

Trustees' annual report for the year ended 31 August 2023

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)
Gabrielle Bunning	
Edward Rees	
Konstantinos Akalestos	Trustee
Bryony Rustad	Chair
Gareth Wilcock	Treasurer
Joanna Young	Deputy Chair

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 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 primarily to donate to other charities that are important to the school community, such as the British Red Cross Ukraine appeal and the Wandsworth food bank. They are also occasionally used to purchase specific goods or services for the school, for example, this year, the PTA funded the purchase of new electronic tablets for use in the classrooms.

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

Income was lower than last year, primarily because we did not hold a summer party this year – this is scheduled to occur every other year. Otherwise, we were able to run successful events to achieve our objectives of bringing the school community together and raising money for charity. Events included a movie night, attended by 89% of the children, a Christmas fair, a parents' quiz and a summer fete. We host a regular sale of second-hand uniform items which also raises money for charity and reduces our environmental impact.

This year we started to use more technology in our operations, to reduce the effort required by our volunteers. One innovation was the use of Ticket Tailor to sell tickets to our events.

Financial Review

In summary, the opening reserves position on 1 September 2022 was £17,308. Income for the year was £46,377 with costs of £22,511. This enabled the PTA to make donations of £24,258 resulting in a small net loss and reduction to reserves of £392.

Key events and amounts raised (net of costs) were as follows:

In the Winter term, the cinema night raised £1,515, Christmas cards £740, tea towels £1,159, the Year 5 Christmas Party £463, and the Christmas fair (including raffle) £5,088.

In the Spring term, the school discos raised £299, the toy fair £1,228 and the parents quiz £1,854.

In the Summer term, the fair (including raffle) raised £4,467 and the parents summer drinks raised £658.

In terms of our charitable donations, for the winter term we donated a total of £4,000 to St George's hospital. In the summer term, we accrued two donations; £3,500 to Wandsworth Food Bank and £3,000 for the Ukraine Red Cross Appeal. During the year the PTA also made a donation to the school of £12,288 relating to new iPads for the art department.

The PTA had running costs of £1,743 including thank you gifts, insurance etc. The PTA also made a contribution towards the Year 6 leavers party and book of £1,000.

These costs are more than covered by uniform sales of £7,455 and affiliate marketing receipts of £213.

Reserves

The PTA aims to hold reserves of no more than £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 2023 were £16,916. The Trustees voted unanimously to retain the additional £1,916, and we will look to bring reserves back down to below £15,000 in the next financial year.

All PTA funds are unrestricted.



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

Hornsby House Parents Teacher Association (HHS PTA)

On accounts for the
year ended

31/08/2023

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 31/08/2023.

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:

Date:

14 June 2024

Name:

Caroline Skillings

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

Chartered Accountant – member of ICAEW
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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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