ireland MPA FABRP, Clair Rayner FCA DCA,
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 MPA FABRP, Lee Phillips FCA

Also at: Ashford, Cranbrook, Dover, Herne Bay, Maidstone

Registered to carry on audit work in the UK, regulated for a range of investment business activities, and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales.

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 £477.

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.

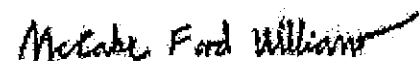
5) Independence

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