

**ST MICHAEL'S SCHOOL ASSOCIATION**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

# ST MICHAEL'S SCHOOL ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

Rachel Maynard  
Giles Taylor  
Alicia Pivaro  
Josephine Freeman  
Jane Fluckiger  
Anja Barnes  
Vaness Frances-Giorgianna  
Olivia Reshat (Appointed 24 September 2019)  
Michael Spyrou (Appointed 15 March 2021)  
Frederic Ireland (Appointed 15 March 2021)  
Katrina Charles (Appointed 15 March 2021)  
Sarah Grundy (Appointed 15 March 2021)  
Philippa Neame (Appointed 15 March 2021)  
Merle Parker (Appointed 15 March 2021)  
Jeremy Smith (Appointed 15 March 2021)

### Charity number

1076564

### Principal address

St Michael's School  
North Road  
Highgate  
London  
N6 4BG

### Independent examiner

Peter Edwards  
Beatty & Co  
Suites 3 & 4, 63 - 67 Athenaeum Place  
London  
N10 3HL

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# ST MICHAEL'S SCHOOL ASSOCIATION

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# ST MICHAEL'S SCHOOL ASSOCIATION

## TRUSTEES' REPORT

### *FOR THE YEAR ENDED 31 JULY 2020*

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The Trustees present their report and accounts for the year ended 31 July 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Constitution, the Charities Act 2011 and "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 2015)"

#### **Statement of Trustees' Responsibilities**

The Trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that year.

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Objectives and activities**

The Charity's objects are to advance the education of the pupils of St Michael's Church of England School, Highgate, London N6 by providing and assisting in the provision of facilities for education at the school (not formally provided by the local education authority). To further these objects, the SMSA may:

- Foster more extended relationships between the parents, staff and governors and others associated with the school;
- Engage in activities which support the school and advance the education of the pupils attending it;
- Provide funds to rent purchase and/or finance improvements to the school buildings, grounds and facilities as agreed and in discussion with the Governors and teaching staff; and
- Purchase equipment, educational products and other items not provided by the local authority or school governors that the teaching staff believe will further the objects of the Association. There has been no change in these objectives during the year.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

# ST MICHAEL'S SCHOOL ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2020

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The Charity hosts a number of events to raise money, which is then donated to the school to provide much needed funds to support the school infrastructure and education of the pupils. A major contribution is made by many parents. The Trustees are very grateful for the many hours spent by parents in arranging the vast array of fund-raising events. The usual major fund-raising events during the year are;

- Weekly cake sales
- Bonfire Night
- Christmas Fair
- Pantomime
- Fun Run
- Summer Fair

#### **Coronavirus**

This year the SMSA's activities were severely curtailed by the coronavirus lockdown and restrictions, starting in late March and continuing until the end of the school year. All spring and summer events, including the Fun Run and Summer Fair were cancelled, and cake sales ceased. The effect of this was to reduce gross income and profits from fundraising events by more than 40 percent.

With socially distanced school in the autumn term and a second lockdown in the spring term, there have so far been virtually no fundraising in the subsequent year either.

#### **Achievements and performance**

The SMSA made a number of significant contributions to the school infrastructure during the period, including;

- £7,700 on classroom book corners, books and other items (from weekly cake sales)
- £6,000 on a new junior hall sound system
- £3,100 on equipment for fundraising events (storage shed, fridge and freezer etc)

The charity also underwrites all school trips and productions. This ensures that all children can take part and benefit from the school's diverse activities. In addition to raising funds for the SMSA, members also oversee the School Library and the Gardening Club.

#### **Financial review**

The Charity holds a single unrestricted fund and the trustees aim to minimise the balance at all times in order that the school benefits from the money raised at the earliest opportunity. In the current year the income of the Association was £38,400 (2019 - £66,400). With costs of generating income of £17,500 (2019 - £33,000), fundraising activities generated £20,900 (2019 - £33,400). The costs of charitable activities during the period were £22,100 (2019 - £35,300) giving rise to net decrease in funds of £1,200 (2019 - decrease of £1,900). As a result, the funds in hand at the period end were £7,300 (2019 - £8,500).

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Structure, governance and management**

The Charity is governed by a Constitution adopted 27 January 1997, amended 3 July 2014 and 27 February 2016. It is constituted as an Association - all parents of the school are members of the SMSA.

The constitution states that trustees and Officers shall be appointed at the Annual General Meeting of the charity. Appointments shall be made from the majority vote on a show of hands vote of Members. Secret or written ballots may be held at the outgoing Committee's discretion. In the event of an Officer or Trustee resigning or no longer fulfilling the criteria to be an Officer or Trustee before the end of their term, additional Officers and Trustees may be appointed at a General Meeting from the majority vote on a show of hands of Members.

# ST MICHAEL'S SCHOOL ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 JULY 2020

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Each of the Officers and Trustees shall retire with effect from the conclusion of the Annual General Meeting (AGM) or General Meeting next after his or her appointment but shall be eligible for re-election for another term at that AGM.

No-one may be elected a Trustee or an Officer at any AGM or general meeting unless prior to or during the meeting the Charity is given notice that:

- (a) a Member proposes the individual for that position either in writing or in person; and
- (b) the person who is to be proposed shows his or her willingness to be appointed' and
- (c) the person fills any necessary criteria for appointment; and
- (d) nominees for Officers are Members and will remain so for their term.

The Members may not appoint a person to be an Officer unless the position is vacant or the incumbent has resigned, save that persons may be removed against their will on a resolution at an AGM or General Meeting by a majority vote of Members of the Trustees and Officers using the disputes process.

Each officer can serve no more than 6 consecutive terms as an Officer (4 consecutive years in one individual role).

Trustees can serve no more than 6 consecutive terms as a Trustee. Time spent as Officers is disregarded.

None of the Trustees has any beneficial interest in the charity.

The Trustees who served during the year were:

Rachel Maynard	
Clare Leach	(Resigned 17 July 2020)
Giles Taylor	
Alicia Pivaro	
Kenneth Michaels	(Resigned 17 July 2020)
Josephine Freeman	
Jane Fluckiger	
Anja Barnes	
Pamela Cheshire	(Resigned 17 July 2020)
Vaness Frances-Giorgianna	
Maria Ohrman	(Resigned 17 July 2020)
Olivia Reshat	(Appointed 24 September 2019)
Michael Spyrou	(Appointed 15 March 2021)
Frederic Ireland	(Appointed 15 March 2021)
Katrina Charles	(Appointed 15 March 2021)
Sarah Grundy	(Appointed 15 March 2021)
Philippa Neame	(Appointed 15 March 2021)
Merle Parker	(Appointed 15 March 2021)
Jeremy Smith	(Appointed 15 March 2021)

The Trustees' report was approved by the Board of Trustees.

  
Giles Taylor

Trustee

Dated: 24 May 2021

# ST MICHAEL'S SCHOOL ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF ST MICHAEL'S SCHOOL ASSOCIATION

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I report on the financial statements of the Charity for the year ended 31 July 2020, which are set out on pages 5 to 12.

#### Respective responsibilities of Trustees and examiner

The Charity's Trustees are responsible for the preparation of the financial statements. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the financial statements under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

#### Basis of independent examiner's report

My examination was carried out in accordance with the 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

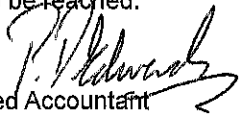
#### Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for the financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In connection with my examination, no other matter except that referred to in the previous paragraph has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Peter Edwards   
Chartered Certified Accountant  
Beatty & Co  
Suites 3 & 4, 63 - 67 Athenaeum Place  
London  
N10 3HL

Dated: 27/5/21

# ST MICHAEL'S SCHOOL ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT *FOR THE YEAR ENDED 31 JULY 2020*

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	Notes	2020 £	2019 £
<b><u>Income from:</u></b>			
Donations and legacies	2	5,000	4,782
Other trading activities	3	33,365	61,627
		<hr/>	<hr/>
<b>Total income</b>		38,365	66,409
		<hr/>	<hr/>
<b><u>Expenditure on:</u></b>			
Raising funds	4	17,459	32,997
Charitable activities	5	22,141	35,323
		<hr/>	<hr/>
<b>Total resources expended</b>		39,600	68,320
		<hr/>	<hr/>
<b>Net expenditure for the year/ Net movement in funds</b>		(1,235)	(1,911)
Fund balances at 1 August 2019		8,511	10,422
		<hr/>	<hr/>
<b>Fund balances at 31 July 2020</b>		7,276	8,511
		<hr/> <hr/>	<hr/> <hr/>

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

All income and expenditure derive from continuing activities.



# ST MICHAEL'S SCHOOL ASSOCIATION

## BALANCE SHEET

AS AT 31 JULY 2020

	Notes	2020 £	£	2019 £	£
<b>Current assets</b>					
Stocks	9	440		440	
Debtors	10	1,254		1,347	
Cash at bank and in hand		17,127		42,400	
		<u>18,821</u>		<u>44,187</u>	
<b>Creditors: amounts falling due within one year</b>	11	(11,545)		(35,676)	
Net current assets			<u>7,276</u>		<u>8,511</u>
<b>Income funds</b>					
Unrestricted funds			<u>7,276</u>		<u>8,511</u>
			<u>7,276</u>		<u>8,511</u>

The financial statements were approved by the Trustees on 24 May 2021

  
Giles Taylor  
Trustee

# ST MICHAEL'S SCHOOL ASSOCIATION

## STATEMENT OF CASH FLOWS

**FOR THE YEAR ENDED 31 JULY 2020**

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	Notes	2020 £	£	2019 £	£
<b>Cash flows from operating activities</b>					
Cash (absorbed by)/generated from operations	13		(25,273)		154
<b>Net cash used in investing activities</b>			-		-
<b>Net cash used in financing activities</b>			-		-
			<hr/>		<hr/>
<b>Net (decrease)/increase in cash and cash equivalents</b>			(25,273)		154
Cash and cash equivalents at beginning of year			42,400		42,246
			<hr/>		<hr/>
<b>Cash and cash equivalents at end of year</b>			17,127		42,400
			<hr/> <hr/>		<hr/> <hr/>

# ST MICHAEL'S SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 JULY 2020**

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### **1 Accounting policies**

#### **Charity information**

St Michael's School Association is a charitable association governed by its constitution.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the Charity's [governing document], the Charities Act 2011 and "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 Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

#### **1.4 Incoming resources**

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

#### **1.5 Resources expended**

Resources expended are recognised on an accruals basis and are allocated to the appropriate activity. Fundraising costs are the costs of activities to generate funds, these are allocated to the appropriate event. Charitable activities consist of donations made directly to the school or expenditure on behalf of the school to assist in the provision of facilities not normally provided by the local education authority. Governance costs consist of the costs associated with statutory requirements such as independent examination of the charity's accounts and on the strategic management of the charity.

# ST MICHAEL'S SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

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### 1 Accounting policies

(Continued)

#### 1.6 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.8 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

# ST MICHAEL'S SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

### 2 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2020 £	2019 £
Donations and gifts	5,000	4,782

### 3 Other trading activities

	Unrestricted funds	Unrestricted funds
	2020 £	2019 £
Fundraising events	33,365	61,627

### 4 Raising funds

	2020 £	2019 £
Staging fundraising events	17,459	32,997
	17,459	32,997

# ST MICHAEL'S SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

### 5 Charitable activities

	Charitable Expenditure £	Other Expenditure £	Total 2020 £	Total 2019 £
Charitable expenditure	20,579	-	20,579	33,682
Share of support costs (see note 6)	-	-	-	84
Share of governance costs (see note 6)	-	1,562	1,562	1,557
	<u>20,579</u>	<u>1,562</u>	<u>22,141</u>	<u>35,323</u>
<b>Analysis by fund</b>				
Unrestricted funds	20,579	1,562	22,141	
	<u>20,579</u>	<u>1,562</u>	<u>22,141</u>	
<b>For the period ended 31 July 2016</b>				
Unrestricted funds	33,682	1,641		35,323
	<u>33,682</u>	<u>1,641</u>		<u>35,323</u>

### 6 Support costs

	Support costs £	Governance costs £	2020 £	2019 £	Basis of allocation
Administration expenses	-	-	-	84	Support
Independent Examiners Fees	-	1,440	1,440	1,440	Governance
NCPTA	-	122	122	117	Governance
	<u>-</u>	<u>1,562</u>	<u>1,562</u>	<u>1,641</u>	
Analysed between Charitable activities	-	1,562	1,562	1,641	
	<u>-</u>	<u>1,562</u>	<u>1,562</u>	<u>1,641</u>	

### 7 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year. (2019 - none)

### 8 Employees

There were no employees during the year.

# ST MICHAEL'S SCHOOL ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

### 9 Stocks

	2020 £	2019 £
Finished goods and goods for resale	440	440

### 10 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Other debtors	1,254	1,347

### 11 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	-	1,330
Accruals and deferred income	11,545	34,346
	11,545	35,676

### 12 Related party transactions

There were no disclosable related party transactions during the year (2019- none).

### 13 Cash generated from operations

	2020 £	2019 £
Deficit for the year	(1,235)	(1,911)
Movements in working capital:		
(Increase) in stocks	-	(40)
Decrease in debtors	93	625
(Decrease)/increase in creditors	(24,131)	1,480
<b>Cash (absorbed by)/generated from operations</b>	<b>(25,273)</b>	<b>154</b>

### 14 Analysis of changes in net funds

The Charity had no debt during the year.