

# Trustees Annual Report for the period 01/09/19 to 31/8/20

## Reference and administration details

<b>Charity Name</b>	Marden High School Fund
<b>Charity Number</b>	516759
<b>Charity's Principal Address</b>	Hartington Road, Cullercoats, NE30 3RZ

## Names of charity trustees who manage the charity

<b>Trustee Name</b>	<b>Office</b>	<b>Dates</b>
Fr Adrian Hughes	Chair of Governors	01/09/19 – 31/08/20
Mr Matt Snape	Headteacher	01/09/19 – 31/08/20

**Names and Addresses of advisors** Lloyds Bank, Bedford Street, North Shields

**Senior staff involved with the charity** M. Snape (Headteacher)  
P. Hedworth (Business Manager)

## Structure, governance and management

**Type of governing document** Constitution adopted 19<sup>th</sup> July 1985

**How charity is constituted** The charity shall be administered by the Headteacher under the general oversight of the governors in accordance with the regulations issued by the Local Education Authority / Trust.

The governors may invite the co-operation of other persons with specialist knowledge or experience of the needs of the school to assist the work of the charity but such persons shall not be officers of the charity.

**Trustee selection methods** Trustees and officers of the charity shall be nominated and appointed by governors sitting on the school's Finance and Premises Sub Committee.

## Objectives and activities

**Summary of objective** To advance the education of the pupils of Marden High School by providing or assisting in the provision of educational, recreational and other charitable facilities not normally provided by the Local Education Authority.

The fund may also undertake activities which promote the charitable work of the school and further the education and advancement in life of the pupils.

### **Summary of main activities**

The focus of our activities has been on educational trips, our regular charitable fundraising events and cultural events. Students have visited the theatre, taken part in concerts and hosted / participated with visiting performing arts organisations. Students have travelled overseas and have had the opportunity to visit sites of historical and scientific interest in the UK and Europe. Students with special educational needs have taken part in enterprise and skills training.

### **Summary of main achievements of the charity during the year**

The pandemic has resulted in 2019/20 being a quiet year, there has been little opportunity to fundraise for charitable causes and students have not had the usual opportunities to travel abroad or to take part in the usual range of visits and activities.

The fund will continue to raise funds for local and national charities in 2020/21.

Year 11 students will however still be able to celebrate their time at Marden High with a black tie ball having raised money for the event through Marden High School Fund.

Next year, hopefully post COVID, will see more charitable events and more exciting trips and educational activities that will benefit the students of Marden High School.

## **Financial review**

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

As at 31.8.20 the charity held £35,474 in cash at the bank.

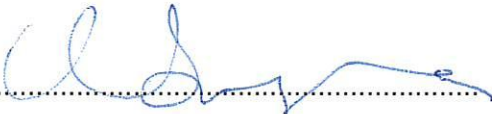
### **Details of any funds materially in deficit**

Not applicable

**Declaration**

The Trustee declares that he has approved this trustees reported prepared by Peter Hedworth, Business Manager at Marden High School.

**Signature**



**Full name**

MATT SWAPE

**Position**

HEADTEACHER

**Date**

25.5.21

**MARDEN HIGH SCHOOL AND ASSOCIATED ACCOUNTS**

**PERIOD EXAMINED- 1<sup>ST</sup> SEPTEMBER 2019-31<sup>ST</sup> AUGUST 2020**

**Independent Examiner**

B Harrison

**Work Done**

- Verified all cheques to bank statements from accounts.
- Verified all income banked to bank statements from record book and deposit account
- Reconciled bank statements to receipts
- Ascertained that best audit practice has been used at all times

**Findings**

- None

**Recommendations**

- Accounts are kept to a very good standard and current practices should be maintained.

I therefore certify that the accounts provided are kept to a very good standard with a total for all accounts of £35,474.08 being the final position as at 31<sup>st</sup> August 2020 as per the account statements. This is analysed below.

Signed

*B. Harrison*

Mrs B Harrison

<b>Analysis of Accounts</b>	<b>(£)</b>
Cash accounts	35,474.08
Cash	Not Examined but included in above

Cash balances were not examined as part of the examination.

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**Please accept this record as a request and receipt for £60.00 for audit services provided.**

Contact information in event of query-

Telephone Number – 01670 623882

Mrs B Harrison  
177 Abbots way  
North Shields  
Tyne and Wear  
NE29 8LS

**SCHOOL FUND ACCOUNT AND ASSOCIATED ACCOUNTS**

**AUDIT RETURN**

Name of School Fund

Marden High School- School Fund and associated accounts (PTA)

**PART A – Declaration signed by independent examiner**

I confirm that I have examined the above school accounts for the financial year 2019-2020

Signed B. Hamon

Name –BEVERLEY HARRISON

Date -31-10-20

Connection to the School -NONE

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**PART B-Declaration to be signed by head teacher**

I confirm that the account(s) named above have been independently examined and were presented to the school governing body for approval on ~~27.4.21~~

Signed Matt Snape

Name MATT SNAPE

Date 25.5.21

**Account Summary for the Period: 01/09/2019 to 31/08/2020**

**Section 1**

<b>Income</b>		<b>Expenditure</b>	
Art	335.90	Art	558.00
Bank Interest & Charges	21.89	Bank Interest & Charges	0.00
Business Studies Revision Guide	192.00	Business Studies Revision Guide	264.09
CERN Trip 2019	0.00	CERN Trip 2019	2,276.77
CERN Trip 2020	5,200.00	CERN Trip 2020	5,550.00
Charities	2,658.94	Charities	1,643.00
Drama Theatre Trips	700.00	Drama Theatre Trips	700.00
Duke of Edinburgh Award Scheme	868.00	Duke of Edinburgh Award Scheme	1,210.00
English Dept	257.50	English Dept	1,511.75
France Trip 2019	0.00	France Trip 2019	654.08
France Trip 2020	27,970.18	France Trip 2020	27,970.18
French / German Revision Guide	130.00	French / German Revision Guide	86.40
Geography Revision Guides	44.45	Geography Revision Guides	0.00
High Borrans Trip 2019	0.00	High Borrans Trip 2019	523.30
High Borrans Trip 2020	7,268.00	High Borrans Trip 2020	8,020.00
Leaver's Hoodies 2020	1,616.00	Leaver's Hoodies 2020	1,279.93
Library	578.00	Library	543.52
Lightwater Valley Trip 2020	21,448.00	Lightwater Valley Trip 2020	21,448.00
Marden High Revision Folders	20.00	Marden High Revision Folders	0.00
Marden High School Productions	680.00	Marden High School Productions	413.55
Math Revision Guide	900.00	Math Revision Guide	984.81
Modern Foreign Languages	0.00	Modern Foreign Languages	165.79
Music Concert	57.00	Music Concert	211.90
ParentPay Charges	0.00	ParentPay Charges	823.57
PE DEPT	28.50	PE DEPT	581.13
Prom 2020	6,106.00	Prom 2020	6,106.00
RE Books/Trips	0.00	RE Books/Trips	755.00
Revision Guides/Trips	46,292.00	Revision Guides/Trips	51,000.15
Sch Badge & Tie	335.00	Sch Badge & Tie	180.00
School Fund	328.00	School Fund	7,175.88
Science Revision Guides	973.00	Science Revision Guides	1,085.75
Ski Trip 2021	9,680.00	Ski Trip 2021	6,600.00
Student Lockers	3,190.00	Student Lockers	2,164.15
Year Book 2020	0.00	Year Book 2020	100.00
<b>Total Income</b>	<b>137,878.36</b>	<b>Total Expenditure</b>	<b>152,586.70</b>
<b>Excess of Expenditure over Income</b>	<b>14,708.34</b>	<b>Excess of Income over Expenditure</b>	<b>0.00</b>

**Section 4**

We certify that, to the best of our knowledge, the accounts shown above are correct.			
Treasurer	<u>J. Hester</u>	Headteacher	<u>U. Dyer</u>
Date	<u>20/10/20</u>	Date	<u>20/10/20</u>

**Section 5****Audit Certificate**

We have audited the accounts of the above Fund in accordance with accordance with agreed (guidelines). In my/~~our~~ opinion, there has been reasonable management of the Fund and the above Summary of Accounts is a true representation of the state of the Fund's affairs at and its assets at that date were sufficient to meet all the liabilities of the Fund in full.

Signature of Auditor	<u>B. Hansen</u>	Date	<u>29.10.20</u>
Financial Qualification/Experience	<u>29.10.20 MAAT</u>		

**Section 6**

I can confirm that I am familiar with the contents of the \_\_\_\_\_ Guidelines and that the audited Summary of Accounts has been presented to the Board of Governors and I am satisfied with the state of affairs of the fund(s).

Chairman of Governors	<u>*</u> _____	Date	_____
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\* virtual meeting - lockdown

