



# Trustees' Annual Report for the period

Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	Sept	2015		31	August	2016

## Section A

## Reference and administration details

Charity name **RIVERHEAD INFANTS' SCHOOL FUND**

Other names charity is known by

Registered charity number (if any) **1086548**

Charity's principal address **Worships Hill**

**Riverhead**

**Kent**

**Postcode**

**TN13 2AS.**

### 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	R. Walters		11.09.16	
2	N.Dawes			
3	P. Henderson			
4	H. Powell		To 31.08.16	
5	C.Davison			
6	B. Cushway		12.09.16	
7	S. Manning			
8	N. Durling		To 06.07.15	
9	J. Gillhouley		04.11.14	
10	J. Ryan			
11	J. Trillow		01.09.15	
12	K. McLisky			
13	W.Adriaanse		12.10.15	
14	H. Bligh			
15	T. Mutru			
16	C. Terry	Chair of Governors		
17	H Fricker		From 14.10.15	
18	S Bradley		From 01.09.16	
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Declaration of Trust dated 19 March 2001  
Amended by Scheme dated 29 January 2002

How the charity is constituted  
(eg. trust, association, company)

Trust

Trustee selection methods  
(eg. appointed by, elected by)

Trustees are members of the School Governing Body

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To advance the education of the pupils of Riverhead Infants' School by providing or assisting with the provision of educational, recreational or other charitable facilities augmenting such facilities financed by the Local Authority or Department for Education. In furtherance of this object, the trustees may undertake activities which promote the charitable work of the School and further the education and advancement in life of the pupils.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The School Fund ("Fund") financially supports specific extra-curricular items e.g. theatre visits, subsidised school trips and events, extra books and resources or projects concerned with helping the school fulfil its duty of delivering the Curriculum.

The Fund is also able to provide help to families requiring financial assistance and is for the benefit of every pupil of Riverhead Infants' School regardless of parental contribution in line with Section 4 of the Charities Act 2006.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## **Section D**

## **Achievements and performance**

**Summary of the main achievements of the charity during the year**

Total income for the year of £40,506.

Total donations to the Fund amounted to £4,200 from which the school was able to reclaim a further £1,242 under GiftAid.

Parental contributions for school trips and events were £6,025 and for after-school clubs, £18,327. Charity fund-raising events made £3,790 and Feed In Tariffs from the solar panels gave an income of £3,870.

The key Fund expenses were:

- School trips and in-school events cost £6,545, which included theatre company visits and workshops.
- After school clubs cost £5,508.
- Charitable donations from other fund-raising activities amounted to £2,264, which included donations to the Umoyo Orphan Project, MIND and the Lavender Trust.

Total payments for the year amounted to £17,168, giving net income for the year of £23,338.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

At year-end, cash funds amounted to £78,898, which was an increase in overall funds of 42%. Funds for the year are spent on current pupils, but some level of reserve is deemed prudent given the discretionary nature of school income. The Fund also allows for the accumulation of capital to cover the cost of future projects and is currently considering the need to contribute to the replacement of the school's wider IT equipment within the next few years and help fund the construction of a new school building on the school car park that will be used by the children.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

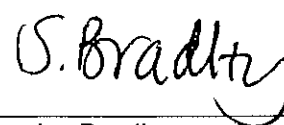
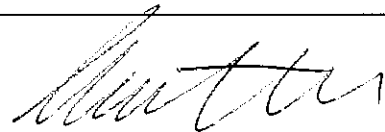
## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Claire Terry

Sandra Bradley

Position (eg Secretary, Chair, etc)

Chair

Headteacher

Date

10.10.2016

**RIVERHEAD INFANTS' SCHOOL FUND - CHARITY NUMBER: 1086548**  
**RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31 AUGUST 2016**

	<u>Notes</u>	<u>31.08.16</u>	<u>31.08.15</u>	<u>31.08.14</u>
<b>RECEIPTS</b>		<u>£</u>	<u>£</u>	<u>£</u>
<b>Voluntary Receipts</b>				
Annual Donations From Parents	1	4,200	4,106	3,590
Other Donations	2	540	385	163
Gift Aid Reclaim	3	1,242	1,454	1,642
<b>Charitable Activities</b>				
Parent Contribution For Trips/Events	4	6,025	6,876	3,569
After School Clubs	6	18,327	9,224	7,392
<b>Activities For Generating Funds</b>				
Solar Panels		3,870	3,930	3,775
Commission	7	0	576	633
School Equipment	8	681	797	851
Christmas Cards		1,659	1,429	1,363
Charity Fundraising	9	3,790	3,407	3,174
<b>Bank Deposit Interest</b>				
Bank Interest		172	- 84	44
<b>TOTAL RECEIPTS</b>		<b><u>40,506</u></b>	<b><u>32,268</u></b>	<b><u>26,196</u></b>
<b>PAYMENTS</b>				
<b>Cost of Charitable Activities</b>				
School Trips	4	(3,791)	(5,466)	(2,383)
School Events	5	(2,754)	(1,903)	(1,668)
After School Clubs	6	(5,508)	(5,691)	(4,319)
School Resources		(357)	(348)	(310)
<b>Fundraising Costs</b>				
School Equipment	8	(1,176)	(1,110)	(821)
Ipad Project		-	-	(19,000)
Christmas Cards		(1,109)	(939)	(946)
Charity Fundraising	9	(2,264)	(1,475)	(3,397)
Other	10	(209)	(30)	(367)
<b>TOTAL PAYMENTS</b>		<b><u>(17,168)</u></b>	<b><u>(16,961)</u></b>	<b><u>(33,211)</u></b>
<b>NET RECEIPTS / (PAYMENTS)</b>		<b>23,338</b>	<b>15,307</b>	<b>(7,015)</b>
<b>CASH FUNDS AT PRIOR YEAR END</b>		<b>55,560</b>	<b>40,253</b>	<b>47,268</b>
<b>CASH FUNDS AT CURRENT YEAR END</b>		<b><u>78,898</u></b>	<b><u>55,560</u></b>	<b><u>40,253</u></b>

**RIVERHEAD INFANTS' SCHOOL FUND - CHARITY NUMBER: 1086548**  
**STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 AUGUST 2016**

	Unrestricted Fund to nearest £
Cash	
Current Account	500
Special Interest Bearing Account	78,398
<b>Total Cash Funds</b>	<b>78,898</b>

Stock	Note
Ocarinas and Water bottles	8

**NOTES TO THE ACCOUNTS**

**Note 1:** Annual donation from Parents, £20 per child

**Note 2:** Contributions from Amherst Rotary; Bessells Green Church; HP leaving gift

**Note 3:** Includes Gift Aid Small Donations Schemes on Christmas and other donations

**Note 4:** Voluntary charges for trips incl: Drusillas, Sealife Centre, Leeds Castle

**Note 5:** Events include First Aid, Stranger Danger

**Note 6:** After-school Clubs including football, cricket, woodwork, gym and art etc

**Note 7:** No Commission received from photographer. £350@ due to be received.

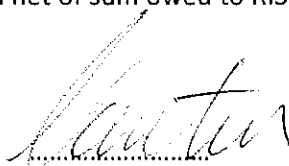
**Note 8:** High Vis jackets; water bottles; ocarinas.

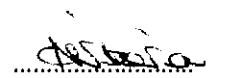
<b>Opening Stock</b>	450
Purchase of Ocarinas/Bottles/HiVis Jackets	1176
Sale of Ocarinas/Bottles	-681
Hi Vis jackets to new Admissions	-220
Bottles to new Admissions	<u>-145</u>
	580
<b>Closing Stock</b>	
Ocarinas x 36	360
Bottles x 80 + lids x 65	187
Cash in hand	<u>33</u>
	580

**Note 9:** Donations following Xmas performances, fund-raising including class activities.  
Charities supported were Lavender Trust, MIND, Umoyo Orphan Project.

**Note 10:** Includes HP Leaving gifts and net of sum owed to RIS of £248.

Signed on behalf of all the trustees:

  
Claire Terry  
Chair of Trustees

  
Anne Vitoria  
Account Manager

Date: 30 September 2016



## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

RIVERHEAD INFANTS' SCHOOL FUND

On accounts for the year  
ended

31 AUGUST 2016

Charity no  
(if any)

1086548

Set out on pages

1 TO 2

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met ; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*Jennifer Baker-Thurst*

Date:

13/10/16

Name:

JENNIFER BAKER-THURST

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

ICAEW

Address:

BRAYE HOUSE, RIVERHEAD, KENT, TN13 3DZ

Only complete if the examiner needs to highlight material problems.

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

N/A.