

REGISTERED COMPANY NUMBER: 4242595 (England and Wales)  
REGISTERED CHARITY NUMBER: 1089003

Report of the Trustees and  
Unaudited Financial Statements For The Year Ended 30 June 2012  
for

The Association for Music in  
International Schools Limited

R Somers - Accountancy  
Grafton  
Waterlane  
Oakridge  
Stroud  
Gloucestershire  
GL6 7PL

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COMPANIES HOUSE

The Association for Music in  
International Schools Limited

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for the Year Ended 30 June 2012

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The Association for Music in  
International Schools Limited

Report of the Trustees  
for the Year Ended 30 June 2012

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
4242595 (England and Wales)

**Registered Charity number**  
1089003

**Registered office**  
Church Farm House  
North Lopham  
Diss  
Norfolk  
IP22 2LP

**Trustees**  
Timothy Germann  
Richard Bassett  
Richard Hein  
Keith Montgomery  
Peter Lutkoski - Chairman  
Bonnie Reinitzer  
Darlene Elkins - appointed 1 7 11  
Louise Davey - appointed 1 7 11  
James Libbey - appointed 1 7 11

**Company Secretary**  
Mrs Georgia Bassett

**Independent Examiner**  
Richard Somers FCA  
ICAEW  
R Somers - Accountancy  
Grafton  
Waterlane  
Oakridge  
Stroud  
Gloucestershire  
GL6 7PL

**Solicitors**  
Francis Chenery  
The Warehouse  
St Nicholas Street  
DISS  
Norfolk  
IP22 4GB

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The Trust Deed requires that there shall be not fewer than 5 nor more than 9 Trustees. Trustees are elected by the membership by electronic ballot each spring.

Report of the Trustees  
for the Year Ended 30 June 2012

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

The charity was formed as a Company Limited By Guarantee registered with the Charities Commission in October 2000

The Association for Music in International Schools is governed by a 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 day to day administration of the charity is delegated to the Executive Consultant. The Executive Consultant reports to the Board of Trustees annually.

One of the Executive Consultant's principal jobs is to carry out the policies determined by the Executive Council. Fees are determined by the Executive Council at their annual planning meeting or at subsequent meetings. These meetings are generally held in conjunction with The International Honor Band and Choir Festival and at other festival sites as needed. The Executive Consultant does not serve as a member of the Executive Council.

The Memorandum and Articles of Association of the company enables the Trustees to apply or invest monies to be invested in property or investments as the Trustees in their absolute discretion think fit.

The major risk to which the charity is exposed is that, in the long term, if the world situation were such that international schools around the world were no longer able to provide students for the Association for Music in International Schools festival and workshop participation, the charity would then be at risk of no longer being able to achieve its objectives.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

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 their 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 Trustees' Report

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

#### **Communication and Administration**

The Association for Music in International Schools has completed a successful and productive 2011-2012 season. The organization has fulfilled its mission and objectives, and has continued to develop capacities for growth and improved student musical learning. The year's offerings included fifteen festivals, student workshops, and professional development opportunities for teachers. Notably, AMIS offered its first Music Education Conference, hosted at The American School in London, with workshops on topics relevant to international school music teachers in all grades and specializations. With the success of this event, AMIS will continue to provide regular professional development conferences for music teachers, in both Europe and Asia.

Student festival offerings, the core of AMIS' work, were of a high standard and provided student musicians with performing opportunities not available in their home school settings. Over 1800 students participated in AMIS events this season. More financial aid was provided this year than ever before, thanks to the generosity of AMIS patrons. This has allowed more students to participate in festivals who would not otherwise have been able. The organization endeavors to increase this amount further in the coming years.

Students at festivals were able to work with emerging and established composers, and they performed a number of world premiers. Pierre La Plant and Soon Hee Newbold were two notable composers who wrote pieces for AMIS festivals this year. Ms. Newbold's composition was made possible through the patronage of an AMIS donor.

The Executive Council assisted in articulating specific responsibilities for the Executive Consultant, board, and staff roles, and will be monitoring our progress with regard to a 3-year organizational development plan. Work has continued on long-term projects, such as online audition submissions, and the International Music Performance Curriculum, which will enter its pilot phase in September 2012.

The leadership of Dick and Georgia Bassett continues to effectively guide the growth and quality of the organization. Their work in building the organization is to be commended and paves the way for a continued successful future.

## **FINANCIAL REVIEW**

### **Reserves policy**

The reserves policy of the Association for Music in International Schools is to maintain the existing level of reserves and secure the long term financial stability of the Trust by -

- 1 Managing income and expenditure carefully so as to achieve its main aims, and
- 2 Planning and implementing a development programme that will enable the Trust to increase income to spend on its agreed activities through the continued awareness world wide of its objectives

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of The Association for Music in International Schools Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD**



Peter Lutkoski - Chairman - Trustee

Date

16/9/12

Independent Examiner's Report to the Trustees of  
The Association for Music in  
International Schools Limited

I report on the accounts for the year ended 30 June 2012 set out on pages six to eleven

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under Section 145 of the 2011 Act
- 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
- to state whether particular matters have come to my attention

**Basis of the 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

**Independent examiner's statement**

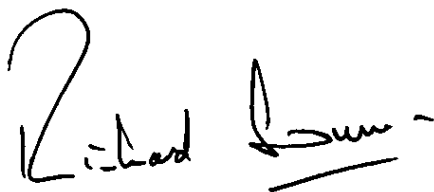
In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

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



Richard Somers FCA  
ICAEW  
R Somers - Accountancy  
Grafton  
Waterlane  
Oakridge  
Stroud  
Gloucestershire  
GL6 7PL

Date

21/9/12

The Association for Music in  
International Schools Limited

Statement of Financial Activities  
for the Year Ended 30 June 2012

	Notes	30 6 12 Unrestricted funds £	30 6 11 Total funds £
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income		67,237	44,607
Activities for generating funds	2	306,432	285,125
Investment income	3	4	4
<b>Total incoming resources</b>		<b>373,673</b>	<b>329,736</b>
 <b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Investment management costs	4	274,880	208,079
<b>Charitable activities</b>			
Administration		99,873	77,242
<b>Governance costs</b>		<b>2,622</b>	<b>2,100</b>
<b>Total resources expended</b>		<b>377,375</b>	<b>287,421</b>
 <b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>(3,702)</b>	<b>42,315</b>
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>108,784</b>	<b>66,469</b>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<b>105,082</b>	<b>108,784</b>

The notes form part of these financial statements



The Association for Music in  
International Schools Limited

Balance Sheet  
At 30 June 2012

		30 6 12 Unrestricted funds £	30 6 11 Total funds £
<b>FIXED ASSETS</b>	Notes		
Tangible assets	8	3,501	4,493
<b>CURRENT ASSETS</b>			
Debtors	9	16,775	-
Cash at bank and in hand		121,114	128,120
		<u>137,889</u>	<u>128,120</u>
<b>CREDITORS</b>			
Amounts falling due within one year	10	(36,308)	(23,829)
<b>NET CURRENT ASSETS</b>		<u>101,581</u>	<u>104,291</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		105,082	108,784
<b>NET ASSETS</b>		<u>105,082</u>	<u>108,784</u>
<b>FUNDS</b>	11		
Unrestricted funds		105,082	108,784
<b>TOTAL FUNDS</b>		<u>105,082</u>	<u>108,784</u>

The notes form part of these financial statements

The Association for Music in  
International Schools Limited

Balance Sheet - continued  
At 30 June 2012

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2012

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 June 2012 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 16/9/12 and were signed on its behalf by



Peter Lutkoski - Chairman - Trustee

Notes to the Financial Statements  
for the Year Ended 30 June 2012

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

**Taxation**

The charity is exempt from corporation tax on its charitable activities

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

**2. ACTIVITIES FOR GENERATING FUNDS**

	30 6 12	30 6 11
	£	£
Income from festivals	285,382	275,380
Workshops income	21,050	9,745
	<u>306,432</u>	<u>285,125</u>

**3. INVESTMENT INCOME**

	30 6 12	30 6 11
	£	£
Bank interest	<u>4</u>	<u>4</u>

Notes to the Financial Statements - continued  
for the Year Ended 30 June 2012

**4 INVESTMENT MANAGEMENT COSTS**

	30 6 12	30 6 11
	£	£
Festival expenses	247,927	191,035
Workshop expenses	3,386	8,086
Music	20,359	5,772
Audition Committees	3,208	3,186
	<u>274,880</u>	<u>208,079</u>

**5. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting)

	30 6 12	30 6 11
	£	£
Depreciation - owned assets	<u>992</u>	<u>1,351</u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 30 June 2012 nor for the year ended 30 June 2011

**Trustees' Expenses**

For the year ended 30 June 2012, the following expenses were paid to Trustees as re-imbursements for assistance given to the Trust -

- Richard Hein Website expenses £3,960 (2011 - £4,013)
- Peter Lutkoski Publication expenses. £347 (2011 - £3,041)
- Keith Montgomery expenses £135 (2011 - £Nil)
- James Yarnell expenses £Nil (2011 - £970)

No other Trustees were paid any expenses during both years under review

**7. STAFF COSTS**

	30 6 12	30 6 11
	£	£
Wages and salaries	<u>62,105</u>	<u>51,393</u>

Notes to the Financial Statements - continued  
for the Year Ended 30 June 2012

**8. TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
<b>COST</b>	
At 1 July 2011 and 30 June 2012	10,936
<b>DEPRECIATION</b>	
At 1 July 2011	6,443
Charge for year	992
At 30 June 2012	7,435
<b>NET BOOK VALUE</b>	
At 30 June 2012	3,501
At 30 June 2011	4,493

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	30 6 12 £	30 6 11 £
Other debtors	16,775	-

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	30 6 12 £	30 6 11 £
Other creditors	36,308	23,829

**11. MOVEMENT IN FUNDS**

	At 1.7 11 £	Net movement in funds £	At 30 6 12 £
<b>Unrestricted funds</b>			
General fund	108,784	(3,702)	105,082
<b>TOTAL FUNDS</b>	108,784	(3,702)	105,082

Net movement in funds, included in the above are as follows

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	373,673	(377,375)	(3,702)
<b>TOTAL FUNDS</b>	373,673	(377,375)	(3,702)

The Association for Music in  
International Schools Limited

Detailed Statement of Financial Activities  
for the Year Ended 30 June 2012

	30 6 12 £	30 6 11 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Membership fees	67,237	44,607
<b>Activities for generating funds</b>		
Income from festivals	285,382	275,380
Workshops income	21,050	9,745
	<hr/> 306,432	<hr/> 285,125
<b>Investment income</b>		
Bank interest	4	4
	<hr/> 4	<hr/> 4
<b>Total incoming resources</b>	<hr/> 373,673	<hr/> 329,736
<b>RESOURCES EXPENDED</b>		
<b>Investment management costs</b>		
Festival expenses	247,927	191,035
Workshop expenses	3,386	8,086
Music	20,359	5,772
Audition Committees	3,208	3,186
	<hr/> 274,880	<hr/> 208,079
<b>Charitable activities</b>		
Administration wages	62,105	51,393
Office rent	2,400	2,400
Office expenses	3,281	4,059
Telephone	395	608
Postage & courier expenses	3,784	6,894
Programmes	7,725	6,536
Sundries	263	-
IT & website costs	8,381	5,207
	<hr/> 88,334	<hr/> 77,097
<b>Governance costs</b>		
Accountancy	2,622	2,100
<b>Support costs</b>		
<b>Finance</b>		
Bank charges & commission	1,620	3,007
Exchange rate difference	8,927	(4,213)
	<hr/> 10,547	<hr/> (1,206)

This page does not form part of the statutory financial statements

The Association for Music in  
International Schools Limited

Detailed Statement of Financial Activities  
for the Year Ended 30 June 2012

	30 6 12	30 6 11
	£	£
<b>Other</b>		
Fixtures and fittings	414	486
Computer equipment	578	865
	<hr/>	<hr/>
	992	1,351
	<hr/>	<hr/>
<b>Total resources expended</b>	377,375	287,421
	<hr/>	<hr/>
<b>Net (expenditure)/income</b>	(3,702)	42,315
	<hr/>	<hr/>

This page does not form part of the statutory financial statements