

Trustees' annual report for the year ended 31 August 2020

Reference and Administrative details

Charity name	Hornsby House School Parent Teachers Association
Other name the charity uses	HHS PTA
Registered charity number	1167799
Charity's principal address	Hearnville Road Balham SW12 8RS

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)
Carolyn Lotter	Chair		
Alice Lamb	Deputy Chair		
Sarah Cullington	Secretary		
Nicola Elgie	Treasurer		
Fiona Panzetta	Trustee	Appointed 09/11/19	
Kellie Bocket	Trustee		
Edward Rees	Trustee		
Gabrielle Bunning	Trustee		

Structure, governance and management

The PTA operates according to the constitution adopted on 16 March 2016. Annual General Meetings (AGM's) must be held each calendar year and within 15 months of the previous AGM.

At the AGM the accounts and report of the committee members for the previous financial year are received, new committee members are elected and an independent examiner for the financial statements is appointed.

Committee members are elected annually at the AGM and hold office until the next AGM. Nominations for the committee may be made by any member of the PTA and seconded by another and are to be made in writing to the Chair.

A minimum of three PTA meetings are to be held each academic year.

All parents, guardians or carers of any pupil currently attending the school; and the teaching and non-teaching staff currently employed by the school are members of the PTA.

Objectives and activities

The objects of the charity are to advance the education of the pupils in the school, in particular by developing effective relationships between the staff, parents and others associated with the school, and engaging in activities and providing facilities which support the school and advance the education of the pupils.

Events and Activities undertaken for the public benefit in relation to these objects

The PTA works with the school, parents, pupils and the local community to put on a range of events and activities, such as Summer and Christmas fairs, film nights and Quiz nights. These help to build the school community, break down barriers and help fundraise. Funds are used to purchase a range of goods and services that help advance the education of pupils at our school, the PTA has funded classroom, sports and playground equipment, for example an overhead projector in the hall, water fountains for the playground and lighting for school productions.

The committee decides how to spend the funds raised. Advice is taken from both the headteacher and/or other members of the senior leadership team on goods and/or services that are required to advance the education of pupils at the current time. Parents and pupils are also asked for their views.

From time to time some longer term projects may be funded depending on the needs identified to advance the education of pupils at the school. For example, funding a large piece of capital equipment. These may require funds to be raised over a longer period.

A great contribution is made by member volunteers who give up their time to help arrange and run the various events throughout the year.

Achievements and performance

Due to the Coronavirus pandemic, fundraising during the second half of the year has been hampered by the Government lockdown rules and social distancing. The PTA managed to hold very successful events in the first two terms, but have not held any fundraising activities since March. The attached financial statements detail the revenues, expenses and overall profits from these events.

We were able to hold our very successful and entertaining Christmas market and parent's Christmas party before the Christmas holidays, which generated nearly £4,500 profit between the two events. We also sold Christmas card, wrapping paper and Hornsby House tea towels.

We made the most of the first term and a half, by also holding a much enjoyed (by the children if not the volunteer parents) film night, the much loved toy fair and the very competitive parents quiz.

Financial Review

After event costs, the PTA raised £15,002 from it's fundraising and social events throughout the year.

Amounts totaling £11,868 were expensed in respect of charitable activities. We donated £629 to the School this year to fund a new keyboard for the newly refurbished music room. In addition the committee was able to recommend that a total of £10,300 should be donated to chosen charities. A further £939 was used to fund the cost of the year 6 yearbook so that all children leaving the school had a memento from their time at the school.

General running expenses of £1,811 were incurred during the year.

The overall profit generated for the year was £1,323 and this has been added to unrestricted reserves carried forward.

Reserves

The PTA aims to hold reserves of no more that £15,000 and no less than £7,500 in order to finance the running of the PTA for the following year and to cover the costs of any items requested by the school. Total reserves carried forward as at 31 August 2020 were £15,580. The Trustees voted unanimously to retain the £580 additional reserves at the end of this year. There was no school chosen charity in term 3 due to the lockdown of the school, and we wanted to be able to support fully the school's chosen charities in 2021 now the children are back at school.

All funds held by the PTA are unrestricted.

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>N. Elgie</i>	
Full name(s)	NICOLA ELGIE	
Position (eg Secretary, Chair, etc)	TREASURER	

Date 11/05/2021

Hornsby House School PTA Statement of Financial Activity for the year ended 31 August 2020

	Year ended 31 August 2020			Year ended 31 August 2019		
	All unrestricted funds			All unrestricted funds		
	Income	Expense	Profit	Income	Expense	Profit
	£	£	£	£	£	£
Other trading activities						
Affiliate Marketing income	594	-	594	1,031	-	1,031
T Towels, Christmas cards and wrap	2,856	1,348	1,508	3,773	1,527	2,246
Toy Fair income	1,008	-	1,008	854	-	854
Christmas Market						
raffle proceeds	1,505	80		1,763	80	
Stall Holders Fees	1,160	-		1,267	-	
Christmas Market - Other	4,298	3,399		4,735	4,592	
Total Christmas Market	6,963	3,480	3,483	7,765	4,673	3,092
Parents Christmas Party income						
Party bar takings	4,213	-	-	-	-	-
Party ticket sales	5,335	8,548		-	-	-
Total Parents Christmas Party income	9,548	8,548	1,000	-	-	-
30th Anniversary Ball						
30th Anniversary ball	-	-	-	46,383	44,067	
30th Anniversary ball auction	-	-	-	90,788	90,788	
Total 30th Anniversary Ball	-	-	-	137,171	134,855	2,316
Year 4 play bar	-	-	-	146	-	146
Nearly New Uniform Sales	5,373	1,844	3,530	9,068	3,240	5,828
Quiz night						
Quiz Night tables	1,775	846		2,204	228	
Total Quiz night	1,775	846	929	2,204	228	1,976
Summer fete takings						
summer fete takings	-	154		4,802	2,745	
raffle proceeds	-	-	-	1,555	80	
Total Summer fete	-	154	(154)	6,357	2,825	3,531
Filmnight	1,500	496	1,004	1,258	416	842
Discos	-	-	-	1,463	760	703
Donation from Year 6	-	-	-	525	-	525
Sports day refreshments	-	-	-	273	-	273
Donations received for NHS charities	2,100	-	2,100	-	-	-
Total other trading activities	31,716	16,714	15,002	171,888	148,524	23,363
Charitable Activities - Other						
Donations to Charity	-	10,300	(10,300)	-	12,697	(12,697)
Sports Day Refreshments	-	-	-	-	328	(328)
Year 6 leavers' party and book	-	939	(939)	-	1,000	(1,000)
Year 6 Play	-	-	-	-	21	(21)
Year 4 play	-	-	-	-	69	(69)
Donations to Hornsby House School						
Lighting for hall	-	-	-	-	4,000	
Keyboard for music room	-	629		-	-	
Total Gifts and Donations to School	-	629	(629)	-	4,000	(4,000)
Total Charitable Activities - Other	-	11,868	(11,868)	-	18,115	(18,115)
General Expenses						
PTA committee meetings	-	-	-	-	40	(40)
PTA AGM Expenses	-	33	(33)	-	76	(76)
Gifts to Hornsby House School Staff	-	1,589.75	(1,590)	-	1,703	(1,703)
Gifts to parents and others	-	36.00	(36)	-	445	(445)
PTA misc expenses - Other	-	-	-	-	552	(552)
Fees and Subscriptions	-	122.00	(122)	-	140	(140)
PTA running expense - Other	-	30	(30)	-	-	-
Total General Expenses	-	1,811	(1,811)	-	2,956	(2,956)
Net income	31,716	30,393	1,323	171,888	169,595	2,293
Reconciliation of funds						
Total funds brought forward			2,293			-
Total funds carried forward			3,616			2,293

There have been no other recognised gains or losses or transfers between funds for the financial year.

Hornsby House School PTA Balance Sheet as at 31 August 2020

	31 Aug 20	31 Aug 19	£ Change	% Change
ASSETS				
Current Assets				
Accounts Receivable				
Prepayments	265	-	265	100%
Other debtors	-	872	(872)	100%
Total Accounts Receivable	<u>265</u>	<u>872</u>	<u>(607)</u>	<u>100%</u>
Cash at bank and in hand				
Nat West current	16,022	117,699	(101,677)	-86%
Petty cash	863	-	863	0%
Total Cash at bank and in hand	<u>16,885</u>	<u>117,699</u>	<u>(100,814)</u>	<u>-20%</u>
Total Current Assets	<u>17,150</u>	<u>118,571</u>	<u>(101,421)</u>	<u>-24%</u>
Current Liabilities				
Accounts Payable				
Accounts Payable	629	103,374	(102,745)	-99%
Total Accounts Payable	<u>629</u>	<u>103,374</u>	<u>(102,745)</u>	<u>-99%</u>
Other Current Liabilities				
Accruals	940	940	-	0%
Total Other Current Liabilities	<u>940</u>	<u>940</u>	<u>-</u>	<u>0%</u>
Total Current Liabilities	<u>1,569</u>	<u>104,315</u>	<u>(102,745)</u>	<u>-98%</u>
NET CURRENT ASSETS	<u>15,580</u>	<u>14,256</u>	<u>1,324</u>	<u>9%</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>15,580</u>	<u>14,256</u>	<u>455</u>	<u>3%</u>
NET ASSETS	<u><u>15,580</u></u>	<u><u>14,256</u></u>	<u><u>455</u></u>	<u><u>3%</u></u>
Capital and Reserves				
Share Capital Account	19,413	19,413	-	0%
Unrestricted Net Assets	(5,157)	(7,450)	2,293	-31%
Profit for the Year	1,323	2,293	(970)	-42%
Shareholder funds	<u><u>15,580</u></u>	<u><u>14,256</u></u>	<u><u>1,323</u></u>	<u><u>9%</u></u>

Note 1 **Basis of preparation****1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with: the Statement of Recommended Practice: 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) issued on 16 July 2014 and with the Charities Act 2011.

The Hornsby House PTA constitutes a public benefit entity as defined by FRS 102.

1.2 Going concern

The accounts have been prepared on a Going Concern basis.

1.3 Change of accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in note 2. The adoption of SORP FRS102 has not resulted in any change to the accounting policies adopted by the charity due to the nature of its operations.

1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).

Note 2 Accounting policies

2.1 RECOGNITION OF INCOME Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

2.2 EXPENDITURE AND LIABILITIES

Liability recognition Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Provisions for liabilities A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date

Basic financial instruments The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.

2.3 ASSETS

Stocks Stocks held for sale as part of non-charitable trade are measured at the lower of cost or net realisable value.

Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.

Debtors Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Note 3 Details of certain items of expenditure**3.1 Fees for examination of the accounts**

No fees were paid for the Independent examination of the accounts, tax advisory or other accountancy or audit services for the year ended 31 August 2020 (2019: nil).

Note 4 Paid employees

The charity had no paid employees during the year ended 31 August 2020 (2019:nil).

Note 5 Donations

5.1 Analysis of donations paid to Hornsby House School and nominated charities (included in cost of charitable activities)

2020

2019

Analysis	Grants to institutions	Auction proceeds	TOTAL	Grants to institutions	Auction proceeds	TOTAL
Hornsby House School	629	-	629	4,000	-	4,000
Cure Leukaemia	-	-	-	4,000	-	4,000
Yellowball	-	-	-	4,000	-	4,000
Tommy's	-	-	-	1,555	45,394	46,949
Dom Magee	-	-	-	3,142	45,394	48,536
The Crowd	200	-	200	-	-	-
Kang Daek school	1,876	-	1,876	-	-	-
Austrian Bushfire Relief (WWF)	2,124	-	2,124	-	-	-
NHS Charities together	2,100	-	2,100	-	-	-
Battersea Summer scheme	4,000	-	4,000	-	-	-
Total	10,929	-	10,929	16,697	90,788	107,485

5.2 Donations made to the school

Donations made to Hornsby House School	Purpose	Total amount of donations made £
New keyboard	Keyboard for music room	629
		-
Total donations to Hornsby House School in reporting period		629
Other unanalysed grants		939
TOTAL DONATIONS PAID		1,568

Note 6 Tangible fixed assets
The charity has no tangible fixed assets. (2019: nil)

Note 7 Intangible assets
The charity has no intangible assets (2019:nil).

Note 8 Stock
The charity has no stock (2019: nil)

Note 9 Debtors and prepayments**9.1 Analysis of debtors**

Prepayments
Other debtors
Total

This year	Last year
£	£
265	-
-	872
265	872

There were no debtors due after more than a year (2019:nil).

Note 10 Creditors and accruals**10.1 Analysis of creditors**

Accruals for donations payable
Bank loans and overdrafts
Trade creditors

Payments received on account for contracts or performance-related grants
Accruals and deferred income
Taxation and social security
Other creditors
Total

Amounts falling due within one year		Amounts falling due after more than one year	
This year	Last year	This year	Last year
£	£	£	£
629	99,485	-	-
		-	-
		-	-
		-	-
940	940	-	-
		-	-
-	3,888	-	-
1,569	104,314	-	-

Note 11 Cash at bank and in hand

Short term cash investments (less than 3 months maturity date)
Short term deposits
Cash at bank and on hand
Other
Total

This year	Last year
£	£
-	-
-	-
16,885	117,699
-	-
16,885	117,699

Note 12 Fair value of assets and liabilities

The charity does not have any material debtors therefore it does not have any material credit risk. The charity only holds cash and cash equivalents in a bank current account in a high street UK bank, the amounts held are below the threshold for the Financial Services Scheme, it holds no other investments and so it does not have a material market risk. The charity does not have any material financial commitments, no commitments are entered into unless sufficient cash has been raised to cover them. Therefore exposure to liquidity risk is minimal.

As a result of the immaterial exposure to credit risk there have been no fair value adjustments to assets and liabilities recorded in the SOFA.

Note 13 Transactions with trustees and related parties

13.1 Trustee remuneration and benefits

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

13.2 Trustees' expenses

No trustee expenses have been incurred in the year ended 31 August 2020 (2019: nil).

13.3 Transaction(s) with related parties

Please give details of any transaction undertaken by (or on behalf of) the charity in which a related party has a material interest, including where funds have been held as agent for related parties. If there are no such transactions, please enter 'true' in the box provided.

There have been no related party transactions in the reporting period (True or False)

FALSE

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	Amount	Balance at period end	Provision for bad debts at period end	Amounts written off during reporting period
			£	£	£	£
Alice Lamb	Trustee	Expenses incurred on behalf of charity	179		-	-
Carolyn Lotter	Trustee	Expenses incurred on behalf of charity	1,472	-	-	-
Kellie Brockett	Trustee	Expenses incurred on behalf of charity	220	-	-	-
Nicola Elgie	Trustee	Expenses incurred on behalf of charity	448	-	-	-
Sarah Cullington	Trustee	Expenses incurred on behalf of charity	922	-	-	-
Fiona Panzetta	Trustee	Expenses incurred on behalf of charity	42	-	-	-

In relation to the transactions above, please provide the terms and conditions, including any security and the nature of any payment (consideration) to be provided in settlement.

All amounts paid as soon as claim and receipts are submitted

For any related party, please provide details of any guarantees given or received.

None



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Hornsby House Parents Teachers Association (HHS PTA)

On accounts for the year
ended

31/08/2020

Charity no
(if any)

1167799

Set out on pages

1-7

(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 **31/08/2020**.

As the charity's trustees, 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Fiona Herm

Date:

11/05/2021

Name:

FIONA HERM

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

FCA - MEMBER OF THE ICAEW

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