

CHALFONT ST PETER COUNTY INFANT SCHOOL

SCHOOL FUNDS

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2017

R *Russell Phillips*
CHARTERED ACCOUNTANTS & BUSINESS ADVISORS

**INDEPENDENT REPORT TO THE GOVERNING BODY OF
CHALFONT ST PETER COUNTY INFANT SCHOOL**

We have examined the financial statements for the School Funds on pages 2 and 3 which have been prepared under the historical cost convention.

RESPECTIVE RESPONSIBILITIES OF GOVERNORS AND ACCOUNTANTS

The school's governors are responsible for the preparation of financial statements in respect of the School Funds. It is our responsibility to form an independent opinion based on those statements and to report our opinion to you.

BASIS OF OPINION

We conducted our examination in accordance with recognised Accounting Standards. It includes an assessment of the significant estimates and judgements made by the governors in the preparation of the financial statements.

We obtained all the information and explanations, which we considered necessary in order to provide us with sufficient information to give reasonable assurance that the financial statements are free from material misstatement. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

In our opinion:

- a. the financial statements give a true and fair view of the state of the private funding of the school's affairs as at 31 August 2017 and of its Private Fund surplus of income over expenditure for the year then ended:
- b. proper accounting records have been kept by the school throughout the relevant financial year:
- c. Private School Funds reported in the relevant financial period have been applied in accordance with instructions of the Governing Body.

Russell Phillips Ltd

**Russell Phillips Ltd
Chartered Accountants**

23 Station Road
Gerrards Cross
Buckinghamshire
SL9 8ES

Dated: 24 November 2017

**CHALFONT ST PETER COUNTY INFANT
SCHOOL FUNDS**

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2017


| | 2017 £ | 2016 £ |
|--|---------------|---------------|
| INCOME | | |
| Uniform | 5,647 | 5,270 |
| Day Trips / Visits | 10,144 | 12,509 |
| Choir | 4 | 901 |
| Swimming / Gym Club | 1,542 | 1,606 |
| Recorder / Ocarina Club | 157 | 346 |
| Donations | - | 8,858 |
| Graduation | - | 314 |
| Teachers Clubs | 341 | 2,099 |
| Reserves | 27,824 | - |
| Miscellaneous | 12,017 | 2,752 |
| Christmas Tickets | 2,479 | 390 |
| Bank Interest | 5 | 7 |
| | <u>60,160</u> | <u>35,051</u> |
| EXPENDITURE | | |
| Uniform | 5,773 | 4,970 |
| Day Trips / Visits | 9,756 | 8,066 |
| Choir | 4 | - |
| Swimming / Gym Club | 1,850 | 1,661 |
| Recorder / Ocarina Club | 157 | - |
| Teachers Clubs | 341 | 154 |
| Technology | 300 | 125 |
| Miscellaneous | 6,585 | 4,312 |
| Donations | 8,358 | 500 |
| Christmas Tickets | 3,237 | 283 |
| Parent Pay Charges | 225 | 225 |
| | <u>36,586</u> | <u>20,296</u> |
| Surplus of Income over Expenditure | <u>23,574</u> | <u>14,755</u> |
| Balance brought forward | <u>57,357</u> | <u>42,602</u> |
| Balance carried forward | <u>80,931</u> | <u>57,357</u> |

**CHALFONT ST PETER COUNTY INFANT
SCHOOL FUNDS**

BALANCE SHEET AT 31 AUGUST 2017

| | 2017 | 2016 |
|---------------------------------------|---------------|---------------|
| | £ | £ |
| CURRENT ASSETS / (LIABILITIES) | | |
| Bank Accounts | | |
| School Fund | 19,820 | 44,074 |
| Money Manager (No Notice) | 11,350 | 11,346 |
| Holding | 49,938 | 2,114 |
| Parent Pay | -177 | -177 |
| | <u>80,931</u> | <u>57,357</u> |
| Represented By | | |
| School Fund | <u>80,931</u> | <u>57,357</u> |

Approved by the governing body on 23 November 2017 and signed on its behalf by:

.....




CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2016 **Period start date To** 31/08/2017
Period end date

Charity name: CHALFONT ST PETER INFANT SCHOOL

Charity registration number: 1127195

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | Our objective is to advance and enrich the learning and education of our pupils. |
| 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 | Our main activity is to raise funds for Chalfont St Peter Infant School in order to provide resources which would not be possible through the delegated budget. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The Trustees have had regard to the guidance issued by the Charity Commission on public benefit. |

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 | Chalfont St Peter Infant School depends upon the staff and parents to promote, help and support events which raise money for the fund. |
| Other | | No one connected with the fund has received expenses. |

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 | During the years teachers have conducted a variety of schools clubs and events. We have also held Christmas and Easter concerts. Funds raised are used to benefit our pupils through resources and curriculum 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 | An independent audit is carried out annually on Chalfont St Peter Infant School Fund. Reserves are committed for the purposes of Chalfont St Peter Infant School. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | Reserves are dependent upon the needs and requirements of Chalfont St Peter Infant School. |
| Amount of reserves held | Para 1.22 | £80,931 |
| Reasons for holding zero reserves | Para 1.22 | n/a |
| Details of fund materially in deficit | Para 1.24 | n/a |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | n/a |

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: | | |
| Type of governing document (trust deed , royal charter) | Para 1.25 | Trust Deed |
| How is the charity constituted? (e.g unincorporated association , CIO) | Para 1.25 | Committee |
| 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 | Appointed by Chalfont St Peter Infant School Governing Body |

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 | Chalfont St Peter Infant School Fund |
| Other name the charity uses | n/a |
| Registered charity number | 1127195 |
| Charity's principal address | Chalfont St Peter Infant School Lovel End Chalfont St Peter Bucks SL9 9PB |
| | |

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 | Jean Cornes | Chair | | |
| 2 | Liz Thorp | | | |
| 3 | Karen Little | | | |
| 4 | Matt Long | | | |
| 5 | Victoria Brindley | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

| | |
|---|--|
| Description of the assets held in this capacity | |
| 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 |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

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

| |
|--|
| |
|--|

Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|--|
| |
|--|

Other optional information

| |
|--|
| |
|--|

Declarations

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

Signed on behalf of the charity's trustees

| | | |
|--|-------------|--|
| Signature(s) | | |
| Full name(s) | Jean Cornes | |
| Position (eg Secretary, Chair, etc) | Chair | |
| Date | 23/04/2018 | |