

# **WOODFORD COUNTY HIGH SCHOOL**

## **AUDIT OF SCHOOL FUNDS 2021**

### **BACKGROUND**

I have carried out an Audit of Woodford County High School Funds for the year 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021. There are three funds and the bank balances on 31<sup>st</sup> March 2021 stood at the following:-

School Visits Fund:	£30,302.07
Holdings Fund:	£73,423.68
School Fund:	£99,323.33

The following comments refer to all three accounts.

### **FINDINGS**

- Record keeping is excellent and there is a very clear audit trail.
- Bank reconciliation is completed monthly and all paperwork is signed accordingly.
- All expenditure transactions were inspected on each account. In all cases, paperwork substantiated every transaction made.
- Cancelled cheques were correctly retained with signatures deleted.
- Last year's recommendations have been fully implemented.
- There were several invoices where VAT had been included in the payments.
- There is no handling of cash. All income is paid directly by BACs.

### **RECOMMENDATIONS**

- It is recommended that the school consider paying VAT inclusive invoices through capitation so that VAT can be reclaimed and saved.

### **CONCLUSION**

I have independently scrutinised these records and certify that the financial statements are in accordance with the books, vouchers, computer records and explanations provided.

In my opinion, the accounts accurately reflect the financial position of all three funds and their Income and Expenditure for the year.

Signed.....J L Farmery..... Dated.....15<sup>th</sup> April 2021.....

J L Farmery  
53 Kings Avenue  
Romford  
Essex  
RM6 6BD

# **WOODFORD COUNTY HIGH SCHOOL**

## **SCHOOL VISITS FUND**

### **Balance Sheet 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021**

Bank Statement at 1 <sup>st</sup> April 2020		79,701.73
Expenditure for year:	138,509.41	
Income for year:	89,109.75	
Excess of Expenditure over Income:		49,399.66
<b>Bank Balance at 31<sup>st</sup> March 2021:</b>		<b><u>30,302.07</u></b>

I certify that I have independently scrutinised these accounts and confirm that they show how the School Visits Fund has been spent in sufficient detail.

Signed .....J L Farmery..... Dated .....15 April 2021.....

J L Farmery  
53 Kings Avenue  
Romford  
Essex  
RM6 6BD

# WOODFORD COUNTY HIGH SCHOOL

## HOLDINGS ACCOUNT

### Balance Sheet 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021

Bank Statement at 1 <sup>st</sup> April 2020		86,758.57
Expenditure for year:	59,973.42	
Income for year:	46,638.53	
Excess of Expenditure over Income:		13,334.89
<b>Bank Balance at 31<sup>st</sup> March 2021:</b>		<b><u>73,423.68</u></b>

I certify that I have independently scrutinised these accounts and confirm that they show how the Holdings Fund has been spent in sufficient detail.

Signed .....J L Farmery..... Dated ...15 April 2021.....

J L Farmery  
53 Kings Avenue  
Romford  
Essex  
RM6 6BD

# **WOODFORD COUNTY HIGH SCHOOL**

## **SCHOOL FUND**

### **Balance Sheet 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021**

Bank Statement at 1 <sup>st</sup> April 2020		73,274.32
Income for year:	33,669.09	
Expenditure for year:	7,620.08	
Excess of Income over Expenditure:		26,049.01
<b>Bank Balance at 31<sup>st</sup> March 2021:</b>		<b><u>99,323.33</u></b>

I certify that I have independently scrutinised these accounts and confirm that they show how the School Fund has been spent in sufficient detail.

Signed .....J L Farmery..... Dated.....15April 2021.....

J L Farmery  
53 Kings Avenue  
Romford  
Essex  
RM6 6BD

# **WOODFORD COUNTY HIGH SCHOOL**

## **FINANCIAL STATEMENT AS AT 31/03/2021**

<b>Holdings &amp; School Fund</b>	
Brought Forward 01/04/20	£160,032.89
Income	£80,307.62
Expenditure	£67,593.50
Current Balance	£172,747.01

### **Holdings Bank Reconciliation : 31/03/2021**

Bank Statement Balance	£73,423.68
Less unpaid items	-£1,847.09
Petty Cash in hand	£206.68
	<b>£71,783.27</b>

### **School Fund Bank Reconciliation : 31/03/2021**

Bank Statement Balance	£99,323.33
less unpaid items	-£75.50
Petty Cash in hand	£250.00
	<b>£99,497.83</b>

<b>Visits</b>	
Brought Forward	£79,701.73
Income	£89,109.75
Expenditure	£138,509.41
Current Balance	£30,302.07

### **Visits Bank Reconciliation : 31/03/2021**

Bank Statement Balance	£30,302.07
Less unpaid items	-£150.00
Petty Cash in hand	£250.00
	<b>£30,402.07</b>

<b>All Accounts total</b>	<b>£201,583.17</b>
---------------------------	--------------------

**Income & Expenditure**

<b>Total Funds Value</b>	<b>£203,049.08</b>
--------------------------	--------------------

**School Fund A/C - Spring Term 2020/21**

Balance B/F 01.04.20	£73,274.32	
	<u>Income</u>	<u>Expenditure</u>
	£33,669.09	£7,620.08
Current Balance	£99,323.33	

**Holding A/C - Spring Term 2020/21**

Balance B/F 01.04.20	£86,758.57	
	<u>Income</u>	<u>Expenditure</u>
	£46,638.53	£59,973.42
Current Balance	£73,423.68	

**Visits A/C - Spring Term 2020/21**

Balance B/F 01.04.20	£79,701.73	
	<u>Income</u>	<u>Expenditure</u>
	£89,109.75	£138,509.41
Current Balance	£30,302.07	

# Termly Report to Governors



Figures Rounded to nearest 1

User: UBU

Establishment: Woodford County High School

Year: 2020

Spring Term 2021: 1st January 2021 - 31st March 2021

\*Income shown as negative : expenditure shown as positive

	<u>Opening</u> <u>Balance</u>	<u>Income/</u> <u>Expenditure</u>	<u>Balance of</u> <u>Account</u>
School Fund	72700	-26945	99645
Holdings			
Administration	175	-314	489
After School Clubs	3577	683	2894
Awards and Bequests	12982	-10189	23171
Charities	765	619	146
Purchases & Deposits (Lockers Keys and Fobs, Textbooks, Remotes)	47403	-484	47887
School Projects & Events	6535	1867	4668
ParentPay Error	0	0	0
Not in Use	1083	1083	0
Total Money Held	145220	-33680	178900
All Cost Centres	145220	-33680	178900

# School Fund



Figures Rounded to nearest 1

User: UBU

Establishment: Woodford County High School

Year: 2020

Spring Term 2021: 1st January 2021 - 31st March 2021

\*Income shown as negative : expenditure shown as positive

	<u>Opening</u> <u>Balance</u>	<u>Income/</u> <u>Expenditure</u>	<u>Balance of</u> <u>Account</u>
Administration Costs	0	919	-919
Available Funds	72700	0	72700
Donations received cash/cheque	0	-698	698
Donations received by standing order	0	-31142	31142
Donations through ParentPay	0	-748	748
Awards - Behaviour & Attendance	0	0	0
Curricular Day	0	0	0
Concerts	0	1	-1
Games	0	0	0
Green Team	0	0	0
Hospitality/Public Occasions	0	236	-236
House Drama	0	-354	354
Interest & Charges	0	0	0
MasterChef	0	90	-90
Minibus	0	711	-711
Memorial for Sheerya Patel	0	0	0
Miscellaneous	0	330	-330
Open House	0	0	0
ParentPay Charges	0	0	0
Prizegiving	0	2036	-2036
Royal Albert Hall Choral Festival	0	0	0
School Birthday	0	255	-255
School Council	0	0	0
Silver Badges	0	60	-60
Step Up to 6th Form - shared cost event	0	0	0
Trophies & Shields	0	987	-987
Playing with Fire	0	0	0
Year 13 Prizegiving	0	372	-372
Parent Pay Errors to go to different account	0	0	0
Total	72700	-26945	99645



MaiLala Fund	House Charity - Newton	28/11/19	Lucy Keith		0	506.67	506.67	0	15/02/21
Haven House	School Birthday - Haven House Challenges	29/09/20	Danielle Horn		0	1023.10	1023.10	0	28/09/20
Haven House	Haven House Challenges	ongoing	Danielle Horn		0	119.69	0	119.69	
Haven House	Christmas Bauble Competition	01/12/20	Danielle Horn		0	25.11	0	25.11	
Redbridge Foodbank	Non uniform Day	13/11/20	Gemma Swan		0	853.64	853.64	0	13/01/21
Save the Children	Christmas Jumper Day	11/12/20	Danielle Horn		0	613.00	613.00	0	29/01/21
Crisis	Various Year 12 Projects	01/12/20	Katie Hasler		0	89.27	89.27	0	14/01/21
Amnesty International	Sponsored Run	Feb-21	Katie Hasler		0	540.16	540.16	0	24/03/21
National Autistic Society	Non uniform Day 31.03.21	31/03/21	Katie Hasler		0			0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
Totals						£3,770.64	£3,625.84	£144.80	

# **School Fund Breakdown - Expenditure Income : 01/04/20-31/03/21**

	Actual Expenditure	Actual Income
Donations - Standing Order		£31,141.86
Donations - ParentPay		£748.01
Donations - cash/cheque		£697.77
Admin Costs	£918.75	
Awards - Behaviour & Attendance	£0.00	£2,167.00
Battle Of The Bands	£0.00	
Centenary Centre	£0.00	
Co-Curricular Day	£0.00	
Concerts	£57.35	
Games	£0.00	
Hospitality/Public Occasions	£235.72	
House Drama		-£354.00
Interest and Charges		£0.00
MasterChef	£90.00	
Minibus	£710.98	
Miscellaneous	£330.28	
Open House	£0.00	
ParentPay Charges	£0.06	
Prizegiving	£2,036.29	
Royal Albert Hall Choral Festival	£0.00	
School Birthday	£255.26	
School Council	£0.00	
Silver Badges	£60.00	
Step Up to Sixth Form - Shared Cost	£0.00	
Tax		
Trophies & Shields	£986.91	
Year 13 Prizegiving	£372.00	
Green Team Recycling	£0.00	
Total School Fund Income/Expenditure	£6,053.60	£34,400.64

# Administration - Holdings



Figures Rounded to nearest 1

User: UBU

Establishment: Woodford County High School

Year: 2020

Spring Term 2021: 1st January 2021 - 31st March 2021

\*Income shown as negative : expenditure shown as positive

	<u>Opening</u> <u>Balance</u>	<u>Income/</u> <u>Expenditure</u>	<u>Balance of</u> <u>Account</u>
Interest	0	-32	32
Contingency Funds	175	-282	457
Total	175	-314	489

# After School Clubs - Holdings



Figures Rounded to nearest 1

User: UBU

Establishment: Woodford County High School

Year: 2020

Spring Term 2021: 1st January 2021 - 31st March 2021

\*Income shown as negative : expenditure shown as positive

	<u>Opening</u> <u>Balance</u>	<u>Income/</u> <u>Expenditure</u>	<u>Balance of</u> <u>Account</u>
Archery	0	0	0
Arts and Crafts	0	0	0
Badminton	646	646	0
Beauty	0	0	0
Bling	0	0	0
Boxing	0	0	0
Calligraphy	0	0	0
Cheerleading	0	0	0
Chess	0	0	0
Cookery	0	0	0
Cricket	0	0	0
Dance	341	341	0
Drama	495	495	0
Dream Catcher	0	0	0
Fashion Design	0	0	0
Fencing	0	0	0
Film Editing	0	0	0
Filmskool	0	0	0
Football	0	0	0
Glass	0	0	0
Gymnastics	0	0	0
Hairstyling	0	0	0
Henna Art	0	0	0
Jewellery	0	0	0
Jui Jitsu	0	0	0
Knitting	0	0	0
Mandarin	0	0	0
Martial Arts	0	0	0
Musical Theatre	217	217	0
Nail Art	0	0	0
Photography	0	0	0
Radio Workshop	0	0	0
Sewing	0	0	0
Self Defence	348	348	0
Signing - BSL	0	0	0
Skincare	0	0	0

## After School Clubs - Holdings

---

Spring Term 2021: 1st January 2021 - 31st March 2021

\*Income shown as negative : expenditure shown as positive

	<u>Opening</u> <u>Balance</u>	<u>Income/</u> <u>Expenditure</u>	<u>Balance of</u> <u>Account</u>
Trampolining	0	0	0
Volleyball	0	0	0
Vocal Coaching	0	0	0
Clubs Contingency	480	-2414	2894
Club Treat Pot	1050	1050	0
	<hr/>	<hr/>	<hr/>
Total	3577	683	2894
	<hr/>	<hr/>	<hr/>

# Awards and Bequests - Holdings



Figures Rounded to nearest 1

User: UBU

Establishment: Woodford County High School

Year: 2020

Spring Term 2021: 1st January 2021 - 31st March 2021

	<u>Opening</u> <u>Balance</u>	<u>Income/</u> <u>Expenditure</u>	<u>Balance of</u> <u>Account</u>
Cuthford and Mead Award	0	0	0
Classics Bequest	232	0	232
Crest Science Award	0	0	0
Duke of Edinburgh	0	-6713	6713
Engineering Award - Arkwright	0	-200	200
English Bequest	1320	-2550	3870
English Donation	0	0	0
Evening Standard Award	2167	0	2167
Jack Petchey Awards	7768	-842	8610
Music Donation	1495	117	1378
Total	12982	-10188	23170

# Charities - Holdings



Figures Rounded to nearest 1

User: UBU

Establishment: Woodford County High School

Year: 2020

Spring Term 2021: 1st January 2021 - 31st March 2021

\*Income shown as negative : expenditure shown as positive

	<u>Opening</u> <u>Balance</u>	<u>Income/</u> <u>Expenditure</u>	<u>Balance of</u> <u>Account</u>
5p Race - Bloodwise	0	0	0
Amnesty International	0	0	0
Alzheimer's Society	0	0	0
Australian Bush Fire	0	0	0
British Heart Foundation	0	0	0
Caribbean Society	0	0	0
Christmas Jumper Day	0	0	0
Crisis	0	-1	1
Free the Children	0	0	0
Haven House	317	172	145
Hope Project	0	0	0
House Charity : Highams House Charity	0	0	0
House Charity : Newton House Charity	0	0	0
House Charity : Repton House Charity	0	0	0
House Charity : Warner House Charity	0	0	0
International Gala Evening	448	448	0
International Womens Day	0	0	0
Jump Rope for Heart	0	0	0
Laces for PYN	0	0	0
MacMillian - Coffee Morning	0	0	0
Missing People	0	0	0
Muslim Aid	0	0	0
Remembrance Day - 100 Mile Walk	0	0	0
Sports Relief	0	0	0
Stand Up to Cancer	0	0	0
Syria Relief	0	0	0
Text Santa	0	0	0
The Little Things Charity	0	0	0
Velodrome : Sponsored Run	0	0	0
Water Aid	0	0	0
We Bake For Change	0	0	0
World Book Day	0	0	0
World Cancer Day	0	0	0
World Wildlife Fund	0	0	0
Charity Total	765	619	146

# Purchases & Deposits



Figures Rounded to nearest 1

User: UBU

Establishment: Woodford County High School

Year: 2020

Spring Term 2021: 1st January 2021 - 31st March 2021

\*Income shown as negative : expenditure shown as positive

	<u>Opening</u> <u>Balance</u>	<u>Income/</u> <u>Expenditure</u>	<u>Balance of</u> <u>Account</u>
<b><u>PURCHASES</u></b>			
GCSE PE Clothing	1495	23	1472
House Badges	0	-379	379
Lanyards	0	-200	200
PE Bags	0	-81	81
Miscellaneous Purchases	0	0	0
Revision Guides & Review Magazines	1900	1832	68
Sixth Form Items	8873	-359	9232
Uniform Headscarf	0	0	0
Subscriptions	689	0	689
Well Wishers	0	-104	104
<b><u>DEPOSITS</u></b>			
Deposits from students for fobs & keys	10894	-1802	12696
Deposits from staff for vehicle gate remote	800	2	798
Deposits from 6th form students for textbooks	22752	584	22168
Total	47403	-484	47887



# School Events - Holdings



Figures Rounded to nearest 1

User: UBU

Establishment: Woodford County High School

Year: 2020

Spring Term 2021: 1st January 2021 - 31st March 2021

\*Income shown as negative : expenditure shown as positive

	<u>Opening</u> <u>Balance</u>	<u>Income/</u> <u>Expenditure</u>	<u>Balance of</u> <u>Account</u>
Art - Life Drawing	0	0	0
Art - Urban Drawing Workshop	0	0	0
Battle of the Bands	50	0	50
Boathouse - Outreach Project	0	0	0
Haven House Enterprise Seed Start Up	0	0	0
Hip Hop Shakespeare Co.	0	0	0
Wood Girls Association	1309	0	1309
Peer Support Committee	0	0	0
PE - Netball Coaching	271	0	271
PFA Events	162	0	162
Poetry Workshop	0	0	0
Psychology - Psychopathology Brain Day	173	0	173
School Concerts & Productions	167	57	110
Science Projects	0	0	0
School Photos	1347	-31	1378
Sports Awards	412	0	412
TFL Youth Ambassadors	633	0	633
University & Career Guide	0	0	0
Year 11 Prom	2011	1841	170
Total	6535	1867	4668