



Highgate Primary School Association

288558

Receipts and payments accounts

CC16a

For the period
from

14-Aug-2015

To

13-Aug-2016

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	0	0	0	0	9,575
Bar	2,274	0	0	2,274	1,064
Cake sales income	2,993	0	0	2,993	2,214
Fireworks income	5,033	0	0	5,033	4,974
Interest accrued on Bus Saver Acc	5	0	0	5	10
One World entrance	940	0	0	940	2,498
Parent donation	100	0	0	100	650
Promotional incentive	86	0	0	86	0
Quiz night	516	0	0	516	508
Raffles	1,220	0	0	1,220	549
Rainbow day sponsorship	2,153	0	0	2,153	2,162
Summer fair income	5,160	0	0	5,160	5,498
Winter fair income	5,424	0	0	5,424	5,544
Sub total(Gross income for AR)	25,904	0	0	25,904	35,246
A2 Asset and investment sales, (see table).					
	-	-	-		
	-	-	-		-
Sub total	-	-	-	- 0	-
Total receipts	25,904			25,904	35,246
A3 Payments					
Auction of promises	0	0	0	0	630
Bar	893	0	0	893	1,660
Cake sale donation	487	0	0	487	207
Capital costs	787	0	0	787	239
Consumables	136	0	0	136	515
Fireworks expenses	3,827	0	0	3,827	4,153
One World evening	890	0	0	890	0
PSA meetings	351	0	0	351	0
PSA school donations	50,958	0	0	50,958	6,843
Quiz night expenses	508	0	0	508	0
Raffles	0	0	0	0	391
Staff gifts	0	0	0	0	187
Subscription	96	0	0	96	96
Summer fair expenses	3,227	0	0	3,227	2,192
Winter fair expenses	560	0	0	560	1,829
Sub total	62,720	0	0	62,720	18,942
A4 Asset and investment purchases, (see table)					
	-	-	-		

	-	-	-		
Sub total	-	-	-	- 0	-
Total payments	62,720			62,720	18,942
Net of receipts/(payments)	36,816	- 0	- 0	36,816	16,304
A5 Transfers between funds	-	- 0	- 0	- 0	- 0
A6 Cash funds last year end	47,664	- 0	- 0	47,664	- 0
Cash funds this year end	10,848	- 0	- 0	10,848	16,304

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</div> <div></div> <div>Total cash funds</div> <div>(agree balances with receipts and payments account(s))</div> </div>	<div>10,718</div> <div>130</div> <div>- 0</div> <div>10,848</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></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></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>
B5 Liabilities	<div>Details</div> <div></div> <div></div> <div></div>	<div>Fund to which liability relates</div> <div></div> <div></div> <div></div>	<div>Amount due (optional)</div> <div>- 0</div> <div>- 0</div> <div>- 0</div>	<div>When due (optional)</div> <div></div> <div></div> <div></div>

B5 Liabilities

		- 0	
		- 0	

Signed by one or two trustees on
behalf of all the trustees

Signature	Print Name	Date of approval
<i>Jake Baker</i>	Jake Baker	21-Jan-2017



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	14	August	2105		13	August	2016

Section A Reference and administration details

Charity name Highate Primary and Blanche Nevile Primary School Association

Other names charity is known by HPSA

Registered charity number (if any) 288558

Charity's principal address Highgate Primary School

Storey Road

London

Postcode N6 4DR

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	Jake Baker	Treasurer	December 2016 onwards	
4	Lana Green	Class rep coordinator	December 2016 onwards	
5	Claire Bardner	Outgoing chair	December 2016 onwards	
6	Amy Balakrishnan	Treasurer-elect	December 2016 onwards	
7				
8				
9				
10				
11				
12				
13				
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)

Appointed annually or re-appointed at AGM

Additional governance issues (Optional information)

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

- 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.

Section C Objectives and activities

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

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 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)

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.

The PSA events this financial year included
Fireworks
Winter Fair
Quiz night
Rainbow day
One World
Easter Raffle
Summer Fair
and numerous cake sales.

These events were all made possible by the generous time commitment of the PSA officers, especially Claire Bardner (out-going Chair), Lana Green (class rep coordinator) and Michelle Courtney (cake sale coordinator).

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 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.

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.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Money raised at the events listed above was primarily reserved towards the 'Playground project', providing funding to the school to help renew the school playground.

Money was also provided to support

- several school trips
- a Year 6 production
- music lessons
- a newspaper subscription

The main achievement of the PSA this year was contributing £45,000 towards the 'Playground Project'.

Section E

Financial review

Brief statement of the charity's policy on reserves

No reserves policy is in place.

However, PSA reserves were used for the 'Playground project'. This money (£45,000) was paid to the school during this financial year.

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.

The PSA held around £11,000 in the bank at the end of the financial year being reported here.

Details of any funds materially in deficit

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)	Joanne Yorston	Jake Baker
Full name(s)	Joanne Yorston	Jake Baker (treasurer)
Position (eg Secretary, Chair, etc)	Chair	
Date	21 January 2017	



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**

13 AUGUST 2016

**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:

Date:

04/01/2017

Name:

SUNEESH PATEL

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

ACCA

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.