



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From Period start date July 2021 To Period end date March 2022

Charity name: Friends of CCHT Federation

Charity registration number: 1195212

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the pupils at Christ Church and Holy Trinity primary schools by providing and assisting in the provision of facilities and resources for education at the federated schools.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	To enrich the lives of primary school age children by offering extended opportunities that otherwise would not be available to them through the national curriculum. For example, after school clubs at an affordable price for all. This includes sport clubs such as ballet, judo, volleyball, table tennis etc as well as visiting artists and creative resources.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are aware of the guidance and have taken it into account when making a decision to which the guidance is relevant.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The Friends of CCHT Federation charity has benefitted from both recurrent and one-off donations from parents as well as a significant donation of £30,000 from a local benefactor. The federation has hosted a number of fundraising events including an online auction, Christmas card sales from the pupils' art work, selling Christmas trees, and homemade elderflower cordial. We hosted a Pop Up restaurant event with funds going into the charity and a Midsummer festival event as a summer highlight.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity is working as intended and has a constant flow of income and expenditure as per its objectives.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	N/A
Amount of reserves held	Para 1.22	N/A
Reasons for holding zero reserves	Para 1.22	The Charity was set up to spend all income on the children's enrichment programme in the federation. The charity is designed as a constant source of income for resources and facilities needed.
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Governing Document
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (CIO) – A foundation Model Constitution.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The four appointed charity trustees were chosen for their skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Friends of CCHT Federation
Other name the charity uses	N/A
Registered charity number	1195212
Charity's principal address	1 Robinson Street, London SW3 4AA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr Andrew Greetham			
2	Mr Quentin Nason			
3	Revd Brian Leathard			
4	Mrs Avis Hawkins			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

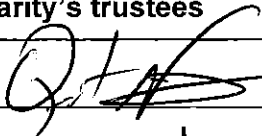
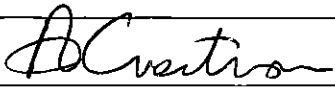
Other optional information

--

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	QUENTIN MASON	ANDREW GREETHAM
Position (eg Secretary, Chair, etc)		Chair
Date	18.01.2023	

OPENING BALANCE	£ 3,771.53
April	£ 5,333.53
May	£ 4,351.21
June	£ 6,678.65
July	-£ 20,919.85
August	£ 9,184.15
September	£ 20,422.24
October	£ 19,515.94
November	-£ 23,478.88
December	-£ 20,874.93
January	£ 37,209.08
February	£ 19,096.14
March	£ 3,771.53

**Friends of CCHT Federaion Account
April 2021**

BALANCE AS PER BANK STATEMENT	£ 48,487.69
LESS UNPRESENTED CHEQUES	
TOTAL	£ 48,487.69
OPENING BALANCE	£ 3,771.53
MONEY RECEIVED	£ 1,562.00
EXPENDITURE FOR MONTH	£ -
TOTAL	£ 5,333.53

DATE	DETAIL	COMMENTS	DR	CR
		OPENING BALANCE		
15.04.21	transfer	HT schoolcomms- Summer Term enrichment		£ 202.00
15.04.21	transfer	HT lettings- First Class Learning Summer 21		£ 320.00
21.04.21	transfer	HT lettings-Japanese School Summer 21		£ 236.00
29.04.21	transfer	HT schoolcomms- Summer Term enrichment		£ 164.00
30.04.21	transfer	Douglas and Gordon Boards		£ 640.00
			£ -	£ 1,562.00

Completed by: Lisa Walden

Signed by Head Teacher:

Date: 10.05.2021

Friends of CCHT Federaion Account April 2021

[illegible]

**Friends of CCHT Federation Account
May 2021**

BALANCE AS PER BANK STATEMENT	£ 27,500.00
LESS UNPRESENTED CHEQUES	
TOTAL	£ 27,500.00
OPENING BALANCE	£ 5,333.53
MONEY RECEIVED	£ 22,236.48
EXPENDITURE FOR MONTH	£ 23,218.80
TOTAL	£ 4,351.21

DATE	DETAIL	COMMENTS	DR
		OPENING BALANCE	
05.05.21	transfer	Virtual Walk payment from JustGiving	
10.05.21	500058	CC Letting- Arabic School	
12.05.21	payment	The Web Development invoice CCHT1	£ 600.00
13.05.21	transfer	HT parental donations- summer term enrichment clubs	
13.05.21	payment	Virement HT	£ 12,500.00
13.05.21	payment	Virement HT	£ 10,000.00
17.05.21	transfer	Virtual Walk payment from CC re Robins	
18.05.21	transfer	Sandra Charitable donation	
19.05.21	transfer	Virtual Walk payment from CC re: Noel	
25.05.21	transfer	Sum Up purchase- card machine invoice no	£ 118.80
26.05.21	transfer	CC Letting	
27.05.21	transfer	HT parental donations- summer term enrichment clubs	
			£ 23,218.80

Completed by:

Signed by Head Teacher:

Date: 11.06.20

**Friends of CCHT Federation Account
May 2021**

CR	BALANCE
	£ 5,333.53
£ 17,283.48	
£ 1,800.00	
£ 235.00	
£ 250.00	
£ 2,000.00	
£ 300.00	
£ 350.00	
£ 18.00	
£ 22,236.48	£ 4,351.21

**Friends of CCHT Federation Account
June 2021**

BALANCE AS PER BANK STATEMENT	£ 47,505.37
LESS UNPRESENTED CHEQUES	
TOTAL	£ 47,505.37
OPENING BALANCE	£ 4,351.21
MONEY RECEIVED	£ 2,537.44
EXPENDITURE FOR MONTH	£ 210.00
TOTAL	£ 6,678.65

DATE	DETAIL	COMMENTS	DR
		OPENING BALANCE	
07.06.21	transfer	HT Letting FCL Chelsea summer term 2	
09.06.21	500059	CC Letting- Gardeners Guild	
10.06.21	transfer	School Comms - summer term enrichment	
14.06.21	transfer	HT-FCL Chelsea summer term additional hire day	
22.06.21	sum up	Elderflower sales	
23.06.21	payment	HT etting -hall hire for party	
24.06.21	sum up	Elderflower and plant fundraiser	
24.06.21	transfer	School Comms - summer term enrichment	
24.06.21	sum up	HT- Pop Up Restaurant fundraiser	
25.06.21	sum up	Elderflower fundraiser	
28.06.21	500060	Elderflower fundraiser	
28.06.21	refund	HT Letting-hall hire payment refunded as cancelled	£ 210.00
28.06.21	transfer	HT- donation form Tanya Lowes re Konny	
28.06.21	sum up	Elderflower fundraiser	
			£ 210.00

Completed by: Lisa Walden

Signed by Head Teacher:

Statement page number: June 2021

Date: 01.07.21

**Friends of CCHT Federation Account
June 2021**

CR	BALANCE
	£ 4,351.21
£ 320.00	
£ 250.00	
£ 15.00	
£ 80.00	
£ 4.92	
£ 180.00	
£ 491.65	
£ 48.00	
£ 11.80	
£ 50.15	
£ 81.00	
£ 1,000.00	
£ 4.92	
£ 2,537.44	£ 6,678.65

**Friends of CCHT Federation Account
July 2021**

BALANCE AS PER BANK STATEMENT	£ 22,234.31
LESS UNPRESENTED CHEQUES	
TOTAL	£ 22,234.31
OPENING BALANCE	£ 6,678.65
MONEY RECEIVED	£ 1,646.50
EXPENDITURE FOR MONTH	£ 29,245.00
TOTAL	-£ 20,919.85

DATE	DETAIL	COMMENTS	DR
		OPENING BALANCE	
05.07.21	500004	Postcard sales	
08.07.21	transfer	School Comms - summer term enrichment	
08.07.21	transfer	School Comms - postcards	
08.07.21	transfer	School Comms - Midsummer event	
08.07.21	transfer	School Comms - Elderflower sales	
13.07.21	500061	CC Pop Up restaurant sales	
13.07.21	500062	CC Elderflower sales	
20.07.21	payment	Invoice INV-37221 (cauliflower cards)	£ 60.00
21.07.21	payment	Invoice INV-37220 (cauliflower cards)	£ 160.00
21.07.21	payment	Virement to HT School Account	£ 9,025.00
21.07.21	payment	Virement to HT School Account	£ 20,000.00
22.07.21	transfer	School Comms - summer term enrichment	
22.07.21	transfer	School Comms - postcards	
22.07.21	transfer	School Comms - Elderflower sales	
22.07.21	transfer	School Comms - leaving gift Kim McCrone	
22.07.21	transfer	School Comms - Midsummer event	
			£ 29,245.00

Completed by:

Signed by Head Teacher:

Statement page number: July 2021

**Friends of CCHT Federation Account
July 2021**

CR	BALANCE
	£ 6,678.65
£ 24.00	
£ 11.00	
£ 152.00	
£ 186.00	
£ 50.00	
£ 830.00	
£ 65.00	
£ 1.50	
£ 160.00	
£ 70.00	
£ 87.00	
£ 10.00	
£ 1,646.50	-£ 20,919.85

**Friends of CCHT Federation account
August 2021**

BALANCE AS PER BANK STATEMENT	£ 52,338.31
LESS UNPRESENTED CHEQUES	
TOTAL	£ 52,338.31
OPENING BALANCE	-£ 20,919.85
MONEY RECEIVED	£ 30,104.00
EXPENDITURE FOR MONTH	£ -
TOTAL	£ 9,184.15

DATE	DETAIL		COMMENTS	DR
			OPENING BALANCE	
05.08.21			School comms- Kim leaving gift contributions	
05.08.21			School comms- Postcard purchases	
16.08.21	500006		Donation from Cadogan Estates	
16.08.21	500005		Postcard purchases	
				£ -

Completed by: Lisa Walden

Signed by Head Teacher:

Statement page number: august 2021

Date:07.09.2021

Friends of CCHT Federation account
August 2021

CR	BALANCE
	-£ 20,919.85
£ 48.00	
£ 48.00	
£ 30,000.00	
£ 8.00	
£ 30,104.00	£ 9,184.15

**Friends of CCHT Federation account
September 2021**

BALANCE AS PER BANK STATEMENT	£ 39,050.43
LESS UNPRESENTED CHEQUES	
TOTAL	£ 39,050.43
OPENING BALANCE	£ 9,184.15
MONEY RECEIVED	£ 20,130.00
EXPENDITURE FOR MONTH	£ 8,891.91
TOTAL	£ 20,422.24

DATE	DETAIL	COMMENTS	DR
		OPENING BALANCE	
01.09.21	donation	Henry Cott	
01.09.21	donation	St Lukes Hall Trust	
01.09.21	donation	Christ Church Hall	
03.09.21	transfer	Holy Trinity - FCL Hire Autumn Term 1	
06.09.21	transfer	Holy Trinity - Japanese School Autumn Term 21	
20.09.21	transfer	Summer Term 2 enrichment costs Virement	£ 8,891.91
22.09.21	500063	Donation from Christ Church (Church)	
			£ 8,891.91

Completed by: LWalden

Signed by Head Teacher:

Statement page number: September 2020

Date:08.10.21

**Friends of CCHT Federation account
September 2021**

CR	BALANCE
	£ 9,184.15
£ 20.00	
£ 5,000.00	
£ 5,000.00	
£ 560.00	
£ 4,550.00	
£ 5,000.00	
£ 20,130.00	£ 20,422.24

**Friends of CCHT Federation Account
OCTOBER 2021**

BALANCE AS PER BANK STATEMENT	£ 62,670.10
LESS UNPRESENTED CHEQUES	
TOTAL	£ 62,670.10
OPENING BALANCE	£ 20,422.24
MONEY RECEIVED	£ 4,467.40
EXPENDITURE FOR MONTH	£ 5,373.70
TOTAL	£ 19,515.94

DATE	DETAIL	COMMENTS	DR
		OPENING BALANCE	
01.10.21	donation	Henry Cott	
08.10.21	donation	Sum Up payments	
11.10.21	donation	Charles Combe CC Promises auction	
11.10.21	payment	Holy Trinity School Virement HT014 dishwasher	£ 3,757.07
13.10.21	transfer	Holy Trinity -Garden House Invoices GHS / 001/002/003	
14.10.21	transfer	HT playground and hall hire- C Green	
18.10.21	500064	CC Classroom hire	
19.10.21	payment	Holy Trinity School Virement HT016 xmas shop purchases	£ 486.00
19.10.21	debit	charges	£ 9.63
20.10.21	donation	HT Enrichment co-ord fee virement HT017	£ 1,121.00
28.10.21	transfer	Holy Trinity - FCL Hire Autumn Term 2	
21.10.21	500007	HT Hall hire	
			£ 5,373.70

Completed by: Lisa Walden

Signed by Head Teacher:

Statement page number:October 2020

Date: 02.11.21

**Friends of CCHT Federation Account
OCTOBER 2021**

CR	BALANCE
	£ 20,422.24
£ 20.00	
£ 502.40	
£ 1,335.00	
£ 1,160.00	
£ 480.00	
£ 250.00	
£ 560.00	
£ 160.00	
£ 4,467.40	£ 19,515.94

**Friends of CCHT Federation Account
November 2021**

BALANCE AS PER BANK STATEMENT		£ 13,300.17
LESS UNPRESENTED CHEQUES		
TOTAL		
OPENING BALANCE		£ 19,515.94
MONEY RECEIVED		£ 7,879.93
EXPENDITURE FOR MONTH		£ 50,874.75
TOTAL		-£ 23,478.88

DATE	DETAIL	COMMENTS	DR	CR
		OPENING BALANCE		
01.11.21	donation	Henry Cott		£ 20.00
09.11.21	payment	Payment to HT Schol Account Virement HT018	£ 20,000.00	
10.11.21	transfer	Sum Up - HT Christmas Cards		£ 117.47
11.11.21	transfer	Sum Up - HT Christmas Cards		£ 98.31
12.11.21	transfer	Sum Up - HT Christmas Cards		£ 10.81
16.11.21	payment	Payment to HT Schol Account Virement HT019	£ 30,000.00	
16.11.21	payment	refund as transaction duplicated	£ 43.00	
17.11.21	transfer	Elf Auction winning bid- Harret Turnbull (grotto)		£ 350.00
18.11.21	payment	Katie Rose for shop purchase	£ 188.45	
19.11.21	payment	Service charges	£ 8.70	
23.11.21	transfer	Sum Up		£ 102.13
24.11.21	500008	Christmas Card purchases		£ 124.50
24.11.21	500008	Christmas Card purchases		£ 47.00
24.11.21	transfer	Sum Up- HT Book Fair		£ 131.57
25.11.21	transfer	School Comms- HT Christmas Card orders		£ 523.00
25.11.21	500065	CC Lettings- Arabic School		£ 2,400.00
25.11.21	transfer	Sum Up- HT Book Fair		£ 54.05
26.11.21	donation	DG Boards		£ 600.00
26.11.21	transfer	Troy Asset Management		£ 3,000.00
26.11.21	transfer	Sum Up- HT Book Fair		£ 97.75
29.11.21	transfer	Sum Up- HT Book Fair		£ 8.74
30.11.21	payment	THT Travelling Books payment	£ 634.60	
30.11.21	500009	HT Book Fair cash payments		£ 194.60
			£ 50,874.75	£ 7,879.93

Completed by: L Walden

Signed by Head Teacher:

Statement page number: November 2021

**Friends of CCHT Federation Account
November 2021**

Date: 02.12.21

Friends of CCHT Federation Account November 2021

[illegible]

Friends of CCHT ACcount
DECEMBER 2021

BALANCE AS PER BANK STATEMENT	£ 22,279.23
LESS UNPRESENTED CHEQUES	
TOTAL	£ 22,279.23
OPENING BALANCE	-£ 23,478.88
MONEY RECEIVED	£ 3,319.36
EXPENDITURE FOR MONTH	£ 715.41
TOTAL	-£ 20,874.93

DATE	DETAIL	COMMENTS	DR
		OPENING BALANCE	
01.12.22	transfer	Henry Cott	
02.12.21	500066	Christmas shop payments to school	
09.12.21	transfer	School comms HT- Book Fair	
09.12.21	transfer	School comms HT- Chrstmas Card orders	
09.12.21	transfer	Sum Up payments	
13.12.21	transfer	Christmas Tree purchases	
13.12.21	payment	Christ Church School Invoice 10117 Chrstmas Card orders	£ 118.48
13.12.21	payment	Christ Church School Invoice 10116 Chrstmas Card orders	£ 584.13
13.12.21	transfer	Sum Up payments	
14.12.21	payment	Sum Up payments	
16.12.21	transfer	Sum Up payments	
17.12.21	payment	Sum Up payments	
20.12.21	transfer	Sum Up service charge	£ 12.80
16.12.20	transfer	Sum Up payments	
17.12.20	transfer	Sum Up payments	
23.12.21	transfer	School comms HT- Book fair	
			£ 715.41

Completed by: Lisa Walden

Signed by Head Teacher:

Statement page number: December 2021

Friends of CCHT ACcount
DECEMBER 2021

Date: 11.01.22

Friends of CCHT ACcount
DECEMBER 2021

CR	BALANCE
	-£ 23,478.88
£ 20.00	
£ 80.00	
£ 12.99	
£ 55.00	
£ 178.44	
£ 1,369.50	
£ 181.40	
£ 660.64	
£ 110.12	
£ 611.49	
£ 8.85	
£ 3.93	
£ 27.00	
£ 3,319.36	-£ 20,874.93

FRIENDS OF CCHT ACCOUNT
JANUARY 2022

BALANCE AS PER BANK STATEMENT	£ 19,777.88	
LESS UNPRESENTED CHEQUES		
TOTAL	£ 19,777.88	
OPENING BALANCE	£ 39,710.43	
MONEY RECEIVED	£ 5,322.92	
EXPENDITURE FOR MONTH	£ 7,824.27	
TOTAL	£ 37,209.08	

DATE	DETAIL	COMMENTS	DR	CR
		OPENING BALANCE		
04.01.22	transfer	Holy Trinity - FCL Hire Spring Term 1		£ 440.00
04.01.22	transfer	Henry Cott		£ 20.00
04.01.22	transfer	Holy Trinity - Japanese School Spring Term 22		£ 3,850.00
07.01.22	transfer	CCHT School shop sales		£ 468.17
10.01.22	transfer	Maskell Donation		£ 350.00
12.01.22	transfer	Sum Up payments		£ 14.75
18.01.22	transfer	CC- Teapot fundraiser		£ 150.00
18.01.22	payment	CC- Teapots	£ 448.13	
18.01.22	500067	CC- Teapot fundriser		£ 30.00
18.01.22	payment	Sum Up service charge	£ 16.94	
19.01.22	000001	Cheque payment to Macmillan	£ 357.87	
26.01.22	payment	Aut Term 2 2021 enrichment virement	£ 7,001.33	
			£ 7,824.27	£ 5,322.92

Completed by: Lisa Walden

Signed by Head Teacher:

Statement page number: January 2022

Date: 03.02.22

FRIENDS OF CCHT ACCOUNT
JANUARY 2022

BALANCE
£ 22,279.23
£ 19,777.88

FRIENDS OF CCHT FEDERATION
FEBRUARY 2022

BALANCE AS PER BANK STATEMENT	£ 19,096.14
LESS UNPRESENTED CHEQUES	
TOTAL	£ 19,096.14
OPENING BALANCE	£ 19,777.88
MONEY RECEIVED	£ 8,554.25
EXPENDITURE FOR MONTH	£ 9,235.99
TOTAL	£ 19,096.14

DATE	DETAIL		COMMENTS	DR
			OPENING BALANCE	
01.02.22	transfer		Henry Cott	
07.02.22	transfer		CC Ballet School letting	
08.02.22	transfer		CCHT Elf Auction	
08.02.22	transfer		CC Lettns	
08.02.22	transfer		Virement to HT for Autumn Tem 2 enrichment	£ 9,120.99
08.02.22	payment		O'Keefe Garden invoice	£ 108.00
08.02.22	transfer		Sum UP Payments- shop purchases	
09.02.22	transfer		Sum UP Payments- shop purchases	
10.02.22	500068		CC Arabic School let	
17.02.22	transfer		Holy Trinity - FCL Hire Spring Term 2	
21.02.22	payment		Sum Up service charge	£ 7.00
22.02.22	transfer		Sum UP Payments- shop purchases	
23.02.22	transfer		Amazon Smile commission	
28.02.22	transfer		Sum UP Payments	
				£ 9,235.99

Completed by: Lisa Walden

Signed by Head Teacher:

Date: 02.03.22

FRIENDS OF CCHT FEDERATION
FEBRUARY 2022

CR	BALANCE
	£ 19,777.88
£ 20.00	
£ 360.00	
£ 5,016.43	
£ 597.72	
£ 13.83	
£ 16.71	
£ 2,000.00	
£ 440.00	
£ 19.66	
£ 15.83	
£ 54.07	
£ 8,554.25	£ 19,096.14

FRIENDS OF CCHT FEDERATION
MARCH 2022

BALANCE AS PER BANK STATEMENT	£ 3,771.53
LESS UNPRESENTED CHEQUES	
TOTAL	
OPENING BALANCE	£19,096.14
MONEY RECEIVED	£13,775.30
EXPENDITURE FOR MONTH	£29,099.91
TOTAL	£3,771.53

DATE	DETAIL	COMMENTS	DR
		OPENING BALANCE	
01.03.22	transfer	Henry Cott	
01.03.22	transfer	Annual 5% transfer from HT fund account	
02.03.22	transfer	Annual 5% transfer from CC fund account	
08.03.22	payment	Virement HT015 for HT furniture purchase	£ 13,500.00
08.03.22	payment	Virement HT0027 to HT for Spring Term 1 '22 enrichment	£ 6,862.91
15.03.22	transfer	CC Hall hire (party)	
18.03.22	transfer	school shop purchase	
18.03.22	500069	CC Hall hire	
18.03.22	transfer	school shop purchase	
21.03.22	payment	service charge 10.01.-09.02.22	£ 9.00
21.03.22	transfer	school shop purchase	
22.03.22	transfer	school shop purchase	
24.03.22	transfer	school shop purchase	
25.03.22	transfer	school shop purchase	
28.03.22	transfer	sum up payments	
28.03.22	transfer	Virement HT0028 to HT for Spring Tem 2 '22 enrichment	£ 8,728.00
30.03.22	transfer	school shop purchase	
			£ 29,099.91

Completed by:

Signed by Head Teacher:

Statement page number:

Date:01.04.22

FRIENDS OF CCHT FEDERATION
MARCH 2022

CR	BALANCE
	£ 19,096.14
£ 20.00	
£ 320.71	
£ 12,639.13	
£ 330.00	
£ 33.04	
£ 250.00	
£ 19.17	
£ 33.66	
£ 28.76	
£ 9.38	
£ 4.69	
£ 77.17	
£ 9.59	
£13,775.30	£ 3,771.53



Finance & Business

Independent Examiner's Report

Report to the trustees/members of Christ Church and Holy Trinity Primary
Schools on their Federated and Dedicated School Fund Accounts
for the period 1 April 2021 to 31 March 2022

Independent Examination carried out by:

Name: Russ Mitchell,
Senior Finance Consultant, School Business Services

Date:
25 May 2022

Signature:
By secure email

Relevant professional qualification(s) or body (if any):
MBA

Contact Details:
m. 07515 796221
e. rmitchell@schoolbusinessservices.co.uk

1. Respective responsibilities of trustees and examiner

t. 0345 222 1551 f. 01908 410063 e. info@schoolbusinessservices.co.uk

www.schoolbusinessservices.co.uk

Head office: Poole | SBS House, Marshes End, Upton Road, Poole, BH17 7AG
Newport Pagnell | Unit 240, Interchange Business Centre, Howard Way, Newport Pagnell, MK16 9PY

Registered in England No. 06443524



The School Fund account's trustees are responsible for the preparation of the accounts. The account's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

2. Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the school and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the school concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

3. Independent examiner's statement

In connection with my examination, no matter has come to my attention other than that disclosed in section four to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

I have made x recommendations towards improving the operation of the Funds and related areas of the corresponding Finance Policy.

I am grateful again to Lisa Walden and Nicola London for their help during this review and I commend them for their excellent record keeping!

4. Disclosure

Following the independent examination, I wish to bring the below points to the attention of the account's trustees/members:

Independent Examination Checklist	Observations made which Trustees/members should note:
1. Object and/or Policy are in existence, including up to date list of trustees, scheme of delegation for fund payments and decisions, and action to be taken on balances in event of closure, last/next review dates (should be annual)	The School's Finance Policy (signed and last approved on 5 th November 2021, following review by the Governing Body, Resources Committee) sets out the purpose, objectives and Trustees of the Dedicated School Funds. The date of the next review is scheduled for October 2022. Deputy/ Head of School can approve in Executive Head Teacher's absence.
2. Check Bank Mandate to ensure matches with scheme of delegation and current Trustees	The Finance Policy sets out that payment of invoices is the responsibility of the Executive Head Teacher and Business and Finance Managers – the signatories. Bank mandates have been confirmed for all three funds CC. One request for amendment was sent to the relevant bank in May 2021, but the bank has not yet taken action despite chasing (confirmed 25 May 2022). A further request is now being made for the bank mandates to be amended to reflect staff and structural changes in 2022-23. The Finance Policy should also be amended to match these changes.
3. All Income received matches with Object of Fund	Examination of the income received since 1 April 2021, in all three Funds, confirms that it matches with the agreed sources of income set out in the Finance Policy.
4. All Expenditure made matches with Object of Fund, and terms of Scheme of Delegation	Examination of the expenditure since 1 April 2021, in all three Funds, confirms that all funds spent or transferred are in keeping with the requirements of the Finance Policy i.e. 'to meet the objectives stated in the School Development Plan for that respective school'. It is recommended that the Finance Policy makes clear that funds may be used to provide hospitality, including the provision of alcohol, at social and fundraising events.
5. Donations collected for specific purposes are passed on in a timely manner	Examination of school records found that funds raised for Charitable causes were generally passed on to those causes in a timely manner. Reconciling charitable income against payments to the charities concerned is currently quite complex due to the fact that some income is received in the school main bank account and passed on from there, whereas other payments to the Charities goes through the School Fund account – this is particularly the case at Christ Church School where there are a high volume of transactions. Christ Church School is replacing these existing arrangements (School Comms) for 2022-23 which will make tracking of income and payments much easier. The summaries that are presented with this report show small

	variances between Charitable receipts and payments. Some of this is due to payments not yet being made, other is due to the payments/income being recorded against other budget codes. I am satisfied that correct amounts are being passed on.
6. All Transactions Documented and evidenced (e.g. cheque book, paying in slips, invoices, bank statements)	Year End bank statements have been viewed and sampling has been undertaken for the reconciliation of 3 other months during 2021-22. Each has been signed and countersigned as required by the Finance Policy. Sampling has also been undertaken of documentation relating to 12 transactions across the three Fund accounts. In all cases, proper authorisation in accordance with the Finance Policy had been given.
7. Annual reconciliation is completed accurately & an independent examination is completed and submitted to Trustees	The Independent Review of three Dedicated School Fund accounts was last presented to the Resources Committee on 15 th June 2021 for review of the report and 2020-21 accounts. The minutes of the meeting showed agreement that the Finance Policy should be amended, as recommended, to ensure staff members authorising payments are independent. It is noted that the Finance Policy has yet to be amended in this respect. The minutes also recorded that the question was raised whether the Resources Committee agree that Chair of the Resources Committee has all the authority to agree the payments between £5K and 10K or should it come to the committee for approval. No resolution was recorded on this point.

5. Recommendations

The following recommendations are made to the Governors, Head Teacher and the Business and Finance Managers to enhance their Dedicated School Fund policy and procedures for the administration of the Account:

- **It is recommended that the bank mandate signatories for each Fund and the Finance Policy be reviewed to ensure Business Continuity in the event of staff absences across the school sites.**
- **It is recommended that the Finance Policy be clarified as to whether the intention is for the Chair of the Resources Committee to act on behalf of the Committee when approving orders, payments or transfers between accounts and what level of reporting to the Committee is required subsequently.**
- **It is recommended that the Finance Policy be amended to ensure that staff members who are authorising payments are independent with no personal connection to the payee.**