



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	14	August	2017		13	August	2018

Section A Reference and administration details

Charity name

Highgate Primary and Blanche Nevile Primary School Association

Other names charity is known by

Highgate PSA

Registered charity number (if any)

288558

Charity's principal address

Highgate Primary School

Storey Road

London

Postcode

N6 4ED

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Amy Balakrishnan	Treasurer		
2	Joanne Yorston	Co-chair		
3	Jacqueline Oliver	Co-Chair		
4	Elana Green			
5				
6				
7				
8				
9				
10				
11				
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14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	RULES ADOPTED 18TH JANUARY 1984 AS AMENDED 18TH JUNE 2002 AND 5TH NOVEMBER 2002
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Volunteers appointed by the trustees

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>This association follows the Charity Commission guidelines on the handling of money and cash donations. Two authorised people are required to handle all monies at all times.</p>
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Engage in activities which support Highgate and Blanche Nevile Primary schools and foster extended relations between staff, parents and others associated with the schools.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Fundraising – sponsored events, raffles, cake stalls and seasonal fairs raised over £58,000 which went towards the enrichment of the school environment.

We also utilise the initiatives from providers such as easy fundraising who donate a percentage of sales through their website to the PSA.

We held an Auction of Promises during this financial year which boosted our fund raising by generating £25,000 stand alone.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The trustees are hugely proud of the funds the PSA have raised – this has been spent by the school on building the outside stage and a new piano for the whole school use. We have also spent funds raised by the class cake sales on items requested by the teachers for the enhancement of the classroom. Items such as lego, pretend play toys, outside waterproof clothing, topic specific story books. All these expenses are transparently catalogued and monitored.

Section E Financial review

Brief statement of the charity's policy on reserves

We aim to keep £10,000 in reserves to cover one years working expenses.

Details of any funds materially in deficit

NONE

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) Amy Balakrishnan

Full name(s) Amy Balakrishnan

Position (eg Secretary, Chair, etc) Treasurer

Date 25/02/2020



CHARITY COMMISSION
FOR ENGLAND AND WALES

Highgate Primary School Association

288558

Receipts and payments accounts

CC16a

For the period
from

15/08/2017

To

14/08/2018

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Auction of promises income	25,380	0	0	25,380	0
Bank errors (corrected)					5,201
Bar	0	0	0	0	269
Cake sales income	2,480	0	0	2,480	2,969
Fireworks income	6,100	0	0	6,100	4,431
Funds raised					1,000
Interest accrued on Bus Saver Acc	11	0	0	11	0
One World entrance	2,306	0	0	2,306	2,346
Parent donation	0	0	0	0	102
Promotional incentive	372	0	0	372	163
Quiz night	1,071	0	0	1,071	970
Raffles	2,918	0	0	2,918	1,200
Rainbow day sponsorship	1,161	0	0	1,161	2,215
Summer fair income	8,273	0	0	8,273	6,954
2018 Calendar	309	0	0	309	0
Family Centre	823	0	0	823	0
Green Council	637	0	0	637	0
Piano Fundraising	15	0	0	15	
Winter fair income	6,703	0	0	6,703	6,800
Sub total (Gross income for AR)	58,559	0	0	58,559	34,620

A2 Asset and investment sales, (see table).

Amounts repayable	505	0	0		
Suppliers invoices not paid	92				
Bank error not yet corrected	6,796	0	0		0
Sub total	7,393	0	0	7,393	0

Total receipts	65,952	0	0	65,952	34,620
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A3 Payments

Auction of promises	3,792	0	0	3,792	0
Bar	439	0	0	439	862
Cake sale donation	667	0	0	667	1,413
Capital costs	0	0	0	0	175
Consumables	346	0	0	346	220
Fireworks expenses	477	0	0	477	3,563
Gift aid agent (third party)					1,145
One World evening	2,784	0	0	2,784	861
Prizes					144
PSA meetings	0	0	0	0	180
PSA school donations	12,030	0	0	12,030	13,567
Quiz night expenses	286	0	0	286	0
Raffles	0	0	0	0	0
School shows					225
Staff gifts	0	0	0	0	0
Subscription	105	0	0	105	133
Summer fair expenses	3,220	0	0	3,220	3,083
Rainbow Day	120				
Trustee Expenses (reimbursed)					255
2018 Calendar	1,887	0	0	1,887	5,201
Family Centre	0	0	0	0	0
Green Council	420	0	0	420	0
Piano Fundraising	0	0	0	0	0
Winter fair expenses	665	0	0	665	1,669
Sub total	27,236	0	0	Cross Add Error	32,696

A4 Asset and investment purchases, (see table)	1,348				1,348	0
	0	0	0			

	0	0	0		
Sub total	1,348	0	0	1,348	0
Total payments	28,584	0	0	#VALUE!	32,696
Net of receipts/(payments)	37,368	0	0	#VALUE!	1,924
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	12,772	0	0	12,772	10,848
Cash funds this year end	50,140	0	0	50,140	12,772

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	<div> <div>Cash in Community Account</div> <div>Cash in Business Saver Account now called Business Premium Account</div> <div></div> <div>Total cash funds</div> <div>(agree balances with receipts and payments account(s))</div> </div>	<div>40,131</div> <div>10,009</div> <div>0</div> <div>50,140</div> <div>OK</div>	<div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>OK</div>	<div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>OK</div>
B2 Other monetary assets	<div>Details</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div>	<div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div>	<div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div>
B3 Investment assets	<div>Details</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>Fund to which asset belongs</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>Cost (optional)</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div>	<div>Current value (optional)</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div>
B4 Assets retained for the charity's own use	<div>Details</div> <div>PSA Equipment NOT computer</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>Fund to which asset belongs</div> <div>Unrestricted</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>Cost (optional)</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div>	<div>Current value (optional)</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div> <div>0</div>



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

HIGHGATE PRIMARY AND BLANCHE NEVILE PRIMARY SCHOOL
ASSOCIATION

On accounts for the year
ended

14 AUGUST 2018

Charity no
(if any)

288558

Set out on pages

4

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Christine Richmond

Date:

20/02/2020

Name:

CHRISTINE RICHMOND

Relevant professional
qualification(s) or body
(if any):

F-C-C-A

Address:	C/O TEN FORWARD FINANCE LTD
	BALFOUR HOUSE, 741 HIGH ROAD
	LONDON, N12 0BP

Section B**Disclosure**

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.