

**THE ASSOCIATION FOR MUSIC IN INTERNATIONAL SCHOOLS**  
**(A company limited by guarantee)**  
**UNAUDITED**  
**EXECUTIVE COUNCIL MEMBERS' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2020**

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**THE ASSOCIATION FOR MUSIC IN INTERNATIONAL SCHOOLS**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS EXECUTIVE COUNCIL  
MEMBERS AND ADVISERS  
FOR THE YEAR ENDED 30 JUNE 2020**

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**Executive Council**

R Bassett  
C Bulteel  
J Londgren  
R Kam  
L Ross  
R Schwartz  
C Stock-Chapin, President  
J Lodi  
M Brodie-Ideker

**Company registered  
number**

04242595

**Charity registered  
number**

1089003

**Registered office**

Church Farm House  
North Lopham  
Diss  
Norfolk  
IP22 2LP

**Company secretary**

K Montgomery

**Accountants**

MHA Larking Gowen  
Chartered Accountants  
Faiers House  
Gilray Road  
Diss  
IP22 4WR

**Solicitors**

Ashtons Legal  
Trafalgar House  
Meridian Way  
Norwich  
Norfolk  
NR7 0TA

**Executive Director**

K Montgomery

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**THE ASSOCIATION FOR MUSIC IN INTERNATIONAL SCHOOLS**  
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**EXECUTIVE COUNCIL MEMBERS' REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

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The Executive Council members present their annual report together with the financial statements of the company for the 1 July 2019 to 30 June 2020. The Annual report serves the purposes of both a Executive Council members' report and a directors' report under company law. The Executive Council members confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

**Objectives and activities**

**a. Policies and objectives**

The principal activities of the company are the promotion of excellence at all levels of musical education.

The Association for Music in International Schools is an international, non-profit, non-sectarian, politically neutral organisation dedicated to the promotion of excellence at all levels of musical education.

The objectives are as follows:-

1. To advance the education of school pupils and teachers throughout the world by developing their understanding, knowledge and appreciation of music.
2. To advance the education of young people and teachers in global issues and cultural diversity through the performance and study of music.
3. To promote high standards of musical performance in school pupils of all ages and abilities throughout the world.
4. To promote furtherance of educationally valuable music repertoire.

The aims are as follows:-

1. To facilitate communication among music teachers and other teachers of fine arts.
2. To provide and support professional development through practical teacher workshops.
3. To provide and support appropriate student workshops.
4. To provide and support non-competitive music festivals for students.
5. To encourage and assist schools to bring appropriate musical performances of high quality to their student populations.

There have been no changes in objectives since the last annual report.

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**EXECUTIVE COUNCIL MEMBERS' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2020**

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**Objectives and activities (continued)**

In setting objectives and planning for activities, the Executive Council members have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

In planning activities, the Executive Council have given careful consideration to the Charity Commission's guidance on public benefit. The charity is committed to enabling as many students as possible to benefit through participation in The Association for Music in International Schools festivals and workshops.

**Achievements and performance**

**a. Review of activities**

The 2019-2020 season was perhaps one of the most difficult in the association's history. The Fall activities were to have added a new event designed to support Elementary aged students in international schools and their teachers. This inaugural Elementary Choir Festival was to be held at the Chinese International School, Hong Kong and represented the associations continued growth and outreach. Unfortunately, because of concerns about the political unrest in Hong Kong and out of an abundance of caution, the event was cancelled and rescheduled for the 2020-2021 season. This was the first time in almost 50 years that an a festival was cancelled. Fortunately, the AMIS Music Educators' Conference also in Hong Kong was able to proceed and welcomed over 200 teachers from over fifty different international schools in Asia, Africa, Europe, North America, and the Middle East.

The association successfully held a total of eleven events, all fully subscribed and highly successful, before the onset of the pandemic required the cancellation of nine festivals.

**Membership**

AMIS closed the year with 107 school members. AMIS had 10 individual members and 3 Corporate members.

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**EXECUTIVE COUNCIL MEMBERS' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2020**

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**Achievements and performance (continued)**

**Events**

Of the twenty-one AMIS worldwide events scheduled for the 2019-2020 season nine were cancelled because of the global pandemic crises and one because of local safety concerns (Elementary festival in Hong Kong). AMIS held three audition committee meetings in the year. Two met in Europe and one met in Asia and all before the pandemic began. Over 1,700 auditions were adjudicated by professional music educators from member schools and select distinguished retired music educators. AMIS is grateful to the host schools and their staff and communities for hosting events. We are particularly grateful for the understanding and assistance from those schools that were affected by the cancellation of the events they were to host:

- High School Honor Jazz Festival Host: American School in London, England
- High School Jazz Workshop Host: American School in London, England
- Workshop for Students and Teachers of IB Music Host: International School of Amsterdam, Netherlands
- European Middle School Honor Boys Choir Festival Host: American School of Madrid, Spain
- Elementary Honor Choir Host: Chinese International School, Hong Kong (Cancelled)
- Music Educators' Conference Host: Hong Kong International School
- Solo & Ensemble Festival Host: International School of Brussels, Belgium
- Solo & Ensemble Festival Host: American School of The Hague, Netherlands
- African Middle School Honor Mixed Choir Festival Host: American School of Antananarivo, Madagascar
- Asian Middle School Honor Orchestra Festival Host: Concordia International School Shanghai, China (Cancelled)
- International Middle School Honor Mixed Choir Festival Host: Munich International School, Germany
- Asian Middle School Honor Band Festival Host: Shanghai American School – Puxi, China (Cancelled)
- European Middle School Honor Orchestra Festival Host: American School of The Hague, Netherlands (Cancelled)
- Elementary Teachers' Workshop: American School of the Hague, Netherlands
- High School Honor Choirs Festival Host: American International School of Muscat, Oman (Cancelled)
- High School Honor Band & Orchestra Festival Host: American School of Dubai, U.A.E. (Cancelled)
- Asian Middle School Honor Boys' Choir & Girls' Choir Festival Host: International School of Kuala Lumpur, Malaysia (Cancelled)
- European Middle School Honor Band Festival Host: International School of Stuttgart, Germany (Cancelled)
- European Middle School Honor Girls' Choir Festival Host: American School of Barcelona, Spain (Cancelled)
- Latin American Middle School Honor Mixed Choir Festival Host: Carol Morgan School of Santo Domingo, Dominican Republic (Cancelled)
- Young Composers Competition coordinated by Melanie Ward, Inter-Community School of Zurich

**Financial Aid Awards**

AMIS awarded 14 financial aid packages during the year to students enabling them to attend festivals they would not have otherwise been able to attend given financial restraints. It must be noted that families of students invest funds and resources in advance to be able to attend an AMIS festival. The cancellation of a festival this year often meant the loss of some or all of those resources for those individuals. Consequently AMIS honored all financial aid packages awarded even for students attending festivals that were cancelled.

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**EXECUTIVE COUNCIL MEMBERS' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2020**

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**Achievements and performance (continued)**

**Composition Commissions**

Three new compositions specifically commissioned for AMIS ensembles were funded by generous donors. Unfortunately, none of these works were premiered as intended because of festival cancellations.

- Skyfaring, composed by Sam Wu for the Asian Middle School Honor Band and Orchestra Festivals in Shanghai, China.
- Ahlan Wa Sahlan, composed by Kyle Pederson for the High School Honor Choir in Muscat, Oman -
- This Mountain Will Remain, composed by Kyle Pederson for the High School Honor Choir in Muscat, Oman

**b. Activity Planning for 2020-2021 in the wake of the Pandemic**

The AMIS administration and the AMIS Board of Trustees have developed a strategic plan that involves adaptive configurations of events for the 2020-2021 season. They include regionalisation of events as well as online and virtual alternatives. These plans are designed to evolve and adapt to the ever changing issues of the global pandemic. The board is now meeting in virtual meetings more frequently on a regular basis to accomplish these ongoing efforts.

**Financial review**

**a. Reserves policy**

The purpose of the Operating Reserve Policy for The Association for Music in International Schools is to ensure the stability of the mission, programs, employment, and ongoing operations of the organization. The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure. Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of The Association for Music in International Schools for Operating Reserves to be used and replenished within a reasonably short period of time.

The Operating Reserve Fund is defined as a designated fund set aside by the Executive Council. The minimum amount to be designated as Operating Reserve will be established in an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The Operating Reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes.

The target minimum Operating Reserve Fund is equal to six months of average Support costs.

The amount of the Operating Reserve Fund target minimum will be calculated each year after approval of the annual budget, reported to the Board of Trustees, and included in the regular financial reports.

The Operating Reserve Fund will be recorded in the financial records as Council-Designated Operating Reserve. The Fund will be funded and available in cash or cash equivalent funds. Operating Reserves will be commingled with the general cash accounts of the organization.

The Operating Reserve Fund will be funded with surplus unrestricted operating funds.

The Executive Director and Chief Operating Officer will identify the need for access to reserve funds. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required and replenished.

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**EXECUTIVE COUNCIL MEMBERS' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2020**

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Authority for use of the Operating Reserves is delegated to the Executive Director and the Chief Operating Officer in consultation of the President of the Executive Council. The use of Operating Reserves will be reported to the Executive Council at their next scheduled meeting accompanied by a description of the analysis and determination of the use of funds and plans for replenishment to restore the Operating Reserve Fund to the target minimum amount. This Policy will be reviewed every year by the Chief Operating Officer and Executive Director in consultation with the President of the Executive Council. Changes to the Policy will be recommended to the Executive Council for approval.

In the reporting period, the Association for Music in International Schools generated an operating surplus of £107,330 from a total income of £487,368 and expenditure of £380,038. The Association's total funds now stand at £272,002 of which £264,908 is unrestricted and £7,094 is restricted as at 30 June 2020.

The charity's target operational reserve is £100,000 and operational reserves of between £30,000 and £50,000 are required to invest in preparation for the next year's events. At 30 June 2020, The Association for Music in International Schools had free reserves (which by definition are unrestricted funds not invested in tangible fixed assets) of £256,607 (2019: £146,584).

**Structure, governance and management**

**a. Constitution**

The Association for Music in International Schools is registered as a charitable company limited by guarantee. The charity was founded in October 2000 and was incorporated on 28 June 2001, with company registration number 04242595. The organisation registered with the Charity Commission on 23 October 2001, under charity number 1089003.

**b. Methods of appointment or election of Executive Council members**

The charity is governed by the Board of Trustees (the Executive Council) which is elected from the membership. Each member of the Executive Council serves a three year term, and may stand for re-election.

The memorandum and articles of association require that there shall be not fewer than 5 nor more than 9 Trustees. Trustees are elected by the membership by electronic ballot each spring.

**Information on fundraising practices**

AMIS had 120 Patrons for the year that donated to the association's general fund and the composition commission fund.

Financial aid and further composition commission donations are collected anonymously after festival concerts when allowed by the hosting school or venue.

Fundraising for AMIS is the responsibility of the associations' Development Officer. Under the supervision of the Development Officer, AMIS subscribes to the Fundraising Regulator's Code of Fundraising Practice. AMIS does not use professional fundraisers or involve commercial participators. There have been no complaints about fundraising activity this year.

All direct marketing is undertaken by the Development Officer to ensure that it is not unreasonably intrusive or persistent. Contact is made through direct marketing a maximum of three times a year but usually annually. Any marketing material contains clear instructions on how a person can be removed from contact lists.



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**EXECUTIVE COUNCIL MEMBERS' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2020**

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**Statement of Executive Council members' responsibilities**

The Executive Council members (who are also the directors of the company for the purposes of company law) are responsible for preparing the Executive Council members' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Executive Council members to prepare financial statements for each financial . Under company law, the Executive Council members must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Executive Council members are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Executive Council members are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Executive Council members and signed on their behalf by:

.....  
**C Stock-Chapin**  
President of the Executive Council  
Date:

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**THE ASSOCIATION FOR MUSIC IN INTERNATIONAL SCHOOLS**  
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**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

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**Independent examiner's report to the Executive Council members of The Association for Music in International Schools ('the company')**

I report to the charity Executive Council members on my examination of the accounts of the company for the year ended 30 June 2020.

**Responsibilities and basis of report**

As the Executive Council members of the company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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**THE ASSOCIATION FOR MUSIC IN INTERNATIONAL SCHOOLS**  
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**INDEPENDENT EXAMINER'S REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2020**

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This report is made solely to the company's Executive Council members, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Executive Council members those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Executive Council members as a body, for my work or for this report.

Signed:

Dated:

Christopher Yeates FCA DChA

Larking Gowen LLP  
Chartered Accountants  
Diss

**THE ASSOCIATION FOR MUSIC IN INTERNATIONAL SCHOOLS**  
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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 30 JUNE 2020**

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
<b>Income from:</b>					
Donations and legacies	4	62,050	1,353	63,403	25,660
Charitable activities	5	423,924	-	423,924	504,187
Investments	6	41	-	41	99
<b>Total income</b>		<b>486,015</b>	<b>1,353</b>	<b>487,368</b>	<b>529,946</b>
<b>Expenditure on:</b>					
Charitable activities	7	372,730	7,308	380,038	514,181
<b>Total expenditure</b>		<b>372,730</b>	<b>7,308</b>	<b>380,038</b>	<b>514,181</b>
<b>Net income/(expenditure)</b>		<b>113,285</b>	<b>(5,955)</b>	<b>107,330</b>	<b>15,765</b>
<b>Net movement in funds</b>		<b>113,285</b>	<b>(5,955)</b>	<b>107,330</b>	<b>15,765</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		151,623	13,049	164,672	148,907
Net movement in funds		113,285	(5,955)	107,330	15,765
<b>Total funds carried forward</b>		<b>264,908</b>	<b>7,094</b>	<b>272,002</b>	<b>164,672</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 12 to 23 form part of these financial statements.

**THE ASSOCIATION FOR MUSIC IN INTERNATIONAL SCHOOLS**  
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**BALANCE SHEET**  
**FOR THE YEAR ENDED 30 JUNE 2020**

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	11	8,301	5,039
		<u>8,301</u>	<u>5,039</u>
<b>Current assets</b>			
Debtors	12	63,794	53,764
Cash at bank and in hand		266,072	175,097
		<u>329,866</u>	<u>228,861</u>
Creditors: amounts falling due within one year	13	(66,165)	(69,228)
<b>Net current assets</b>		<u>263,701</u>	<u>159,633</u>
<b>Total net assets</b>		<u><u>272,002</u></u>	<u><u>164,672</u></u>
<b>Charity funds</b>			
Restricted funds	14	7,094	13,049
Unrestricted funds	14	264,908	151,623
<b>Total funds</b>		<u><u>272,002</u></u>	<u><u>164,672</u></u>

The company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Executive Council members acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Executive Council members and signed on their behalf by:

C Stock-Chapin  
President of the Executive Council

Date:

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**THE ASSOCIATION FOR MUSIC IN INTERNATIONAL SCHOOLS**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2020**

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**1. General information**

The company is a company limited by guarantee and incorporated in England and Wales, registration number 04242595. The registered office is Church Farm House, North Lopham, Diss, Norfolk IP22 2LP. The members of the company are the Executive Council members named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are presented in sterling which is the functional currency of the company and rounded to the nearest £.

The Association for Music in International Schools meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**2.2 Going concern**

The Executive Council have considered the Charity's position at the time of signing the financial statements, and in particular the current issues caused by Covid-19 and its potential impact on the Charity and the wider economy. As such under the current circumstances, it is difficult to produce accurate forecasts for the remainder of the financial year and medium term. Nevertheless, the Executive Council have considered the current financial strength of the Charity, together with the range of measures the Executive Council can take to mitigate ongoing costs should they need to.

Based on this, the Executive Council have concluded that they have a reasonable expectation that the Charity will have adequate resources to continue in operational existence for the foreseeable future, and, based on the economic environment recovering within the timeframe currently being widely anticipated, at least twelve months from the date of signing these financial statements, they therefore continue to adopt the going concern basis of accounting in preparing these financial statements.

**2.3 Income**

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2020**

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**2. Accounting policies (continued)**

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs and include project management carried out at Headquarters.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.6 Foreign currencies**

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at rates of exchange ruling at the reporting date.

Transactions in foreign currencies are translated into sterling at the rate ruling on the date of the transaction.

Exchange gains and losses are recognised in the Statement of financial activities.

**2.7 Tangible fixed assets and depreciation**

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Computer equipment	- 20% reducing balance
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2020**

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**2. Accounting policies (continued)**

**2.8 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.9 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.10 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

**2.11 Financial instruments**

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.12 Pensions**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

**2.13 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Executive Council members in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.



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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020**

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**3. Critical accounting estimates and areas of judgment**

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. There are no estimates or assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

**4. Income from donations and legacies**

	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
Collections and donations	62,050	1,353	<b>63,403</b>	25,660
	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total 2019</i>	19,756	5,904	25,660	
	<hr/>	<hr/>	<hr/>	

**5. Income from charitable activities**

	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
Income from festivals, workshops and conferences	354,441	<b>354,441</b>	445,907
Membership fees	69,483	<b>69,483</b>	58,280
	<hr/>	<hr/>	<hr/>
	423,924	<b>423,924</b>	504,187
	<hr/>	<hr/>	<hr/>

In the prior period, all income from charitable activities was unrestricted.

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**6. Investment income**

	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
Investment income	41	41	99

In the prior period, all income from charitable activities was unrestricted.

**7. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2020 £</b>	<b>Support costs 2020 £</b>	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
Charitable activities	131,792	248,246	<b>380,038</b>	514,181
<i>Total 2019</i>	296,337	217,844	514,181	

**Analysis of direct costs**

	<b>Activities 2020 £</b>	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
Festival expenses	119,568	<b>119,568</b>	273,710
Music	6,833	<b>6,833</b>	13,312
Audition committees	5,391	<b>5,391</b>	9,315
	131,792	<b>131,792</b>	296,337

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**7. Analysis of expenditure by activities (continued)**

**Analysis of support costs**

	<b>Activities 2020 £</b>	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
Staff costs	147,127	<b>147,127</b>	144,602
Office rent	3,600	<b>3,600</b>	3,600
Office expenses	5,694	<b>5,694</b>	4,755
Telephone	5,903	<b>5,903</b>	4,214
Postage & courier expenses	2,464	<b>2,464</b>	7,425
Programmes	9,588	<b>9,588</b>	9,174
Sundry expenses	143	<b>143</b>	239
IT & website costs	24,050	<b>24,050</b>	13,763
Exchange rate difference	(980)	<b>(980)</b>	5,443
Bank charges & commission	5,076	<b>5,076</b>	5,432
Depreciation - Fixtures & fittings	98	<b>98</b>	123
Depreciation - Computer equipment	1,979	<b>1,979</b>	1,138
Bad debts	35,112	<b>35,112</b>	7,710
Health & accident insurance	4,467	<b>4,467</b>	4,207
Accountancy and independent examination	3,925	<b>3,925</b>	2,785
Legal expenses	-	-	3,234
	<u>248,246</u>	<u><b>248,246</b></u>	<u>217,844</u>

**8. Independent examiner's remuneration**

The independent examiner's remuneration amounts to an independent examiner fee of £2,070 (2019 - £1,970).

**9. Staff costs**

	<b>2020 £</b>	<i>2019 £</i>
Wages and salaries	<b>132,805</b>	130,454
Social security costs	<b>12,437</b>	12,294
Other pension costs	<b>1,885</b>	1,854
	<u><b>147,127</b></u>	<u>144,602</u>

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**9. Staff costs (continued)**

The average number of persons employed by the company during the year was as follows:

	<b>2020</b> <b>No.</b>	<i>2019</i> <i>No.</i>
Employees	<b>3</b>	<i>3</i>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	<b>2020</b> <b>No.</b>	<i>2019</i> <i>No.</i>
In the band £60,001 - £70,000	<b>1</b>	<i>1</i>

Total key management personnel remuneration during the period was £147,127 (2019: £144,602).

**10. Executive Council members' remuneration and expenses**

During the year, no Executive Council members received any remuneration or other benefits (2019 - *£NIL*).

During the year ended 30 June 2020, subsistence expenses totalling £2,604 were paid on behalf of 8 Executive Council members (2019 - £2,142 on behalf of 8 *Executive Council members*).

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**11. Tangible fixed assets**

	<b>Computer equipment £</b>
<b>Cost or valuation</b>	
At 1 July 2019	22,008
Additions	5,339
	<hr/>
At 30 June 2020	27,347
	<hr/>
<b>Depreciation</b>	
At 1 July 2019	16,969
Charge for the year	2,077
	<hr/>
At 30 June 2020	19,046
	<hr/>
<b>Net book value</b>	
At 30 June 2020	8,301
	<hr/> <hr/>
<i>At 30 June 2019</i>	5,039
	<hr/> <hr/>

**12. Debtors**

	<b>2020 £</b>	<b>2019 £</b>
<b>Due within one year</b>		
Trade debtors	36,249	25,496
Prepayments and accrued income	27,545	28,268
	<hr/>	<hr/>
	63,794	53,764
	<hr/> <hr/>	<hr/> <hr/>

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**13. Creditors: Amounts falling due within one year**

	<b>2020</b>	<i>2019</i>
	<b>£</b>	<i>£</i>
Other taxation and social security	<b>1,282</b>	<i>2,534</i>
Other creditors	<b>8,293</b>	<i>8,551</i>
Accruals and deferred income	<b>56,590</b>	<i>58,143</i>
	<b>66,165</b>	<i>69,228</i>

Deferred income relates to membership fees paid in advance for the period from 1 July 2020 to 30 June 2021 (2019: 1 July 2019 to 30 June 2020).

	<b>2020</b>	<i>2019</i>
	<b>£</b>	<i>£</i>
Deferred income at 1 July 2019	<b>55,778</b>	<i>59,013</i>
Resources deferred during the year	<b>54,106</b>	<i>55,778</i>
Amounts released from previous periods	<b>(55,778)</b>	<i>(59,013)</i>
	<b>54,106</b>	<i>55,778</i>

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**14. Statement of funds**

**Statement of funds - current year**

	Balance at 1 July 2019 £	Income £	Expenditure £	Balance at 30 June 2020 £
<b>Unrestricted funds</b>				
General Funds	151,623	486,015	(372,730)	264,908
<b>Restricted funds</b>				
Financial Aid and Commission Fund	13,049	1,353	(7,308)	7,094
<b>Total of funds</b>	<b>164,672</b>	<b>487,368</b>	<b>(380,038)</b>	<b>272,002</b>

The funds held in the Financial Aid and Commission Fund are for the purpose of assisting students who might not otherwise be able to attend a festival because of financial difficulties and for the purpose of commissioning a musical composition for a festival ensemble.

**Statement of funds - prior year**

	Balance at 1 July 2018 £	Income £	Expenditure £	Balance at 30 June 2019 £
<b>Unrestricted funds</b>				
General Funds	132,160	524,042	(504,579)	151,623
<b>Restricted funds</b>				
Composition Fund	3,398	-	(3,398)	-
Financial Aid and Commission Fund	13,349	5,904	(6,204)	13,049
	16,747	5,904	(9,602)	13,049
<b>Total of funds</b>	<b>148,907</b>	<b>529,946</b>	<b>(514,181)</b>	<b>164,672</b>

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**15. Analysis of net assets between funds**

**Analysis of net assets between funds - current period**

	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Tangible fixed assets	8,301	-	<b>8,301</b>
Current assets	322,772	7,094	<b>329,866</b>
Creditors due within one year	(66,165)	-	<b>(66,165)</b>
<b>Total</b>	<b>264,908</b>	<b>7,094</b>	<b>272,002</b>

**Analysis of net assets between funds - prior period**

	<i>Unrestricted funds 2019 £</i>	<i>Restricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Tangible fixed assets	5,039	-	5,039
Current assets	215,812	13,049	228,861
Creditors due within one year	(69,228)	-	(69,228)
<b>Total</b>	<b>151,623</b>	<b>13,049</b>	<b>164,672</b>

**16. Pension commitments**

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £1,885 (2019 - £1,854). Contributions of £721 (2019: £361) were payable to the fund at the balance sheet date and are included in creditors.



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**17. Related party transactions**

G Bassett, the wife of R Bassett (a Trustee of the charity) has been employed as a consultant since 1 July 2014. Authorisation for the employment and payment of an annual salary to G Bassett was granted by the Charity Commission when the charity first registered in October 2001. G Bassett and R Bassett do not take part in the Executive Council's discussions and decisions concerning the terms and conditions of employment. During the year to 30 June 2020, G Bassett was paid a gross salary of £12,556 (2019: £12,360).

During the year to 30 June 2020, R & G Bassett received a total of £1,200 (2019: £1,200) for the use of their home for office accommodation and for meetings. These payments are shown as office rent in the accounts. The charity also paid R & G Bassett a total of £7,454 (2019: £7,274) for the provision of bed and breakfast accommodation. These payments have been authorised by the Charity Commission.