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Morning Side,  
4, Oakdale Gardens,  
Worle,  
Weston-super-Mare,  
SOMERSET  
BS22 6AS

21st May 2016

Dear Mrs Jenkins,

### **AUDIT OF THE SCHOOL FUND 2015/16**

I have completed the audit of the School Fund and enclose the Audit Certificate and my invoice.

When the Audit Certificate is submitted to North Somerset Council, due to a change in the requirements relating to School Funds, it should be accompanied by a copy of the Bank Reconciliation as at the 31<sup>st</sup> of March 2016.

#### **Purpose of the Audit**

The purpose of the audit is to:

- i. Provide an independent opinion to the Headteacher, Governors, staff and parents that the funds which the School administers, from sources which are not controlled by the LEA, have been well managed;
- ii. Meet the requirements of the insurance cover for unofficial funds arranged on behalf of the School by the LEA.

#### **Audit Opinion**

I am satisfied that the accounts represent a true reflection of the activity of the School Fund. The records were once again found to be of an excellent standard. This is due to the dedication of the Finance Office staff.

#### **Action Taken on Points Arising from the 2014/15 Audit**

Item	Detail	Action Taken
1.	The member of staff responsible for arranging the photo sessions should ensure that the commission is received promptly.	During 2015/16 income was received in December relating to April £126.63 and September £550.13. This is an improvement but should be kept under review.
2.	The photographer should be required to provide a breakdown of how the commission is calculated.	This was also not received for 2015/16. This should be pursued and if necessary consideration given to changing the photographer.

3.	The significant difference between the commission received for spring 2013 and 2014 should be investigated.	This resulted because no "pay on the day" orders were taken which resulted in a low take up when the proofs were available.
4.	The Governors should be requested to minute their acceptance of the 2013/14 accounts when the 2014/15 accounts are considered.	Reported to the LFP Committee 22/6/15.

**Points arising from the Audit of the 2015/16 Accounts**

There were no other issues arising other than those related to the photograph commission indicated above.

Should you require any further explanation or clarification on the above points, please do not hesitate to contact me,

Yours sincerely,



R.C. Skinner

Mrs. T. Jenkins,  
 Business Manager,  
 Worle Community School,  
 Redwing Drive,  
 Weston-super-Mare,  
 SOMERSET  
 BS22 8XX

## AUDITOR'S CERTIFICATE OF UNOFFICIAL FUNDS



School **Worle Community School**

I have audited the School Funds of the above School for the year-ended 31<sup>st</sup> March 2016

In my opinion, proper accounts have been kept of all money received and disbursed. I examined all books, vouchers and records and confirmed the bank and cash balances. The summary signed below reflects a true position of the School Fund Accounts.

1<sup>st</sup> Auditor R.C.Skinner Signed.....Date 21<sup>st</sup> May 2016

Address 4, Oakdale Gardens, Worle, Weston-super-Mare, SOMERSET BS22 6AS

Occupation Retired Accountant

2<sup>nd</sup> Auditor ..... Signed.....Date.....

Address.....

Occupation .....

NB: The Auditor's Certificate must include details of **ALL** funds - i.e. General Fund, Minibus Fund, School Trips Fund etc.

Summary of the School Fund for the year-ended 31<sup>st</sup> March 2016

**RECEIPTS AND PAYMENTS**

Balance brought forward from previous year;	£ - p
Cash in Hand at Start of Year (b/f)	Nil
Current A/c Balance at Start of Year (b/f)	97,725.26
Deposit A/c Balance at Start of Year (b/f)	Nil
Investments/Building Society etc. Start of Year (b/f)	Nil
<b>Total Balance of Fund at Start of Year</b>	<b>97,725.26</b>
<b>ADD:</b> Total Receipts During Year	<b>127,693.19</b>
<b>Sub Total</b>	<b>225,418.45</b>
<b>LESS:</b> Total Payments During Year	<b>(172,109.42)</b>
<b>Total Balance of Fund at the Year End</b>	<b>£53,309.03</b>

**FUND BALANCES AS AT YEAR END**

	£ - p
<b>ADD:</b> Cash in Hand	Nil
<b>ADD:</b> Cash at bank: Current Account(s)	<b>53,309.03</b>
<b>ADD:</b> Cash at bank: Deposit Account(s)	Nil
<b>ADD:</b> Investments i.e. Building Society etc.	Nil
<b>Total Balance of Fund at the Year End</b>	<b>£53,309.03</b>

The audited accounts, a copy of which is attached, have been submitted to the governors and staff at the School.

Signed ..... (Headteacher) Date .....

**Please return this Certificate to the Education Audit Manager, North Somerset Internal Audit and Risk Management Service, North Somerset Council, Town Hall, Weston-super-Mare, Somerset BS23 1UJ**