

## Trustees' annual report for the year ended 31 August 2022

### 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)
Bryony Rustad	Chair		
Jo Young	Deputy Chair	13 October 2021	
Julia Thompson	Secretary	13 October 2021	
Gareth Wilcock	Treasurer	13 October 2021	
Konstantinos Akalestos	Trustee	13 October 2021	
Vicki Towers	Trustee	13 October 2021	
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**

We were happy to report that for the year ended August 2022 the Coronavirus pandemic was behind us and the PTA was able to run a full year of events unaffected by social distancing measures.

In the autumn term we ran a movie night and the Christmas fair. Other activities included the tea towels and the Christmas cards.

In the Spring term we ran the toy fair, the parents quiz night and the upper school disco. In the Summer term we held the Summer Party and Summer fete.

The uniform committee continued to run a termly sale which continues to provide a significant source of PTA revenues.

The attached financial statements detail the revenues, expenses and overall profits from these events.

### **Financial Review**

In summary, the opening reserves position on 1 September 2021 was £16,020. Income for the year was £63,606 with costs of £45,021. This enabled the PTA to make donations of £18,722 resulting in a small net loss and reduction to reserves of £139.

All of the following event figures are net of costs.

In the Winter term the cinema night raised £1,154, Christmas cards £888, tea towels £1,042 and the Christmas fair (including raffle) £4,399.

In the Spring term the school discos raised £1,659, the toy fair £1,228 and the parents quiz £1,171.

In the summer term the fair (including raffle) raised £3,187 and the parents summer party raised £2,147.

In terms of our charitable donations, for the winter term we donated a total of £5,000 split £2,500 to Winston's Wish and £2,500 to The Ruth Strauss Foundation. In the spring term we donated a total of £6,000, of which £3,000 went to the school Ukrainian Appeal and £3,000 to the local Ukrainian Charity White Eagle Club. In the summer term we donated £5,000 to the Kang Daek School in Cambodia.

During the year the PTA also made donations to the school totalling £2,722 which included winter sports coats of £635 and drama backdrop of £1,088. At the year-end we also accrued £1,000 to contribute towards an outside quiet space.

The PTA had running costs of £2,471 including thank you gifts, insurance etc. The PTA also made a contribution towards the Year 6 leavers party and book of £1,441. These costs are more than covered by net uniform sales of £6,302 and EasyFundraising receipts of £581.


### **Reserves**

The PTA aims to hold reserves of no more than £15,000 and no less than £7,500 in order to finance running costs for the following year and to cover costs of items requested by the school. Total reserves carried forward fell marginally to £15,881 at year-end. This is slightly higher than we aim to keep so will look to bring this down below £15,000 in the current year.

### **Declarations**

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Gareth John Wilcock	
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	

**Date** 30 June 2023

**Hornsby House School PTA Statement of Financial Activity for the year ended 31 August 2022**

	Year ended 31 August 2022			Year ended 31 August 2021		
	Income	Expense	Profit	Income	Expense	Profit
	£	£	£	£	£	£
Other trading activities						
Affiliate Marketing income	581	-	581	341	-	341
Tea Towels	2,205	1,163	1,042	3,083	1,307	1,776
Cookbook income	-	-	0	2,050	1,480	570
Toy Fair income	1,228	-	1,228	-	-	-
Christmas Market						
raffle proceeds	2,085	131		1,939	-	
Christmas Market - Other	7,471	5,026		250	400	
Total Christmas Market	9,556		5,156	2,189	400	1,789
Parents Summer Party income						
Sponsorship	1,735	-		-	-	
Party ticket sales	15,832	15,420		-	-	
Total Parents Summer Party income	17,567		15,420	-	-	-
Nearly New Uniform Sales	11,263		4,960	12,611	2,321	10,290
Quiz night						
Quiz Night tables	2,459	1,288		-	-	
Total Quiz night	2,459		1,288	-	-	-
Summer fete takings						
summer fete takings	6,331	4,563		-	-	
raffle proceeds	1,420	-		-	-	
Total Summer fete	7,751		4,563	-	-	-
School Discos						
Lower school disco	1,304	541		-	-	
Upper school disco	1,520	624		-	-	
Total Discos	2,824		1,165	-	-	-
Filmnight	1,594		440			-
MND Cricket bat sponsorship	-		-	870	1,305	(435)
Total other trading activities	57,027	34,156	22,871	21,143	6,813	14,331
Donations to Charity	-	16,000	(16,000)	-	6,900	(6,900)
Sports Day Refreshments	-	-	-	-	148	(148)
Year 6 leavers' party and book	-	1,000	(1,000)	-	1,000	(1,000)
Year 6 Play	-	441	(441)	-	55	(55)
Year 4 play	639	476	163	-	48	(48)
Donations to Hornsby House School						
Marquee for school events	-	-		-	1,926	
Camera for filming events	-	-		-	1,457	
Keyboard for music room	-	-		-	-	
Sports kit		635				
Drama backdrop		1,088				
Quiet space refurbishment		1,000				
Total Gifts and Donations to School	-	2,722	(2,722)	-	3,383	(3,383)
Total Charitable Activities - Other	639	20,639	(20,000)	-	11,534	(11,534)
Charity Events Expenses						0
Christmas Cards expenses	888	-				0
Total Charity Events Expenses	888	-	888	-		0
Christmas Market			0			0
Raffle expense			0			0
Christmas Market - Other			0			0
Total Christmas Market	-		0	-		0
General Expenses						
PTA Committee leaving gifts	-	450	450	-		-
PTA Thank you events	-	564	564	-		-
Gifts to Hornsby House School Staff	-	2,145	(2,145)	-	2,066	(2,066)
Gifts to parents and others	-	-	-	-	-	-
Fees and Subscriptions	-	128	(128)	-	143	(143)
PTA running expense - Other	817	-	817	-	147	(147)
Total General Expenses	1,705	3,288	(1,583)	-	2,356	(2,356)
Net income	59,371	58,083	1,288	21,143	20,703	440
Reconciliation of funds						
Total funds brought forward			16,020			15,580
Total funds carried forward			17,308			16,020

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

## Hornsby House School PTA Balance Sheet as at 31 August 2021

	31 Aug 22	31 Aug 21	£ Change	% Change
<b>ASSETS</b>				
Current Assets				
Accounts Receivable				
Prepayments	-	100	(100)	100%
Other debtors	-	704	- 704	100%
Total Accounts Receivable	-	804	(804)	100%
Cash at bank and in hand				
Nat West current	19,309	16,304	3,005	18%
Petty cash	-	-	0	0%
Total Cash at bank and in hand	19,309	16,304	3,005	-20%
Total Current Assets	19,309	17,108	2,201	-24%
Current Liabilities				
Accounts Payable				
Accounts Payable	-	147	(147)	-100%
Total Accounts Payable	-	147	(147)	-100%
Other Current Liabilities				
Accruals	2,000	940	-	0%
Total Other Current Liabilities	2,000	940	-	0%
Total Current Liabilities	2,000	1,087	(147)	-14%
<b>NET CURRENT ASSETS</b>	17,309	16,020	2,348	15%
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	17,309	16,020	0	0%
<b>NET ASSETS</b>	17,309	16,020	-	0%
Capital and Reserves				
Share Capital Account	19,413	19,413	-	0%
Unrestricted Net Assets	(3,394)	(3,834)	440	-11%
Profit for the Year	1,288	440	848	193%
Shareholder funds	17,308	16,020	1,288	8%

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**

- 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**

<b>Liability recognition</b>	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.
<b>Provisions for liabilities</b>	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
<b>Basic financial instruments</b>	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**

<b>Stocks</b>	Stocks held for sale as part of non-charitable trade are measured at the lower or 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.
<b>Debtors</b>	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 2022 (2021: nil).

**Note 4                      Paid employees**

The charity had no paid employees during the year ended 31 August 2022 (2021:nil).

Note 5 Donations

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

	2022	2021
Analysis	Grants to institutions	Grants to institutions
Hornsby House School	2,722	3,383
MND	-	4,000
Wandsworth Food Bank	-	500
Lambeth Food Bank	-	500
Kang Daek school	5,000	1,900
Winstons Wish	2,500	-
The Ruth Strauss Foundation	2,500	-
White Eagle Lodge (Ukraine)	3,000	-
Red Cross Appeal (Ukraine)	3,000	-
<b>Total</b>	<b>18,722</b>	<b>10,283</b>

5.2 Donations made to the school

Donations made to Hornsby House School	Purpose	Total amount of donations made £
Drama backdrop	School productions	635
Winter Sports suits	Ensuring the children are comfortable during winter sports matches	1,087
Quiet Space		1,000
		-
Total donations to Hornsby House School in reporting period		<b>2,722</b>
Other unanalysed grants		-
<b>TOTAL DONATIONS PAID TO HORNSBY HOUSE SCHOOL</b>		<b>2,722</b>

**Note 6 Tangible fixed assets**  
The charity has no tangible fixed assets. (2021: nil)

**Note 7 Intangible assets**  
The charity has no intangible assets (2021:nil).

**Note 8 Stock**  
The charity has no stock (2021: nil)



## Section C

## Notes to the accounts

(cont)

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

Prepayments  
Other debtors  
**Total**

This year	Last year
£	£
-	100
-	704
-	804

There were no debtors due after more than a year (2021: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
£	£	£	£
2,000	147	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	940	-	-
-	-	-	-
-	-	-	-
2,000	1,087	-	-

**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

This year	Last year
£	£
-	-
-	-
19,309	16,304
-	-
19,309	16,304

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 2022 (2021: 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
			£	£	£	£
Jo Young	Trustee	Expenses incurred on behalf of charity	2,128	-	-	-
Bryony Rustad	Trustee	Expenses incurred on behalf of charity	2,916	-	-	-
Vicky Towers	Trustee	Expenses incurred on behalf of charity	668	-	-	-
Gareth Wilcock	Trustee	Expenses incurred on behalf of charity	39	-	-	-

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



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

#### Report to the trustees

Charity Name Hornsby House Parents Teacher Association (HHSPTA)

#### On accounts for the year ended

31/08/2022

Charity no  
(if any)

1167799

#### Set out on pages

1-7

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022

#### Responsibilities and basis of report

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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below\*~~) 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Caroline Skillings

Date:

27/6/2023

Name:

CAROLINE SKILLINGS

Relevant professional  
qualification(s) or body

CHARTERED ACCOUNTANT - MEMBER OF ICAEW

(if any):

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Address:

16 LAVENDER SWEEP
LONDON
SW11 1HA

## Section B

### Disclosure

Only complete if the examiner needs to highlight material 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.

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