

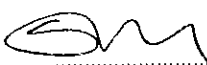
Friends of Five Acre Wood School

Accounts for the year ending 31st August 2017

Statement of Income and Expenditure

Income		Expenditure	
Donations and grants		Restricted Funds	
Santander match funding R Uttings	£455.00	Pledged to Five Acre Wood School	
Maidstone Harriers	£150.00	Sports Equipment	£324.99
Greggs Foundation	£1,825.00	Communication Aids	£10,500.00
Staplehurst Carnival & Fete	£300.00	Play Equipment	£133.82
Cobtree Charity Trust	£1,300.00	Gymnastics	£4,076.19
Time photography	£214.90	Horticulture	£1,520.00
Bailey Thomas Charitable Funds	£2,000.00		
Morrisons Foundation	£14,704.00		
Happy Days	£1,000.00		
Virtual Runners	£500.00		£16,555.00
Henry Smith Charity	£10,000.00		
DHL match funding	£163.94	Unrestricted	
Kent Police	£500.00	Pledged to Five Acre Wood School	
Lloyds Bank	£170.00	Equipment	£0.00
CAF Voucher	£300.00	Event and admin costs	£3,763.95
Santander match funding	£729.40	Audit fees	£216.00
Lloyds Bank match funding	£170.00	Bank charges	£71.21
			£4,051.16
	£34,482.24		
Fundraising - sponsored events			
Virgin Money Giving Gift Aid	£2,341.75		
Just Giving			
Five Acre Wood - Sponsored events	£3,367.75		
Summer Fetes	£2,878.86		
Online commissions	£122.16		
	£8,710.52		
	£43,192.76	Total Expenditure	£20,606.16
Total Income		Balance b/fwd	£60,535.49
		In Year Surplus	£22,586.50
		Balance c/fwd	£83,122.09

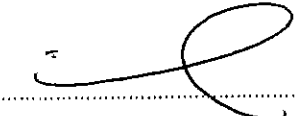
Prepared by:



Date:

2/11/17

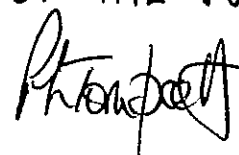
Trustee approval:



Date:

09/11/17

I HAVE AUDITED THE
ACCOUNTS AND IN MY
OPINION THEY ARE A
TRUE REPRESENTATION
OF THE FUND'S AFFAIRS

 19/12/17

Friends of Five Acre Wood School

Accounts for the year ending 31st August 2017

Balance Sheet

Restricted Fund	Fund balance b/fwd	Income	Expenditure	Total
Communication Aids	£13,456.50	£0.00	£10,500.00	£2,956.50
Gymnastics	£5,010.00	£0.00	£4,076.19	£933.81
Play Equipment	£2,480.55	£1,929.33	£133.82	£4,276.06
Sensory Equipment	£32.46	£0.00	£0.00	£32.46
Sensory Integration Room	£25,852.77	£0.00	£0.00	£25,852.77
Sensory Room	£0.00	£10,000.00	£0.00	£10,000.00
Soft Play	£719.29	£2,000.00	£0.00	£2,719.29
Sports Equipment	£350.00	£0.00	£324.99	£25.01
Nursery	£0.00	£300.00	£0.00	£300.00
Horticulture	£0.00	£2,492.88	£1,520.00	£972.88
ICT Suite	£0.00	£500.00	£0.00	£500.00
Sunken Trampoline	£0.00	£14,704.00	£0.00	£14,704.00
Residential trip Broadstone Warren	£0.00	£1,000.00	£0.00	£1,000.00
Unrestricted	£12,633.92	£10,266.55	£4,051.16	£18,849.31
		£43,192.76	£20,606.16	£83,122.09

Balance b/fwd £60,535.49

In year surplus £22,586.60

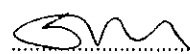
Cash at bank £83,122.09

Restricted Funds £64,272.78

Unrestricted Funds £18,849.31

Total Funds £83,122.09

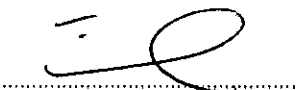
Prepared by:



Date:

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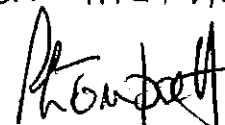
Trustee approval:



Date:

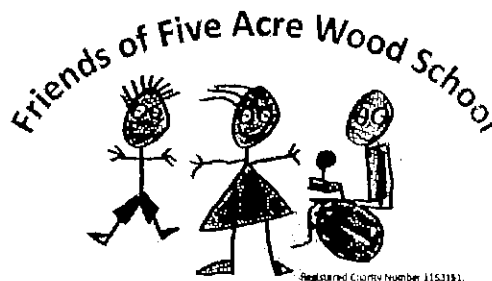
02/11/17

I HAVE AUDITED THE ACCOUNTS AND IN MY OPINION THEY ARE A TRUE REPRESENTATION OF THE FUND'S AFFAIRS.

 19/12/17

Friends of Five Acre Wood School

Accounts for the year ending 31st August 2017



Treasure

The Friends of Five Acre Wood School states its main objectives as the support, advancement and promotion of education and in particular, but not limited to, any educational and charitable purposes connected with Five Acre Wood School. It provides educational and recreational opportunities for children and young people with special needs and disabilities, as well as training and supporting associated persons for the specified purposes.

Five Acre Wood School is a foundation day special school for children and young people with profound, severe and complex needs aged from 3-19 with the main site in Maidstone and satellite provisions at Eastborough Primary School and Holmesdale Technology College, Kent.

This year the total income of Friends of Five Acre Wood School (FOFAWS) was £43,192.76. This has been made up of £34,482.24 from grant funding and donations, and £8,710.52 from events and sponsorship.

We have continued to focus our fundraising efforts on communication, sensory and play equipment, with an additional focus on enrichment activities for our students. We are very grateful to every grant funder and supporter of our school, without whom we would simply have been unable to provide these wonderful items and experiences for our children and young people.

Communication and sensory

This year has been an exciting one for the whole school, seeing our extension completed and student numbers increasing significantly. One of the less positive side-effects of this for the short-term was that we have had to make use of existing space in order to accommodate increased student numbers until the new-build was completed. During the summer we saw our new Sensory Integration room completed. This room can be utilised by all our children and provides much needed therapeutic benefits.

Play equipment

Thanks to a grant of £14,704 from The Morrison's Foundation, we have been able to install a wheelchair trampoline in our newly renovated outside spaces. The works were completed in the October half term and we look forward to seeing our children enjoying this facility.

Another very welcome addition was a soft play room for our early year's children. This was in part possible due to a grant of £2,000 received from Baily Thomas Charitable Fund. This will enhance the children's sensory play as the room has been specifically designed for their age group.

Horticulture

FOFAW has been fortunate in securing the continued support of The Greggs Foundation. We received a grant of £1825 to help develop a sensory garden. Our pupils will use this area as an outdoor classroom.

In conclusion

We thank Santander Maidstone for their continued support as their nominated charity of the year; the Cobtree Charity Trust who continue to support us annually; and the Kent Police Training School, particularly course 3/15B who nominated us as their chosen charity.

We are exceptionally grateful to the many friends and supporters of Friends of Five Acre Wood School.

Going forward, we shall focus our efforts next year on providing resources to support our growing school, with plans for a new hydro therapy pool.

Trustees

Chair	Karen Ponte	Appointed 11/05/2017
Secretary	Victoria Wood	Reappointed AGM 30/03/2017
Treasurer	Sally Moor	Reappointed AGM 30/03/2017
Trustee	Gemma Meades	Appointed 11/05/17

Friends of Five Acre Wood School

Fund Audit Report year ended 31 August 2017

Objective

The FOFAWS accounts should be administered to the same standard as public funds. They should be audited and the audit should include not only an assessment as to whether the accounts are correct, but also a review as to whether the expenditure has been properly incurred.

It is the responsibility of FOFAWS to ensure that the procedures followed provide a safe and efficient system for the custody and control of the fund.

To help FOFAWS meet its commitment this report will provide the committee with an opinion on the adequacy of management controls over the financial systems and records used by the FOFAWS.

We do not give an overall rating but each section within the report has been given an assurance level based on the results of the tests carried out by the Auditor.

Definition of Assurance Levels

Good	Evidence of a sound system of internal control designed to achieve accurate service and fund objectives
Requires attention	Timely management action is required to remedy weaknesses in internal control that could lead to non achievement of service or fund objectives
Unsatisfactory	Immediate management action is required to remedy a gap or failure of internal control that has led, or may lead, to non achievement of service or fund objectives

1. Summary of Accounts Statement

Good

Rationale / Expected Control

The Summary of Accounts Statement is a true and fair view of the fund transactions, is certified by the Fund Treasurer and the Secretary and the fund has adequate arrangements in place for audit in line with the financial requirements.

The submitted summary of accounts is checked to ensure that:

The individual totals from the Cash Book/account ledger are recorded correctly on the submitted summary of accounts statement (1.03, 1.04).
Receipts and payments are recorded under sufficiently detailed headings (1.05).
Charity collections are detailed and match the payments made to the charities (1.06).
The balance brought forward agrees with the previous year's audited figure and the total carried forward reflects the Cash Book balance (1.07, 1.08).
Year-end balances are recorded for stock held, uncleared items and amounts owed or owing to the Fund (1.09, 1.10, 1.11).
It details the year-end profit or loss position (1.12).
It has been certified where appropriate (1.13).

The following did not meet the above controls

Risk

Recommendations

There are no Recommendations in this section as all areas are adequate

2. Cash Book

Good

Rationale / Expected Control

The Cash Book is completed to record individual transactions as they occur corresponding with a Summary of Accounts Statement to allow this end of year document to be completed easily.

The submitted Cash Book was checked to ensure that:

The opening balance brought forward from the previous year is correctly recorded (2.01).
Receipts and payments are detailed under appropriate headings showing clear totals for each (2.02, 2.03).
Totals can be accurately transferred to a summary of accounts statement at the end of the financial year (2.04).
The year-end closing balance is correctly recorded (2.05).

The following did not meet the above controls

Risk

Recommendations

There are no Recommendations in this section as all areas are adequate

3. Security and Stock

Good

Rationale / Expected Control

There are appropriate arrangements for the safe keeping of cash and cheques including the frequency of banking.
There is an adequate number of authorised signatories in order to carry out the funds liabilities.
Where stock is held, adequate records are maintained and regular stock checks are undertaken.

A check was made to ensure that documentation, signed by the Secretary and/or The Chair of Governors, confirms and/or includes:

Adequate arrangements for the safe keeping of cash and cheques detailing a sufficient number of key holders (3.01, 3.02).
That the arrangements and frequency for banking are adequate (3.03).

The names and sample signatures for the authorisation of expenditure and cheque signing is adequate (3.04, 3.05)

If applicable: a correctly completed and signed handover form for a change of Treasurer and/or Secretary (3.06).

If applicable: evidence of a stock-take carried out by two people showing opening and closing balances and an authorised calculation of profit or loss (3.07, 3.08, 3.09)

The following did not meet the above controls

Risk

Recommendations

There are no Recommendations in this section as all areas are adequate

4. Payments / Invoices

Good

Rationale / Expected Control

A sufficiently detailed invoice or claim form exists for each transaction which is authorised, recorded and paid accurately. Value for money is considered and where necessary three quotes are sought for purchases in excess of £5,000.

A sample of expenditure records have been examined to check that:

All purchases are for appropriate goods or services for the Fund and supported with a valid invoice or receipt (4.01, 4.02).
There is evidence of at least two people involved in the authorisation and payment of invoices or requests for payment (4.03, 4.04).
All payments are fully authorised (4.05).
Controls are in place to prevent duplicate payments and to ensure correct amounts are recorded and paid (4.06, 4.07, 4.08).

The following did not meet the above controls

Risk

Recommendations

There are no Recommendations in this section as all areas are adequate

5. Bank Statements

Good

Rationale / Expected Control

Bank Statement transactions are regularly reconciled to the cash book to ensure there are no irregularities which go unchecked and the bank balance is always in credit. This process is checked, signed and dated appropriately.
Banking is carried out in line with the documented frequency.

Bank records were checked to ensure that:

A timely monthly reconciliation of each fund bank account has been completed, signed and dated by both the person who prepared it and the Secretary (5.01, 5.02, 5.03).
The bank account/s were always in credit (5.04).
An authorised Year-end reconciliation between the bank account and the Cash Book is carried out detailing uncleared items to verify the Cash Book balance (5.05).
There are no uncleared items older than six months (5.06).
The frequency of banking is in line with the submitted, authorised documentation (5.07).
Where applicable, appropriately completed and authorised indemnity forms evidenced for any lost cheques (5.08).

The following did not meet the above controls

Risk

Recommendations

There are no Recommendations in this section as all areas are adequate

6. Income

Good

Rationale / Expected Control

Income is recorded accurately, safely held and banked intact using adequate controls and processes. There is a financial statement drawn up incorporating all the financial activities of individual trips.

A sample of income records were checked to ensure that:

A dated receipt has been issued or adequate, dated and signed class records have been completed for all monies received (6.01).
Income has been recorded and banked accurately from the point of receipt (6.02, 6.04).
Receipt information is appropriately identified on the Paying-in slip (6.03).
Income has been signed as checked on each occasion when being transferred from one person to another (6.05).
Financial statements have been drawn up incorporating all financial activities for fund trips (6.06).

The following did not meet the above controls

Risk

Recommendations

There are no Recommendations in this section as all areas are adequate

7. Petty Cash

N/A

Rationale / Expected Control

The Petty Cash account is viable with adequate records for making authorised and fully supported cash payments.

A sample of Petty Cash transactions and records were checked to ensure:

All payments are supported by adequate and authorised backing documentation (7.01).
The vouchers are authorised by an appropriate person and signed as received by the payee (7.02, 7.03)
That payments and reimbursements are adequately recorded (7.04).
The justification for operating Petty Cash (7.05, 7.06).

The following did not meet the above controls

Risk

Recommendations

There are no Recommendations in this section as all areas are adequate

Friends of Five Acre Wood School
Fund Audit Report year ended 31 August 2017

Summary of Controls Assessed

Summary of Accounts Statement	Good
Cash Book	Good
Security and Stock	Good
Payments / Invoices	Good
Bank Statements	Good
Income	Good
Petty Cash	N/A

Audited by



Peter Tompsett
School Financial Services

Date: 19 December 2017