

UNOFFICIAL SCHOOL FUNDS ANNUAL RETURN

School Name

School Number LCC 5 digit number

Please use drop-down list to confirm Yes or No

Does the school maintain any unofficial school funds?

For each unofficial school fund please complete and submit a copy of this form via the Schools Portal

Portal upload link: <https://schoolsportal.lancsngfl.ac.uk/msf/files/upload/?folder=68>

NAME OF FUND(S) (1)	TREASURER (2)	AUDITOR (3)	ACCOUNTING YEAR END (4)	DATE PRESENTED TO GOVERNORS (5)	CLOSING BALANCE PREV YEAR (6)	OPENING BALANCE CURRENT YEAR (7)	CLOSING BALANCE CURRENT YEAR (8)
e.g. EXAMPLE School Fund	e.g. Mrs S Clerk	e.g. Mr A Counter	e.g.31/03/2016	e.g. 22/09/2016	Should be same figure		e.g. At 31/03/2016
Ashton Community Science College	Mrs A Boyne	Mr D Maddox	31/03/2025	23/04/2025	£62,132.30	£62,132.30	£80,445.76

Headteacher Checklist

Please use drop-down list to confirm Yes or No

- Please confirm that accounts have been signed by the Headteacher, Treasurer and Auditor (Col. 2, 3)
- Please confirm the date the accounts were presented to Governors for approval (Col. 5) is correct
- Please confirm the previous year carried forward figure equals the current b/f figure (Col. 6, 7)
- Please confirm a copy of the Audited accounts has been retained in school for Authority Audit purposes