

# Trustees Annual Report for the period 01/09/20 to 31/8/21

## 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	01/09/20 – 31/08/21
Mr Matt Snape	Headteacher	01/09/20 – 31/08/21

**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 2020/21 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 2021/22.

Year 11 students were still be able to celebrate their time at Marden High with a black-tie ball. Marden High School Fund making a contribution to the event

Next year 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 31.8.21 the charity held £20,964 in cash at the bank.

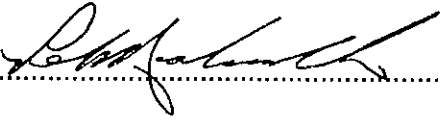
### **Details of any funds materially in deficit**

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**

PETER HEDWORTH  
.....

**Position**

BUSINESS MANAGER  
.....

**Date**

2.8.22  
.....

**Account Summary for the Period: 01/09/2020 to 31/08/2021**

**Section 1**

<b>Income</b>		<b>Expenditure</b>	
Art	460.43	Art	364.50
Bank Interest & Charges	2.90	Bank Interest & Charges	0.00
Business Studies Revision Guide	161.00	Business Studies Revision Guide	142.50
CERN Trip	7,625.00	CERN Trip	4,300.00
Charities	1,202.84	Charities	2,187.63
Class of 21 Leaver's Hoodies	2,066.00	Class of 21 Leaver's Hoodies	1,958.00
Class of 21 Leaver's Yearbook	2,130.00	Class of 21 Leaver's Yearbook	2,175.80
Drama Theatre Trips	17.50	Drama Theatre Trips	0.00
TEC	123.20	D TEC	120.00
Duke of Edinburgh Award Scheme	2,586.00	Duke of Edinburgh Award Scheme	1,637.43
English Dept	295.00	English Dept	286.80
France Trip	140.00	France Trip	140.00
French / German Revision Guide	107.50	French / German Revision Guide	107.82
Geography Revision Guides	129.00	Geography Revision Guides	110.00
High Borrans Trip	70.00	High Borrans Trip	0.00
Leaver's Hoodies 2020	54.00	Leaver's Hoodies 2020	1,279.72
Library	15.00	Library	290.96
Lightwater Valley Trip 2020	308.00	Lightwater Valley Trip 2020	112.00
Marden High School Productions	0.00	Marden High School Productions	24.96
Math Revision Guide	940.83	Math Revision Guide	720.72
ParentPay Charges	0.00	ParentPay Charges	179.68
PE DEPT	60.75	PE DEPT	0.00
Prom 2020	128.00	Prom 2020	0.00
Prom 2021	7,411.10	Prom 2021	7,315.79
PTA	915.00	PTA	903.02
Revision Guides/Trips	190.00	Revision Guides/Trips	0.00
Sch Badge & Tie	365.00	Sch Badge & Tie	335.00
School Fund	309.10	School Fund	15,497.72
Science Revision Guides	662.50	Science Revision Guides	1,215.87
Ski Trip 2021	14,510.00	Ski Trip 2021	17,591.25
Student Lockers	1,600.00	Student Lockers	110.00
Year Book 2020	15.00	Year Book 2020	3.54
<b>Total Income</b>	<b>44,600.65</b>	<b>Total Expenditure</b>	<b>59,110.71</b>
<b>Excess of Expenditure over Income</b>	<b>14,510.06</b>	<b>Excess of Income over Expenditure</b>	<b>0.00</b>

**Section 2**


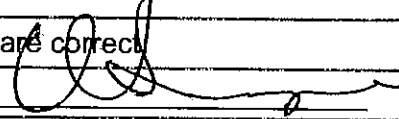
Balance b/f 01/09/2020		Balance c/f 31/08/2021	
Cash	372.19	Cash	98.83
Cheques in Hand	32.00	Cheques in Hand	0.00
Unsettled ePayments	2,898.95	Unsettled ePayments	7.29
Current Account	32,170.94	Current Account	20,857.90
<b>Total</b>	<b>35,474.08</b>	<b>Total</b>	<b>20,964.02</b>

Income		Expenditure	
<b>Movement In Period</b>	<b>0.00</b>	<b>Movement In Period</b>	<b>14,510.06</b>

### Section 3

Amount owing to the Fund at Period End		Amount owed by the Fund at Period End	
		005506	28.00
		005513	15.00
)		005517	15.00
)		005522	15.00
		005523	15.00
		005524	15.00
		005526	15.00
		005529	15.00
		005531	15.00
		005533	15.00
		005534	15.00
		005535	15.00
		005536	15.00
		005537	15.00
		005539	15.00
Amount received in advance for a committed expense		Valuation at cost price of Stock in Hand at period end	
<b>Total</b>	<b>0.00</b>	<b>Total</b>	<b>238.00</b>

### Section 4

We certify that, to the best of our knowledge, the accounts shown above are correct.			
Treasurer		Headteacher	
Date	12/10/21	Date	12/10/21

### Section 5

#### Audit Certificate

We have audited the accounts of the above Fund in accordance with

\_\_\_\_\_ (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	_____	Date	_____
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**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  
2020-21

Signed B. Harrison

Name – BEVERLEY HARRISON

Date – 09-10-21

Connection to the School - NONE

**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 \_\_\_\_\_

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**MARDEN HIGH SCHOOL AND ASSOCIATED ACCOUNTS**

**PERIOD EXAMINED- 1<sup>ST</sup> SEPTEMBER 2020-31<sup>ST</sup> AUGUST 2021**

**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 £20,964.02 being the final position as at 31<sup>st</sup> August 2021 as per the account statements. This is analysed below.

Signed

*B. Harrison*

Mrs B Harrison

<b>Analysis of Accounts</b>	<b>(£)</b>
Cash accounts	20,964.02
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 £65.00 for audit services provided.**

Contact information in event of query-

Telephone Number -- 01670 623882

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