



# Trustees' Annual Report for the period

Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	Sept	2017		31	August	2018

## 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	C. Terry	Chair of Governors		
2	H Bligh			
3	S. Bradley			
4	C. Davison			
5	H. Fricker			
6	K. Fuhrmann			
7	A.Judge		From 14/05/2018	
8	S. Manning			
9	T. Mutru			
10	N. Pocknall		From 14/05/2018	
11	C. Smeaton		From 13/04/2018	
12	C. von den Driesch			
13	N. Dawes		To 15/01/2018	
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)	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 £34,051.

Total donations to the Fund amounted to £5,028 from which the school was able to reclaim a further £1,558 under GiftAid. Parents of EYFS children are asked for one-off donation of £60.

Parental contributions for school trips and events were £5,565 and for after-school clubs, £13,751. Charity fund-raising events made £2,655 and Feed In Tariffs from the solar panels gave an income of £3,190.

The key Fund expenses were:

- School trips and in-school events cost £4,869, which included theatre company visits and workshops.
- After school clubs cost £5,480.
- Charitable donations from other fund-raising activities amounted to £2,344, which included donations to the Umoyo Orphan Project, Cystic Fibrosis and Phabkids.

Total payments for the year amounted to £17,410, giving net income for the year of £16,641.

## Section E

## Financial review

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

At year-end, cash funds amounted to £119,324, which was an increase in overall funds of 16%. 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 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

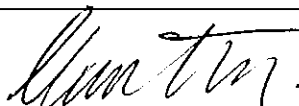
## Section G

## 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

26/04/2019

*OB* 10/18

**RIVERHEAD INFANTS' SCHOOL FUND - CHARITY NUMBER: 1086548**

**RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31 AUGUST 2018**

	Notes	31.08.18 £	31.08.17 £	31.08.16 £
<b>RECEIPTS</b>				
<b>Voluntary Receipts:</b>				
Annual Donations From Parents	1 ✓	5,028	11,090	4,200
Other Donations	2 ✓	78	218	540
Gift Aid Reclaim	3 ✓	1,558	3,123	1,242
<b>Charitable Activities:</b>				
Parent Contribution For Trips/Events	4 ✓	5,565	6,823	6,025
After School Clubs	6 ✓	13,751	12,904	18,327
<b>Activities For Generating Funds:</b>				
Solar Panels	✓	3,190	3,782	3,870
Commission	7 ✓	421	410	0
School Equipment	8 ✓	276	580	681
Christmas Cards	✓	1,381	1,513	1,659
Charity Fundraising	9 ✓	2,655	4,087	3,790
<b>Bank Deposit Interest:</b>				
Bank Interest	✓	148	107	172
<b>TOTAL RECEIPTS</b>		<b>34,051</b>	<b>44,637</b>	<b>40,506</b>
<b>PAYMENTS</b>				
<b>Cost of Charitable Activities:</b>				
School Trips	4 ✓	-£2,864	-£3,867	-£3,791
School Events	5 ✓	-£2,005	-£1,100	-£2,754
After School Clubs	6 ✓	-£5,480	-£7,192	-£5,508
School Resources	10 ✓	-£3,124	-£2,355	-£357
<b>Fundraising Costs:</b>				
School Equipment	8 ✓	-£402	-£1,111	-£1,176
Christmas Cards	✓	-£955	-£1,026	-£1,109
Charity Fundraising	9 ✓	-£2,344	-£3,801	-£2,264
Other	11 ✓	-£236	-£401	-£209
<b>TOTAL PAYMENTS</b>	✓	<b>-£17,410</b>	<b>-£20,853</b>	<b>-£17,168</b>
NET RECEIPTS / (PAYMENTS)		16,641 <	23,785	23,338
CASH FUNDS AT PRIOR YEAR END		102,683 <	78,898	55,560
<b>CASH FUNDS AT CURRENT YEAR END</b>		<b>119,324</b>	<b>102,683 &lt;</b>	<b>78,898</b>

**RIVERHEAD INFANTS' SCHOOL FUND - CHARITY NUMBER: 1086548**  
**STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 AUGUST 2018**

Cash	Unrestricted Fund to nearest £
Current Account	500 ✓
Special Interest Bearing Account	<u>118,824</u> ✓
<b>Total Cash Funds</b>	<b>119,324</b>
	^
<b>Stock</b>	<b>Note</b>
Ocarinas, Water bottles	8

**NOTES TO THE ACCOUNTS**

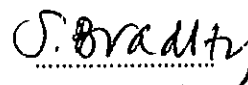
- Note 1: Annual donation from Reception Parents, per child @ £60  
 Note 2: Contributions from Amherst Rotary; Bosville; Cricket Club for use of car park  
 Note 3: Includes Gift Aid Small Donations Schemes on Christmas and other donations  
 Note 4: Voluntary charges for trips incl. Drusillas, Chatham Dockyard, Wildlife Park  
 Note 5: Events include Workshops (Drumming, First Aid) and Book Week  
 Note 6: After-school Clubs including football, cricket, gym and art etc  
 Note 7: Commission received from photographer.  
 Note 8: Water bottles; ocarinas:

<b>Opening Stock</b>	<b>766</b>
Purchase of Bottles	402 ✓
Sale of Bottles	-276 β
Bottles given to New Starters	<u>-133</u>
	<b>759</b>
<b>Closing Stock</b>	^
Ocarinas x 61	610
Bottles x 70	105
Cash in hand	<u>44</u>
	<b>759</b>

- Note 9: Donations following Xmas performances, fund-raising including class activities.  
 Charities supported were Umoyo Orphan Project, Cystic Fibrosis, Phabkids.  
 Note 10: Includes new playground equipment, Spellodrome, Athletics  
 Note 11: Includes costs of online payments

Signed on behalf of all the trustees:

  
 Claire Terry  
 Chair of Trustees

  
 Sandra Bradley  
 Head teacher

Date:



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
RIVERHEAD INFANTS' SCHOOL FUNDS

On accounts for the year  
ended

31 AUGUST 2018

Charity no  
(if any)

1086548

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]].  
*Delete [ ] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the 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**

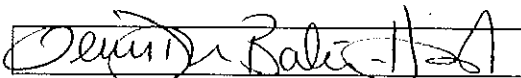
In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:



Date:

15/10/2018

Name:

JENNIFER BAKER-HIRST

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

FELLOW OF THE INSTITUTE OF CHARTERED  
ACCOUNTANTS IN ENGLAND & WALES

Address:

BRAYE HOUSE, 9 THE GLOBEFIELD  
SHOREHAM LANE, RIVERHEAD  
SEVENOAKS, KENT, TN13 3DK

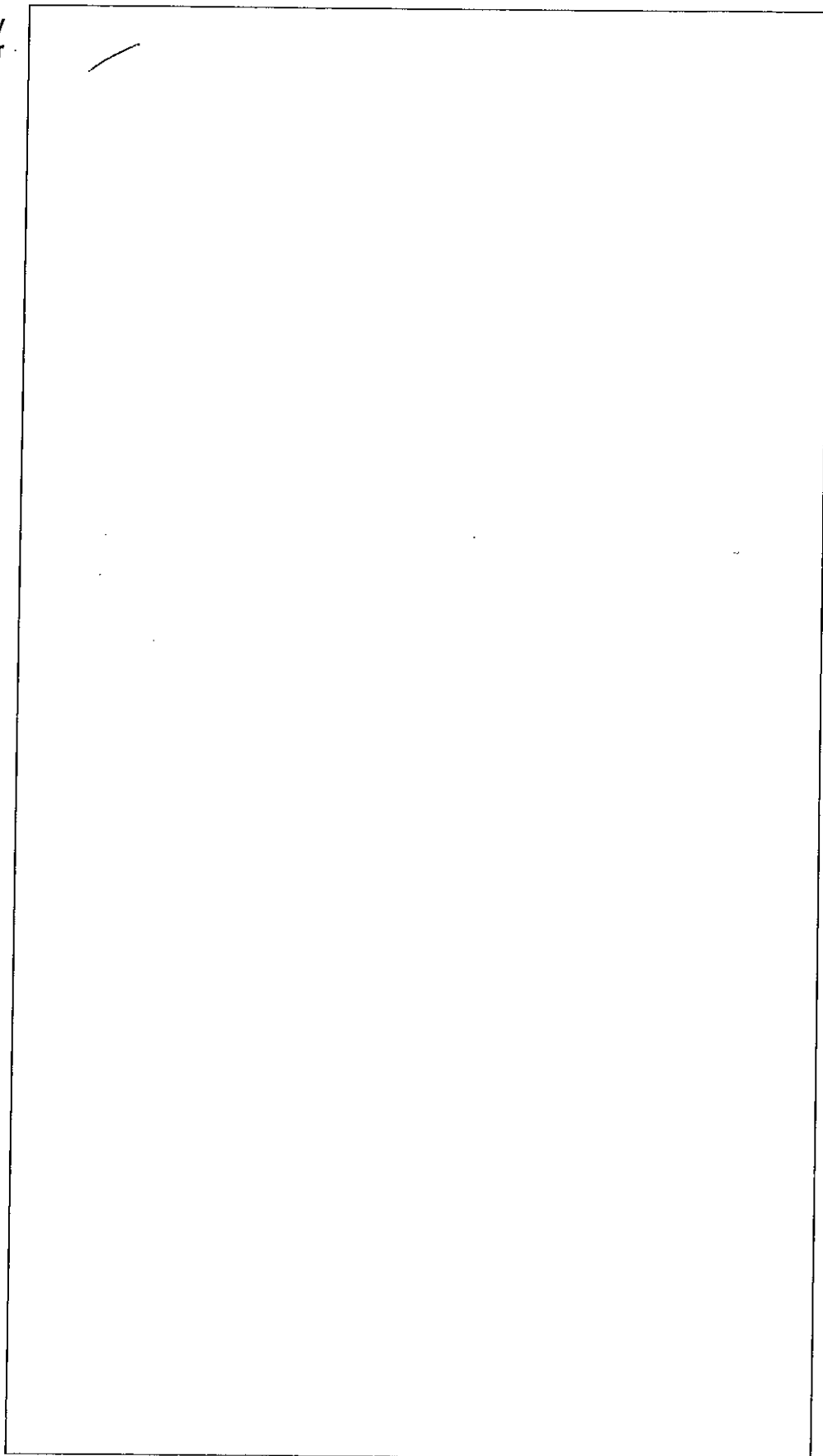
**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).



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

A large, empty rectangular box with a thin black border, intended for the examinee to provide details of any items they wish to disclose to the examiner. There is a small, faint mark in the top-left corner of the box.