



ISTEK UK LIMITED

Private Funds Manager Software

Many thanks for your interest in the Private Funds Manager software for your school. Please find enclosed a brief information pack that gives you an idea of what Private Funds Manager can offer. It also includes a few sample reports.

More information can be found on our website, or by attending one of our live online demonstrations of the system or trying out our demo disk. Demos can be booked through our website on www.istekuk.com

The program is currently used by more than 2000 schools throughout the UK, including primary, secondary and academies. It has been in schools since the late 1990's being upgraded every year, and so is very well tried and tested. We are also partners with Capita, Parentpay, Parentmail and Schoolcomms.

I hope you find the information helpful and of course if you have any queries please do not hesitate to call.

Yours sincerely

Mandy Riddington



Commercial Partner

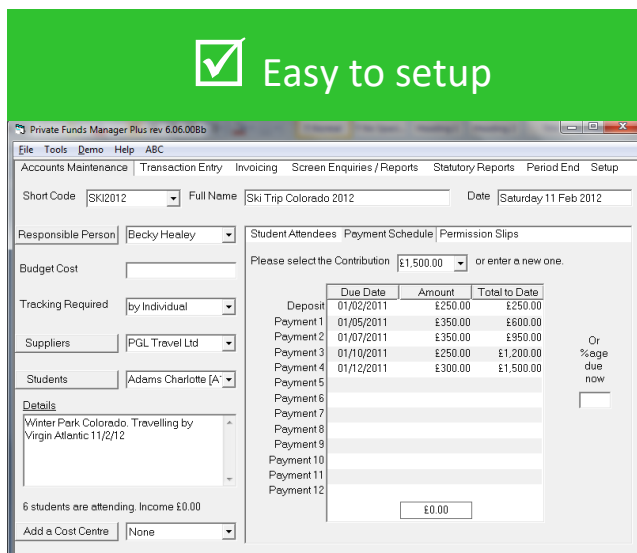
ISTEK UK LIMITED

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Company Registration No: 3752869 Registered Office as above.

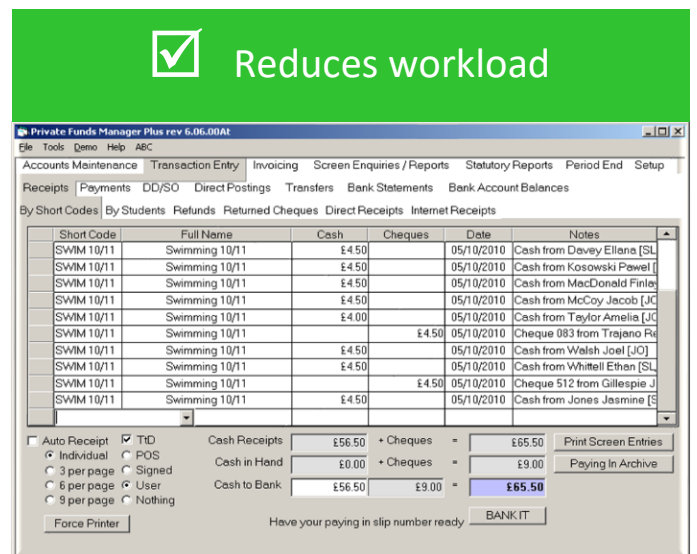
Private Funds Manager for School Donations

- Reducing the workload of managing donations and gift aid
 - Import pupil and parent & global update of gift aid status
 - Unique parent codes for internet payments / Standing orders
 - Import directly from bank statements for automatic data entry
 - Automatic emailing for chase up or thank you's
 - Automatic production of HMRC R68GAD



- ✓ Multi-user with passwords and different access levels
- ✓ Auto synchronisation of full student/parent/ data from Sims and other pupil record systems
- ✓ Globally update gift aid declaration status of parents and other parent details
- ✓ Send automatic emails or letters to parents explaining how to pay / use of unique codes
- ✓ Automatic removal of left students

- ✓ Simple entry of money received as cash/ cheque with printed receipts
- ✓ Zero fee online payment link with all high street banks internet banking.
- ✓ Automatically read parent contributions from bank statements without manual data entry
- ✓ Auto link with 3rd party online payment systems (Sims Agora, Parentmail +pay, Parentpay, Squid)
- ✓ Automatically create letters or emails to chase up declaration forms, ask for donations or say thank you.



Information when you need it

The screenshot shows a software interface with a menu bar (File, Tools, ABC, VAT, Demo, Help) and several tabs: Accounts Maintenance, Transaction Entry, Invoicing, Screen Enquiries / Reports, Stationery Reports, and Period End. Below the tabs, there are sections for 'Financial Reports', 'Transaction Lists', 'Reports by Account', 'Pupil Reports by Account', 'Copy Receipts', and 'Letters Export'. A 'Period From' field is set to 01/04/2015 and 'to' is 30/06/2016, with an 'inclusive' option. A 'Short Code' dropdown is set to 'All Accounts'. Below this, there are several report categories with checkboxes: Contact List, Attendee List, Pupil Address Labels, Payments Received, Payments Outstanding, Payment Recording Sheet, Contact List with Outstanding Monies, Medical Report, Parent Address Labels, Students Internet Payment Codes, Trip Payment Card, Individual Payment Records, Contact List Permission Slips, Non Attendee from Year Group, Students Without an E Mail address, E-Mails and Letters, Debtors, and Debtors' Letter. At the bottom, there is an 'Options' section with a 'Default Period Start Date From' field set to 01/04/2015 and a 'Printer Setup' button.

- ✓ Simple bank reconciliation with printed report if required
- ✓ Real-time bank balances
- ✓ Comprehensive financial reports
- ✓ Quick & easy reports show who has and has not donated
- ✓ Automatic production of the R68GAD spreadsheet for upload to HMRC
- ✓ Audit compliant

Reports Available

Financial

Income & Expenditure, Trial Balance, Balance sheet, Summary Balance Sheet, Group Income & Expenditure, Budget Variance, Debtors Summary, Summary Statement totals, Day books, VAT reports

Transaction Lists

Free text search report, Bank transaction listing, Bank summary listing, Cheque Listing, Trips/Accounts by student, Transaction List by student, Amount Owing report by student, Supplier Transaction Listing, Teacher transaction Listing.

Reports by Account / By trip

Attendee list, Contact lists – basic contact details; With outstanding money & consent forms; Payment summary for students, Debtors list, Debtors and othe emails & letters, Payment Card, Individual Payment record, Address labels, Summary Statement of account. Detailed attendee lists for Oftsed & Non-attendee reports, Ethnicity & postcode reports.

Market proven with more than 2000 installations including nurseries, primary schools, secondary schools, academies and colleges.

‘the support we have received from Istek has been excellent’ Little Heath School

‘Its excellent and saves me loads of time’ Red Oaks Primary

‘Comprehensive, fast and easy to use’ Isambard Community School

‘Invaluable tool’ Maidstone Girls Grammar

‘Quick and efficient’ Gravesend Grammar

‘Simplicity Itself’ Beacon Community College

Private Funds Manager for Donations and Gift Aid



The Private Funds Manager (PFM) is a simple to use program for schools to **manage their donations and gift aid processing.**

PFM is used by schools and colleges throughout the UK (for various uses including school fund, trips, wrap around care as well as Gift Aid) - from **nursery** schools and small **primaries**, to large **academies**. More than **2000** schools are using the program, which was first introduced in **1999**.



PFM **links well** with other programs, with online applications and with Microsoft programs. We are a partner of **Capita Sims** as well as several online payment providers.

PFM provides an **automatic, inbuilt facility to accept internet payments** made through the internet banking system. This facility is **free of charge** and allows parents to make donations either as a bank transfer or by setting up a Standing Order. Alternatively, PFM can link with online payment providers such as Parentpay, Parentmail, SchoolComms and Teachers2Parents.



PFM processes **cash & cheque** payments simply & efficiently, producing **receipts** if required. It can automatically read **standing orders and direct debits** from your bank statement.



Pupil information is **automatically synchronised from Sims.net** (and other pupil record systems) ensuring that pupil & parent details are always up to date.



Payments can be made from PFM either as **cash**, hand written **cheques**, **pre printed cheques** or through the **BACS** system.

PFM has an inbuilt **invoicing module** for parents of pupils or external parties. Invoices can be tailored to your own design.

Your Company		Invoice01	
1234567890 1234567890 1234567890 1234567890 1234567890		Invoice01 Invoice Date: 12/12/2012 Invoice Number: 001	
Item Code 1 2 3 4 5	Supply of Chrome Whisk Supply of Whisk Supply of Whisk Supply of Whisk Supply of Whisk	Quantity 100 1 1 1 1	Unit Price 1.00 1.00 1.00 1.00 1.00
Subtotal 100.00 1.00 1.00 1.00 1.00		Total 104.00	

PFM provides a **very wide range of reports**. These include standard **Financial reports** such as the Balance Sheet, Income & Expenditure, Audit Trail etc.; **Account Summaries**; **Trip reports** such as contact lists, medical lists, payment reports, debtors etc.; and **Pupil reports** such as payment cards, amounts owing, amounts paid etc.



Send **emails and letters automatically** to parents of pupils on trips or linked to accounts. These can be information, debtor chase up, consent form chase up or anything else required.

Record **gift aidable donations**, **Bucket Collections** and other **fundraising** income and produce reports for HMRC for reclaiming, including automatic creation of the **R68GAD spreadsheet**.

giftaid it



Produce **Charity Commission reports** automatically, including the summary and detailed reports.

PFM costs just **£195** for **primary** schools plus **£96** for the annual licence, that includes **support** and upgrades.

£395 for **secondary** schools plus **£144** for the annual licence including support and upgrades.

PFM Academy provides VAT processing and academy financial integration reports, and costs **£425** for secondary / **£295** for primary academies.

Online set up assistance and **training** is **free of charge** for the first term, and can then be purchased either as individual sessions or as a whole term or whole year package. Onsite training, setup and assistance can be purchased at an additional charge.

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Some Sample Reports - GIFT AID REPORTS

R68 GAD spreadsheet for HMRC

AutoSave gift_aid_schedule - Excel mandy.riddington

File Home Insert Page Layout Formulas Data Review View Developer Help DYMO Label Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

CALCULATION SETTINGS Formulas using Regular Expressions may produce different results. More Details...

B1 Gift Aid donations schedule

HM Revenue & Customs

Gift Aid donations schedule

Get it right first time - how to complete this schedule:

- * Don't change the layout of the schedule or change the name of the worksheet.
- * Save the schedule as a .ods file not a Microsoft Excel .xlsx file, for example Gift Aid Jan 2014 ods.
- * If any section isn't applicable leave it blank. Don't enter N/A or Nil.
- * Don't include blank spaces or other characters at the start or end of boxes.
- * Don't leave a blank row between donations.
- * Enter the house name or number and the postcode of all donors that live in the UK. For donors living abroad, enter their address and put X in the 'Postcode' column.
- * Stay within the maximum of 1,000 rows of donations.
- * Aggregated donations are donations under £20 from different people totalling less than £1000 per line. When you add together donations from the same donor, you must leave the aggregated donations column blank.
- * For sponsored events enter the participant's name and address, and the total amount raised. Don't include any donations over £500 – these must be shown separately as normal Gift Aid donations.

Fig 1 shows an example of how to complete the schedule. For more information follow the link below. You must be connected to the internet to access the guidance.

[Charities online guidance](#)

Fig.1 Examples	Title up to 4 characters	First name or initial up to 35 characters with no spaces, or just enter an initial	Last name up to 35 characters	House name or number up to 40 characters	Postcode UPPER CASE and include a space	Aggregated donations a simple description up to 35 characters - DON'T enter Yes or Not Applicable.	Sponsored event enter Yes or leave blank	Donation date (DD/MM/YY) DON'T use hyphens or full stops	Amount DON'T use a £ sign
	Prof	Henry	House Martin	152A	M99 2QD			24/03/15	240.00
	Mr	John	Smith	100 Champs Elysees, Paris	X			24/06/15	250.00
						One off Gift Aid donations		31/03/15	880.00
	Miss	B	Chaudry	21	L43 4FB		Yes	26/04/15	80.00

Ready Type here to search 16:04 13/03/2018

AutoSave gift_aid_schedule - Excel mandy.riddington

File Home Insert Page Layout Formulas Data Review View Developer Help DYMO Label Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

CALCULATION SETTINGS Formulas using Regular Expressions may produce different results. More Details...

B21 Donations schedule table

A	B	C	D	E	F	G	H	I	J	K
	Prof	Henry	House Martin	152A	M99 2QD				24/03/15	240.00
	Mr	John	Smith	100 Champs Elysees, Paris	X				24/06/15	250.00
						One off Gift Aid donations			31/03/15	880.00
	Miss	B	Chaudry	21	L43 4FB		Yes		26/04/15	80.00

Enter details from here

Earliest donation date in the period of claim. (DD/MM/YY)

Box 1 13/03/18

For aggregated donations, this date may be earlier than any date entered in the donation date column of the donations schedule table below.

Previously over-claimed amount. Leave blank if none

Box 2

Make sure you show the tax not the donation. This amount will be deducted from your claim.

Don't use a £ sign

The total below is automatically calculated from the amounts you enter in the schedule.

Total donations: £80.00

Donations schedule table

Item	Title	First name	Last name	House name or number	Postcode	Aggregated donations	Sponsored event (Yes/blank)	Donation date (DD/MM/YY)	Amount
1	Mr	G	Agutter	New Place	GY6 8NH			13/03/2018	40.00
2	Mr	K	Fretas	7 Clarian	GY1 1EX			13/03/2018	40.00
3									
4									
5									
6									

Ready Type here to search 16:05 13/03/2018

Gift Aid with NO declaration form

Excel spreadsheet showing a list of donors without declaration forms for the period 07 Feb 2017 to 13 Mar 2018. The spreadsheet includes columns for No., Date, Details, Trans No, S/C, Net Std, Net High, Gross Std, Gross High, Recl Std, Recl High, Postcode, Sal, Forename, Surname, Address, and Ref.

No.	Date	Details	Trans No	S/C	Net Std	Net High	Gross Std	Gross High	Recl Std	Recl High	Postcode	Sal	Forename	Surname	Address	Ref
3	13-Mar-18	Mr K Brien	57140	SFDON1718	40	0	50	0	10	0	GY5 7LN	Mr K	Brien	2 Green Way	Brien Sally [8H]	
4	13-Mar-18	Mr I Olivier	57141	SFDON1718	40	0	50	0	10	0	GY8 0AZ	Mr I	Olivier	33 High Street	Olivier Thom [11A]	

Gift Aid Summary Report for date range

Gift Aid Summary Report for Guernsey Grammar School - Private Fund for the period 07/02/2017 to 13/03/2018.

Guernsey Grammar School - Private Fund		Date 13/03/2018
Gift Aid Summary for the Period 07/02/2017 to 13/03/2018		
Total Donations Received at Basic Rate Tax	£80.00	
Total Donations Received at Higher Rate Tax	£0.00	
Gross Donations Received at Basic Rate Tax	£100.00	
Gross Donations Received at Higher Rate Tax	£0.00	
Tax Reclaimed on Basic Rate Tax Payers	£20.00	
Tax Reclaimed on Higher Rate Tax Payers	£0.00	
Total Tax Reclaim	£20.00	

Gift Aid Audit Trail

Mr I Olivier Carrera.

Date 13 Mar 2018

Gift Aid Audit Trail for the Period 07 Feb 2017 to 13 Mar 2018

No.	Date	Details	Trans No	S/C	Net Std	Net High	Gross Std	Gross High	Recl Std	Recl High	Declaration
1	13-Mar-18	Mr G Agutter New Place.	57134	SFDON1718	40	0	50	0	10	0	Yes
2	13-Mar-18	Mr K Fisher 7 Clarian.	57135	SFDON1718	40	0	50	0	10	0	Yes
3	13-Mar-18	Mr K Brien 2 Le Gele Clos.	57140	SFDON1718	40	0	50	0	10	0	
4	13-Mar-18	Mr I Olivier Carrera.	57141	SFDON1718	40	0	50	0	10	0	

FINANCIAL REPORTS - Income & expenditure

Date 04/06/2013

Online Payments - Private Fund

Income and Expenditure Report for Period to 04/06/2013 Inclusive

		Opening	Income	Expenditure	Closing
2011TRBBCTRI..	Yr13 BBC Trip 3 Dec 2011	£0.00	£50.50	£47.80	£2.70
2011TRBUTSE..	Yr7 Butser Farm Trip	£0.00	£4,123.55	£3,396.60	£726.95
2011TRCHEMI..	Yr12/13 Chemistry in Action 8/12/11	£0.00	£1,571.25	£1,271.00	£300.25
2011TRCREATI..	Closed. Yr 12/13 CREATIVE PROCESS 11	£0.00	£607.35	£607.35	£0.00
2011TRNATGA..	National & Portrait Gallery	£0.00	£331.00	£350.00	£-19.00
2011TRSCIENC..	Yr 9 Science in Action 18/11/11	£0.00	£1,482.25	£1,250.00	£232.25
2012DARTOB	Dartmoor Outward Bound Course	£0.00	£0.00	£0.00	£0.00
2012GAMES	Yr 10 & 11 Offsite Games	£0.00	£9,970.00	£0.00	£9,970.00
2012GEOGFIE..	Year 12 Geography Field Work 2012	£0.00	£484.00	£0.00	£484.00
2012HARVARD..	Yr12/13 Harvard MUN January 2012	£9,000.00	£31,843.00	£35,964.43	£4,878.57
2012HOODIES	2012 Hoodies	£0.00	£115.00	£0.00	£115.00
2012LAKE GAR..	Rugby Tour Italy April 2012	£4,820.00	£15,500.00	£0.00	£20,320.00
2012RUGBYSP..	Lake Garda Rugby Sponsorship for kit	£0.00	£4,234.00	£2,157.60	£2,076.40
2012SATIEBAD..	Sales of Ties and Badges	£0.00	£186.35	£0.00	£186.35
2012TATE	2012 Tate Modern Trip	£0.00	£0.00	£0.00	£0.00
2012TRFICITY..	Yr13 F1 in Schools City University	£0.00	£135.00	£132.00	£3.00
2012TRFUTUR..	Yr9 Paris/Futuroscope June 2012	£0.00	£5,181.75	£2,000.00	£3,181.75
2012TRGERMA..	Yr8/9 Germany June 2012	£0.00	£5,600.00	£2,000.00	£3,600.00
2012TRPARLIA..	Houses of Parliament 22 Feb 2012	£0.00	£220.00	£0.00	£220.00

Summary Balance Sheet -

Date 04/06/2013

Online Payments - Private Fund

Summary Balance Sheet for the Period to 04/06/2013 Inclusive

Excess of Income over Expenditure	£0.00
Opening Balances	£122,663.66
Movement in Period	£40,219.42
Closing Balance	£162,883.08

Represented By

Cash	£0.00
FEX - Foreign exchange	£1,211.82
NAT - Nat West	£142,949.12
OP - Online Payments	£0.00
PC - Petty Cash	£318.56
RES - Reserve a/c	£18,403.58
	£162,883.08
	£162,883.08

Audit Trail

Audit Trail				
<u>Online Payments - Private Fund</u>				Date 04/06/13
<i>Registered Charity No. 16656336</i>				
<u>Audit Trail for the Period</u>				
<u>01/09/11 to 04/06/13 inclusive.</u>				
No.	A/C	Short Code	Amount	Date Notes
5864	NAT	2012GAMES	£40.00	08/09/11 Cheque 100030 from Hage George [9DV]
5865	NAT	2012GAMES	£40.00	08/09/11 Cheque 500910 from Coward Samuel [9CA]
5866	NAT	2012GAMES	£40.00	08/09/11 Cheque 102782 from Corbyn William [10TS]Mr J Corbyn
5867	NAT	2012GAMES	£40.00	08/09/11 Cash from Britto Patrick [10SF]Cash
5868	NAT	2012GAMES	£40.00	08/09/11 Cheque 200786 from Derbyshire Robert [10LH]
5869	NAT	2012GAMES	£40.00	08/09/11 Cheque 102338 from Hunter Sebastian [10LH]K P W Hunter
5870	NAT	2012GAMES	£40.00	08/09/11 Cheque 000662 from Gandhi Roshan [10PH]Mr S Gandhi
5871	NAT	2012GAMES	£40.00	08/09/11 Cheque 022011 from Galligan Henry [10SF]Mr T P Galligan
5872	NAT	2012GAMES	£40.00	08/09/11 Cheque 200473 from Brown Dominic [11MY]Mr & Mrs ME Brown

Account Balances

Account Balances		
<u>Online Payments - Private Fund</u>		Date 04/0
<i>Registered Charity No. 16656336</i>		
<u>Account Balances to 04/06/13 Inclusive.</u>		
<u>Short Code</u>	<u>Full Description</u>	<u>Current Balance</u>
2011TRBECTRIP	Yr13 BBC Trip 3 Dec 2011	£2.70
2011TRBUTSER	Yr7 Butser Farm Trip	£726.95
2011TRCHEMINAC..	Yr12/13 Chemistry in Action 8/12/11	£300.25
2011TRCREATIVE	Closed. Yr 12/13 CREATIVE PROCESS 11	£0.00
2011TRNATGAL	National & Portrait Gallery	-£19.00
2011TRSCIENCEIN..	Yr 9 Science in Action 18/11/11	£232.25
2012DARTOB	Dartmoor Outward Bound Course	£0.00
2012GAMES	Yr 10 &11 Offsite Games	£9,970.00
2012GEOGFIELD	Year 12 Geography Field Work 2012	£484.00
2012HARVARDMU..	Yr12/13 Harvard MUN January 2012	£4,878.57
2012HOODIES	2012 Hoodies	£115.00
2012LAKE GARDA	Rugby Tour Italy April 2012	£20,320.00
2012RUGBYSPON..	Lake Garda Rugby Sponsorship for kit	£2,076.40
2012SATIEBADGE	Sales of Ties and Badges	£186.35
2012TATE	2012 Tate Modern Trip	£0.00
2012TRF1CITYUNI	Yr13 F1 in Schools City University	£3.00
2012TRFUTUROSC..	Yr9 Paris/Futuroscope June 2012	£3,181.75
2012TRGERMANY	Yr8/9 Germany June 2012	£3,600.00
2012TRPARLIAME..	Houses of Parliament 22 Feb 2012	£220.00
2012TRSALOU	Yr 10 Salou Spain June 2012	£5,460.00
2012WORLD CHAL..	World Challenge July 2012	£790.57

BANK REPORTS

Balances report

Bank Account Balances	
Date 04/06/2013	
<u>Online Payments - Private Fund</u>	
<u>Bank Account Balances for the Period to 04/06/2013 Inclusive</u>	
Cash	£0.00
NAT - Nat West	£142,949.12
PC - Petty Cash	£318.56
FEX - Foreign exchange	£1,211.82
RES - Reserve a/c	£18,403.58
OP - Online Payments	£0.00
	£162,883.08

Bank Rec report

Date 04/06/2013

Online Payments - Private Fund

Transaction Reconciliation Listing for the Account NAT - Nat West Statement Ref 803.

<u>Date</u>	<u>Description</u>	<u>Receipts</u>	<u>Payments</u>	<u>Opening Balance</u>	
				Opening Balance	£133,426.86
Reconciled Items					
06 Oct 2011	ref102517	£2.75			
11 Oct 2011	102428/9		£2,005.00		
11 Oct 2011	102465/6		£1,025.00		
11 Oct 2011	102465/6G	£1,025.00			
11 Oct 2011	102461/2G	£2,545.00			
		<hr/>			
		£3,572.75	£3,030.00		
				Statement Closing Balance	£133,969.61
Unreconciled Items					
11 Oct 2011	102461/2		£2,545.00		
11 Oct 2011	102465/6Correction		£90.00		
11 Oct 2011	102465/6Gcorrection	£90.00			
11 Oct 2011	102428/9G	£2,005.00			
12 Oct 2011	102485		£3,230.00		
12 Oct 2011	102460		£775.00		
12 Oct 2011	102446		£120.00		
12 Oct 2011	102446G	£120.00			
12 Oct 2011	102460G	£775.00			
12 Oct 2011	102485	£1,525.00			
12 Oct 2011	102485G	£1,705.00			
18 Oct 2011	Refund cheque 011496 to Mrs. J. Gerald for		£10.00		

Unreconciled items report

Online Payments - Private Fund

Date 04/06/2013

Unreconciled Transaction Listing for the Account NAT - Nat West

		Opening Balance		£133,969.61
Date	Description	Receipts	Payments	
11/10/2011	102428/9G	£2,005.00		
11/10/2011	102461/2		£2,545.00	
11/10/2011	102465/6C Correction		£90.00	
11/10/2011	102465/6G Correction	£90.00		
12/10/2011	102446		£120.00	
12/10/2011	102446G	£120.00		
12/10/2011	102460		£775.00	
12/10/2011	102460G	£775.00		
12/10/2011	102485	£1,525.00		
12/10/2011	102485		£3,230.00	
12/10/2011	102485G	£1,705.00		
18/10/2011	Refund cheque 011496 to Mrs. J. Gerald for Linstead Jessica [MI]		£10.00	
02/11/2011	Cheque 011504 Sundry 011504 Mr D Harris Jack		£25.00	
01/12/2011	Cheque 011517 Sundry 011517 PR & Mrs S Li re: refund of entry fee for Nicholas Li Yr 13		£12.55	
01/12/2011	Cheque 011518 Sundry 011518 Ms H Butterworth re: refund of entry fee re: Harry Howard Yr 13		£18.45	
06/12/2011	Cheque 011504 Contra Payment Sundry 011504 Jack Harris 11SE - returned this cheque since - no English re-sit	£25.00		
06/12/2011	Cheque BACS36A Sundry BACS36A The Training Partnership inv. 11-015775		£459.00	

SHORT CODE (NOMINAL) REPORTS - Account summary

Summary Statement					
Online Payments - Private Fund					Date 04/06/2013
Summary Statement Report for Yr13 BBC Trip 3 Dec 2011 to 04/06/2013 inc. Short Code 2011TRBBCTRIP					
Budget	£0.00	Money Spent	£47.80	Budget less Spent	-£47.80
		Money Collected	£50.50	Collected less Spent	£2.70
		Opening Balance	£0.00	Closing Balance	£2.70
Receipts	Date	Amount	Details		
	07/12/2011	-£1.00	PI S/C Transfers. Transfer to INSURANCE Ref: 4 @ 25p		
	13/12/2011	£39.50	PI 102585/6/7. Cheque 100066 from Mrs J Anderson Mr RP Anderson for Ellis Anderson		
	22/03/2012	£12.00	PI 555.		
Unrepresented Receipts					
	Total	£50.50			
Payments					
	06/12/2011	£47.80	Sundry BACS36E Matthew Dean reimbursement of expenses: train & parking		
Unrepresented Payments					
	Total	£47.80			

STUDENT REPORTS - Student Transactions

<u>Online Payments - Private Fund</u>					Date 04/06/2013
<u>Full Transaction Listing for Abd Al Khaliq Mobine [11HR]</u> <u>for the period 01/09/2011 to 04/06/2013.</u>					
<u>DOE Duke of Edinburgh</u>					
<u>Date</u>	<u>Amount</u>	<u>Trans No</u>	<u>Payin Ref</u>	<u>Notes</u>	
22/09/2011	£14.50	6100	102492/49..	Cheque 000843 from Abd Al Khaliq Mobine [10HY]Dr AM Khaliq	
	£14.50				£14.50
<u>EXAMS Exams</u>					
<u>Date</u>	<u>Amount</u>	<u>Trans No</u>	<u>Payin Ref</u>	<u>Notes</u>	
14/10/2011	£22.50	7362	102524/52..	Cheque 000022 from Abd Al Khaliq Mobine [11HR]Mrs N Bibi	
16/11/2011	£19.60	7893	102550/1/..	Cheque 000025 from Abd Al Khaliq Mobine [11HR]Mrs N Bibi	
22/11/2011	£50.00	8057	102564/5	Cheque 000048 from Abd Al Khaliq Mobine [11HR]Mrs N Bibi	
	£92.10				£92.10
<u>GAMES Yr 10 Off-site Games</u>					
<u>Date</u>	<u>Amount</u>	<u>Trans No</u>	<u>Payin Ref</u>	<u>Notes</u>	

Student - amounts owing

<u>Online Payments - Private Fund</u>					Date 04/06/2013
<u>Account Statement for Abd Al Khaliq Mobine [11HR]</u>					
<u>Short Code</u>	<u>Description</u>	<u>Contribution</u>	<u>Due to Date</u>	<u>Paid to Date</u>	<u>Amount Due</u>
2012GAMES	Yr 10 &11 Offsite Games	£40.00	£40.00	£0.00	£40.00
DOE	Duke of Edinburgh	£13.50	£13.50	£14.50	£0.00
EXAMS	Exams	£171.60	£171.60	£92.10	£79.50
GAMES	Yr 10 Off-site Games	£0.00	£0.00	£40.00	£0.00
TRRECULVER..	Closed. Yr10 Reculver Geog	£12.00	£12.00	£12.00	£0.00
		£237.10	£237.10	£158.60	£119.50

Contact List

Date 04/06/2012

Online Payments - Private Fund

Contact List for Yr 10 Salou Spain June 2012

Short Code 2012 TRSALOU

Date of Trip : Saturday 23 June 2012

Person(s) Responsible : Zaccarini Carlos.

Details : 40 students are attending. 39 students attending. James Easter withdrawn but £60 deposit retained.

<u>Name</u>	<u>Class Year</u>	<u>Permission</u>	<u>M/F</u>	<u>DOB</u>	<u>Tel No.</u>	<u>Notes</u>
Amos Jordan	10CA 10		M	13/07/1997	01622 862313 / 07807 686738	
Bramley-Harker Matt..	10CA 10		M	24/09/1996	01622 747948 / 07933 527195	Asthma
Brown Joel	10CA 10		M	10/06/1997	01732 882992 / 07539 223011	
Clarkson Luke	10CA 10		M	20/08/1997	01622 757446 / 07944 569527	
Coward Samuel	10CA 10		M	01/10/1996	01622 630369 / 07934 478862	
Davis George	10ZC 10		M	11/06/1997	01622 693341 / 07739 024210	Asthma. Severs Disease in right heel
Dibble Timothy	10GD 10		M	12/03/1997	01732 762812 / 07885 951895	Perforation of the right ear drum
Dighton Harry	10RH 10		M	14/08/1997	01732 220870 / 07789 138557	
Easter James	10GD 10		M	23/12/1996	01622 859901 / 07854 100006	Mild asthma
Epps Jack	10CA 10		M	01/11/1996	01732 840276 / 07936 080865	Asthma
Glenie Jamie	10CA 10		M	10/12/1996	01580 893021 / 07970 713957	Supravalvar aortic stenosis repaired 2001
Godfrey Thomas	10CA 10		M	03/03/1997	01622 679679 / 07841 534370	Asthma - mild
Grimwood John	10AN 10		M	23/03/1997	01622 751664 / 07976 717135	Allergy fish

Pupil / Parent Address Labels

Dr and Mrs Dibble
1 Yaldham Cottages
Kemsing Road
Wrotham
Sevenoaks
Kent
TN15 6NN

Mr and Mrs Bramley-Harker
Martins Farm House
Heath Road
Boughton Monchelsea
Maidstone
Kent
ME17 4JD

Mr and Mrs Clarkson
7 Holtys Crescent
Maidstone
Kent
ME15 7DB

Mr and Mrs Amos
18 Bournewood Close
Downswood
Maidstone
Kent
ME15 8TJ

Mr and Mrs Brown
West View
125 Maidstone Road
Borough Green
Sevenoaks
Kent
TN15 8HE

Mr and Mrs Coward
26 Shepherds Gate Drive
Weaving
Maidstone
Kent
ME14 5UU

Payments received / owing

<u>Online Payments - Private Fund</u>						Date 04/06/2013
<i>Registered Charity No. 16656336</i>						
<u>Payments Received for 2012 TRSALOU.</u>						
<u>Yr 10 Salou Spain June 2012</u>						
Date of Trip: Saturday 23 June 2012						
Person(s) Responsible: Zaccarini Carlos						
Details: 40 students are attending. 39 students attending. James Easter withdrawn but £60 deposit retained.						
Name	Class	Year	Amt Due	Amt Paid	Amt Owing	Permission
Amos Jordan	10CA	10	£750.00	£300.00	£450.00	
Bramley-Harker Matt..	10CA	10	£750.00	£300.00	£450.00	
Brown Joel	10CA	10	£750.00	£300.00	£450.00	
Clarkson Luke	10CA	10	£750.00	£300.00	£450.00	
Coward Samuel	10CA	10	£750.00	£300.00	£450.00	
Davis George	10ZC	10	£750.00	£300.00	£450.00	
Dibble Timothy	10GD	10	£750.00	£300.00	£450.00	
Dighton Harry	10RH	10	£750.00	£200.00	£550.00	
Easter James	10GD	10	£750.00	£60.00	£690.00	
Epps Jack	10CA	10	£750.00	£300.00	£450.00	

Letters / Emails

E Mail Message

#Parent Name#

#Address#

#Student Forename#

#Student Surname#

#Year#

#Class#

#He She#

#he she#

#Contribution#

#Paid to Date#

#Amount Outstanding#

#Direct Payment Code#

#Student Code#

Header - It won't appear on the E Mail but will appear on the letter

#Address1#
 #Address2#
 #Address3#
 #Address4#
 #Address5#
 #PostCode#

Subject

AS Geography Fieldwork Days

Message

Dear #Parent Name#

 Just an update on the fieldwork visit to Gressingham Mud Flats on 16th March 2016, following the extensive rain we have had for the past couple of weeks.

 It will be essential that #Student Forename# has knee length wellington boots, full waterproofs, a hat and gloves.

 Please could I also remind anyone who has not yet paid, that the £15 contribution is due by the Fri 21st.

 Any queries, please do let me know.

 Mr Steel|

Footer - It won't appear on the E Mail but will appear on the letter

#Address1#
 #Address2#
 #Address3#
 #Address4#
 #Address5#
 #PostCode#

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