

Friends of Hamilton Charity Annual Report for Year 2023-2024

The Charity continues working on raising funds for sensory equipment and play schemes.

We have been busy building links with other people in our community such the Lions and Soho Bid and have been active with our local community by building more links with our local Councilor Shergill. The school has acquired an allotment and this will help to increase more links with the local community.

We had meetings with parents who are interested in fundraising and we are looking at future events for 2024-2025 and also approached our local shops to be featured in their stores for voucher schemes and help for our families. We did a summer fayre and also a Christmas fayre and are planning lots of activities.

We are exploring different ways of accessing more funding as the school is expanding and will need more sensory equipment and also equipment to kit out a couple of new sensory rooms for future buildings and also to accommodate secondary aged pupils for the future.

The accounts have been audited and signed and have been approved.



HAMILTON SCHOOL

Audit of the Friends of Hamilton Accounts
for the Period Ended 31st March 2024

Prepared by drb Schools and Academies Ltd
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Sebastian 21/11/24

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1. STATEMENT OF AUDIT



SCHOOLS AND ACADEMIES LIMITED

STATEMENT OF AUDIT

SCHOOL :- HAMILTON SCHOOL – FRIENDS OF HAMILTON ACCOUNT

TO :- THE BOARD OF GOVERNORS

Background

The School currently has one bank account with Lloyds Bank plc, where all transactions are recorded on a day-to-day basis under the name of “Friends of Hamilton”. The account is a Schools Account and is numbered 36258068.

The School does not operate a cash float system.

Statement of Audit

I have examined the receipts and payments made through the Friends of Hamilton Account for the period 1st April 2023 to 31st March 2024.

The audit consisted of an examination, on a test basis, of the completeness and accuracy of the School's records. In the report attached I have detailed my findings and recommendations where applicable.

In my opinion, based on the records presented, the accounts / records produced by the School give a true and fair view of the receipts and payments for the period ending 31st March 2024.

Signed

Date Audit Completed

:- 26th August 2024

**David Bagley, ACMA
drb Schools and Academies Ltd**

2. AUDIT REPORT AND RECOMMENDATIONS

AUDIT REPORT AND RECOMMENDATIONS**SCHOOL : HAMILTON SCHOOL – FRIENDS OF HAMILTON****PERIOD OF AUDIT : 1st April 2022 to 31st March 2023**

Control	Findings	Recommendations	Actioned
2.1 Records Kept			
2.1.1 Cheque books	All cheque books were presented.	None.	
2.1.2 Paying in books	All paying-in books were presented.	None.	
2.1.3 Bank Statements	All Bank Statements were presented.	None.	
2.1.4 Electronic Transactions	The school receives income electronically by various means such as BGC and Faster Payment. No reports or remittances were presented for audit.	Reports or remittances should be obtained to verify the nature and amount of all electronic income received.	
2.1.5 Expenditure records	Expenditure is recorded on a spreadsheet under specific categories. Therefore, the School can ascertain whether a particular category is making a profit or a loss. Income and expenditure are clearly recorded in columns with separate running totals.	None.	
2.1.6 Income records	Income is recorded on a spreadsheet under specific categories. Therefore, the School can ascertain whether a particular category is making a profit or a loss. Income and expenditure are clearly recorded in columns with separate running totals.	None.	

2.1.7 Receipts	Receipts are obtained wherever possible and filed in month order. Receipts are obtained for both cheque and cash expenditure.	None.	
2.1.7 Running Bank Balance	The records show a running bank balance, which enables the School to ascertain a current available cash balance.	None.	
2.1.8 Cash float maintained	The Friends of Hamilton does not operate a cash float system.	None.	
2.1.9 Stock Held – School Uniform	No School Uniform is purchased through the Friends of Hamilton Fund.	None.	

Control	Findings	Recommendations	Actioned
2.2 Completeness of records			
2.2.1 Cheque books	The cheque book stub was completed and cheques are used in numerical order. Cheque issued during the year was 000009.	None.	

2.2.2	Paying in book stubs	All paying-in book stubs were completed accurately, amounts banked corresponded with bank statements. However, there was no description for the income written on the slips.	It would be helpful for audit purposes if a description was written on the paying in slip to assist in verifying the nature of the income.	
2.2.3	Cancelled cheques	No cheques were cancelled at year-end.	None.	
2.2.4	Un-presented cheques	No cheques remained un-presented at the period-end.	None.	
2.2.5	Bank Statements	Bank Statements issued during the period were dated from 31 st March 2023 to 26 th April 2024. All statements were presented and the account was not overdrawn during the period. The account does not receive interest.	None.	

Control		Findings	Recommendations	Actioned
2.3 Bank Reconciliation				
2.3.1	Bank reconciliation	No formal bank reconciliation is carried out. When Bank Reconciliations are used correctly, they can be a useful tool to ensure your records match the bank balance.	A formal bank reconciliation should be carried out on a monthly or termly basis which should account for un-presented cheques and credits not yet banked and should be presented to and signed by the Head Teacher for verification.	

Control					
2.4 Transaction Testing					
2.4.1 Cheque expenditure items – A sample of one cheque expenditure transactions were checked to ensure that the records had been updated correctly and to establish the validity of the transactions.					
Date on Statement	Cheque No	Cheque Book Amount	Recorded at Bank	Recorded in Accounts	Receipt / invoice
05.07.2023	000009	238.80	238.80	238.80	Yes
Recommendations					
None.					

2.4.2 Income items – A sample of two income transaction was checked to ensure that the records had been updated correctly and to establish if the income banked matched the income collected.					
Date on Statement	Deposit Book Amount	Recorded at Bank	Recorded in Accounts		
14.11.2023	891.27	891.27		891.27	
26.01.2024	1058.14	1058.14		1058.14	
Recommendations					
None.					

2.4.3 Electronic Income items – A sample of six electronic income transactions were checked to ensure that the records had been updated correctly and to establish if the income banked matched the income received.

Date on Statement	Amount on report	Recorded at Bank	Recorded in Accounts
24.04.2023	No	8.58	8.58
19.05.2023	No	37.55	37.55
04.09.2023	No	101.60	101.60
11.09.2023	No	222.20	222.20
02.10.2023	No	49.62	49.62
20.11.2023	No	114.00	114.00

Recommendations

(a) Reports/remittances should be obtained to verify the amounts and nature of the transactions recorded in accounts.

3. FINANCIAL STATEMENTS

HAMILTON SCHOOL

SUMMARY OF RECEIPTS AND PAYMENTS

1/4/2023-31/3/2024

	RECEIPTS	PAYMENTS	DIFFERENCE
	£	£	IN YEAR
			£
Amazon	46.13	0.00	£46.13
Just Giving	373.42	0.00	£373.42
Alison Double	114.00	0.00	£114.00
Interest	0.00	0.00	-
drb audit charges	0.00	238.80	-£238.80
Summer Fair	891.27	0.00	£891.27
Christmas Fair	1058.14	0.00	£1,058.14
0	0.00	0.00	-
0	0.00	0.00	-
0	0.00	0.00	-
0	0.00	0.00	-
0	0.00	0.00	-
0	0.00	0.00	-

TOTAL £ 2,482.96 £ 238.80 £2,244.16

OPENING BALANCE £22,012.60

CLOSING BALANCE £24,256.76

RECONCILIATION TO BANK

STATEMENT NUMBER:

£24,256.76

Unpresented cheques:

0.00

Cheque no:

Total Unpresented Cheques:

0.00

Receipts not on statement:

Paying in slip number:

Total Receipts not on statement:

0.00

Balance

£24,256.76

Having examined the books and vouchers made available to me, I can confirm that the above Income and Expenditure account (receipts and payments) conforms to their contents.

Signed 

Date: 21/11/24

Name: Sarah Eaton



HAMILTON SCHOOL

SCHOOLS AND ACADEMIES SERVICES LIMITED

Friends of Hamilton Fund Account for the year ending 31st March 2024

Trial Balance as at 31st March 2024

Expenditure	Income	Profit / (loss) for the year
Amazon Europe	£0.00	£46.13
Just Giving	£0.00	£373.42
Alison Double	£0.00	£114.00
DRB audit charge	£238.80	(£238.80)
Summer Fair	£0.00	£891.27
Christmas Fair	£0.00	£1,058.14
Profit c/f	£2,244.16	
	<u>£2,482.96</u>	<u>£2,244.16</u>

[Signature] 21/11/24



SCHOOLS AND ACADEMIES SERVICES LIMITED

Friends of Hamilton Fund Account for the year ending 31st March 2024

Analysis of Balances

Bank Balance Held at the start of the year 1st April 2022
ADD Cheque numbers presented from last financial year
ADD Cash in Hand at the start of the year

£22,012.60
£0.00
£0.00

£22,012.60

Profit / (loss) for the year

£2,244.16

Balance as at 31st March 2024

£24,256.76

Represented by :-

Bank Balance Held at the end of the year
LESS Unpresented cheque number
ADD Cash in Hand at the end of the year

£24,256.76
£0.00
£0.00

Balance C/f to the Financial Year 2024/2025

£24,256.76

HAMILTON SCHOOL

Income and Expenditure Account for the year ended 31st March 2024

Income

Amazon Europe
Just Giving
Alison Double
DRB audit charge
Summer Fair
Christmas Fair

£46.13
£373.42
£114.00
£0.00
£891.27
£1,058.14

Total Income

£2,482.96

Expenditure

Amazon Europe
Just Giving
Alison Double
DRB audit charge
Summer Fair
Christmas Fair

£0.00
£0.00
£0.00
£238.80
£0.00
£0.00

Total Expenditure

£238.80

Profit / (loss) for the year

£2,244.16

Retained Profit B/f

£22,012.60

Total Retained Profits

£24,256.76

HAMILTON SCHOOL

Balance Sheet as at 31st March 2024



SCHOOLS AND ACADEMIES SERVICES LIMITED

£ £

Fixed Assets

£0.00

Current Assets

Stock (uniform)

£0.00

Debtors

£0.00

Bank & Cash Balance

£24,256.76

£24,256.76

Less Creditors (falling due within the year)

Liabilities

£0.00

Total Current Assets / (Liabilities)

£24,256.76

TOTAL NET ASSETS

£24,256.76

Balances & Reserves

Retained Reserves b/f

£22,012.60

Profit / (loss) for the year

£2,244.16

TOTAL RESERVES

£24,256.76