

## Annual Return for Hornsby House PTA

---

### HORNSBY HOUSE PTA – ANNUAL RETURN

Reporting Period:	1 September 2023 – 31 August 2024
Charity Number:	1167799
Registered Address:	Hornsby House School, Hearnville Road, London SW12 8RS
Chair:	Harriet Kassam
Treasurer:	Tutu Kamara
Secretary:	Caroline Sullivan
Other trustees:	Gabrielle Bunning Charlotte Iles Karen Keable AnneMarie Munk Edward Rees

---

#### 1. Overview

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.

---

#### 2. Activities and Achievements

During the year, the PTA organized the following major events and initiatives:

- **Anniversary Ball:** Our stand-out event for the year, raising a huge £70,230 which allowed us to increase our donations to charity over seven-fold on last year.
- **Christmas fair:** A perennially popular event that raised £2,955
- **Summer Fête:** Our second largest fundraiser this year, generating £4,954.
- **Uniform Sales:** Ongoing second-hand uniform sales brought in £5,118.
- **Film nights:** raising £1,179 while the children enjoyed popcorn and some favourite films.
- **Tea towels:** great mementos that also raised £1,512.

In total, we were able to donate £79,000 to charity this year.

---

### 3. Financial Overview

**Net Assets opening Balance (1 September 2023):** £16,916

**Total Income:** £187,249

**Total Expenditure:** £183,693

**Closing Balance (31 August 2024):** £20,472

Major expenditures included:

- **Event Expenses (supplies, rentals, etc.):** £94,876
- **General expenses, including gifts to non-teaching Hornsby House School staff:** £183,693

A full financial statement is available upon request and will be reviewed during the AGM.

---

### 4. Plans for the Year Ahead (2024–2025)

Looking ahead, the PTA is facing challenges due to reduced space within the school caused by major building works. As a result, offsite storage costs have increased, and some events may need to be scaled down. Despite these constraints, we remain committed to hosting the events that foster a strong sense of community within the school.

---

### 5. Acknowledgements

We thank all parents, staff, and volunteers who contributed time, effort, and generosity throughout the year. Special thanks go to the PTA Committee, class reps, and the Headteacher for their ongoing collaboration and support.

---

**Submitted by:**

Tutu Kamara

**Treasurer, Hornsby House PTA**

**Date:** 26 June 2025

---

Hornsby House School PTA Statement of Financial Activity for the year ended 31 August 2024

31 August 2024

31 August 2023

	All unrestricted funds		All unrestricted funds	
	Income	Expense	Income	Expense
	£	£	£	£
<b>Trading activities</b>	161	-	213	
Affiliate Marketing income	3,170	1,658	2,641	1,482
Tea towels	1,459	-	1,228	-
Toy Fair	-	-	463	-
Christmas Party	6,327	3,372	8,980	3,894
Christmas Market	151,371	81,140	5,401	4,743
Parents' Party	6,824	961	10,673	3,218
Nearly New Uniform Sales	3,255	1,224	2,781	927
Quiz night	8,152	4,641	6,899	3,685
Summer fete	1,434	-	1,334	81
Summer fete raffle	1,770	1,150	2,062	1,764
School Discos	1,908	729	1,914	399
Filmnight	106	-		
Sweet sale	185,936	94,876	44,591	20,192
<b>Total other trading activities</b>				
<b>Charitable</b>				
<b>Activities</b>	-	79,000	-	10,500
Donations to Charity	-	1,960	-	1,000
Year 6 leavers' party and book	689	452	589.65	471
Year 4 play	-	-		12,288
Donations to Hornsby House School - Ipads for art Department	625	-	740	-
Christmas Cards	1,313	81,412	1329.65	24,259
<b>Total Charitable Activities</b>				
<b>General Expenses</b>	-	668	389.9	1809.39
PTA Thank you events	-	4,609		186.36
Gifts to Hornsby House School Staff	-	918		322.28
Fees and Subscriptions	-	1,211	65.69	
PTA running expense - Other	-	7,405	455.59	2318.03
<b>Total General Expenses</b>				
<b>Total income</b>	187,249	183,693	46376.65	46768.55
Net income	3,556			(392)
Reconciliation of funds				
Total funds brought forward	16,916			
Total funds carried forward	20,472			

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 2024**

**ASSETS**

<b>Current Assets</b>	31 August 24	31 Aug 23
Accounts Receivable		
Prepayments	-	8,658
Other debtors	620	-
Total Accounts Receivable	<b>620</b>	<b>8,658</b>
Cash at bank and in hand		
Nat West current	22,522	15,067
Petty cash	576	436
<b>Total Cash at bank and in hand</b>	<b>23,098</b>	<b>15,503</b>
<b>Total Current Assets</b>	<b>23,717</b>	<b>24,161</b>

**Current Liabilities**

Other Current Liabilities		
Accruals	3,245	7,245
<b>Total Other Current Liabilities</b>	<b>3,245</b>	<b>7,245</b>
<b>Total Current Liabilities</b>	<b>3,245</b>	<b>7,245</b>

NET CURRENT ASSETS	20,472	16,916
TOTAL ASSETS LESS CURRENT LIABILITIES	20,472	16,916
<b>NET ASSETS</b>	<b>20,472</b>	<b>16,916</b>

Capital and Reserves		
Share Capital Account	19,413	19,413
Unrestricted Net Assets	(2,497)	(2,106)
Profit / loss for the Year	3,556	(392)
Shareholder funds	<b>20,472</b>	<b>16,916</b>

**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 Accounting policy**

The accounts present a true and fair view and were prepared in accordance with SORP FRS 102. The accounting policies adopted are those outlined in note 2.

**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**

**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.

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

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.

**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

**2.3 Assets**

**Stocks**

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.

**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 2024 (2023: nil).

**Note 4 Paid employees**

The charity had no paid employees during the year ended 31 August 2024 (2023:nil).

**Note 5 Donations**

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

	2024
Grants to institutions	£
Ickle Pickle	3,000
Macmillan	35,000
Ellas	35,000
Little village	3,000
Play it	
Forward	3,000
Total	<u>79,000</u>

5.2 Donations made to the school

No donations were made to Hornsby House School

**Note 6 Tangible fixed assets**

The charity has no tangible fixed assets. (2023: nil)

**Note 7 Intangible assets**

The charity has no intangible assets (2023:nil).

**Note 8 Stock**

The charity has no stock (2023: nil)

**Note 9 Debtors and prepayments**

9.1 Analysis of debtors	This year	Last year
	£	£
Prepayments	-	8,658
Other debtors	620	-
Total	<u>620</u>	<u>8,658</u>

There were no debtors due after more than a year (2023:nil).

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

	Amounts falling due within one year	
	This year	Last year
	£	£
Accruals for donations payable	3,000	6,500
Accruals and deferred income	245	745
Total	<u>3,245</u>	<u>7,245</u>

**Note 11 Cash at bank and in hand**

	This year	Last year
	£	£
Cash at bank		
and on hand	23,098	15,503
Other	-	-
	<u>23,098</u>	<u>15,503</u>

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 2024 (2023: 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.

Related party transactions are detailed below

Name of the tr		Relationship to cha	Description of the transaction(s)	Amount	Balance at period end	Provision for bad debts at period end	Amounts written off during reporting period
				£	£	£	£
Charlotte Iles	Trustee		Expenses incurred on behalf of charity	2,378	-	-	-
Harriet Kassan	Trustee		Expenses incurred on behalf of charity	11,970	-	-	-
Karen Keable	Trustee		Expenses incurred on behalf of charity	358	-	-	-
Tutu Kamara	Trustee		Expenses incurred on behalf of charity	1,200	-	-	-
Annemarie Mu	Trustee		Expenses incurred on behalf of charity	507	-	-	-
Caroline Sulliv	Trustee		Expenses incurred on behalf of charity	525	-	-	-
Bryony Rustad	Trustee		Expenses incurred on behalf of charity	50	-	-	-
				<b>16,988</b>	-	-	-

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



## Independent examiner's report on the accounts

### 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

31/08/2024

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 31/08/2024.

#### 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

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:

Date: 29 May 2025



**Name:**

Caroline Skillings
--------------------

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

Chartered Accountant – member of ICAEW
--

**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.

--