

School Fund Detail Analysis for the Period 01/09/21 to 31/08/22

CERTIFICATION SHEET

CERTIFICATION OF HEADTEACHER		BALANCES STATEMENT	
I certify that the above is a complete summary of the transactions of the School Fund for the year ending: <u>31/08/22</u>		Bank Account(s)	<u>£3753.81</u>
<u>[Signature]</u> Headteacher		Cash in Hand	<u>£0.00</u>
Date		Total	<u>£3753.81</u>

CERTIFICATION OF CHAIR OF GOVERNORS		BALANCES STATEMENT	
I certify that the above is a complete summary of the transactions of the School Fund for the year ending: <u>31/08/22</u>		Bank Account(s)	<u>£3753.81</u>
<u>[Signature]</u> Chair of Governors		Cash in Hand	<u>£0.00</u>
Date <u>20/12/22</u>		Total	<u>£3753.81</u>

AUDIT CERTIFICATE	
I have examined the above income and expenditure statement with all the books, vouchers and other accounting records relating thereto and have obtained all the information and explanations I have required. I certify that in my belief the income and expenditure statement gives a true and fair view of the income and expenditure for the period ending: <u>01/09/21 - 31/08/22</u> according to the best of my information and to the explanations given to me and shown by the books of the School Fund.	
<u>[Signature]</u>	School Fund Auditor
<u>2 December 2022</u>	Date

Fenland Business Systems
26 Bodo Close, Quornington
SLEAFORD, NG34 8WE

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LINCOLNSHIRE COUNTY COUNCIL - EDUCATION & CULTURAL SERVICES
DIRECTORATE

ANNUAL DECLARATION OF SCHOOL FUNDS

COST CODE : S3700 SCHOOL NAME : St Botolph's CE Primary

This side of the form must be completed by every school whether a school fund exists or not.

DECLARATION BY THE HEADTEACHER

1. I confirm that I have ~~not~~* got a school fund. (If you have a school fund please complete section 2).

2. I confirm that it is a single comprehensive school fund. The title of the bank account is :

St Botolph's Church of England Primary School

The TYPE is : CALENDAR/FINANCIAL/ACADEMIC*

It is for the YEAR : 01/09/21 - 31/08/22

I have received and will adhere to the notes of guidance on the administration and audit of school funds issued by the Director of Education & Cultural Services (section E of the Finance Handbook).

SIGNED : _____

DATE : _____

DECLARATION BY THE CHAIR OF GOVERNORS

I have noted the information above. I will ensure that the Governing Body appoints a suitable auditor and I have noted that (s)he should receive your notes of guidance for school fund auditors.

SIGNED : _____

DATE : 20/12/21

* Delete as appropriate

School Fund Detail Analysis for the Period / / to / /

NOTIFICATION OF AUDITED ACCOUNTS OF THE SCHOOL FUND

TYPE: CALENDAR/FINANCIAL/ACADEMIC*

YEAR: 01/09/21 - 31/08/22

I certify that the school fund has been maintained in accordance with the advice/instructions given by the Director of Education & Cultural Services.
A copy of the audited statement of the fund has been passed to the Chairman of the Governors. A copy will/will not* be displayed on the school noticeboard.
The following information is a correct summary of the transactions during the accounting period:-

Balance brought forward as at	<u>01/09/21</u>	(date)	<u>3,753.81</u>
Add Receipts during the accounting period			<u>45,030.96</u>
Less Payments during the accounting period			<u>43,363.22</u>
Balance carried forward as at	<u>31/08/21</u>	(date)	<u>29,643.29</u>

SIGNED: [Signature] DATE: _____

Unvashed cheques
= £24,221.74

DECLARATION BY THE SCHOOL FUND AUDITOR

I certify that the statement of account for the school fund for the period ending 31/08/22 has been audited by me in accordance with the advice given by the Director of Education & Cultural Services and that the information shown above is correct.

SIGNED: [Signature] FCA DATE: 2/12/22

PROFESSION: CHARTERED CERTIFIED ACCOUNTANT

DECLARATION BY THE CHAIRMAN OF GOVERNORS

I certify that the statement of account referred to above, with the certificate of the school fund auditor attached to it, has been received by the School Governors at their meeting held on _____ (date)

SIGNED: [Signature] DATE: _____

When completed please return to: Schools Finance Team, Education & Cultural Services Directorate, Lincolnshire County Council, Newland, Lincoln, LN1 1YG.

* Delete as appropriate

Fenland Business Systems
26 Bude Close, Quarrington
SLEAFORD, NG34 8WE

Check List for Audit

Opening Balance agree previous yr C/B	<input checked="" type="checkbox"/>	
Income & Exp shown opposite each other	<input checked="" type="checkbox"/>	
All cheques accounted for	<input checked="" type="checkbox"/>	(Cancelled cheques should be retained in cheque book)
All expenditure accounted for	<input checked="" type="checkbox"/>	(Invoice - Cheque No - Account - Bank Statement)
Authorization of payments	<input checked="" type="checkbox"/>	
Segregation of Duties	<input checked="" type="checkbox"/>	
Cash receipts signed by member of staff.	<input checked="" type="checkbox"/>	
Separate Acc for each Trip	<input checked="" type="checkbox"/>	(If over 2 years must have balance c/f)
Trading Account for each trip	<input checked="" type="checkbox"/>	(this is a budget profile for each trip)
Does school have a charging policy for trips	<input checked="" type="checkbox"/>	
Uniform Balance Carried Forward	<input type="checkbox"/>	
Charge for previous years audit	<input checked="" type="checkbox"/>	
Miscellaneous balance ok	<input checked="" type="checkbox"/>	(check what is going through this account)
Size of Cash Payments	<input checked="" type="checkbox"/>	
All cash received banked?	<input checked="" type="checkbox"/>	(Record - Receipt - Accounts - Bank Statement)
Separate Petty Cash System	<input checked="" type="checkbox"/>	
Signed statement certifying C/B cash & Stock	<input checked="" type="checkbox"/>	
Copy of Bank final bank statement	<input checked="" type="checkbox"/>	

1. Expenditure check all of this

2. Income if small school (small income) all should be checked, if bigger school (lots of Income) then a sample - say every 10 - if all wrong do more
Also income items over a certain amount check

3. It is down to the feel of the school as to how many items to check.