

PRO FORMA AUDIT CERTIFICATE

SECTION 1: TO BE COMPLETED BY THE PERSON AUDITING THE UNOFFICIAL FUNDS

I have examined the records and supporting documents relating to the following unofficial funds belonging to Upton High School School.

	Fund Name	Period Audited	
		From	To
1	School fund	01.09.2022	31.08.2023
2			
3			

I verify that they form an accurate record of the transactions which have occurred and the balances which are held.

Signed Julie Harris Date 15.11.2023
 Please print name in full JULIE HARRIS
 Address 22 St Georges Crescent
Waverton, Chester Post Code CH3 7QR
 Telephone Number 07876613041
 Qualifications / Experience to act as Auditor

Fund Auditor's Comments Very well controlled.

SECTION 2: HEADTEACHER DECLARATION (Delete 1. or 2. as appropriate)

- 1. I confirm that this Audit Certificate covers all unofficial funds held by the school.
- or
- 2. I confirm that the following unofficial funds belonging to the school are not covered by this Audit Certificate

Fund Name	Date Last Audited To	Period of Next Audit		Anticipated Audit Date
		From	To	
S				

Signed [Signature] (Headteacher) Date 23/11/23



Upton-by-Chester High School

Finance & Buildings Committee

Upton High School Fund - Accounts for year ended 31 August 2023

Introduction

The fund is managed by nominated members of the Senior Leadership Team and the accounts are subject to an annual independent audit. An annual return is also made to the Charity Commissioners.

A financial package called Tucasi Schools Cash Office is used to manage our School Fund accounts.

The Accounts

The main purpose of the School Fund is to hold and disburse moneys on behalf of numerous and various extra-curricular activities.

During the School Fund year the school accepts online payments for trips, activities and purchases using a credit/debit card.

The following paragraphs give further clarification to the nature of certain accounts and the terminology used within the accounts.

School Shop

The shop operates on a non profit making basis and sells items of stationery and equipment to students for classroom use. School ties, badges and hall braid are also available for purchase and are sold on a non profit making basis.

General Fund

School Donations

Non Uniform Fundraising Account

These are the only formal accounts that have no call on their balance with the exception of the monthly charges for online transactions which are charged against the General Fund - bank interest is credited to this account.

Bank

The Fund accounts are held with Lloyds Bank.

Recommended that :

- *this report be received*

M Boothman

Balance sheet as at 31/08/22

Balance on all Activity Accounts	£91,918.97
Represented by:	
Bank	£91,918.97
Cash	£0.00
TOTAL Cash and Bank Accounts	£91,918.97

Receipts & Payments	
Total Receipts 01/09/22 – 31/08/23	£299,886.83
Total Payments 01/09/22 – 31/08/23	-£302,964.76
Transfers In - 01/09/22 – 31/08/23	£27,465.37
Transfer Out - 01/09/22 – 31/08/23	-£27,455.92
Balance of Receipts over Payments, and Transfers In over Transfers Out	-£3,068.48

Balance sheet as at 31/08/23

Activity Accounts	
Total balance as at 31/08/22	£91,918.97
Balance of receipts over payments, transfers in & out	-£3,068.48
Total balance as at 31 August 2023	£88,850.49
Represented by:	
Bank	£88,850.49
Cash	£0.00

TOTAL Cash and Bank Accounts	£88,850.49
Balance in SCO	£88,850.49
VARIANCE	£0.00

Income and Expenditure Summary

Reported at: 04/10/2023 11:11:12
 Account activity between 01/09/2022 and 31/08/2023
 Bank account: School Fund

Cost Centre	Opening bal	Transfer in	Transfer out	Receipts	Payments	Interacct	Balance
Art Sales	197.20	6.05	0.00	415.90	410.00	0.00	211.05
Ad Visits	205.92	0.00	0.00	0.00	0.00	0.00	205.92
Attendance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bronze DofE Enrollment 23/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bronze Expedition 2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Business Studies	465.00	0.00	0.00	0.00	0.00	0.00	465.00
Business Studies Revision Guides	131.50	0.00	0.00	128.00	420.00	0.00	-162.50
Catering Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
O Gohartz Award	195.77	0.00	0.00	0.00	0.00	0.00	195.77
Cheshire Show 2023	0.00	22.00	14.84	253.00	260.16	0.00	0.00
Cheshire Show Trips SCI	0.00	10.55	0.00	0.00	0.00	0.00	10.55
Children in Need 22	0.00	0.00	0.00	1,302.45	1,302.45	0.00	0.00
Croatia 2024	0.00	0.00	0.00	28,457.25	20,610.00	0.00	7,847.25
Dance	263.24	0.00	505.00	859.00	52.00	0.00	599.24
Dinner Money	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Down Syndrome Awareness Day 23	0.00	0.00	0.00	443.40	443.40	0.00	0.00
D&T contribution Yr 7 23/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D&T contribution Yr 8 23/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D&T contribution Yr 9 23/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D&T Product Design HFU/NRI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D&T Textiles RJE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Duke of Edinburgh (Old)	376.98	135.90	46.50	229.30	189.50	0.00	506.16
Eco Schools	1,269.20	0.00	0.00	262.00	413.65	0.00	1,146.54
Emotional Health/Wellbeing JKE	355.24	0.00	88.93	0.00	271.34	0.00	83.90
English Digits	1,262.55	768.00	1,200.14	0.00	0.00	0.00	863.93
English Revision Guides	294.75	0.00	0.00	2,043.05	3,653.18	0.00	-859.72
Exam Fees	17.64	0.00	0.00	2,669.65	2,172.45	0.00	811.95
Fair Trade	0.00	0.00	0.00	337.22	67.48	0.00	269.73
Fastus - Storyhouse LTO	0.00	42.46	0.00	375.55	418.00	0.00	0.00
Fieldrip - A-Level Geog	0.00	0.00	0.00	583.20	0.00	0.00	583.20
Flat Brushes (set of)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Florida 2023 - EBR	24,778.50	0.00	0.00	26,345.09	81,533.51	0.00	1,590.08
Florida 2024 - EBR	3,635.25	1,100.00	0.00	39,422.50	5,600.00	0.00	39,557.75
Food Bank 2023	0.00	0.00	0.00	914.69	0.00	0.00	914.69
Food Ingredients 7, 8 & 9	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GCSE D&T Product Design/Textiles Yr10 23/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GCSE Food Ingredients 23/24	4,979.21	2,905.48	5,733.75	2,568.50	2,547.25	0.00	2,173.19
General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GeogEVS	94.41	12.25	0.00	0.00	0.00	0.00	106.66
Geography Sales	777.50	18.90	488.70	162.45	13.95	0.00	-321.30
Girls PE	0.00	0.00	0.00	0.00	120.00	0.00	657.50
Gold DofE 23/23 Expedition CSE	0.00	525.00	467.11	17,290.78	2,803.00	0.00	14,521.67
Gold DofE Expedition 23/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gold DofE Welcome Pack 23/24	685.73	0.00	0.00	0.00	0.00	0.00	685.73
History Debating Project JFR	74.10	0.00	0.00	0.00	0.00	0.00	74.10
History Revision Guides	144.31	0.00	1.63	129.25	166.67	0.00	94.05
History Trips (Old)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ICT Revision Guides	-33.50	0.00	0.00	0.00	0.00	0.00	-33.50
Lessons from Auschwitz	0.00	0.00	0.00	60.00	60.00	0.00	0.00
LGBT (JKE)	-9.78	0.00	0.00	0.00	0.00	0.00	-9.78
Library Bookshop	435.00	0.00	0.00	55.00	0.00	0.00	490.00
Lighting & Sound Project (GDA)	1,110.08	623.18	105.39	0.00	14,000.00	0.00	-12,373.12
Little Shop of Horrors GDA	0.00	105.35	164.59	3,073.15	3,013.95	0.00	0.00
Material Science Sales	0.00	69.00	0.00	7,493.55	8,668.55	0.00	-458.10
Maths Revision Guides	358.18	267.20	830.23	763.50	987.97	0.00	-409.32
Media Revision Guides	-331.60	817.50	0.00	135.00	917.50	0.00	-218.60
Media Trips (Old)	195.16	0.00	0.00	0.00	0.00	0.00	195.16
NFL Revision Guides	-392.00	0.00	0.00	140.00	0.00	0.00	-252.00
Music Activities	207.12	0.00	0.00	0.00	0.00	0.00	207.12
Music Exams	-5.00	0.00	0.00	0.00	0.00	0.00	-5.00
Music Tublorn	-128.00	0.00	0.00	561.60	435.60	0.00	0.00
Non Uniform Days SHI	107.59	0.00	0.00	0.00	0.00	0.00	107.59
Office Social Fund	70.10	0.00	0.00	209.00	0.00	0.00	279.10
Oliver 2024 - GDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Our Day Out 2023	0.00	0.00	2,023.91	2,173.60	149.89	0.00	0.00
Our Day Out GDA	0.00	2,316.41	0.00	0.00	165.00	0.00	2,151.41
Oxadm Fund	795.21	0.00	0.00	862.90	541.25	0.00	1,107.76
PADI course Credits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pastoral Fund	0.00	0.00	270.20	270.20	0.00	0.00	0.00
PE Revision Guides	0.00	0.00	0.00	484.10	1,121.25	0.00	-637.15
Performing Arts Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PGL Bonneton 2023 SWD	0.00	1,256.50	0.00	62,353.85	55,955.00	0.00	6,655.35
Prestahn 2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PFA Funding	765.62	0.00	0.00	100.00	0.00	0.00	665.62
Pupil Premium (R4/01)	-1,244.00	259.45	3,441.95	2,859.20	0.00	0.00	-1,565.00
Reward Trips (Old)	0.00	0.00	0.00	0.00	108.67	0.00	370.03
Royal Cheshire Show	0.00	0.00	5.87	260.00	243.00	0.00	11.13
RS Revision Guides	182.45	0.00	2.44	25.65	160.01	0.00	25.65
School bank	-7.00	60.50	60.50	0.00	0.00	0.00	-7.00
School Donations	4,873.64	0.00	24.80	134.00	585.00	0.00	4,397.94
School Productions GDA	999.43	131.95	32.30	35.81	281.21	0.00	843.68

School Shop	1,500.97	656.50	0.00	0.00	2,533.80	3,431.64	0.00	0.00	1,691.73
Science Dept	438.06	69.50	0.00	0.00	157.11	0.00	0.00	664.07	
Science Revision Quizzes	0.00	3,077.57	14.99	0.00	1,655.21	4,462.23	0.00	-1,334.44	
SF Charity 2022	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
SF Charity Week 2023	0.00	0.00	8.05	0.00	3,965.95	3,957.90	0.00	0.00	
SF Charity Week 2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
South Farm Fund	790.94	29.56	0.00	0.00	0.00	0.00	0.00	417.81	
Sx1 Trips (Covid)	1,273.89	0.00	71.40	0.00	3,694.95	7,727.34	0.00	1,273.89	
Start Weibing Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
STEM Live 2023	0.00	690.00	0.00	0.00	5,515.00	6,000.00	0.00	315.00	
The Rating Standards Team	210.57	52.80	0.00	0.00	0.00	299.82	0.00	-37.35	
US Leavers Ball 2023	0.00	47.00	0.00	0.00	9,298.70	4,589.65	0.00	1,753.95	
UCAS Discovery Day 2023	0.00	0.00	0.00	0.00	1,100.00	1,093.50	0.00	16.50	
VMGS Charges School Fund	0.00	0.00	3,592.75	0.00	0.00	3,649.56	0.00	-126.81	
Wagner Bisc 2023	0.00	21.80	0.00	40.96	2,275.80	2,196.32	0.00	0.00	
Was known Account SH1	600.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	
Y7 2016/17 Apud Schema	3,770.97	0.00	0.00	0.00	0.00	0.00	0.00	3,770.97	
Year 11 Prom 2023 (JDE)	0.00	5,913.00	27.00	0.00	0.00	4,817.49	0.00	1,095.51	
Year 8 Residential (Covid)	325.82	1,216.32	0.00	0.00	255.20	240.00	0.00	1,666.34	
Yellow Day 10/10/19	895.75	0.00	0.00	0.00	0.00	0.00	0.00	895.75	
Yr 11 Prom 2023	0.00	27.00	0.00	5,913.00	5,869.00	0.00	0.00	0.00	
Yr7 Sketchbook Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Yr Account IDY	1,174.33	29.56	0.00	0.00	0.00	347.65	0.00	819.54	
Yr Account MJD	55.05	29.56	0.00	0.00	0.00	0.00	0.00	17.26	
Yr Account RB1	1,985.93	29.56	0.00	243.40	0.00	845.57	0.00	536.52	
Yr Account STG	477.43	76.54	0.00	207.90	604.38	733.95	0.00	416.50	
Yr Account SWD	1,341.95	29.56	0.00	9.30	0.00	456.50	0.00	825.81	
Devised cost centres (2024)	27,601.91	1,173.28	5,211.48	29,859.19	53,028.39	0.00	0.00	4.40	
Total:	91,818.97	27,485.37	27,455.97	259,895.83	302,094.78	0.00	0.00	88,850.49	

2024/2025 - 10/10/2024

Income and Expenditure Summary

Banking reconciliation as of 31/08/2023

	On hand	Banked (unreconciled)	Totals
Cash	51.40	0.00	51.40
Checkbook	0.00	-1,002.38	-1,002.38
Total	51.40	768.57	1,791.05
		Created balance	840.07
		Grand total	88,850.49