

Frederick Holmes School

Schools Finance 2018/19 School Fund

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This plan forms part of the 2018/19 Service Agreement provided through H
Council Schools Finance team. Use of it therein assumes the relevant agree
been purchased from the Schools Finance team, for the relevant months
2018/19 financial year.

Transfer to an Academy and continued use of this school fund without agre
constitutes a breach of copyright.

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School Fund Audit Service

The audited school fund statement must be presented to the Governing Body and submitted to the Internal Audit Section on an annual basis and within 6 months of the close of the account. This requirement does not apply to Voluntary Aided schools although they may submit their accounts to the Local Authority if they wish to do so.

Schools can choose to have their School Fund Audited by Schools' Finance Team and can do so at a cost of *£150.00. This charge is for approximately up to 2 hours.

It is important that the School Fund spreadsheet is checked prior to submission to ensure

All supporting documentation (eg. invoices, receipt books, paying-in bank slips, bank statements, reconciliation, etc) are easily accessible, accurate and secured in a well organised folder

Please refer to the back sheet of this document for an example 'contents list' that must be included with the documentation.

*A further charge may be applied at an hourly rate of £45 should a school fund take longer than this eg, large volume of transactions required to be entered on spreadsheet eg. User error/s. Schools Finance will contact the school in advance to obtain approval prior to the audit.

AUDIT - RISKS identified

In order for schools to obtain a satisfactory school fund audit, Schools Finance have drawn out common and re-occurring risks identified from School Fund Audits undertaken during the last 5 years.

Please note: this is for information only and without prejudice.

The general basis of School Fund expenditure should be of benefit to the pupils and enrich their lives. Items or experiences in which a school can provide according to the income / donations given for the purpose in which this is given to the school.

There should be no rewards for Adults.

Common risks are:-

- Purchase of Flowers for staff gifts/Governing body members.
- Purchase of alcohol for adult helpers/volunteers.
- Refreshments/buffet for staff meetings
- Personal Club Card points for individual gain. A Club Card purchased in the school is permitted.
- Unable to match payments to a valid receipt
- Cancelled cheques missing – should be stapled to cheque stub.
- Personal Credit cards used for purchasing items to be reclaimed.

AUDIT OF SCHOOL FUND – CONTENTS SHEET

Please ensure that all folders, receipt books, cheque books, bank paying in slip books, etc as follows:

- School name
- Receipt book labels eg. Uniform / Trips, dates ('to and from') etc

To:	Schools Finance	Date:
School Name:		
Contact name:		Tel:

School Fund Audit - Itemised List of supporting documents

Details	Quantity
1. Folder and contents: (eg. Invoices, purchase receipts, delivery notes, purchase requisition forms, bank statements and reconciliation print).	
2. Cheque Book(s):	
3. Bank Paying in slip book(s):	
4. Receipt book(s): Eg. Uniform, Trips	
5. Other documentation (<i>Please state</i>):	
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CATEGORY NARRATIVE		OPENING BALANCES	
100	Cheques Drawn for Cash	Cheques Drawn for Cash	-
1a	Bank Interest	Bank Interest	0.00
1b	Christmas Fair	Christmas Fair	0.00
1c	Donations In	Donations In	0.00
1d	Donations Out	Donations Out	0.00
1e	Educational Visits	Educational Visits	0.00
1f	Extended Services	Extended Services	1,000.00
1g	Horticulture	Horticulture	0.00
1h	Miscellaneous	Miscellaneous	23,651.40
1i	Outdoor Play Equipment	Outdoor Play Equipment	1,000.00
1j	Parental Contributions	Parental Contributions	0.00
1k	PTFA	PTFA	2,928.69
1l	School Uniform	School Uniform	0.00
1m	Theatre Productions	Theatre Productions	0.00
1n	Theatre Tickets	Theatre Tickets	0.00
1o	MW (PW)	MW (PW)	4,025.37
1p	Trips/Activities	Trips/Activities	0.00
1q	UV Filters	UV Filters	0.00
1r	Sensory PMLD Gardens	Sensory PMLD Gardens	0.00
1s	Pool Tiles	Pool Tiles	0.00
1t	Williamsons	Williamsons	0.00
1u	Insert Category Name Here	Insert Category Name Here	0.00
1v	Insert Category Name Here	Insert Category Name Here	0.00
1w	Insert Category Name Here	Insert Category Name Here	0.00
1x	Insert Category Name Here	Insert Category Name Here	0.00
1y	Insert Category Name Here	Insert Category Name Here	0.00
1z	Insert Category Name Here	Insert Category Name Here	0.00

Categories used beyond this point require corresponding rows to be unhidden refer to the User Guide for instructions.

2a	Insert Category Name Here	Insert Category Name Here	0.00
2b	Insert Category Name Here	Insert Category Name Here	0.00
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CURRENT/CLOSING BALANCES

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in Reconciliation sheet. Please

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SCHOOL	Frederick Holmes School						
		Cash to Bank/Income	Category	Current A/c	Deposit A/c	Cash bal.	
		£0.00	£0.00	£0.00	£0.00	£0.00	
		OPENING BALANCE: CASH			£0.00		
	Tidy Transactions	OPENING BALANCE: CURRENT A/C			£32,605.46		
		OPENING BALANCE: DEPOSIT A/C			£0.00		
				Bank			
DATE	NAME	PARTICULARS	CAT NO	BANK, DEPOSIT OR CASH	£ INCOME	£ EXP	CHQ NO.
				REF			
Sep 1, 18	H Ha	Fabric for School Flag Project	1h	b		20.00	37
Sep 25, 18	Mounts & More Ltd	Mount Support	1h	b		525.00	39
Oct 10, 18	Income	Donation from Holderness Road Methodist	1c		1,000.00		
Oct 10, 18	Cash to Bank	Cash to Bank		b	1,000.00		
Nov 9, 18	Hull Truck Theatre	Theatre Tickets KHA	1n	b		96.00	40
Nov 13, 18	The Children's Society	P&P Donation for Christingle Pack	1d	b		22.95	41
Nov 30, 18	Frederick Holmes Sch	Closure of Old School Fund Account	1h	b		32,941.51	
Nov 30, 18	Income	Opening of New School Fund Account	1h		32,941.51		
Nov 30, 18	Cash to Bank	Cash to Bank		b	32,941.51		
Dec 10, 18	Income	Bank Interest	1a		0.50		
Dec 10, 18	Cash to Bank	Cash to Bank		b	0.50		
Dec 14, 18	Hull Truck Theatre	Theatre Tickets MB & SH	1n	b		242.00	1
Dec 14, 18	West Midlands Childre	Theatre Production 29/11/2018	1m	b		295.00	2
Dec 14, 18	Hull Culture & Leisure	LED Session at Street Life Museum SH	1e	b		78.40	3
Dec 17, 18	The Original Bowling	Hollywood Bowl Tickets LS	1e	b		59.90	4
Dec 17, 18	Cheque for Cash	Cheque for Cash	100	b		150.00	5
Dec 18, 18	H Ma	Ingredients for Chutney for Christmas Fay	1b	c		23.43	
Dec 18, 18	Income	Donation from De Smet Rosedowns Ltd	1c		285.00		
Dec 18, 18	Income	Parental Contributions MB	1j		35.00		
Dec 18, 18	Income	Parental Contributions BL	1j		24.00		
Dec 18, 18	Income	Parental Contributions HHA	1j		25.00		
Dec 18, 18	Income	Parental Contributions KHA	1j		77.00		
Dec 18, 18	Cash to Bank	Cash to Bank		b	446.00		
Dec 19, 18	L Wa	Items for Christmas Fair	1b	c		4.30	
Dec 20, 18	H Ha	Refund for Bowling Trip	1e	b		41.93	6
Dec 21, 18	S Mn	Food for Extended Services	1f	c		6.17	
Dec 21, 18	S Pu	Candy Canes for Extended Services	1f	c		4.00	

Dec 21, 18	H Ma	Prizes for Christmas Jumper Day	1h	c		15.50	
Jan 9, 19	Income	Bank Interest	1a		1.35		
Jan 9, 19	Cash to Bank	Cash to Bank		b	1.35		
Jan 17, 19	Income	Money Raised from Christmas Fayre - S At	1k		508.50		
Jan 17, 19	Income	Sale of Christmas Fayre Raffle Tickets - W	1k		67.00		
Jan 17, 19	Income	Tea for Two - W M	1k		35.52		
Jan 17, 19	Income	Proceeds from Christmas Fayre - W M	1k		298.83		
Jan 17, 19	Income	Parental Contributions - SH	1j		20.00		
Jan 17, 19	Income	Parental Contributions - SH	1j		60.00		
Jan 17, 19	Income	Parental Contributions - MB	1j		48.00		
Jan 17, 19	Cash to Bank	Cash to Bank		b	1,037.85		
Jan 21, 19	Income	Parental Contributions SH	1j		12.00		
Jan 21, 19	Cash to Bank	Cash to Bank		b	12.00		
Feb 4, 19	CR	Chocolate buttons for lunchtime clubs	1h	c		10.00	
Feb 8, 19	Income	Bank Interest	1a		1.51		
Feb 8, 19	Cash to Bank	Cash to Bank		b	1.51		
Mar 11, 19	Income	Bank Interest	1a		1.29		
Mar 11, 19	Cash to Bank	Cash to Bank		b	1.29		
Mar 22, 19	Hull Truck Theatre	Associate Schools with RSC Programme	1n	b		300.00	7
Mar 25, 19	FHS	Trips/Activities	1p	b		206.36	8
Mar 25, 19	FHS	Trips/Activities	1p	b		120.00	9
Mar 25, 19	FHS	Trips/Activities	1p	b		248.33	10
Mar 25, 19	FHS	Trips/Activities (PTFA)	1k	b		116.00	11
Mar 28, 19	Income	Peter Harrison Foundation Donation	1q		5,000.00		
Mar 28, 19	Cash to Bank	Cash to Bank		b	5,000.00		
Mar 29, 19	Income	Parental Contributions KT & FA Albemarle	1j		24.00		
Mar 29, 19	Cash to Bank	Cash to Bank		b	24.00		
Apr 9, 19	Income	Bank Interest	1a		1.34		
Apr 9, 19	Cash to Bank	Cash to Bank		b	1.34		
May 2, 19	Spin Off Productions	Peace of Mind Workshops 2019	1h	b		300.00	12
May 2, 19	FHS	Trips/Activities (PTFA)	1k	b		1,276.51	13
May 2, 19	FHS	Activities/Trips	1p	b		467.18	14
May 2, 19	Income	Parental Contributions Coletta & Tyson/Pr	1j		36.00		
May 2, 19	Income	Kingston uponHull Musical Festival	1h		25.00		
May 2, 19	Income	Easter Bonnet Parade (PTFA)	1k		141.44		
May 2, 19	Cash to Bank	Cash to Bank		b	202.44		
May 9, 19	Income	Bank Interest	1a		1.54		
May 9, 19	Cash to Bank	Cash to Bank		b	1.54		
May 13, 19	HMd	Purchase of outdoor play equipment	1h	c		10.00	
May 23, 19	Income	Donation from DeSmet Rosedowns Ltd	1c		350.00		
May 23, 19	Cash to Bank	Cash to Bank		b	350.00		
May 23, 19	FHS	Trips/Activities (PTFA)	1k	b		179.90	15
May 23, 19	FHS	Installation of Hydrotherapy Pool UV Filter	1o	b		1,450.00	16

May 23, 19	FHS	Installation of Hydrotherapy Pool UV Filter	1q	b		4,222.00	16
May 23, 19	FHS	Installation of Hydrotherapy Pool UV Filter	1h	b		3,236.96	16
Jun 11, 19	Spin Off Productions	Colours of Music	1h	b		200.00	17
Jun 14, 19	Income	School Uniform orders	1l		406.11		
Jun 14, 19	Income	Donation from Smith Engineering	1r		100.00		
Jun 14, 19	Income	Donation from FHS Hydro Pool Fund for til	1s		6,000.00		
Jun 14, 19	Income	Donation from PayPal Giving Fund	1h		15.00		
Jun 14, 19	Cash to Bank	Cash to Bank		b	6,521.11		
Jun 27, 19	The Beverley Tiling	Deposit for Tiling to pool	1s	b		3,269.03	18
Jul 1, 19	Income	Bank Interest	1a		1.42		
Jul 1, 19	Cash to Bank	Cash to Bank		b	1.42		
Jul 2, 19	Hull City Council	Transport KT/FA 4.4.19, Kha 17.6.19,BL 20	1h	b		162.00	19
Jul 2, 19	FHS	Activities/Trips	1p	b		124.67	20
Jul 2, 19	Running Deep	Hha Tickets to the Deep 4.7.19	1h	b		59.50	21
Jul 4, 19	Income	Parental Contributions The Deep Kha	1j		100.00		
Jul 4, 19	Income	Donation Bag2 School	1c		45.60		
Jul 4, 19	Income	Parental Contributions Hha The Deep	1j		25.00		
Jul 4, 19	Income	Donation from FHS Hydro Pool Fund (Cloth	1s		10,000.00		
Jul 4, 19	Cash to Bank	Cash to Bank		b	10,170.60		
Jul 11, 19	FHS	Topps Tiles - tiles for Hydro Pool	1s	b		3,353.56	22
Jul 11, 19	FHS	Shade & Secure - awnings	1h	b		12,808.00	22
Jul 11, 19	FHS	Brigade Clothing - uniform	1l	b		347.78	22
Jul 11, 19	Income	Repayment of School Fund monies paid in	1c		251.75		
Jul 11, 19	Income	Parental Contributions BL East Park	1j		18.00		
Jul 11, 19	Cash to Bank	Cash to Bank		b	269.75		
Jul 17, 19	H Md	Hull FC shirt & ball for FoF	1h	b		49.99	23
Jul 19, 19	Income	Tempest Photography	1h		29.67		
Jul 19, 19	Income	Williamsons Solicitors	1t		1,500.00		
Jul 19, 19	Income	Tempest Photography	1h		45.35		
Jul 19, 19	Income	Friends of Freddies	1h		1,128.70		
Jul 19, 19	Income	Sports Day	1k		50.00		
Jul 19, 19	Cash to Bank	Cash to Bank		b	2,753.72		
Aug 1, 19	Income	Bank Interest	1a		1.28		
Aug 1, 19	Cash to Bank	Cash to Bank		b	1.28		
Aug 30, 19	Income	Bank Interest	1a		1.22		
Aug 30, 19	Cash to Bank	Cash to Bank		b	1.22		

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			CURRENT & DEPOSIT A/C	
			AMOUNTS PAID IN NOT YET ON BANK STATEMENT	CHEQUES PAID OUT NOT YET ON BANK STATEMENT
BANK STMNT NO.	INCOME CHECK DIGIT	EXP CHECK DIGIT		
	£0.00	£0.00	IN	OUT
15	0.00	0.00	£0.00	£0.00
15	0.00	0.00	£0.00	£0.00
	0.00	0.00	£0.00	£0.00
15	0.00	0.00	£0.00	£0.00
16	0.00	0.00	£0.00	£0.00
16	0.00	0.00	£0.00	£0.00
16	0.00	0.00	£0.00	£0.00
	0.00	0.00	£0.00	£0.00
1	0.00	0.00	£0.00	£0.00
	0.00	0.00	£0.00	£0.00
2	0.00	0.00	£0.00	£0.00
3	0.00	0.00	£0.00	£0.00
2	0.00	0.00	£0.00	£0.00
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	0.00	0.00	£0.00	£0.00
2	0.00	0.00	£0.00	£0.00
	0.00	0.00	£0.00	£0.00
4	0.00	0.00	£0.00	£0.00
	0.00	0.00	£0.00	£0.00
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3	0.00	0.00	£0.00	£0.00
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7	0.00	0.00	£0.00	£0.00
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	0.00	0.00	£0.00	£0.00
4	0.00	0.00	£0.00	£0.00
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5	0.00	0.00	£0.00	£0.00
6	0.00	0.00	£0.00	£0.00
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8	0.00	0.00	£0.00	£0.00
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8	0.00	0.00	£0.00	£0.00
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	0.00	0.00	£0.00	£0.00
9	0.00	0.00	£0.00	£0.00
	0.00	0.00	£0.00	£0.00
9	0.00	0.00	£0.00	£0.00
	0.00	0.00	£0.00	£0.00
10	0.00	0.00	£0.00	£0.00
	0.00	0.00	£0.00	£0.00
	0.00	0.00	£0.00	£0.00
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			£0.00	£0.00

	A	B	C	D	E	F	G
1	Frederick Holmes School						
2							
3	SUMMARY OF ACCOUNT FOR YEAR ENDING 31st MARCH 2019						
4							
5	CAT		DESCRIPTION	£ OPENING BALANCES	£ INCOME	£ EXPENDITURE	£ CLOSING BALANCES
6	100		Cheques Drawn for Cash	-	150.00	150.00	-
7	1a		Bank Interest	0.00	11.45	0.00	11.45
8	1b		Christmas Fair	0.00	0.00	27.73	-27.73
9	1c		Donations In	0.00	1,932.35	0.00	1,932.35
10	1d		Donations Out	0.00	0.00	22.95	-22.95
11	1e		Educational Visits	0.00	0.00	180.23	-180.23
12	1f		Extended Services	1,000.00	0.00	10.17	989.83
13	1g		Horticulture	0.00	0.00	0.00	0.00
14	1h		Miscellaneous	23,651.40	34,185.23	50,338.46	7,498.17
15	1i		Outdoor Play Equipment	1,000.00	0.00	0.00	1,000.00
16	1j		Parental Contributions	0.00	504.00	0.00	504.00
17	1k		PTFA	2,928.69	1,101.29	1,572.41	2,457.57
18	1l		School Uniform	0.00	406.11	347.78	58.33
19	1m		Theatre Productions	0.00	0.00	295.00	-295.00
20	1n		Theatre Tickets	0.00	0.00	638.00	-638.00
21	1o		MW (PW)	4,025.37	0.00	1,450.00	2,575.37
22	1p		Trips/Activities	0.00	0.00	1,166.54	-1,166.54
23	1q		UV Filters	0.00	5,000.00	4,222.00	778.00
24	1r		Sensory PMLD Gardens	0.00	100.00	0.00	100.00
25	1s		Pool Tiles	0.00	16,000.00	6,622.59	9,377.41
26	1t		Williamsons	0.00	1,500.00	0.00	1,500.00
27	1u		Insert Category Name Here	0.00	0.00	0.00	0.00
28	1v		Insert Category Name Here	0.00	0.00	0.00	0.00
29	1w		Insert Category Name Here	0.00	0.00	0.00	0.00
30	1x		Insert Category Name Here	0.00	0.00	0.00	0.00
31	1y		Insert Category Name Here	0.00	0.00	0.00	0.00
32	1z		Insert Category Name Here	0.00	0.00	0.00	0.00
85							
86			TOTALS		93,345.89	93,345.89	
87							
88							
89							

	A	B	C	D	E	F	G
90							
91		RECONCILIATION					
92							
93							
94			OPENING BALANCE : CASH	0.00		CLOSING BALANCE: CASH	76.60
95			OPENING BALANCE : CURRENT A/C	32,605.46		CLOSING BALANCE: CURRENT A/C	26,375.43
96			OPENING BALANCE : DEPOSIT A/C	0.00		CLOSING BALANCE: DEPOSIT A/C	0.00
97							
98			BANK RECONCILIATION STATEMENT - CURRENT A/C				
99							
100			As per Bank Statement No.:	10		Dated:	08/19
101							
102						Balance as per current bank statement	£26,375.43
103						Add: Amounts paid in which have not yet appeared on the statement	£0.00
104						Less: Cheques paid out which have not yet appeared on the statement	£0.00
105						Less: Cheques from the previous years not yet appeared on the statement	£0.00
106						TOTAL (to agree with closing balance above)	£26,375.43
107							
108							
109			BANK RECONCILIATION STATEMENT - DEPOSIT A/C				
110							
111			As per Bank Statement No.:	0		Dated:	08/19
112							
113						Balance as per current bank statement	£0.00
114						Add: Amounts paid in which have not yet appeared on the statement	£0.00
115						Less: Cheques paid out which have not yet appeared on the statement	£0.00
116						Less: Cheques from the previous years not yet appeared on the statement	£0.00
117						TOTAL (to agree with closing balance above)	£0.00
118							
119							
120			CASH BALANCE				
121						Dated:	08/19
122							
123						Cash In Hand (In Tin)	£76.60
124						Income not yet banked	£0.00
125							
126						TOTAL (to agree with closing balance above)	£76.60
127							
128							
129							
130			CHEQUES OUTSTANDING FROM PREVIOUS YEARS - CURRENT A/C				
131							
132						Bank Statement:	Amount Outstanding:
133			Paid to:	Date:	Amount:		
134							£0.00
135							£0.00
136							£0.00
137							£0.00
138							£0.00
139							£0.00
140							£0.00
141							£0.00
142							£0.00
143							£0.00
144							£0.00
145							£0.00
146							£0.00
147							£0.00
148							£0.00
149							£0.00
150							£0.00
151							
152							
153			CHEQUES OUTSTANDING FROM PREVIOUS YEARS - DEPOSIT A/C				

	A	B	C	D	E	F	G
154							
155							
156			Paid to:	Date:	Amount:	Bank Statement:	Amount Outstanding:
157							£0.00
158							£0.00
159							£0.00
160							£0.00
161							£0.00
162							£0.00
163							£0.00
164							£0.00
165							£0.00
166							£0.00
167							£0.00
168							£0.00
169							£0.00
170							£0.00
171							£0.00
172							£0.00
173							£0.00

TRANSACTION BY CATEGORY REPORT

CATEGORY:

3a

Sort By
Category

Insert Category Name Here

[illegible]

TRANSACTION BY CATEGORY REPORT

CATEGORY:

3a

Sort By
Category

Insert Category Name Here

[illegible]

TRANSACTION BY CATEGORY REPORT

CATEGORY:

3a

Sort By
Category

Insert Category Name Here

[illegible]

Frederick Holmes School

FINANCIAL YEAR 2018/19

REPORT OF THE AUDITOR TO THE GOVERNORS OF Frederick Holmes School IN RESPECT OF THE SCHOOL FUND FOR YEAR ENDED 31st MARCH 2019

I have had sight of the School Fund procedures, incorporated in the Guide to School Financial Administration, and I can confirm that these procedures have been complied with in full in the compilation of the accounting records.

I have obtained all the information and explanations which in my opinion were necessary for the purpose of the audit.

Signed

Date

Print.....

(Auditor of school fund (not involved in the day to day administration of the school fund account))

The following matters have been brought to the attention of the Headteacher, in no particular order:

Summary Statement:

Risks identified through testing of income and expenditure transactions:

Risk 1:

-enter narrative here-

Risk 2:

-enter narrative here-

Risk 3:

-enter narrative here-

Risk 4:

-enter narrative here-

Risk 5:

-enter narrative here-

