



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 15/08/2018  
Period end date

Period start date To 14/08/2019

Charity name: Highgate Primary and Blanche Nevile Primary School Association

Charity registration number: **288558**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To raise funds to support Highgate Primary School. To provide a context in which parents and carers can work together creatively to support their children.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The PSA events this financial year included</p> <ul style="list-style-type: none"><li>Fireworks</li><li>Winter Fair</li><li>Quiz night</li><li>Rainbow day</li><li>One World</li><li>Easter Raffle</li><li>Auction of Promises</li><li>Summer Fair</li><li>and numerous cake sales.</li></ul> <p>These events were all made possible by the generous time commitment of the PSA officers, especially Lana Green (class rep coordinator) and Michelle Courtney (cake sale coordinator).</p> <p>Our PSA calendar is now working well with all the Events we plan throughout the year. They are popular and well attended – long may that continue. We continue to build on our successes as well as</p>

		<p>reviewing the events. We struggle with attendance for adult only events and so will focus our efforts on child-led events. We have a great team of Class Reps onboard now and the system is working well. Building greater ties with the teachers continues to be a focus for the next year and we are grateful for the continued support of the school for our fundraising efforts, in particular William, the Head Teacher.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>In planning our activities for the year we kept in mind the Charities Commission's guidance on Public Benefit at our Trustee and member meetings.</p>

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

#### **Achievements and Performance**

	SORP reference	
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Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Money raised at the events listed above was primarily reserved towards the continued 'Playground project', providing funding to the school to help renew the school playground. Money was also provided to support</p> <ul style="list-style-type: none"> <li>- several school trips</li> <li>- a Year 6 production</li> <li>- music lessons</li> <li>- a newspaper subscription</li> </ul> <p>The main achievement of the PSA this year was the Auction of Promises that helped contribute further to the 'Playground Project'.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>No reserves policy is in place.</b> However, the PSA aims to maintain a reserve of around £10,000, as each year donations of over £7000 are made to the school, and the fundraising events run by the PSA require amounts of money to be available in advance for expenses such as bouncy castle hire.
Amount of reserves held	Para 1.22	The PSA held around £11,000 in the reserve at the end of the financial year being reported here.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		



## Structure, Governance and Management

Description of charity's trusts:		Association
Type of governing document (trust deed, royal charter)	Para 1.25	RULES ADOPTED 18TH JANUARY 1984 AS AMENDED 18TH JUNE 2002 AND 5TH NOVEMBER 2002
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Appointed annually or re-appointed at AGM
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Chair and Co-Chair recommend trustees appointment and is agreed at the AGM

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Highgate Primary and Blanche Nevile Primary School Association
Other name the charity uses	HPSA
Registered charity number	288558

Charity's principal address	<b>Highgate Primary School</b> <b>Storey Road</b> <b>London N6 4DR</b>

### 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	Joanne Yorston	Chair	December 2016 onwards	
	2	Jacqueline Oliver	Co Chair	December 2016 onwards	
	3	Lana Green	Class rep coordinator	December 2016 onwards	
	4	Amy Balakrishnan	Treasurer	December 2016 onwards	
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	18				
	19				
	20				

### Corporate trustees – names of the directors at the date the report was approved

Director name		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	




## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### 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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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s) Joanne Yorston

Amy Balakrishnan

Full name(s) Joanne Yorston

Amy Balakrishnan

Position (eg Secretary,  
Chair, etc)

Chair

Treasurer

Date 16th June 2021



## Receipts and payments accounts

CC16a

For the period  
from

15/08/2018

To

14/08/2019

### 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 £
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#### A1 Receipts

Auction of promises income	9,668	0	0	9,668	25,380
Bar	435	0	0	435	0
Cake sales income	1,629	0	0	1,629	2,480
Fireworks income	7,951	0	0	7,951	6,100
Interest accrued on Bus Saver Acc	20	0	0	20	11
One World entrance	2,829	0	0	2,829	2,306
Parent donation	1,419	0	0	1,419	0
Promotional incentive	384	0	0	384	372
Quiz night	781	0	0	781	1,071
Raffles	1,030	0	0	1,030	2,918
Rainbow day sponsorship	1,184	0	0	1,184	1,161
Summer fair income	8,036	0	0	8,036	8,273
2018 Calendar	0	0	0	0	309
Family Centre	750	0	0	750	823
Green Council	1,031	0	0	1,031	637
Piano Fundraising	160	0	0	160	15
Silent disco	1,731			1,731	0
Winter fair income	5,617	0	0	5,617	6,703
<b>Sub total (Gross income for AR)</b>	<b>44,655</b>	<b>0</b>	<b>0</b>	<b>44,655</b>	<b>58,559</b>

#### A2 Asset and investment sales, (see table).

Amounts repaid	300	-	-		505
Suppliers invoices not paid	308	-	-		92
Bank error not yet corrected	-	-	-		6,796
	-	-	-		
	-	-	-		-
<b>Sub total</b>	<b>608</b>	<b>-</b>	<b>-</b>	<b>608.00</b>	<b>7,393</b>

<b>Total receipts</b>	<b>45,263</b>	<b>-</b>	<b>-</b>	<b>45,263</b>	<b>65,952</b>
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#### A3 Payments

Auction of promises	1,612	0	0	1,612	3,792
Bar		0	0	0	439
Cake sale donation	1,944	0	0	1,944	667
Central Overheads	3,003	0	0	3,003	0
Consumables	0	0	0	0	346
Fireworks expenses	3,632	0	0	3,632	477
One World evening	776	0	0	776	2,784
Acquarium maintenance	307	0	0	307	0
PSA school donations	30,978	0	0	30,978	12,030
Quiz night expenses	156	0	0	156	285
Raffles	19	0	0	19	0
Rainbow day	151	0	0	151	120
Subscription	0	0	0	0	105
Summer fair expenses	1,354	0	0	1,354	3,220
2018 Calendar		0	0	0	1,887
Family Centre	750	0	0	750	0
Green Council	277	0	0	277	420
Piano Fundraising	15	0	0	15	0
Silent Disco	537			537	0
Winter fair expenses	493	0	0	493	665
<b>Sub total</b>	<b>46,004</b>	<b>0</b>	<b>0</b>	<b>46,004</b>	<b>27,236</b>

<b>A4 Asset and investment purchases, (see table)</b>					
Bank error not yet corrected	6,796				
Assets purchased	484				1,347
		-	-		
	7,280	-	-	7,280.00	1,347
	53,284	-	-	53,284	28,583
<b>Sub total</b>					
	- 8,021	-	-	- 8,021	37,368
<b>Total payments</b>					
	-	-	-	-	-
	50,140	-	-	50,140	12,772
<b>Net of receipts/(payments)</b>	42,119	-	-	42,119	50,140

A5 Transfers between funds

A6 Cash funds last year end

Cash funds this year end

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>Section B Statement of Financial Position</b>	Cash in Community Account	32,089	-	-
	Cash in Business Saver Account now called Business Premium Account	10,030	-	-
		-	-	-
	<b>Total cash funds</b>	42,119	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
<b>B4 Assets retained for the charity's own use</b>				



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

HIGHGATE PRIMARY AND BLANCHE NEVILE PRIMARY SCHOOL  
ASSOCIATION

On accounts for the year  
ended

14 AUGUST 2019

Charity no  
(if any)

288558

Set out on pages

4

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*

21-6-21

Name:

CHRISTINE RICHMOND

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

ACCOUNTANT

**Address:** C/O TEN FORWARD ACCOUNTING LTD  
1 Mountview Court, 310 Friern Barnet Lane  
London N20 0LD

**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.