



Gloucestershire Education Authority

Kingsholm C of E Primary School and Nursery
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Headteacher: Mrs S Matthews
Deputy Headteachers: Mrs L Potter and Mrs H Hanson



Friends of Kingsholm Church of England Primary School

Trustees' Annual Report for the Year Ended 12th November 2023

Charity Name: Friends of Kingsholm Church of England Primary School

Registered Charity Number: 295758

Charitable Objects: Raising funds for the benefit of the school and its community

Address: Kingsholm C of E Primary & Nursery School, Guinea Street, Kingsholm, Gloucester.
GL1 3BN

Trustees: Stephanie Matthews
Lucinda Field

Activities.

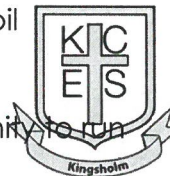
Kingsholm C of E Primary & Nursery is a large inner city school supporting a diverse community. The Friends undertake a variety of activities, which include fundraising but also acting as ambassadors for our school, supporting coffee mornings for prospective parents, helping with trips, meeting and looking after visitors to the school. All parents/carers are invited to join the Friends and the group tries to be as reflective of the school community as possible, ensuring understanding of need and how the Friends can best help both the pupils and school community. The school is very appreciative of all the voluntary hard work undertaken by the Friends, and in particular, value the Choir, who give of their time tirelessly to make a positive difference to our children and families.

The Friends group are relaunched annually in September and then meet monthly throughout the year. Some members are only able to meet virtually owing to their personal commitments, but their voice is captured and helps to inform direction. In the run up to the events, the Friends support in multiple ways from practical preparation in school, to baking cakes, sourcing prizes and gifts, collating resources to sell, designing and making activities.

Our Kingsholm Family, diverse, curious and kind, supporting and inspiring each other to reach our goals and shine.



Each year the Friends decide in collaboration with the children and staff, what pupil opportunities the funds raised will be put towards.



Friends worked in partnership with the school staff, families and wider community to run their two main fundraising activities.

Staff and the Friends also valued donations received from school fundraising activities which included the paid Rugby parking scheme for Gloucester Rugby Matches, as well as grants and donations from: Hilary Murray Hill, H Hanson Rathband, Easy Fundraising, HMRC Charities. The amounts raised were as follows:

Friends Fundraising: Festive Fun, Summer Fete, & Raffle - £7000

Rugby Car Parking Season Tickets - £11467

Individual benefactor with a single donation (Includes gift aid) - £97812

Grants - £0

Bank Interest - £3

Th trustees make prudent financial decisions that are vested in the children's best interests, but do not have a formal reserves policy. Any spend requests received from the school are discussed with the trustees and wider Friends group to determine approval.

Approved by the Trustees and signed on their behalf by: Helen Howe, Business and Operations Manager.

Helen Howe

L. Good

Our Kingsholm Family, diverse, curious and kind, supporting and inspiring each other to reach our goals and shine.

Notes on Cash Book Spreadsheet - please read through these carefully before starting to use the cash book

- 1 Before starting to use the cash book you will need to enter your opening balance figure (closing balance from last year) into the blue box below

| Date | Opening balance £ |
|----------|----------------------|
| 13.11.22 | 37768.88 |

This balance will then feed through to the cash book

- 2 Cells highlighted in yellow contain formulae. If you overtype them it will corrupt the calculations in the workbook
Cells highlighted in blue require manual input of information
- 3 The cash book income and expenditure sheets are linked through to the bank reconciliation sheet and the end of year summary sheet
- 4 There are 20 columns available in the cash book for you to label up with whatever headings are appropriate at your school
10 of these have a narrow column width in order to save space whilst not in use
The column headings should be typed into the Income sheet and will then be fed through to the expenditure sheet and the end of year summary sheet
- 5 We recommend that you save a complete BLANK copy before starting to use the template so that it can be used for future years or in case of errors
- 6 We recommend that a bank reconciliation be carried out each time you receive a bank statement.
The bank reconciliation sheet is continuously updated by transactions from the cash book therefore once a bank reconciliation has been completed it must be printed and we suggest it is filed with the relevant bank statement.
- 7 The Year End financial statement is continuously updated throughout the year.
- 8 This spreadsheet can be downloaded from Schoolsnet, but only by schools who have bought into the AFO service.
The AFO helpline will not be able to support queries relating to this spreadsheet, due to the individuality of its usage.
However, if Users need advice during a routine visit to school, this will be possible but only within the time frame of a normal visit.

| Kingsholm C of E Primary School & Nursery | | | | | | | | | |
|--|--------------------------------|--------------|-------------|-------------|--------------|-------------|-----------------------|-----------|----------|
| 0/1/00 | | | | | | | | | |
| INCOME Cash Book | | | | | | | | | |
| NB. Yellow highlighted cells contain formula, do not overwrite | | | | | | | | | |
| Date | Details | St. No. Rec. | Bank a/c Dr | Opening bal | Donations Cr | Interest Cr | School Fundraising Cr | Col. D Cr | Total £ |
| 13.11.22 | OPENING BALANCE | | | 37768.88 | | | | | 37768.88 |
| 16.11.22 | | 500025 | 300.00 | | 300.00 | | | | 300.00 |
| 17.11.22 | Gloucester Rugby | | 594.00 | | | | 594.00 | | 594.00 |
| 24.11.22 | Hilary Murray Hill Library | | 200.00 | | 200.00 | | | | 200.00 |
| 28.11.22 | H Hanson Rathband to Kingsholm | | 100.00 | | 100.00 | | | | 100.00 |
| 08.12.22 | | 500026 | 2783.83 | | | | 2783.83 | | 2783.83 |
| 08.12.22 | | 500027 | 20.00 | | | | 20.00 | | 20.00 |
| 09.12.22 | Interest | | 0.19 | | | 0.19 | | | 0.19 |
| 09.01.23 | Interest | | 0.18 | | | 0.18 | | | 0.18 |
| 31.01.23 | Gloucester Rugby | | 792.00 | | | | 792.00 | | 792.00 |
| 09.02.23 | Interest | | 0.18 | | | 0.18 | | | 0.18 |
| 01.03.23 | Interest | | 0.16 | | | 0.16 | | | 0.16 |
| 31.03.23 | Gloucester Rugby | | 792.00 | | | | 792.00 | | 792.00 |
| 11.04.23 | Interest | | 0.19 | | | 0.19 | | | 0.19 |
| 26.04.23 | Parking Charge | | 1800.00 | | | | 1800.00 | | 1800.00 |
| 27.04.23 | Parking Charge | | 480.00 | | | | 480.00 | | 480.00 |
| 28.04.23 | Parking Charge | | 360.00 | | | | 360.00 | | 360.00 |
| 02.05.23 | Parking Charge | | 120.00 | | | | 120.00 | | 120.00 |
| 03.05.23 | Parking Charge | | 120.00 | | | | 120.00 | | 120.00 |
| 04.05.23 | Parking Charge | | 240.00 | | | | 240.00 | | 240.00 |
| 05.05.23 | Parking Charge | | 240.00 | | | | 240.00 | | 240.00 |
| 09.05.23 | Parking Charge | | 240.00 | | | | 240.00 | | 240.00 |
| 09.05.23 | Interest | | 0.18 | | | 0.18 | | | 0.18 |
| 10.05.23 | Parking Charge | | 120.00 | | | | 120.00 | | 120.00 |
| 15.05.24 | Parking Charge | | 120.00 | | | | 120.00 | | 120.00 |
| 16.05.23 | Easy Fundraising Qtr 12 | | 18.07 | | | | 18.07 | | 18.07 |
| 18.05.23 | | 500028 | 350.00 | | | | 350.00 | | 350.00 |
| 18.05.23 | SumUp Payment | | 2.94 | | | | 2.94 | | 2.94 |
| 24.05.23 | Parking Charge | | 120.00 | | | | 120.00 | | 120.00 |
| 26.05.24 | Parking Charge | | 120.00 | | | | 120.00 | | 120.00 |
| 30.05.23 | Parking Charge | | 120.00 | | | | 120.00 | | 120.00 |
| 30.05.23 | HMRC Charities | | 4181.35 | | 4181.35 | | | | 4181.35 |
| 31.05.23 | Gloucester Rugby | | 792.00 | | | | 792.00 | | 792.00 |
| 31.05.23 | Parking Charge | | 240.00 | | | | 240.00 | | 240.00 |
| 01.06.23 | Parking Charge | | 120.00 | | | | 120.00 | | 120.00 |
| 05.06.23 | Parking Charge | | 120.00 | | | | 120.00 | | 120.00 |
| 06.06.23 | Parentpay | | 4.93 | | | | 4.93 | | 4.93 |
| 09.06.23 | Interest | | 0.24 | | | 0.24 | | | 0.24 |
| 12.06.23 | SumUp Payment | | 507.76 | | | | 507.76 | | 507.76 |
| 13.06.23 | Parentpay | | 915.78 | | | | 915.78 | | 915.78 |
| 20.06.23 | Parentpay | | 920.35 | | | | 920.35 | | 920.35 |
| 10.07.23 | SumUp Payment | | 22.62 | | | | 22.62 | | 22.62 |
| 10.07.23 | Interest | | 0.27 | | | 0.27 | | | 0.27 |
| 12.07.23 | SumUp Payment | | 11.81 | | | | 11.81 | | 11.81 |
| 13.07.23 | SumUp Payment | | 58.01 | | | | 58.01 | | 58.01 |
| 14.07.23 | SumUp Payment | | 14.76 | | | | 14.76 | | 14.76 |
| 17.07.23 | SumUp Payment | | 19.67 | | | | 19.67 | | 19.67 |
| 21.07.23 | | 500029 | 3560.66 | | | | 3560.66 | | 3560.66 |
| 25.07.23 | Parking Charge | | 120.00 | | | | 120.00 | | 120.00 |
| 01.08.23 | Interest | | 0.27 | | | 0.27 | | | 0.27 |
| 05.09.23 | Parking Charge | | 120.00 | | | | 120.00 | | 120.00 |
| 07.09.23 | Parking Charge | | 120.00 | | | | 120.00 | | 120.00 |
| 11.09.23 | Parking Charge | | 120.00 | | | | 120.00 | | 120.00 |
| 11.09.23 | Interest | | 0.29 | | | 0.29 | | | 0.29 |
| 21.09.23 | Parking Charge | | 120.00 | | | | 120.00 | | 120.00 |
| 04.10.23 | Parentpay | | 295.41 | | | | 295.41 | | 295.41 |
| 04.10.23 | Hilary Murray Hill Library | | 4000.00 | | 4000.00 | | | | 4000.00 |
| 09.10.23 | Interest | | 0.26 | | | 0.26 | | | 0.26 |
| 10.10.23 | Parentpay | | 29.55 | | | | 29.55 | | 29.55 |
| 10.10.23 | Parentpay | | 516.98 | | | | 516.98 | | 516.98 |
| 13.10.23 | HMRC Charities | | 1000.00 | | 1000.00 | | | | 1000.00 |
| 17.10.23 | Parentpay | | 44.32 | | | | 44.32 | | 44.32 |
| 25.10.23 | | 500030 | 120.00 | | | | 120.00 | | 120.00 |
| 09.11.23 | Interest | | 0.32 | | | 0.32 | | | 0.32 |
| | | | 0.00 | | | | | | 0.00 |
| | | | 0.00 | | | | | | 0.00 |
| TOTAL TO DATE | | | 28251.53 | 37768.88 | 9781.35 | 2.73 | 18467.45 | 0.00 | 66020.41 |
| | | | | | | | | | 66020.41 |

NB. Yellow highlighted cells contain formula, do not overwrite

TOTAL TO DATE

Kingsholm C of E Primary School & Nursery

0

Bank Reconciliation

NB. Yellow cells contain formula, do not overwrite

Details should be entered to Blue cells only

Bank Statement Number:

Date:

Closing Balance on Bank Statement

36835.05

Cash book income to date

66020.41

Cash book expenditure to date

29185.36

Cash book balance to date

36835.05

plus unrepresented cheques to date:-

| Date | Details | Chq. No. | Amount £ |
|------|---------|----------|----------|
|------|---------|----------|----------|

0.00

less unrepresented income to date:-

| Date | Details | Amount £ |
|------|---------|----------|
|------|---------|----------|

0.00

Cash Book Balance to Bank Statement:

36835.05

(should agree to Closing balance on Bank Statement)

| Kingsholm C of E Primary School & Nursery | | | |
|--|-----------------|------------------|------------------------|
| 12413460 | | | |
| Year End Financial Statement | | | |
| Income and Expenditure Account | | | |
| | Income £ | Expenditure £ | Surplus/Deficit £ |
| Donations | 9781.35 | 27847.28 | -18065.93 |
| Interest | 2.73 | 0.00 | 2.73 |
| School Fundraising | 18467.45 | 0.00 | 18467.45 |
| School Resources | 0.00 | 1338.08 | -1338.08 |
| Total | 28251.53 | 29185.36 | -933.83 |
| Balance Sheet as at 12th November | | | |
| | £ | £ | £ |
| Fund balance b/f as at 11th November | 37768.88 | | 37768.88 |
| Total in-year Income/Expenditure | 28251.53 | 29185.36 | -933.83 |
| Fund balance to c/f as at 12th November | 66020.41 | 29185.36 | 36835.05 |
| | | | * Balance should agree |
| Reconciliation | | | |
| Account reconciled to 12th November | | 36835.05 | |
| less unrepresented cheques:- | | | |
| 0 | 0.00 | | |
| 0 | 0.00 | | |
| 0 | 0.00 | | |
| 0 | 0.00 | | |
| 0 | 0.00 | | |
| 0 | 0.00 | 0.00 | |
| plus unrepresented receipts:- | | | |
| 0 | 0.00 | | |
| 0 | 0.00 | | |
| 0 | 0.00 | | |
| 0 | 0.00 | | |
| 0 | 0.00 | 0.00 | |
| Balance as at 12th November | | | 36835.05 |
| | | | * Balance should agree |
| Auditor/Independent Examiners Statement | | | |
| I have examined the above accounts together with relevant books and vouchers and have obtained all necessary information and explanations. | | | |
| I certify that the accounts present a true and fair view of the financial position of the above fund for the specified accounting period | | | |
| Signed: | | | |
| Date: | | | |