FORM FN12

This form must be completed and returned to Schools Finance Team, Strategic Finance, schools.accountancy@gloucestershire.gov.uk as soon as possible after the financial inspection of the unofficial funds has taken place.
If there are no unofficial funds held by the school a Nil return must still be submitted by answering NO under section 2.

1. Acceptance of audited / independently examined accounts by the Governing Body

School Name in Capitals: Bisley Blue Coat CofE Primary School

School Number:...107553

I certify that audited / independently examined statements of accounts for all the unofficial funds relating to the above-named school, as listed below, together with any comments of the auditor, were presented to, and accepted by, the Governors at their meeting on Date: 13 July 2023

I further certify that attached is a true copy of the Minute recording this fact, including any comments made by Governors on the accounts and audit / independent examination.

Signed ..... Date 29.11.23

Name in Capitals: TIM PRITCHARD

This signature should completed be either the ~~Clerk to the Governors or~~ the Chair of Governors.

Note: Please ensure a copy of the Minute recording the Governors' acceptance of the examined accounts, are attached; the schools name has been completed and the rest of the statement below has been completed before submission.

2. List of unofficial funds

Are any unofficial funds held by the school? *please delete below as appropriate.*
Yes / ~~No~~

If you answered Yes please list below all unofficial funds of the school and their accounting periods, the annual turnover in the accounting period (total expenditure or income, whichever is the greater), and fund balance at the end of the year. Please itemise separately any grants that have been received into the unofficial funds.

Name of Fund	Accounting Period From	Accounting Period To	Turnover in accounting period £	Year End Balance £
Blue Coat School Fund	01/01/2018	31/12/2018	£25,803.04	£14,974.43

Auditor's / Independent Examiner's statement

Please ensure the auditor/independent examiner signs and dates the certificate on the next page. Please also attach any comments on the accounts made by them.

PTO

3. Auditor's / Independent Examiner's statement

School Name in Capitals: PETER H. SCOTT

I have examined the accounts of the above fund(s) together with relevant books and vouchers in accordance with the "Unofficial Funds – Manual of Guidance" and I have obtained all necessary information and explanations. I certify that the accounts fairly represent the transactions for the period under review, that monies have been properly accounted for and that the financial statements are correct.

..... Signature of Auditor / Independent examiner

18/5/2023 ..... Date

4. Identity of auditor/independent examiner

Please give details below of the auditor/independent examiner of the unofficial fund(s).

Name PETER H. SCOTT

Address THE OLD COACH HOUSE
DR CROUCH'S ROAD
EASTCOMBE, STROUD GL6 7EA

Contact telephone number 01452 770382

Qualification DIPLOMA IN MANAGEMENT STUDIES
(Please give full name of professional bodies)
INSTITUTE OF MANAGEMENT ACCOUNTANTS
PASSED PROFESSIONAL EXAMS

Guidance for Financial Inspectors

The person carrying out the financial inspection should refer to section five (Unofficial Funds Financial Inspectors) of the Unofficial Funds Manual of Guidance for further advice. A copy of this manual should be available at the school, if not then it is available on Schoolsnet on the Schools Central Finance Homepage (link below):

http://www.gloucestershire.gov.uk/media/13166/unofficial_funds_guidance_staffnet-id-27984p-0.doc

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BISLEY BLUE COAT C of E PRIMARY

Annual Statement of Financial Transactions of Unofficial Funds
Year Ending 31st December 2018

Receipts			Payments	
Balance b/f 1 Jan 2018		£	*Expenditure*	£
	Current A/C	10,525.93		
Income				
	Swimming	638.40	Swimming	771.40
	Sports/ Dance	360.00	Sports/ Dance	390.00
	Outings	2639.15	Outings	3,242.38
	Forest Schools	982.50	Forest Schools	1,094.50
	Residential Trips	4819.50	Residential Trips	2,380.00
	Book Fayre	495.38	Book Fayre	495.38
	Uniform	14.39	Uniform	0.00
A4A	Fundraising Other	0.00	Fundraising Other	0.00
	Photos	202.84	Photos	0.00
	Plays	0.00	Plays	0.00
	Budget Reimb	0.00	Budget Expend	0.00
	Charity Income	2424.95	Charity Donation	2424.95
	Donations	1028.00	Donations	0.00
	PTA	0.00	PTA	0.00
Stage	Community	1672.00	Community	0.00
	Oakridge	0.00	Oakridge	0.00
			After/ Before School	0.00
			School Activity	0.00
			School Supplies	30.00
			Balance c/f 31/12/18	
			Current A/C	14,974.43
	Total	**25,803.04**		**25,803.04**

Signed: _____

Dawn Lane (School Business Manager)

I have examined the Receipts and Payments account, together with relevant books & vouchers and have obtained all the information and explanations necessary.
I certify that the account presents a true and fair view of the financial position of the Bisley Blue Coat C of E primary School Fund at 31st December 2018.

_____ (Hon. Auditor)