

Trustees' Annual Report for the period

From Period start date 01 09 2017 **To** Period end date 31 08 2018

Section A Reference and administration details

Charity name CHALFONT ST PETER INFANT SCHOOL

Other names charity is known by

Registered charity number (if any) 1127195

Charity's principal address CHALFONT ST PETER INFANT SCHOOL

LOVEL END

CHALFONT ST PETER

Postcode

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	MATT LONG			
3	VICKY BRINDLEY			
4	LIZ THORP			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
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)

TRUST DEED

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

COMMITTEE

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

APPOINTED BY GOVERNING BODY

Additional governance issues (Optional information)

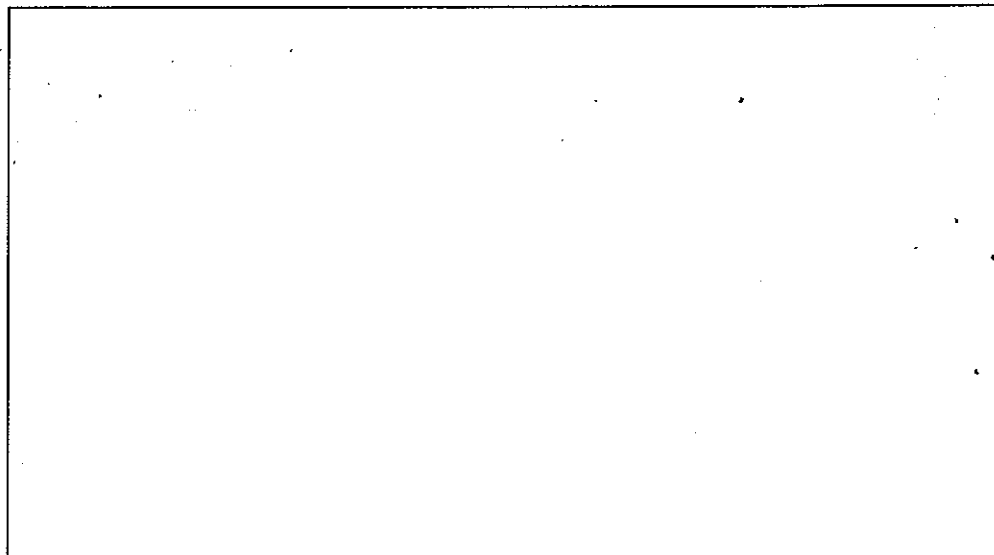
You **may choose** to include additional information, where relevant, about:

- 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.

The Committee of Trustees is formed from the Resources and Finance Committee of the School Governing Body of Chalfont St Peter Infant School and the Headteacher.

Administration of the School Fund is carried out by the Office Manager and is governed by strict financial regulations following those which govern the School's delegated budget.

The fund works in partnership with the Parent Teacher Association of Chalfont St Peter Infant School, who help to raise funds for the School.



Section C Objectives and activities

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

Our objective is to advance and enrich the learning and education of our pupils.

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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)

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.

Additional details of objectives and activities (Optional information)

Chalfont St Peter Infant School depends upon the staff and parents to promote, help and support events which raise money for the fund.

No one connected with the fund has received expenses.

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

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The main fund raising activities during the year have been teachers after school clubs, recorder and choir clubs, the sale of Christmas Play tickets and photography commission.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are dependent upon the needs and requirements of Chalfont St Peter Infant School who are the main beneficiary of the fund.

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.

Chalfont St Peter Infant School receives minimal parental donations or excess funds from activities. The principle sources of fund raising are school clubs, concerts and photography commission.

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)

Jean Cornes

Full name(s)

Jean Cornes

Position (eg Secretary, Chair, etc)

Chair

Date

16/01/2019

We have
audited the financial statements for the School for the year ended 31 August 2018 in accordance with the requirements of the Education Act 2002 and the Education (Financial Reporting) Regulations 2004.

Our report
states whether the financial statements are prepared in accordance with the requirements of the Education Act 2002 and the Education (Financial Reporting) Regulations 2004 and whether they give a true and fair view of the state of the school's affairs at 31 August 2018 and of its financial performance for the year then ended.

We have
also audited the financial statements for the School for the year ended 31 August 2017 in accordance with the requirements of the Education Act 2002 and the Education (Financial Reporting) Regulations 2004.

THE RESPONSIBILITIES OF THE GOVERNING BODY AND OF THE HEADTEACHER
The governing body and the headteacher are responsible for the preparation of the financial statements in accordance with the requirements of the Education Act 2002 and the Education (Financial Reporting) Regulations 2004. It is our responsibility to issue an independent opinion on the financial statements in accordance with the requirements of the Education Act 2002 and the Education (Financial Reporting) Regulations 2004.

Our opinion is based on the work performed by us in accordance with the requirements of the Education Act 2002 and the Education (Financial Reporting) Regulations 2004. We have not audited the financial statements for the year ended 31 August 2017 in accordance with the requirements of the Education Act 2002 and the Education (Financial Reporting) Regulations 2004.

CHALFONT ST PETER COUNTY INFANT SCHOOL

SCHOOL FUNDS

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2018

Our opinion is based on the work performed by us in accordance with the requirements of the Education Act 2002 and the Education (Financial Reporting) Regulations 2004. We have not audited the financial statements for the year ended 31 August 2017 in accordance with the requirements of the Education Act 2002 and the Education (Financial Reporting) Regulations 2004.

The financial statements for the year ended 31 August 2018 have been prepared in accordance with the requirements of the Education Act 2002 and the Education (Financial Reporting) Regulations 2004.

Russell Phillips
Chartered Accountant
21 Station Road
Gerrards Cross
Buckinghamshire
HP9 4QS

Signed: _____
Date: _____

**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 2018 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
Chartered Accountants**

23 Station Road
Gerrards Cross
Buckinghamshire
SL9 8ES

Dated: 2 November 2018

**CHALFONT ST PETER COUNTY INFANT
SCHOOL FUNDS**

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2018

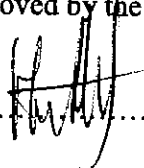
	2018 £	2017 £
INCOME		
Uniform	5,636	5,647
Day Trips / Visits	17,777	10,144
Choir	1,170	4
Swimming / Gym Club	1,458	1,542
Recorder / Ocarina Club	1,989	157
Extension	74,574	-
Donations	5	-
Graduation	122	-
Teachers Clubs	3,042	341
Reserves	-	27,824
Miscellaneous	1,531	12,017
Christmas Tickets	407	2,479
Bank Interest	5	5
	<u>107,716</u>	<u>60,160</u>
EXPENDITURE		
Uniform	6,121	5,773
Day Trips / Visits	21,702	9,756
Choir	7,672	4
Swimming / Gym Club	2,024	1,850
Recorder / Ocarina Club	3,606	157
Teachers Clubs	1,288	341
Technology	8,288	300
Miscellaneous	4,571	6,585
Reserves	31,732	-
Extension	60,150	-
Donations	-	8,358
Christmas Tickets	1,510	3,237
Parent Pay Charges	225	225
	<u>148,889</u>	<u>36,586</u>
(Loss)/Surplus of Income over Expenditure	-41,173	23,574
Balance brought forward	<u>80,931</u>	<u>57,357</u>
Balance carried forward	<u>39,758</u>	<u>80,931</u>

**CHALFONT ST PETER COUNTY INFANT
SCHOOL FUNDS**

BALANCE SHEET AT 31 AUGUST 2018

	2018 £	2017 £
CURRENT ASSETS / (LIABILITIES)		
Bank Accounts		
School Fund	12,009	19,820
Money Manager (No Notice)	11,356	11,350
Holding	16,538	49,938
Parent Pay	-145	-177
	<u>39,758</u>	<u>80,931</u>
 Represented By		
School Fund	<u>39,758</u>	<u>80,931</u>

Approved by the governing body on 1 November 2018 and signed on its behalf by:

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 MAST LONG

We have
audited the financial statements for the School for the year ended 31 August 2018 in accordance with the requirements of the Education Act 2002 and the Education (Financial Reporting) Regulations 2004.

Our
responsibility is to express an opinion on the financial statements based on the audit evidence we have obtained. We do not accept any liability for any loss or damage arising from the use of the financial statements for any purpose other than for the purposes for which they were prepared.

THE RESPONSIBILITIES OF THE GOVERNING BODY AND OF THE SCHOOL
The governing body and the school are responsible for the preparation of the financial statements in accordance with the requirements of the Education Act 2002 and the Education (Financial Reporting) Regulations 2004. It is our responsibility to form an independent opinion on the financial statements based on the audit evidence we have obtained.

Our audit was conducted in accordance with the requirements of the Education Act 2002 and the Education (Financial Reporting) Regulations 2004. We have not audited the financial statements in accordance with the requirements of the Companies Act 2006 and therefore we are not able to express an opinion on the financial statements in accordance with the requirements of the Companies Act 2006.

CHALFONT ST PETER COUNTY INFANT SCHOOL
SCHOOL FUNDS
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2018

Our audit was conducted in accordance with the requirements of the Education Act 2002 and the Education (Financial Reporting) Regulations 2004. We have not audited the financial statements in accordance with the requirements of the Companies Act 2006 and therefore we are not able to express an opinion on the financial statements in accordance with the requirements of the Companies Act 2006.

The financial statements reported in the interim financial period have been audited in accordance with the requirements of the Education Act 2002 and the Education (Financial Reporting) Regulations 2004.

Russell Phillips
Chartered Accountant
21 Station Road
Gerrards Cross
Buckinghamshire
HP9 4QS

**INDEPENDENT REPORT TO THE GOVERNING BODY OF
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RESPECTIVE RESPONSIBILITIES OF GOVERNORS AND ACCOUNTANTS

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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

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**Russell Phillips Ltd
Chartered Accountants**

23 Station Road
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Dated: 2 November 2018

**CHALFONT ST PETER COUNTY INFANT
SCHOOL FUNDS**

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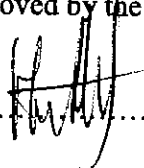
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SCHOOL FUNDS**

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