



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st September 2019 To 31 August 2020

Charity name: SHACKLEFORD ST MARYS SCHOOL

Charity registration number: 311974

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | THE EDUCATION OF CHILDREN AND ADULTS, OR CHILDREN ONLY, OF THE LABOURING, MANUFACTURING AND OTHER POORER CLASSES. |
| 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 | EDUCATIONAL SCHOOL FUND |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The trustee has had regard to the guidance issued by the Charity Commission in planning the activities of the charity |

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 | | |

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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 school fund has provided funds to broaden and enhance the educational experience of pupils at Shackleford St Marys School through a variety of activities. |

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 | A summary of the financial position is set out in the receipts and payment accounts attached |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The charity seeks to hold sufficient reserves to meet its obligations as they fall due |
| Amount of reserves held | Para 1.22 | See balance sheet |
| Reasons for holding zero reserves | Para 1.22 | N/A |
| Details of fund materially in deficit | Para 1.24 | None |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | None |

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: | | Educational school fund |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Trust deed (unincorporated) |
| How is the charity constituted? (e.g. unincorporated association, CIO) | Para 1.25 | Unincorporated association |
| 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 | None |

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 | SHACKLEFORD ST MARYS SCHOOL |
| Other name the charity uses | St Mary's School Fund |
| Registered charity number | 311974 |
| Charity's principal address | ST MARYS C OF E INFANT SCHOOL SHACKLEFORD ROAD SHACKLEFORD GODALMING SURREY GU8 6AE |
| | |

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 | Serena Roberts | Head Teacher | | |
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Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|---------------|--|--|
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Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|--------------|-----------------------------------|--|
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Funds held as custodian trustees on behalf of others

| | |
|---|------|
| Description of the assets held in this capacity | None |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|---------------------|-------------|
| Signature(s) | S. J. Roberts | Headteacher |
| Full name(s) | Serena Jane Roberts | |
| Position (eg Secretary, Chair, etc) | Head Teacher | |
| Date | 21 June 2021 | |

INDEPENDENT EXAMINER'S REPORT OF THE TRUSTEES OF SAINT MARY'S SCHOOL FUND

I report on the accounts of the School Fund for the year ended 31st August 2020.

Respective responsibilities of the Governing Body and examiner

The Governing Body is responsible for the preparation of the accounts. The Governing Body considers that an audit is not required this year and has opted for an independent examination to be undertaken.

It is my responsibility to:

- Examine the accounts
- State whether particular matters have come to my attention

Basis of independent examiner's report

My examination included a review of the accounting records kept by the School Fund and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, in my opinion, attention should be drawn to item below in order to enable a proper understanding of the accounts to be reached.

1. The account is well run and paper trail easy to follow apart from receipt items that appear on Bank statement with just a reference number or St Mary's Shackleford. Some of these have been identified using "Trip Summary" reports provided. Entries shown as St Mary's Schackleford have been given own heading in Income. Some items of income, however, were unable to be identified. Currently, a monthly bank report is produced but receipts are totalled and not itemised (as per expenditure). It would be helpful, going forward, for receipts to be itemised by income heading on monthly bank report. For example Donations (Parents) = £500, School trip = £150, Swimming = £350.

Signed:

Name: N A WILLIS

Dated: 11th November 2020

INCOME AND EXPENDITURE

Saint Mary's School Fund. 2019/20 Income and Expenditure Account

Income

| | |
|--------------------------------|-------------------|
| Uniform sales | £ 1471.00 |
| Donations (Parents) | £ 5578.00 |
| Donation - Headland | £20400.00 |
| Gift Aid | £10754.21 |
| School Trip Parental Donations | £14130.30 |
| Christmas Production | £1120.00 |
| From School | £2042.20 |
| Cooking Lessons Contributions | £2066.00 |
| Quiz | £891.50 |
| Misc/Trust | £1438.27 |
| Unidentified Income | £1372.40 |
| Total | £61,263.88 |

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Expenditure

| | |
|-------------------------------|-------------------|
| Uniform | £ 2238.00 |
| Cooking Resources | £ 883.82 |
| Reimburse Delegated | £27063.04 |
| School Trips | £14997.50 |
| Christmas Production/Costumes | £ 1081.34 |
| Quiz | £ 243.64 |
| Worldpay Fees | £ 548.66 |
| Misc | £ 410.79 |
| Total | £47,466.79 |

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Excess of Income over Expenditure £13,797.09

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FUND STATEMENT

Saint Mary's School Fund, 2019/20 Statement at 31 August 2020

| | |
|--|------------------|
| Assets | £ |
| Bank Account | 29952.69 |
| Represented by: | |
| Funds | £ |
| Reserves brought forward | 16155.60 |
| Excess of income over expenditure | 13797.09 |
| | ----- |
| | £ |
| Balance carried forward to 01/09/20 | 29,952.69 |
| | ===== |

Cheques issued during the year:

| Cheque No | Payee | Amount | Date cashed |
|-----------|--|-----------|-------------|
| 102629 | Safeguard | £795.00 | 08/10/19 |
| 102630 | Places for leisure | £316.50 | 07/10/19 |
| 102631 | Mill Cottage | £432.00 | 30/09/19 |
| 102632 | St Mary's delegated | £186.50 | 01/11/19 |
| 102633 | G.Gardner-Frames | £8.50 | 01/10/19 |
| 102634 | Safeguard | £1,886.50 | 22/10/19 |
| 102635 | Places for leisure | £422.00 | 14/10/19 |
| 102636 | Ricaro | £256.20 | 29/10/19 |
| 102637 | Mitchell-Birds of Pray | £276.00 | 07/11/19 |
| 102638 | Nikki Brown | £309.66 | 25/11/19 |
| 102639 | Ricaro | £18.30 | 24/12/19 |
| 102940 | Places for leisure | £422.00 | 28/11/19 |
| 102641 | Safeguard | £1,102.00 | 28/11/19 |
| 102642 | St Mary's delegated | £2,075.34 | 29/11/19 |
| 102643 | Places of leisure | £211.00 | 16/12/19 |
| 102644 | Debbie Baker | £243.64 | 16/12/19 |
| 102645 | Tessa-kindness Club | £17.50 | 16/12/19 |
| 102646 | Safeguard | £1,102.00 | 16/12/19 |
| 102647 | B Pulham | £167.00 | 19/12/19 |
| 102648 | N Brown | £180.78 | 19/12/19 |
| 102649 | SNewstead | £40.67 | 16/12/19 |
| 102650 | RKHO Lighting | £300.00 | 24/12/19 |
| 102651 | Safeguard | £551.00 | 03/01/20 |
| 102652 | Places for leisure | £422.00 | 27/12/19 |
| 102653 | The Learning Dome | £240.00 | 09/01/20 |
| 102654 | NBrown | £60.97 | 15/01/20 |
| 102655 | NBrown | £94.67 | 24/01/20 |
| 102656 | SNewstead | £40.67 | 24.01/20 |
| 102657 | St Mary's delegated | £52.85 | 19/02/20 |
| 102658 | St Mary's delegated | £90.47 | 19/02/20 |
| 102659 | NBrown | £106.43 | 29/01/20 |
| 102660 | St Mary's delegated | £500.00 | 19/02/20 |
| 102661 | St Mary's delegated | £50.00 | 17/02/20 |
| 102662 | Safeguard | £1,102.00 | 13/02/20 |
| 102663 | Places for leisure | £316.50 | 12/02/20 |
| 102664 | NBrown | £51.99 | 12/02/20 |
| 102665 | Flying Pizza | £90.00 | 20/04/20 |
| 102666 | Trosk Productions | £610.00 | 28/02/20 |
| 102667 | St Mary's delegated | £53.25 | 19/02/20 |
| 102668 | NBrown | £57.30 | 13/03/20 |
| 102669 | SCC- amount taken off refund see Jun Bank Statement Report | £2,343.60 | N/A |
| 102670 | St Mary's delegated | £70.39 | 19/03/20 |

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|--------|---------------------|------------|----------|
| 102671 | Safeguard | £826.50 | 17/03/20 |
| 102672 | SNewstead | £22.02 | 16/03/20 |
| 102673 | Places for leisure | £527.50 | 16/03/20 |
| 102674 | Miss Morris | £96.00 | 11/03/20 |
| 102675 | St Mary's delegated | £73.43 | 19/03/20 |
| 102676 | St Mary's delegated | £851.59 | 19/03/20 |
| 102677 | St Mary's delegated | £22,100.00 | 19/03/20 |
| 102678 | GH Pest Contro | £150.00 | 27/03/20 |
| 102679 | St Mary's delegated | £376.00 | 21/05/20 |
| 102680 | St Mary's delegated | £583.42 | 21/05/20 |
| 102681 | Safeguard | £826.50 | 10/06/20 |
| 102682 | SRoberts | £67.79 | 22/06/20 |
| 102683 | Ricara-Uniform | £1,663.45 | 23/07/20 |
| 102684 | Ricara-Uniform | £300.05 | 23/07/20 |
| | | | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Shackleford St Marys School

On accounts for the year
ended

31st August 2020

Charity no
(if any)

311974

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31st August 2020**.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

25 - 5 - 2021

Name:

N A Willis

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

X Address: 31 WEST RING THE CARDINALS
TOUGHAM GUID IEF X

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.