



Trustees' annual report (including Directors' report) for the period

From: Period start date 1/8/2022 **To:** Period end date 31/7/2023

Charity name: Milton School Association

Charity registration number: 1035659

Company number: N/A

Objectives and activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The MSA was formed by a constitution and is registered with the Charity Commission, Charity number 1035659.</p> <p>The objects of the Association are to advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school and as an ancillary thereto and in furtherance of this object the Association may:</p> <ol style="list-style-type: none">1. foster more extended relationships between the staff, parents and others associated with the school, and2. engage in activities which support the school and advance the education of the pupils attending it.
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>Our organisation is a parent-teacher association.</p> <p>We raise money from carrying out several activities such as events, raffles, bake sales, gift sales and sponsored events. These events are something we try to engage the whole community with where it is appropriate, and we also engage pupils through encouraging them to volunteer and support some of our activities.</p> <p>The money raised is ultimately used to support the provision of education at the school. We consult carefully with the senior leadership team at the school about priorities. In the 22-23 academic year the MSA donated over £22k to the School for different priorities – such as laptops, books and a new school stage.</p>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees confirm we are aware of the guidance. This is taken into account when making a decision to which the guidance is relevant.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<p>A huge thank you to the current committee members, for your enthusiasm and willingness to put in the hard work that has made the last year so successful.</p> <p>Thanks are due again to all the volunteers who joined in and made the MSA events of the past year successful. Each of our events that requires a team of volunteers puts stress on the committee members, so those volunteers that are able to help on these events are enormously appreciated.</p>
Other		

Achievements and performance

<p>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.</p>	<p>Para 1.20</p>	<p>We have been able to get back to 'normal' post COVID and have been able to organise and run fundraising events at the school again.</p> <p>At the start of the 22-23 academic year, the committee only had three active members but has since been joined by four new members who contributed to fundraising activities and events throughout the year.</p> <p>The MSA funded budgets for teachers to spend on setting up their classroom at the beginning of the year, a new stage for school productions, books, new outdoor facilities for the foundation classes, money towards school trips and many other needs for the school. A number of second hand uniform sales were also held, which benefit both parents and MSA fundraising income.</p> <p>In recent years, the MSA has been raising funds towards achieving Outdoor Projects, like a Forest School. Last year, under the leadership of a new headmaster, our fundraising focus moved away from the Outdoors and towards IT projects. This year, the MSA funded a classroom's worth of laptops for our children to use in class.</p> <p>The two main events organised by the MSA are a fireworks night and a summer fayre, which are open to all people around the village. We have also worked closely within other community organisations within the village such as the Scouts and pre-school.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	<p>N/A</p>
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	<p>N/A</p>
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	<p>N/A</p>
<p>Other</p>		

Financial review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>In the past academic year the MSA has returned to its usual calendar of fundraising events, and has been able to work with the school to put the funds raised to good use. The fireworks event in November 2022 was incredibly well supported and raised over £2,900.</p> <p>The school's children put their artistic skills into action to produce personalised Christmas cards which, together with the Christmas hamper raffle, raised approximately £1,160.</p> <p>In the spring and summer, the MSA held a 'Bake Off', a Bounce event, and thanks to the generous donations received from parents and the help of the school council, children were able to once again take part in Mother's and Father's Day sales. The children were also able to enjoy a school disco for the first time in a number of years and the return of after school swimming sessions. All of these events cumulatively raised almost £1,875.</p> <p>During the summer term the annual sponsored walk raised just over £1,810 for the Great Outdoors project. Our calendar of events finished with the return of the Summer Fayre and prize draw which, together with the after school mini fayre, raised £2,787 between them.</p> <p>The MSA continued to receive income from the sales of second-hand uniform, as well as commission from Easy Fundraising, Stick-ins, and the Salvation Army Clothing Collection in the school carpark.</p> <p>We have also been very fortunate to have the support of some generous donors who have cumulatively donated over £9,480, including gift aid, this year.</p> <p>Financially the MSA is currently well placed to support the school with some of their planned equipment updates, including updating reading material in the classrooms, updating IT and continuing to renew and develop outdoor provisions.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>The committee considers it prudent to retain an operating fund of £3,000 in order to run events and will be considering suggestions for allocation of the remaining unrestricted funds. Further spending will be driven by requests from the school teachers and Governing Body and parents are encouraged to contact the MSA or the</p>

		school if they see something that they think would benefit the education and wellbeing of the children.
Amount of reserves held	Para 1.22	£18.1k of unrestricted reserves were held at the end of the financial year. £15.7k of restricted reserves were held.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	There are no funds in deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Financially the MSA is currently well placed to support the school. To ensure that this steady stream of fundraising income continues, however, the MSA is reliant on ongoing volunteer support to help organise and run these fundraising events.

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	N/A
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	N/A
Other		N/A

Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, trust deed, memorandum and articles of association etc	Para 1.25	Constitution adopted 1 March 1994 and amended 10 March 2020
How is the charity constituted? for example limited company, unincorporated association, CIO	Para 1.25	Trust
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	<p>The MSA is administered by a committee appointed for a term of one year. An associate member may hold an office on the committee provided no parent member has been nominated for any such office.</p> <p>The terms of office are such that an officer, namely Chairperson, Vice-Chairperson, Treasurer or Secretary, should not hold the same position for more than three consecutive years. A fourth consecutive year is permissible, but only in exceptional circumstances.</p>

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	All trustees are required to undertake mandatory safeguarding training and a DBS check as part of the relationship with the School.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Practical support for running events is provided by the school office staff, a number of teachers, the school caretaker as well as many parents/guardians of children at the school.
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and administrative details

Charity name	Milton School Association
Other name the charity uses	MSA
Registered charity number	1035659
Charity's principal address	Humphries Way, Milton, Cambridge, Cambridgeshire, CB24 6DL

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	Alison McKeegan	Secretary		
2	Elizabeth Cook		From 12/10/22	
3	Christopher Budhi		From 12/10/22	
4	Kate Sayer	Teacher		
5	Susannah Lewis			
6	Martin Owen	Chair		
7	Victoria Rowen	Treasurer		
8	Damien Homden	Headteacher		
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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	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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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

N/A

Other optional information

Martin Owen and Victoria Rowen stepped down from as trustees ahead of the 2023/24 academic year. New Trustees have been appointed since the end of the reporting period. Thomas O'Neill from 19/9/23. Chloe Hodgkinson, Joseph Kevin Carrico and Sarah James from 30/10/23

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Alison McKeegan</i>	<i>To'neil</i>
Full name(s)	ALISON MCKEEGAN	THOMAS O'NEILL
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	22 MAY 2024	

Accounts for the Year to 31.07.2023

(1) Receipts & Payments Account	2022	2023
Income Receipts (Gross)		
Grants & Donations (Unrestricted)	7,675.00	1,632.19
Grants & Donations (Restricted)	2,300.00	7,852.65
Activities for Generating Funds (Unrestricted)	13,334.98	17,141.08
Activities for Generating Funds (Restricted)	2,433.44	-
Gift Aid		
Gift aid (Unrestricted)	1,866.28	-
Gift aid (Restricted)	532.50	-
Other Receipts (Gross)		
Receipts from last years events	-	-
Stock sold not purchased (school uniform)		
Total Receipts (Gross)	28,142.20	26,625.92
Direct Charitable Expenditure (Gross)		
Donations (Unrestricted)	4,266.90	18,774.67
Donations (Restricted)	6,040.00	3,798.47
Other Expenditure (Gross)		
Fundraising Events Payments (Unrestricted)	4,532.23	6,043.23
Fundraising Events Payments (Restricted)	-	-
Other Payments (Gross)		
Expenses (not fundraising)	172.00	395.00
Stock purchased not sold (school uniform)		
Total Payments (Gross)	15,011.13	29,011.37
Net (Payments) / Receipts for the year	13,131.07	(2,385.45)
Cash and Bank balances at 31.07.2022	23,020.64	36,151.71
Total Cash and Bank balances at 31.07.2023	36,151.71	33,766.26
(2) Statement of Assets and Liabilities at 31.07.2023		
Monetary assets		
Bank balances (Unrestricted)	23,910.58	18,098.20
Bank balances(Restricted- Choir)	721.59	801.70
Bank balances(Restricted- KS1 books)	0.44	-
Bank balances(Restricted- Books)	1,205.09	1,058.28
Bank balances(Restricted- Great outdoors)	9,281.51	11,925.51
Bank balances (Restricted - Sensory garden)	132.50	132.50
Bank balances (Restricted - Events)	-	290.00
Bank balances (Restricted - Staff welfare)	900.00	1,460.07
Total Bank Balances at 31.07.2023	36,151.71	33,766.26
Total Cash and Bank balances at 31.07.2023 as above	36,151.71	33,766.26
Total Assets	36,151.71	33,766.26
Liabilities		
None	-	-
Total Net Assets	36,151.71	33,766.26
Gifts of Assets Donated to the School		
The MSA also received book fair commission paid in books to the value	-	-



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

MILTON SCHOOL ASSOCIATION

On accounts for the year ended

31 July 2023

Charity no (if any)

1035659

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

18 May 2023

Name:

Lucy Harney

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

ACMA CGMA

Address:

9 Butcher Close

Milton

Cambridge CB24 6ED

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

N/A