

Friends of Five Acre Wood School

Accounts for the year ending 31st August 2018

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 special school for children and young people with profound, severe and complex needs aged from 2-19 with the main site in Maidstone and satellite provisions at Eastborough Primary School and Holmesdale School, Kent. There are over 440 students at the school.

Hydrotherapy Pool

The primary focus of fundraising has been to raise £850,000.00 to build a hydrotherapy pool. This is the largest project that the FoFAWS have undertaken. A campaign called "Create a ripple...MAKE A SPLASH!" was launched at the beginning of 2018 aiming to raise £250,000.00 towards this target. The school and wider geographical communities were encouraged to do whatever they could to help raise funds towards this amount. Many different groups, businesses, schools, organisations, clubs and individuals seized the initiative and continue to do so.

The remaining £600,000.00 is being sought from Charitable Foundations, Trusts and private philanthropists. It is hoped to have the pool built by the end of 2019.

Networking and Branding

There has been a huge effort placed into getting our name "out there". Social media and local press, along with networking contacts have led to many people outside of our immediate catchment area knowing about our charity and the work we need to do. Our collection tins, balloons and pop-up banners are placed in numerous locations over the area ensuring our charity is as uppermost as possible in people's vision and minds.

A dedicated fundraising website has been established enabling potential sponsors and funders to be informed of the projects we have underway as well as being a platform on which to share their generosity.

Charity Partners

We have established new links and nurtured existing links with national companies such as Sainsbury's, Tesco, Santander, Gallagher, DHL, Lloyds, Greggs and B&Q to name a few. Also with locally based companies – for example Brachers, Laing O'Rourke, Challenge Fencing and Senacre Cycles. These links not only bring in valuable funding but many companies send in employers for volunteer days at our school sites. These days allow our volunteers to work alongside some of our students and really getting an understanding about the work we do.

Itemised income can be seen in the attached accounts and more details of the work undertaken can be seen at www.FoFAWS.co.uk

Friends of Five Acre Wood School

Accounts for the year ending 31st August 2018

Statement of Income and Expenditure

	Income		Expenditure
Donations and grants		Restricted Funds	
Groundwork UK	£3,129.00		
Whitehead Monckton	£1,000.00	Pledged to Five Acre Wood School	
Kent Police	£500.00	Broadstone Warren	£1,000.00
Ernest Cook Trust	£926.00	Soft Play	£3,719.29
Greggs Foundation	£4,038.00	Sensory Intergration Room	£29,795.17
Brachers	£70.55	Nursery	£223.75
Lloyds Bank	£480.00	Horticulture	£789.04
Roberts	£10.00	Sunken Trampoline	£14,704.00
Gullard	£100.00	Sensory Garden	£4,181.09
The Walnut Tree	£286.70	Memory Garden	£3,659.86
HPS Corporate	£300.00	Woodstock	£5,300.86
Pat & Ken	£33.91	CARMAS	£2,978.56
Laing O Rourke	£845.00	6th Form	£3.45
The Twelve Electric Club	£15,000.00		
All Saints Staplehurst	£749.62		
S C Farley	£500.00		£66,355.07
Sutton Valence Parish Council	£50.00		
Gallagher Group	£250.00	Unrestricted	
Stewardship donation	£10,000.00		
A Cruickshank - London to Paris	£200.00	Pledged to Five Acre Wood School	
Tovil Parish Council	£50.00	Equipment	£515.25
Burning Leaf	£50.00	Event and admin costs	£602.77
Boughton Monchelsea Parish Council	£500.00	Audit fees	£225.00
Otham Parish Council	£100.00	Bank charges	£31.30
Coxheath Parish Council	£300.00		£1,374.32
Albany Funerals - George Burford	£865.00		
Vox Anima - London to Paris	£155.20		
Boxley Parish Council	£100.00		
Helen Mulholland	£100.00		
Walnut Tree	£256.22		
Vox Anima - London to Paris	£5.00		
Penny Kidner	£600.00		
Margaret Fisher	£50.00		
Broomfield Parish Council	£50.00		
All Saints	£155.00		
Sutton Valence School	£385.54		
Krissy Robinson	£62.00		
Brachers	£5,300.00		
National Lottery Funding	£9,600.00		
Staplehurst Parish Council	£250.00		
Penny Kidner	£700.00		
Mrs V Ellis	£500.00		
Boughton Monchelsea Choir	£1,600.00		
Mr & Mrs Smallwood	£109.46		
Richard Hunt	£60.00		
In memory of Alan Bell	£720.00		
CAF Voucher	£100.00		
Lloyds bank matchfunding Owls	£238.00		
Groundworks UK	£1,043.00		
Cobtree Charity Trust	£2,000.00		
	£64,473.20		
Fundraising - sponsored events			
Virgin Money Giving Gift Aid	£18,500.90		
Just Giving			
Five Acre Wood - Sponsored events	£4,894.42		
Summer Fetes	£15.00		
Online commissions	£197.00		
	£23,607.32		
Total Income	£88,080.52	Total Expenditure	£67,729.39
		Balance b/fwd	£83,122.09
		In Year Surplus	£20,351.13
		Balance c/fwd	£103,473.22

Prepared by:



Date:

6/12/18

Trustee approval:



Date:

06/12/18

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


Billy Smallwood 5/03/19.


STEVE WOLFF.

11/1/19

Friends of Five Acre Wood School

Fund Audit Report year ended 31 August 2018

Objective

All school friends funds 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 the School to ensure that the friends fund procedures followed provide a safe and efficient system for the custody and control of friends funds.

To help the School to meet its commitment this report will provide the Headteacher and the Governors with an opinion on the adequacy of management controls over the financial systems and records used by the School for the friends funds.

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

Friends of Five Acre Wood School

Fund Audit Report year ended 31 August 2018

1. Summary of Accounts Statement

Good

Rationale / Expected Control

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

The submitted summary of accounts is checked to ensure that:

The Friend Fund accounts were submitted within DfE guidelines (1.01, 1.02).
 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 good

Friends of Five Acre Wood School

Fund Audit Report year ended 31 August 2018

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 good

Friends of Five Acre Wood School

Fund Audit Report year ended 31 August 2018

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 Headteacher 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 Headteacher (3.06).
If applicable: evidence of a stocktake 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 good

Friends of Five Acre Wood School **Fund Audit Report year ended 31 August 2018**

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 checks being carried out for the receipt of the goods or service and that invoice amounts are correctly calculated (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).
 Sufficient evidence of three quotes is supplied for invoices in excess of £5,000 (4.09).

The following did not meet the above controls

Risk

Recommendations

There are no recommendations in this section as all areas are good

Friends of Five Acre Wood School **Fund Audit Report year ended 31 August 2018**

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 friend fund bank account has been completed, signed and dated by both the person who prepared it and the Headteacher (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 lost cheque indemnity forms evidenced for any re-issued cheques (5.08).

The following did not meet the above controls

Risk

Recommendations

There are no recommendations in this section as all areas are good

Friends of Five Acre Wood School **Fund Audit Report year ended 31 August 2018**

6. Income

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.

Good

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 school trips (6.06).

The following did not meet the above controls

Risk

Recommendations

There are no recommendations in this section as all areas are good

Friends of Five Acre Wood School Fund Audit Report year ended 31 August 2018

7. Petty Cash	
Rationale / Expected Control	n/a
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:	
<p>All payments are supported by adequate and authorised backing documentation (7.01).</p> <p>The vouchers are authorised by an appropriate person and signed as received by the payee (7.02, 7.03)</p> <p>That payments and reimbursements are adequately recorded (7.04).</p> <p>The justification for operating Petty Cash (7.05, 7.06).</p>	
The following did not meet the above controls	Risk
Recommendations	
There are no recommendations in this section	

Friends of Five Acre Wood School
Fund Audit Report year ended 31 August 2018

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
Steve Wolff