

# FAWfilling Futures – Five Acre Wood School

England & Wales · Charity number 1195042

## Details

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**Other names** FRIENDS OF FIVE ACRE WOOD AND GROW 19

**Status** Registered

**Legal form** CIO

**Registered** 2021-07-02

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Five Acre Wood School  
Boughton Lane  
Maidstone  
ME15 9QF

**Phone** 01622743925

**Email** [office@five-acre.kent.sch.uk](mailto:office@five-acre.kent.sch.uk)

**Website** [www.fiveacrewood.co.uk](http://www.fiveacrewood.co.uk)

## Activities

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**Objects:** TO ADVANCE THE LEARNING AND OPPORTUNITIES FOR THE STUDENTS AT FIVE ACRE WOOD AND GROW 19 BY:DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF, PARENTS, CARERS AND OTHERS ASSOCIATED WITH BOTH INSTITUTIONS;ENGAGING IN FUNDRAISING ACTIVITIES, INCLUDING GRANT APPLICATIONS AND EVENT ORGANISATION, THAT WILL PROVIDE ADDITIONAL, NON-STATUTORILY FUNDED RESOURCES AND INCOME FOR THE STUDENTS OF FIVE ACRE WOOD AND GROW 19.

**Activities:** Our charity provides educational and recreational opportunities for our children and young people with special needs and disabilities, over and above that which is statutorily provided. We raise money for specific projects that enhance our provision for our students and offer them the best opportunities.

## Classification

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- **How:** Other Charitable Activities
- **What:** General Charitable Purposes, Education/training
- **Who:** Children/young People, People With Disabilities

## Geography

- Kent

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£75,714	£166,675	-	-
2023-08-31	£113,050	£37,961	-	-
2022-08-31	£74,407	£88,857	-	-

## Trustees

Name	Role	Appointed
<b>Timothy Nicholas Williams</b>	Chair	2021-06-15
David Alan Smith		2021-03-02
Julie Sarah Quinton		2021-06-15
KRISTIE ROBINSON		2021-03-02
Sally Moor		2021-03-02
Sarah Anne Oakes		2021-03-02

**FAWfilling Futures - Five Acre Wood School**

England & Wales - Charity number 1195042

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# Accounts

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## **Friends of Five Acre Wood and Grow19**

### **Report on the accounts for the year ending 31<sup>st</sup> August 2024**

The Friends of Five Acre Wood and Grow 19 advance the learning and opportunities for the students at Five Acre Wood and Grow 19.

They do this by:

- Developing effective relationships between the staff, parents , carers and others associated with both institutions
- Engaging in fundraising activities, including grant applications and event organisation that will provide additional, non-statutorily funded resources and income for the students at Five Acre Wood and Grow 19

Five Acre Wood School is a foundation special school for children and young people with profound, severe and complex needs aged from 5-19 with the main site in Maidstone and satellite provisions at Palace Wood Primary School and a self-contained provision at Holmesdale School, Snodland Kent and Oxford Road, Kent. There are over 860 students at the school. Grow 19 is an SPI College for young adults with learning difficulties aged from 19 -25.

### **Activities over the year**

#### **An evening with Gregg Wallace – Hosted by Channel 4's Hunted, Marc Cananur**

In July we held an external event, at a local pub who provided the venue free of charge to support our fundraising efforts. The evening was hosted in the pub garden with over 80 attendees. Both Gregg and Marc are huge supporters of the school and provided an evening of fantastic entertainment this included a cake competition and a Q&A. This brilliant event raised £1234.51 which was put towards phase 1 of our specialist soft play facility for our pupils.

At the end of the academic year (July 2024) we made a final decision on a contractor. We were delighted SEC Works (a local bus conversion company with ample of experience) happily accepted this project.

A trustee and I have been to see the bus and are delighted to see our vision come to life. Whilst our bus is in the workshop it will undergo phase 1 of the project which will include a full strip out of the chairs, electrical work, and the transformation of the ground floor.

### **FAWrient Express**

Over the past year we have turned a former Polar Express first-class buffet train carriage into a pioneering 'hospitality training academy', in partnership with Costa Coffee!

This project was brought to fruition by local businesses and donations such as a lift, air con units, paint, coffee machines and so much more.

On the 2<sup>nd</sup> of October, our grand opening took place where we invited all our stakeholders to join us in this milestone. This was also opportunity for our students to put into practice the barista training they had recently been given. We are very much looking forward to the FAWrient Express being open to our staff, parents, and the wider community in early November 2024.

## **The Willows Project**

The Willows will be a large workshop based within our Outdoor Learning Environment (OLE). The workshop will have the equipment needed to carry out Horticultural and landscaping skills and tasks. This outstanding project will promote independence for our young people and give them the opportunity to engage in meaningful work experience so that they can lead a fulfilling and happy life.

We are pleased to share we have secured funding from two local businesses who will support the structural build of The Willows. Both our staff and pupils will help with this, and it will form part of the student's curriculum. The build will be created during our school day with the support of our staff, and students helping throughout.

We were also successful in a grant application where we received £5,000 which will enable us to purchase the equipment required. Our team have already started preparing the ground and we hope The Willows will be officially open in March 2025.

**Report prepared by Hannah Juden, 28<sup>th</sup> October 2024**

**Friends of Five Acre Wood School**

**Accounts for the year ending 31st August 2024**

**Balance Sheet**

Restricted Fund	Date	Fund balance b/fwd	Income	Expenditure	Total
Unrestricted		-£7,235.67	£5,051.67	£6,335.56	<b>£4,151.56</b>
Communication Aids		£2,527.91	£0.00	£0.00	<b>£2,527.91</b>
Horticulture		£152.95	£0.00	£0.00	<b>£152.95</b>
Sensory Garden		£341.34	£0.00	£0.00	<b>£341.34</b>
Memory Garden		£602.00	£0.00	£0.00	<b>£602.00</b>
6th Form		£105.68	£0.00	-£105.68	<b>£0.00</b>
Grow19		£1,236.72	£0.00	£0.00	<b>£1,236.72</b>
School Radio		£1,000.00	£0.00	£0.00	<b>£1,000.00</b>
The Yard		£5,522.40	£3,374.85	-£5,413.29	<b>£3,483.96</b>
Funders of Hydrotherapy Pool		£21,419.29	£0.00	-£21,419.29	<b>£0.00</b>
Minibus		£543.66	£833.09	£0.00	<b>£1,376.75</b>
Snodland Library		£688.51	£0.00	-£688.51	<b>£0.00</b>
FAWient Express		£119,615.56	£50.00	-£115,445.87	<b>£4,219.69</b>
Double Decker Bus		£34,765.01	£14,739.24	-£21,147.42	<b>£28,356.83</b>
Woodstock		£200.00	£18,968.52	-£5,299.16	<b>£13,869.36</b>
Snodland Just Giving		£1,511.59	£1,844.49	-£3,356.08	<b>£0.00</b>
The Willows		£0.00	£5,000.00	£1,000.00	<b>£6,000.00</b>
Football Lessons Maidstone United		£3,790.86	£4,656.68	-£1,352.76	<b>£7,094.78</b>
Acorns (LuckyBalls)		£2,050.00	£1,080.00	-£1,125.93	<b>£2,004.07</b>
Yard Access		£0.00	£0.00	£1,541.06	<b>£1,541.06</b>
Muga		£0.00	£96.02	-£1.69	<b>£94.33</b>
Plane Library		£0.00	£18,000.00	£0.00	<b>£18,000.00</b>
Raffle		£0.00	£2,019.87	-£196.43	<b>£1,823.44</b>
					<b>£0.00</b>
					<b>£0.00</b>
		<b>£188,837.81</b>	<b>£75,714.43</b>	<b>-£166,675.49</b>	<b>£97,876.75</b>

Balance b/fwd	£188,837.81	
In year surplus	-£90,961.06	
Cash at bank	<u>£97,876.75</u>	
Restricted Funds		£97,876.75
Unrestricted Funds		£0.00
Total Funds		<u>£97,876.75</u>

Prepared by:

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Date:

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Trustee approval:

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Date:

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**Friends of Five Acre Wood School**

Accounts for the year ending 31st August 2024

**Statement of Income and Expenditure**

Date	Income	Restricted Funds	Expenditure
31/10/2014			
Donations and grants			
White DA & EM The Yard	£1,000.00		
Donation - South east maidstone active retirement	£50.00	<b>Pledged to Five Acre Wood School</b>	
Donations pot brave the shave	£108.15		
Donations - Choir o plane donation	£25.00	Communication Aids	£0.00
STWDSP	£50.00	Horticulture	£0.00
M Mmatthams The Coppice	£600.00	Sensory Garden	£0.00
M Matthams Coppice Jasper	£500.00	Memory Garden	£0.00
Martin V Davies Turner	£123.00	6th Form	-£105.84
Permission PLC Donation	£500.00	Grow19	£0.00
David Whittaker Library	£1,000.00	School Radio	£0.00
Smith D A Donation J Holden	£25.00	The Yard	-£5,413.29
WPC Electrical 7 Peaks	£300.00	Funders of Hydrotherapy Pool	-£23,419.24
The IQ Digital House	£415.00	Minibus	£0.00
Jem Construction 4 Peaks Kit	£1,000.00	Snodland Library	-£688.51
M Matthams Coppice Jasper	£1,200.00	FAWent Express	-£115,445.87
Donations 4 Peaks	£350.00	Double Decker Bus	-£23,147.42
STWDSP	£1,000.00	Woodstock	-£5,299.16
Charities Trust	£750.00	Snodland Just Giving	-£3,356.08
Olivia Hennessy Highworth Donation	£607.54	The Willows	£1,000.00
Nortrace Foods	£120.00	Football Lessons Maidstone United	-£1,352.76
Pearson & Mo	£100.00	Acorns (LuckyBalls)	-£1,125.93
Cobbree donation	£17,000.00	Yard Access	£1,541.09
Colin and Sue Britchford	£340.00	Muga	-£1.69
		Plane Library	£0.00
		Raffle	-£196.43
			<b>-£173,011.05</b>
		<b>Unrestricted</b>	
		<b>Pledged to Five Acre Wood School</b>	
		Equipment	£6,856.21
		Event and Admin costs	-£520.69
	<b>£26,963.69</b>		<b>£6,335.52</b>
Fundraising - sponsored events			
Donations - Creepy crawlies	£470.55		
Donations - Summer fair stalls	£50.00		
Donations	£1,236.34		
Donations - Summer fair	£1,843.00		
Donations	£63.07		
Donations - Creepy crawlies	£20.00		
Donation - Summer fair stalls	£25.00		
Donations summer fair	£15.50		
Dalton HI Blue Daisy Design - Summer Fair	£25.00		
Brown KI Lucky Balls	£24.00		
Summer Fair	£16.40		
Creepy Crawlies	£20.01		
Jims Raffle	£1,100.00		
Raffle Donations Christmas raffle	£296.40		
Peaks	£680.00		
Transfer from Five Acre banked to wrong account Donatio	£500.00		
Wood J Winter Wonderland	£12.00		
APO Aulher BC Tiernan Raffle	£20.00		
APO Aulher BC Tiernan Class Donation	£80.00		
Sherry Kendall Raffle Tickets	£10.00		
Christmas raffle	£914.15		
Smith DA SLT Raffle	£30.00		
Slaughter AJ Raffle Christmas	£35.00		
Kayleigh Keane Raffle William K	£10.00		
Christmas raffle	£648.87		
Christmas Fayre	£664.00		
Christmas Fayre	£54.26		
Christmas Fayre	£44.10		
Christmas raffle donations	£120.00		
Christmas fair donations	£100.85		
Peaks	£100.00		
Elfridges	£768.00		
Elfridges	£148.00		
Elfridges	£93.50		
Elfridges	£92.60		
Elfridges	£14.52		
Elfridges	£25.60		
Donna Wheeler Lucky Balls	£15.00		
Donations 4 Peaks	£200.00		
Jeffery N Peaks	£16.75		
Donation Sarah E Peaks	£500.00		
Psychic Evening donations	£196.90		
Freeman LA Lisa Peaks Kit	£36.70		
Preston D Damp	£35.40		
Smith S Stacey FAW Peak Kit	£16.75		
Peaks Fee D Stringer	£150.00		
CD Peaks kit	£17.00		
CD Sponsorship Peaks	£85.00		
Superfast Labels	£100.00		
Norris JD Donation Football	£30.00		
Restoring Homes Peaks	£547.00		
Mothers day donations	£140.00		
Mothers day donations, sweets, choc	£113.96		
Stringer D Faw Football	£10.00		
Restoring Homes Peaks	£100.00		
edwards JL Spring Fair	£15.00		
Rolls NI Spring Fair	£30.00		
Psychic Evening donations	£335.00		
CD Peaks sponsorship	£52.50		
Easter stall van ice cream	£25.00		
Easter Egg hunt	£190.00		
S Winfield Ash Inccorect dinner account money	£10.00		
Monthers Day Donation	£232.88		
School spring day	£481.70		
Spring Egg hunt	£1,111.90		
CD Peaks sponsorship	£222.50		
4 peaks	£25.00		
4 Peaks	£344.80		
4 Peaks	£50.00		
Eng Donation 4 Peaks	£260.00		
Collins T Charly football	£50.00		
Football event donations	£371.82		
Eventbrite	£2,945.00		
Football donations	£63.80		
G. Wallace evening donations	£269.53		
Fathers Day Donations	£84.70		
Fathers Day Donations	£205.00		
Fund Transfer From Five Acre (Old Account)	£1,097.82		
Kent Community Foundation	£5,000.00		
Disco donations	£330.00		
Disco donations	£22.18		
Ging Wallace Event	£47.80		
School disco	£5.00		
Sump up	£2,030.55		
Paypal	£2,631.87		
Easy fundraising	£483.09		
Stripe	£1,970.00		
Golden Giving Peoples fundraising	£13,858.62		
Eventbrite	£1,062.50		
	<b>£48,750.74</b>		
<b>Total Income</b>	<b>£75,734.43</b>	<b>Total Expenditure</b>	<b>-£166,675.46</b>
		<b>Balance b)/twed</b>	<b>£108,837.81</b>
		<b>In Year Surplus</b>	<b>£242,389.92</b>
		<b>Balance c)/twed</b>	<b>£97,876.75</b>

Prepared by:

Trustee approval:

Date:

Date:

# Friends of Five Acre Wood School and Grow 19

## PTFA Fund 2023/24

**Objective**

All school PTFA funds should be administered to the same standard as public funds. They should be audited and the audit should include not only an assessment as to whether the accounts are correct, but also a review as to whether the expenditure has been properly incurred.

It is the responsibility of the School to ensure that the PTFA fund procedures followed provide a safe and efficient system for the custody and control of PTFA funds.

To help the School to meet its commitment this report will provide the Headteacher and the Governors with an opinion on the adequacy of management controls over the financial systems and records used by the School for the PTFA funds.

We do not give an overall rating but each section within the report has been given an assurance level based on the results of the tests carried out by the Auditor.

**Definition of Assurance Levels**

<b>Good</b>	Evidence of a sound system of internal control designed to achieve accurate service and fund objectives
<b>Requires attention</b>	Timely management action is required to remedy weaknesses in internal control that could lead to non achievement of service or fund objectives
<b>Unsatisfactory</b>	Immediate management action is required to remedy a gap or failure of internal control that has led, or may lead, to non achievement of service or fund objectives

# Friends of Five Acre Wood School and Grow 19

## PTFA Fund 2023/24

### 1. Summary of Accounts Statement

**Good**

**Rationale / Expected Control**

The Summary of Accounts Statement is a true and fair view of the PTFA fund transactions, is certified by the Fund Treasurer and the Headteacher and the school has adequate arrangements in place for audit in line with the SFVS requirements.

**The submitted summary of accounts is checked to ensure that:**

The PTFA Fund accounts were submitted within DfE guidelines (1.01, 1.02).  
 The individual totals from the Cash Book/account ledger are recorded correctly on the submitted summary of accounts statement (1.03, 1.04).  
 Receipts and payments are recorded under sufficiently detailed headings (1.05).  
 Charity collections are detailed and match the payments made to the charities (1.06).  
 The balance brought forward agrees with the previous year's audited figure and the total carried forward reflects the Cash Book balance (1.07, 1.08).  
 Year-end balances are recorded for stock held, uncleared items and amounts owed or owing to the Fund (1.09, 1.10, 1.11).  
 It details the year-end profit or loss position (1.12).  
 It has been certified where appropriate (1.13).

**The following did not meet the above controls**

**Risk**

**Recommendations**

There are no recommendations in this section as all areas are good

# Friends of Five Acre Wood School and Grow 19

PTFA Fund 2023/24

## 2. Cash Book

Good

### Rationale / Expected Control

The Cash Book is completed to record individual transactions as they occur corresponding with a Summary of Accounts Statement to allow this end of year document to be completed easily.

### The submitted Cash Book was checked to ensure that:

The opening balance brought forward from the previous year is correctly recorded (2.01).  
Receipts and payments are detailed under appropriate headings showing clear totals for each (2.02, 2.03).  
Totals can be accurately transferred to a summary of accounts statement at the end of the financial year (2.04).  
The year-end closing balance is correctly recorded (2.05).

### The following did not meet the above controls

Risk

### Recommendations

There are no recommendations in this section as all areas are good

# Friends of Five Acre Wood School and Grow 19

PTFA Fund 2023/24

## 3. Security and Stock

Good

### Rationale / Expected Control

There are appropriate arrangements for the safe keeping of cash and cheques including the frequency of banking. There is an adequate number of authorised signatories in order to carry out the funds liabilities. Where stock is held, adequate records are maintained and regular stock checks are undertaken.

### A check was made to ensure that documentation, signed by the Headteacher and/or The Chair of Governors, confirms and/or includes:

Adequate arrangements for the safe keeping of cash and cheques detailing a sufficient number of key holders (3.01, 3.02). That the arrangements and frequency for banking are adequate (3.03). The names and sample signatures for the authorisation of expenditure and cheque signing is adequate (3.04, 3.05) If applicable: a correctly completed and signed handover form for a change of Treasurer and/or Headteacher (3.06). If applicable: evidence of a stocktake carried out by two people showing opening and closing balances and an authorised calculation of profit or loss (3.07, 3.08, 3.09)

### The following did not meet the above controls

Risk

### Recommendations

There are no recommendations in this section as all areas are good

# Friends of Five Acre Wood School and Grow 19

PTFA Fund 2023/24

## 4. Payments / Invoices

Good

### Rationale / Expected Control

A sufficiently detailed invoice or claim form exists for each transaction which is authorised, recorded and paid accurately. Value for money is considered and where necessary three quotes are sought for purchases in excess of £5,000.

### A sample of expenditure records have been examined to check that:

All purchases are for appropriate goods or services for the Fund and supported with a valid invoice or receipt (4.01, 4.02). There is evidence of checks being carried out for the receipt of the goods or service and that invoice amounts are correctly calculated (4.03, 4.04). All payments are fully authorised (4.05). Controls are in place to prevent duplicate payments and to ensure correct amounts are recorded and paid (4.06, 4.07, 4.08). Sufficient evidence of three quotes is supplied for invoices in excess of £5,000 (4.09).

### The following did not meet the above controls

Risk

### Recommendations

There are no recommendations in this section as all areas are good

# Friends of Five Acre Wood School and Grow 19

## PTFA Fund 2023/24

### 5. Bank Statements

Good

#### Rationale / Expected Control

Bank Statement transactions are regularly reconciled to the cash book to ensure there are no irregularities which go unchecked and the bank balance is always in credit. This process is checked, signed and dated appropriately.  
Banking is carried out in line with the documented frequency.

#### Bank records were checked to ensure that:

A timely monthly reconciliation of each PTFA fund bank account has been completed, signed and dated by both the person who prepared it and the Headteacher (5.01, 5.02, 5.03).  
The bank account/s were always in credit (5.04).  
An authorised Year-end reconciliation between the bank account and the Cash Book is carried out detailing uncleared items to verify the Cash Book balance (5.05).  
There are no uncleared items older than six months (5.06).  
The frequency of banking is in line with the submitted, authorised documentation (5.07).  
Where applicable, appropriately completed and authorised lost cheque indemnity forms evidenced for any re-issued cheques (5.08).

#### The following did not meet the above controls

Risk

#### Recommendations

There are no recommendations in this section as all areas are good

# Friends of Five Acre Wood School and Grow 19

## PTFA Fund 2023/24

### 6. Income

Good

#### Rationale / Expected Control

Income is recorded accurately, safely held and banked intact using adequate controls and processes. There is a financial statement drawn up incorporating all the financial activities of individual trips.

#### A sample of income records were checked to ensure that:

A dated receipt has been issued or adequate, dated and signed class records have been completed for all monies received (6.01).  
Income has been recorded and banked accurately from the point of receipt (6.02, 6.04).  
Receipt information is appropriately identified on the Paying-in slip (6.03).  
Income has been signed as checked on each occasion when being transferred from one person to another (6.05).  
Financial statements have been drawn up incorporating all financial activities for school trips (6.06).

#### The following did not meet the above controls

Risk

#### Recommendations

There are no recommendations in this section as all areas are good

# Friends of Five Acre Wood School and Grow 19

## PTFA Fund 2023/24

<b>7. Petty Cash</b>	<b>n/a</b>
<b>Rationale / Expected Control</b>	
The Petty Cash account is viable with adequate records for making authorised and fully supported cash payments.	
<b>A sample of Petty Cash transactions and records were checked to ensure:</b>	
All payments are supported by adequate and authorised backing documentation (7.01). The vouchers are authorised by an appropriate person and signed as received by the payee (7.02, 7.03) That payments and reimbursements are adequately recorded (7.04). The justification for operating Petty Cash (7.05, 7.06).	
<b>The following did not meet the above controls</b>	<b>Risk</b>
<b>Recommendations</b>	
There are no recommendations in this section	

**Friends of Five Acre Wood School and Grow 19  
PTFA Fund 2023/24**

## School Financial Services (SFS) Voluntary Fund Checklist for Audit

School to complete this section and column (A) below:	DFE: <input style="width: 80%;" type="text" value="7056"/>
School name:	<input style="width: 90%;" type="text" value="Five Acre Wood School"/>
Financial year to be audited: (complete a separate form for each year)	(yyyy/yy) <input style="width: 80%;" type="text" value="2023/2024"/>
Date paperwork sent to SFS:	(dd/mm/yy) <input style="width: 80%;" type="text"/>
Sent by courier / post / by hand:	(please specify) <input style="width: 80%;" type="text" value="Post"/>
School contact name: (in case of query)	<input style="width: 90%;" type="text" value="Julie Quinton"/>
School contact phone number:	<input style="width: 80%;" type="text" value="01622 743925"/>

<b>Please do not send cheque books to SFS</b>	(A)		
	School to complete	For SFS use only	
	Indicate if included in package	Received by SFS	Checked prior to return
Summary of Accounts Form (balanced & signed)		✓	✓
School version		✓	✓
Cash Book - detailing all receipts and payments (manual or system generated)	Yes	✓	✓
Backing documentation supporting payments (invoices / staff claim forms with attached receipts)	Yes	✓	✓
Backing documentation supporting income (receipts / class list for swimming or trip / paying-in-slip)	Yes	✓	✓
Petty Cash Record (if applicable)	N/A	—	—
Petty Cash Vouchers and backing documentation	N/A	—	—
Bank Statements - all accounts (including monthly reconciliations/unreconciled entries)	Yes	✓	✓
Security Details Form	Bank mandate	✓	✓
Authorised Signatures	Bank mandate	✓	✓
Purchases for Resale - Stock Record (where appropriate)	N/A	—	—
Purchase for Sale - Stock Reconciliation (where appropriate)	N/A	—	—
Lost Cheque Forms (where appropriate)	N/A	—	—
Trip Records (where appropriate)	N/A	—	—
Handover Forms (where appropriate)	N/A	—	—

<b>For SFS use only:</b>	
Date received by SFS:	(dd/mm/yy) <input style="width: 80%;" type="text" value="10/2/25"/>
Log number:	<input style="width: 80%;" type="text" value="18"/>
Date sent back by SFS:	(dd/mm/yy) <input style="width: 80%;" type="text" value="3/3/25"/>
Sent back to School by courier / by hand / collected:	<input style="width: 90%;" type="text" value="POSTED VIA JUNIOR HOUSE POST BOX (RETURNED DELIVERY)"/>

## **Friends of Five Acre Wood and Grow19**

### **Report on the accounts for the year ending 31<sup>st</sup> August 2024**

The Friends of Five Acre Wood and Grow 19 advance the learning and opportunities for the students at Five Acre Wood and Grow 19.

They do this by:

- Developing effective relationships between the staff, parents , carers and others associated with both institutions
- Engaging in fundraising activities, including grant applications and event organisation that will provide additional, non-statutorily funded resources and income for the students at Five Acre Wood and Grow 19

Five Acre Wood School is a foundation special school for children and young people with profound, severe and complex needs aged from 5-19 with the main site in Maidstone and satellite provisions at Palace Wood Primary School and a self-contained provision at Holmesdale School, Snodland Kent and Oxford Road, Kent. There are over 860 students at the school. Grow 19 is an SPI College for young adults with learning difficulties aged from 19 -25.

### **Activities over the year**

#### **An evening with Gregg Wallace – Hosted by Channel 4’s Hunted, Marc Cananur**

In July we held an external event, at a local pub who provided the venue free of charge to support our fundraising efforts. The evening was hosted in the pub garden with over 80 attendees. Both Gregg and Marc are huge supporters of the school and provided an evening of fantastic entertainment this included a cake competition and a Q&A. This brilliant event raised £1234.51 which was put towards phase 1 of our specialist soft play facility for our pupils.

At the end of the academic year (July 2024) we made a final decision on a contractor. We were delighted SEC Works (a local bus conversion company with ample of experience) happily accepted this project.

A trustee and I have been to see the bus and are delighted to see our vision come to life. Whilst our bus is in the workshop it will undergo phase 1 of the project which will include a full strip out of the chairs, electrical work, and the transformation of the ground floor.

### **FAWrient Express**

Over the past year we have turned a former Polar Express first-class buffet train carriage into a pioneering ‘hospitality training academy’, in partnership with Costa Coffee!

This project was brought to fruition by local businesses and donations such as a lift, air con units, paint, coffee machines and so much more.

On the 2<sup>nd</sup> of October, our grand opening took place where we invited all our stakeholders to join us in this milestone. This was also opportunity for our students to put into practice the barista training they had recently been given. We are very much looking forward to the FAWrient Express being open to our staff, parents, and the wider community in early November 2024.

### **The Willows Project**

The Willows will be a large workshop based within our Outdoor Learning Environment (OLE). The workshop will have the equipment needed to carry out Horticultural and landscaping skills and tasks. This outstanding project will promote independence for our young people and give them the opportunity to engage in meaningful work experience so that they can lead a fulfilling and happy life.

We are pleased to share we have secured funding from two local businesses who will support the structural build of The Willows. Both our staff and pupils will help with this, and it will form part of the student's curriculum. The build will be created during our school day with the support of our staff, and students helping throughout.

We were also successful in a grant application where we received £5,000 which will enable us to purchase the equipment required. Our team have already started preparing the ground and we hope The Willows will be officially open in March 2025.

**Report prepared by Hannah Juden, 28<sup>th</sup> October 2024**



**Friends of Five Acre Wood School**

**Accounts for the year ending 31st August 2024**

**Balance Sheet**

Restricted Fund	Date	Fund balance b/fwd	Income	Expenditure	Total
Unrestricted		-£7,235.67	£5,051.67	£6,335.56	<b>£4,151.56</b>
Communication Aids		£2,527.91	£0.00	£0.00	<b>£2,527.91</b>
Horticulture		£152.95	£0.00	£0.00	<b>£152.95</b>
Sensory Garden		£341.34	£0.00	£0.00	<b>£341.34</b>
Memory Garden		£602.00	£0.00	£0.00	<b>£602.00</b>
6th Form		£105.68	£0.00	-£105.68	<b>£0.00</b>
Grow19		£1,236.72	£0.00	£0.00	<b>£1,236.72</b>
School Radio		£1,000.00	£0.00	£0.00	<b>£1,000.00</b>
The Yard		£5,522.40	£3,374.85	-£5,413.29	<b>£3,483.96</b>
Funders of Hydrotherapy Pool		£21,419.29	£0.00	-£21,419.29	<b>£0.00</b>
Minibus		£543.66	£833.09	£0.00	<b>£1,376.75</b>
Snodland Library		£688.51	£0.00	-£688.51	<b>£0.00</b>
FAWient Express		£119,615.56	£50.00	-£115,445.87	<b>£4,219.69</b>
Double Decker Bus		£34,765.01	£14,739.24	-£21,147.42	<b>£28,356.83</b>
Woodstock		£200.00	£18,968.52	-£5,299.16	<b>£13,869.36</b>
Snodland Just Giving		£1,511.59	£1,844.49	-£3,356.08	<b>£0.00</b>
The Willows		£0.00	£5,000.00	£1,000.00	<b>£6,000.00</b>
Football Lessons Maidstone United		£3,790.86	£4,656.68	-£1,352.76	<b>£7,094.78</b>
Acorns (LuckyBalls)		£2,050.00	£1,080.00	-£1,125.93	<b>£2,004.07</b>
Yard Access		£0.00	£0.00	£1,541.06	<b>£1,541.06</b>
Muga		£0.00	£96.02	-£1.69	<b>£94.33</b>
Plane Library		£0.00	£18,000.00	£0.00	<b>£18,000.00</b>
Raffle		£0.00	£2,019.87	-£196.43	<b>£1,823.44</b>
					<b>£0.00</b>
					<b>£0.00</b>
		<b>£188,837.81</b>	<b>£75,714.43</b>	<b>-£166,675.49</b>	<b>£97,876.75</b>

Balance b/fwd	£188,837.81
In year surplus	-£90,961.06
Cash at bank	<u>£97,876.75</u>
Restricted Funds	£97,876.75
Unrestricted Funds	£0.00
Total Funds	<u>£97,876.75</u>

Prepared by:

*J. Quinton*

Date:

*5/12/2024*

Trustee approval:

*[Signature]*

Date:

*5/12/2024*

*I have audited the accounts and in my opinion they are a true representation of the funds affairs*

*[Signature] 3/3/25*

*SCHOOLS FINANCIAL SERVICES / THE EDUCATION PEOPLE*





**FRIENDS OF FIVE ACRE WOOD**  
**RECEIPTED INCOME Sept 23 - Aug 24**

DATE	AMOUNT	DESCRIPTION
27/11	296.40	Raffle Donations Christmas raffle
27/11	500.00	Permission PLC Donation
27/11	680.00	Peaks
27/11	500.00	Transfer from Five Acre banked to wrong account Donatio
05/12	914.15	Christmas raffle
14/12	648.87	Christmas raffle
14/12	664.00	Christmas Fayre
14/12	54.26	Christmas Fayre
14/12	44.10	Christmas Fayre
03/01	120.00	Christmas raffle donations
03/01	100.85	Christmas fair donations
03/01	100.00	Peaks
10/01	768.00	Elfridges
10/01	148.00	Elfridges
10/01	93.50	Elfridges
10/01	82.60	Elfridges
10/01	14.52	Elfridges
10/01	25.60	Elfridges
02/02	350.00	Donations 4 peaks
08/02	200.00	Donations 4 peaks
26/02	500.00	Donation Sarah E Peaks
26/02	196.90	Psychic evening Donations
05/03	150.00	Peaks Fee D Stringer
05/03	17.00	CO - Peaks Kit
05/03	85.00	CO - Sponsorship
12/03	547.00	Mothers Day Donatios
12/03	140.00	Mothers Day Donatios
12/03	113.96	Mothers Day Donatios, Donation, Sweets Choc
20/03	335.00	Psychic reading stall money
20/03	52.50	CO - Peaks Sponsorship
20/03	25.00	Easter stall Ice cream van
20/03	190.00	Easter egg hunt
26/04	232.88	Mothers Day Donations
26/04	481.70	School spring day
26/04	1,111.90	Spring egg Hunt
26/04	222.50	4 Peaks Casey O'hara sponsorhip
26/04	25.00	4 Peaks
26/04	344.80	4 Peaks
21/05	371.82	Football event donations
04/06	63.80	Football donations
11/06	269.53	G. Wallace evening donations
19/06	84.70	Fathers Day Donations
19/06	205.00	Fathers Day Donations
03/07	330.00	Disco donations
11/07	222.18	Disco donations

**FRIENDS OF FIVE ACRE WOOD**

**RECEIPTED INCOME Sept 23 - Aug 24**

RECEIPT NO	AMOUNT	DESCRIPTION
06/09	25.00	Dalton HJ Blue Daisy Design - Summer Fair
15/09	600.00	M Mmatthams The Coppice
18/09	25.00	Colin Britchford
19/09	54.49	Sum up payments - Summer fair
20/09	2.50	Paypal InC - Summer fair
21/09	49.95	Paypal InC - Summer fair
22/09	13.50	Paypal InC - Summer fair
25/09	24.00	Brown KJ Lucky balls
25/09	14.15	Paypal InC - Summer fair
26/09	1.50	Paypal InC - Summer fair
27/09	8.35	Paypal InC - Summer fair
28/09	161.70	Paypal InC - Summer fair
03/10	50.87	Paypal - Summer fair £26.87 Lucky balls £24
04/10	264.00	Paypal - Lucky balls
06/10	24.00	Paypal - Lucky balls
09/10	335.45	Paypal - Lucky balls £317 Summer fair £18.45
10/10	31.30	Paypal - Summer Fair
11/10	115.00	Paypal - Lucky balls £111 Summer fair £4
13/10	24.00	Karine Bennett Lucky balls
13/10	5.40	Paypal
17/10	25.00	Colin Britchford
17/10	72.00	Paypal - Lucky balls
18/10	24.00	Paypal - Lucky Balls
25/10	96.00	Paypal - Lucky Balls
08/11	10.00	Paypal inc - Summer Fair
13/11	500.00	M Matthams Coppice Jasper
14/11	279.57	Easy fundraising
15/11	5.00	Paypal inc - Lucky Balls
16/11	5.00	Paypal inc - Winter Wonderland
17/11	1203.00	Stripe payments - Winter wonderland
17/11	25.00	Colin Britchford
20/11	156.00	Stripe payments - Winter wonderland
20/11	189.00	Stripe payments - Winter wonderland
20/11	109.00	Stripe payments - Winter wonderland
20/11	5.00	Paypal Inc - Lucky balls
21/11	64.00	Stripe payments - Winter wonderland
22/11	24.00	Stripe payments - Winter wonderland
23/11	29.00	Stripe payments - Winter wonderland
23/11	10.00	Paypal inc - Lucky Balls
27/11	20.00	Stripe payments - Winter wonderland
27/11	123.00	Martin V Davies Turner
30/11	32.00	Stripe payments - Winter wonderland
01/12	12.00	Wood J Winter Wonderland
04/12	20.00	APO Asher BC Tiernan Raffle
04/12	80.00	APO Asher BC Tiernan Class Donation
04/12	12.00	Stripe payments - Winter Wonderland
04/12	20.00	Stripe payments - Winter Wonderland
05/12	10.00	Sherry Kendall Raffle Tickets
05/12	183.85	Sumup Payments - Winter wonderland
05/12	88.00	Stripe payments - Winter Wonderland
06/12	30.00	Smith DA SLT Raffle
07/12	20.00	Paypal inc
07/12	35.00	Slaughter AJ Raffle Christmas
07/12	8.00	Stripe payments - Winter Wonderland



**FAWfilling Futures - Five Acre Wood School**

England & Wales - Charity number 1195042

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# Accounts

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## **Friends of Five Acre Wood and Grow19**

### **Report on the accounts for the year ending 31<sup>st</sup> August 2022**

The Friends of Five Acre Wood and Grow 19 advance the learning and opportunities for the students at Five Acre Wood and Grow 19.

They do this by:

- Developing effective relationships between the staff, parents , carers and others associated with both institutions
- Engaging in fundraising activities, including grant applications and event organisation that will provide additional, non-statutorily funded resources and income for the students at Five Acre Wood and Grow 19

Five Acre Wood School is a foundation special school for children and young people with profound, severe and complex needs aged from 3-19 with the main site in Maidstone and satellite provisions at Palace Wood Primary School and a self-contained provision at Holmesdale School, Snodland Kent. There are over 720 students at the school. Grow 19 is an SPI College for young adults with learning difficulties aged from 19 -25.

### **Activities over the year**

**Hydrotherapy pool** – The balance remaining is the retention to be paid once the remaining snagging has been completed.

**Minibus** – Money continues to be raised for the funding of the school minibuses

**MSR** – Funds have been fully raised and this will be fitted end of 23

**Double Decker Bus** – Ongoing project for 22/23

**Café** – Donation form Screwfix project to be completed in 22/23

**Paypal** – 3 Peaks challenge funds will be transferred to Double Decker Bus

Itemised income can be seen in the attached accounts.

We have a new fundraiser that started in November 2022 after our previous fundraiser left in December 2021

**Report prepared by Julie Quinton, 6 March 2023**

Friends of Five Acre Wood School

Accounts for the year ending 31st August 2022

Balance Sheet

Restricted Fund	Date	Fund balance b/fwd	Income	Expenditure	Total
Sensory Integration Room		£211.51	£0.00	£0.00	£211.51
Communication Aids		£2,316.40	£0.00	£0.00	£2,316.40
Horticulture		£152.95	£0.00	£0.00	£152.95
Sensory Garden		£341.34	£0.00	£0.00	£341.34
Memory Garden		£602.00	£0.00	£0.00	£602.00
CARMAS		£37,096.09	£0.00	-£37,096.09	£0.00
6th Form		£105.68	£0.00	£0.00	£105.68
Grow 19		£1,933.04	£0.00	-£1,503.86	£429.18
6th Form Gardening		-£52.84	£0.00	£0.00	-£52.84
Fox/Structured phase		£102.01	£0.00	£0.00	£102.01
School Radio		£1,000.00	£0.00	£0.00	£1,000.00
Stables		£4,199.19	£5,535.05	-£9,776.89	-£42.65
Hydrotherapy Pool		£36,700.00	£0.00	-£8,215.16	£28,484.84
Lloyds		£689.26	£0.00	£0.00	£689.26
Music		£269.85	£0.00	-£598.95	-£329.10
Sunken Trampoline		£904.00	£0.00	£0.00	£904.00
Buy a brick		£23,621.03	£7,550.35	-£353.86	£30,817.52
Minibus		-£8,062.47	£7,772.88	-£15,866.25	-£16,155.84
Snodland Library		£3,882.45	£7.50	-£481.44	£3,408.51
Whale class		£296.27	£22.00	£0.00	£318.27
Lets write a book		£2,918.50	£50.00	£0.00	£2,968.50
MSR		£5,804.53	£15,140.77	-£10,621.95	£10,323.35
Double Decker Sensory Bus		£0.00	£11,962.80	-£1.98	£11,960.82
Dress up day		£0.00	£1,556.93	£0.00	£1,556.93
Café		£0.00	£10,200.00	£0.00	£10,200.00
Raffle		£0.00	£3,536.50	-£102.94	£3,433.56
Woodstock		£0.00	£580.00	£0.00	£580.00
Just Giving		£0.00	£902.54	£0.00	£902.54
Pay Pal		£0.00	£5,052.68	£0.00	£5,052.68
Unrestricted		13167.15	£4,537.06	-£4,237.25	£13,466.96
		<b>£128,197.94</b>	<b>£74,407.06</b>	<b>-£88,856.62</b>	<b>£113,748.38</b>

Balance b/fwd £128,197.94

In year surplus -£14,449.56

Cash at bank £113,748.38

Restricted Funds £100,281.42

Unrestricted Funds £13,466.96

Total Funds £113,748.38

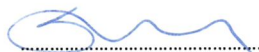
Prepared by:



Date:

6/3/2023

Trustee approval:



Date:

6/3/2023

I have audited the accounts and in my opinion they are a true representation of the funds affairs.

 31/3/23

SCHOOL FINANCIAL SERVICES / THE EDUCATION PEOPLE.

Friends of Five Acre Wood School

Accounts for the year ending 31st August 2022

Statement of Income and Expenditure

	Income		Expenditure
<b>Donations and grants</b>		<b>Restricted Funds</b>	
CAF - Sainsburys	£546.00		
L Fisher - incorrect account transfer to sch	£21.00	<b>Pledged to Five Acre Wood School</b>	
D & L Smith	£500.00	CARMAS	£37,096.09
Anna James	£2.00	Grow 19	£1,503.86
The Boshier Hint Foundation	£2,000.00	Stables	£9,776.89
Maidstone football & rugby	£1,320.00	Hydrotherapy Pool	£8,215.16
Cullum Family Trust	£2,400.00	Music	£598.95
Stewardship Paul Ledger	£50.00	Buy a brick	£353.86
Proctor P & G ECF Award	£500.00	Minibus	£15,866.25
W Keane - incorrect account transfer to sch	£21.00	Snodland Library	£481.44
R Jacobs Michael - incorrect account transf	£8.50	MSR	£10,621.95
S Ellison Evans - incorrect account transfer	£53.00	Double Decker Sensory Bus	£1.98
Happy Days Children Charity	£1,500.00	Raffle	£102.94
Colin & Sue Britchford	£15.00		
Mr Hogben	£200.00		
Sainsburys	£155.20		
Screwfix	£10,000.00		
Rompa refund	£10,621.95		
The Maidstone Leisure Centre	£1,583.00		
L Chapman	£5.00		
Kathleen Middleton Cosgrove	£70.00		
Humidity RES Ltd	£1,000.00		
Colin & Sue Britchford	£15.00		
McDonald Wollard Stones	£500.00		
McDonald Wollard Stones	£80.00		
Charities Trust	£750.00		
Colin & Sue Britchford	£120.00		
Barratt Jill	£500.00		
Howdens	£514.00		
Twelve Electric	£9,000.00		£84,619.37
Co-Op	£464.32		
Burning Leaf	£1,000.00		
Mr R C Mayhew	£1,369.29		
STWDSHIP - Paul Ledger	£5,000.00		
	£51,884.26	<b>Unrestricted</b>	
		<b>Pledged to Five Acre Wood School</b>	
<b>Fundraising - sponsored events</b>		Equipment	£1,917.25
Sarah Hammond Virtual 2021 Virgin	£370.63	Event and Admin costs	£2,048.00
Gift Aid	£101.36	Dinner money wrong account	£272.00
Football Boot	£115.00		£4,237.25
Louise Brass marathon	£589.28		
Steph Bird runs London	£149.38		
Kate Mansey	£22.00		
Lucky Balls	£2,055.00		
Collection tins	£137.24		
Donations	£425.70		
IQ Cards	£2,490.05		
Giving.com	£50.61		
Just Giving Friends	£2,153.16		
Easy Fundraising	£207.56		
Badger class donation	£130.00		
Xmas raffle	£3,536.50		
Amazon Europe	£454.53		
Easy Fundraising Q4	£119.11		
Mothers Day	£309.23		
Easter	£1,392.00		
Giving.com	£14.24		
Paypal	£5,597.54		
Peggy Murphy	£200.00		
School disco	£973.02		
Jamie Pearce class trip	£175.00		
Collins LM Callum Hill dinners wrong accou	£53.00		
Fathers Day	£90.00		
Carolyn Burdis Dad's funeral donation	£575.00		
CAF - Sainsburys	£36.66		
	£22,522.80		
<b>Total Income</b>	<b>£74,407.06</b>		

I have audited the accounts and in my opinion they are a true representation of the Aids affairs.

31/3/23

SCHOOL FINANCIAL SERVICES  
THE EDUCATION PEOPLE.

Prepared by:	Trustee approval:	Total Expenditure	£88,856.62
		Balance b/fwd	£128,197.94
Date:	Date:	In Year Surplus	-£14,449.56
6/3/2023	6/3/2023	Balance c/fwd	£113,748.38

# Friends of Five Acre Wood School and Grow 19 PTFA Fund 2021/22

## Objective

All school PTFA funds should be administered to the same standard as public funds. They should be audited and the audit should include not only an assessment as to whether the accounts are correct, but also a review as to whether the expenditure has been properly incurred.

It is the responsibility of the School to ensure that the PTFA fund procedures followed provide a safe and efficient system for the custody and control of PTFA funds.

To help the School to meet its commitment this report will provide the Headteacher and the Governors with an opinion on the adequacy of management controls over the financial systems and records used by the School for the PTFA funds.

We do not give an overall rating but each section within the report has been given an assurance level based on the results of the tests carried out by the Auditor.

## Definition of Assurance Levels

<b>Good</b>	Evidence of a sound system of internal control designed to achieve accurate service and fund objectives
<b>Requires attention</b>	Timely management action is required to remedy weaknesses in internal control that could lead to non achievement of service or fund objectives
<b>Unsatisfactory</b>	Immediate management action is required to remedy a gap or failure of internal control that has led, or may lead, to non achievement of service or fund objectives

**Friends of Five Acre Wood School and Grow 19  
PTFA Fund 2021/22**

**1. Summary of Accounts Statement**

**Good**

**Rationale / Expected Control**

The Summary of Accounts Statement is a true and fair view of the PTFA fund transactions, is certified by the Fund Treasurer and the Headteacher and the school has adequate arrangements in place for audit in line with the SFVS requirements.

**The submitted summary of accounts is checked to ensure that:**

The PTFA Fund accounts were submitted within DfE guidelines (1.01, 1.02).  
 The individual totals from the Cash Book/account ledger are recorded correctly on the submitted summary of accounts statement (1.03, 1.04).  
 Receipts and payments are recorded under sufficiently detailed headings (1.05).  
 Charity collections are detailed and match the payments made to the charities (1.06).  
 The balance brought forward agrees with the previous year's audited figure and the total carried forward reflects the Cash Book balance (1.07, 1.08).  
 Year-end balances are recorded for stock held, uncleared items and amounts owed or owing to the Fund (1.09, 1.10, 1.11).  
 It details the year-end profit or loss position (1.12).  
 It has been certified where appropriate (1.13).

**The following did not meet the above controls**

**Risk**

**Recommendations**

There are no recommendations in this section as all areas are good



**Friends of Five Acre Wood School and Grow 19  
PTFA Fund 2021/22**

**2. Cash Book**

**Good**

**Rationale / Expected Control**

The Cash Book is completed to record individual transactions as they occur corresponding with a Summary of Accounts Statement to allow this end of year document to be completed easily.

**The submitted Cash Book was checked to ensure that:**

The opening balance brought forward from the previous year is correctly recorded (2.01).  
 Receipts and payments are detailed under appropriate headings showing clear totals for each (2.02, 2.03).  
 Totals can be accurately transferred to a summary of accounts statement at the end of the financial year (2.04).  
 The year-end closing balance is correctly recorded (2.05).

**The following did not meet the above controls**

**Risk**

**Recommendations**

There are no recommendations in this section as all areas are good

**Friends of Five Acre Wood School and Grow 19**  
**PTFA Fund 2021/22**

**3. Security and Stock**

**Good**

**Rationale / Expected Control**

There are appropriate arrangements for the safe keeping of cash and cheques including the frequency of banking.  
There is an adequate number of authorised signatories in order to carry out the funds liabilities.  
Where stock is held, adequate records are maintained and regular stock checks are undertaken.

**A check was made to ensure that documentation, signed by the Headteacher and/or The Chair of Governors, confirms and/or includes:**

Adequate arrangements for the safe keeping of cash and cheques detailing a sufficient number of key holders (3.01, 3.02).  
That the arrangements and frequency for banking are adequate (3.03).  
The names and sample signatures for the authorisation of expenditure and cheque signing is adequate (3.04, 3.05)  
If applicable: a correctly completed and signed handover form for a change of Treasurer and/or Headteacher (3.06).  
If applicable: evidence of a stocktake carried out by two people showing opening and closing balances and an authorised calculation of profit or loss (3.07, 3.08, 3.09)

**The following did not meet the above controls**

**Risk**

**Recommendations**

There are no recommendations in this section as all areas are good

**Friends of Five Acre Wood School and Grow 19**  
**PTFA Fund 2021/22**

**4. Payments / Invoices**

**Good**

**Rationale / Expected Control**

A sufficiently detailed invoice or claim form exists for each transaction which is authorised, recorded and paid accurately.  
Value for money is considered and where necessary three quotes are sought for purchases in excess of £5,000.

**A sample of expenditure records have been examined to check that:**

All purchases are for appropriate goods or services for the Fund and supported with a valid invoice or receipt (4.01, 4.02).  
There is evidence of checks being carried out for the receipt of the goods or service and that invoice amounts are correctly calculated (4.03, 4.04).  
All payments are fully authorised (4.05).  
Controls are in place to prevent duplicate payments and to ensure correct amounts are recorded and paid (4.06, 4.07, 4.08).  
Sufficient evidence of three quotes is supplied for invoices in excess of £5,000 (4.09).

**The following did not meet the above controls**

**Risk**

**Recommendations**

There are no recommendations in this section as all areas are good

**Friends of Five Acre Wood School and Grow 19  
PTFA Fund 2021/22**

**5. Bank Statements**

**Good**

**Rationale / Expected Control**

Bank Statement transactions are regularly reconciled to the cash book to ensure there are no irregularities which go unchecked and the bank balance is always in credit. This process is checked, signed and dated appropriately.  
Banking is carried out in line with the documented frequency.

**Bank records were checked to ensure that:**

A timely monthly reconciliation of each PTFA fund bank account has been completed, signed and dated by both the person who prepared it and the Headteacher (5.01, 5.02, 5.03).  
The bank account/s were always in credit (5.04).  
An authorised Year-end reconciliation between the bank account and the Cash Book is carried out detailing uncleared items to verify the Cash Book balance (5.05).  
There are no uncleared items older than six months (5.06).  
The frequency of banking is in line with the submitted, authorised documentation (5.07).  
Where applicable, appropriately completed and authorised lost cheque indemnity forms evidenced for any re-issued cheques (5.08).

**The following did not meet the above controls**

**Risk**

**Recommendations**

There are no recommendations in this section as all areas are good

**Friends of Five Acre Wood School and Grow 19  
PTFA Fund 2021/22**

**6. Income**

**Good**

**Rationale / Expected Control**

Income is recorded accurately, safely held and banked intact using adequate controls and processes.  
There is a financial statement drawn up incorporating all the financial activities of individual trips.

**A sample of income records were checked to ensure that:**

A dated receipt has been issued or adequate, dated and signed class records have been completed for all monies received (6.01).  
Income has been recorded and banked accurately from the point of receipt (6.02, 6.04).  
Receipt information is appropriately identified on the Paying-in slip (6.03).  
Income has been signed as checked on each occasion when being transferred from one person to another (6.05).  
Financial statements have been drawn up incorporating all financial activities for school trips (6.06).

**The following did not meet the above controls**

**Risk**

**Recommendations**

There are no recommendations in this section as all areas are good

**Friends of Five Acre Wood School and Grow 19  
PTFA Fund 2021/22**

**7. Petty Cash**

n/a

**Rationale / Expected Control**

The Petty Cash account is viable with adequate records for making authorised and fully supported cash payments.

**A sample of Petty Cash transactions and records were checked to ensure:**

All payments are supported by adequate and authorised backing documentation (7.01).  
The vouchers are authorised by an appropriate person and signed as received by the payee (7.02, 7.03)  
That payments and reimbursements are adequately recorded (7.04).  
The justification for operating Petty Cash (7.05, 7.06).

**The following did not meet the above controls**

**Risk**

**Recommendations**

There are no recommendations in this section

**Friends of Five Acre Wood School and Grow 19  
PTFA Fund 2021/22**

**Summary of Controls Assessed**

Summary of Accounts Statement	Good
Cash Book	Good
Security and Stock	Good
Payments / Invoices	Good
Bank Statements	Good
Income	Good
Petty Cash	n/a

Audited by Steve Wolff

Schools Financial Services

**The Education People**

Date: 13/04/2023