



Trustees' Annual Report for the period

From 1 April 2020

To

31 March 2021

Charity name: Thornhill School Association

Charity registration number: 1094597

Objectives and Activities

<p>Summary of the purposes of the charity as set out in its governing document</p>	<p>The object of the Association is to advance the education of pupils in the school, in particular by:</p> <ul style="list-style-type: none">• Developing effective relationships between the staff, parents and others associated with the school• Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.
<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p>	<p>The main activities of the TSA fall into two categories:</p> <p>Parent Teacher Association (PTA)</p> <ul style="list-style-type: none">• Fundraising through school-based events, primarily the Winter Fair and Summer Fair (and associated fundraising activities), along with events including cake and uniform sales, school discos, Christmas Card events, parent quiz/bingo nights• Gaining sponsorship e.g. for the Fairs• Due to the COVID-19 pandemic, fundraising was gained through additional means e.g. virtual Christmas wreath-making event, Valentine's Day flower delivery• Funds are used to support school activities including events, school trips and resources / equipment <p>Thornhill Foundation:</p> <ul style="list-style-type: none">• Fundraising for major infrastructure project in the school• Fundraising in 2020-21 included ongoing "Dinner Donors" campaign, encouraging parent community to donate on a one-off or monthly basis, with Gift Aid; community fundraising campaign for home learning materials during lockdown;• Fundraising events included Run Thornhill Run, a sponsored community run for school children and parents which involved sponsorship from families

	/ friends and local business; the “Festive Feast” fundraising (virtual) dinner
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	<p>The charity is run according to the Charity Commission’s guidance on public benefit, e.g.</p> <ul style="list-style-type: none"> • The Trustees are aware of the guidance on public benefit • This guidance has been taken into account in decision-making • Funds are used to benefit the school pupils and school community, without detriment or harm • Fundraising activities such as School Fairs and School Discos are organised in such a way that all pupils can have access, without excluding any based on financial situation or other needs

Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity’s work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	<p>In 2020-2021, the PTA funded school activities including:</p> <ul style="list-style-type: none"> • Workbooks for home learning during lockdown • School T shirts, leaving gifts and end of term activities for all year 6 pupils • Classroom equipment • Teddy Bears’ picnic welcome activity for new EYFS children, parents + carers • School Staff wellbeing gifts, in recognition of their contribution during the lockdown • Christmas gifts for each class (games, equipment) <p>Due to the COVID-19 pandemic, various activities that would have been supported by the PTA were cancelled (e.g. curriculum days, residential courses).</p> <p>The Thornhill Foundation, during this year, funded:</p> <ul style="list-style-type: none"> • home learning resources for school pupils during the 2020 and 2021 lockdowns • final invoices for the completion of the new School Library • the librarian and school library events, through a 5 year fund that was donated for this purpose • new playground equipment • the Enrichment programme. <p>The Foundation and PTA jointly funded the creation of two educational murals in the school, supporting the curriculum (geography and history).</p>

Financial Review

Review of the charity's financial position at the end of the period	<p>At the start of the tax year (April 2020), the charity held a total of £170950 in the PTA and Foundation bank accounts, plus £50 cash float for the PTA.</p> <p>Receipts in 2020-21 consisted of: Foundation Fundraising: £43206 PTA Fundraising: £11556 TOTAL=£54762</p> <p>Total fundraising costs = £2700 Total payments out to Thornhill School = £50860 Other expenditure* = £400</p> <p>*"Other expenditure" consisted of the fees to the Independent Examiner for review of the accounts.</p> <p>At the end of the tax year (as at 31 March 2021), the total sum across the two accounts (PTA + Foundation) was £146752 (plus £25000 accrual of gift aid income).</p>
Statement explaining the policy for holding reserves stating why they are held	The charity's reserve limit is set at £3,000. The trustees may consider reducing the level of reserve if specific funding is required, providing the charity is not at financial risk.
Amount of reserves held	Minimum £3000
Reasons for holding zero reserves	N/A
Details of fund materially in deficit	N/A
Explanation of any uncertainties about the charity continuing as a going concern	There are no uncertainties about the charity continuing as a going concern

Structure, Governance and Management

Description of charity's trusts:	
Type of governing document (trust deed , royal charter)	TSA Constitution
How is the charity constituted? (e.g. unincorporated association , CIO)	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	<ul style="list-style-type: none"> • Committee members/trustees have the power to co-opt committee members/trustees at any time, and co-opted committee members/trustees shall serve until the date of the next AGM. • Committee members/trustees shall be elected at the AGM and shall hold office until the next AGM • All committee members/trustees, except those

	who are co-opted, must be members of the association.
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Additional information (optional)

Policies and procedures adopted for the induction and training of trustees	See above
The charity's organisational structure and any wider network with which the charity works	See above
Relationship with any related parties	N/A
Other	<p>The charity is run and supported by volunteers, including:</p> <ol style="list-style-type: none"> 1. The Committee of the PTA and Foundation, who lead and organise fundraising, communications and events 2. The Treasurer, who manages the accounts and finance 3. The Trustees, responsible for oversight of spending, best practice and compliance with the charity commission 4. Class representatives who communicate with and involve parents / carers across the school 5. Volunteers who help to organise and run events 6. Other volunteer support e.g. graphic design, grant applications, fundraising campaigns

Reference and Administrative details

Charity name	Thornhill School Association
Other name the charity uses	Thornhill Parent Teacher Association (PTA), Thornhill Foundation
Registered charity number	1094597
Charity's principal address	Thornhill Primary School, Thornhill Road, London, N1 1HX

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)
1	Stephanie Somerville		May 2018 – December 2021	
3	Esther Wallace		May 2018 - present	
4	Adam Versteeg		Jan 2020 - present	
5	Anthony Kay	Treasurer	December 2021 - present	
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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	Esther Wallace	Adam Versteeg
Full name(s)	Esther Wallace	
Position (eg Secretary, Chair, etc)	TRUSTEE	
Date	29 01 2022	

Signature: 
Adam Versteeg (Jan 29, 2022 18:04 GMT)

Email: versteeg.adam@googlemail.com

Signature:

Email:

Section B Balance sheet

	Guidance Note	Unrestricted	Restricted	Endowment	Total this	Total last
		funds	income	funds	year	year
		£	£	£	£	£
		F01	F02	F03	F04	F05
Current assets						
Debtors (Note 19)	B07	25,000	-	-	25,000	25,000
Cash at bank and in hand (Note 24)	B09	147,152	-	-	147,152	146,200
Total current assets	B10	172,152	-	-	172,152	171,200
Creditors: amounts falling due within one year (Note 20)	B11	400	-	-	400	250
Net current assets/(liabilities)	B12	171,752	-	-	171,752	170,950
Total assets less current liabilities	B13	171,752	-	-	171,752	170,950
Total net assets or liabilities	B16	171,752	-	-	171,752	170,950
Funds of the Charity						
Unrestricted funds	B19	171,752	-	-	171,752	170,950
Total funds	B22	171,752	-	-	171,752	170,950

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Signed by one or two trustees/directors on behalf of all the trustees/directors

Print Name	Date of approval dd/mm/yyyy
Esther Wallace	30 01 22

THORNHILL SCHOOL ASSOCIATION		Charity No	1094597	
		Company No		
Annual accounts for the period				
Period start date	01/04/2020	To	Period end date	31/03/2021

Section A Statement of financial activities (including summary income and expenditure account)

Recommended categories by activity	Guidance Note	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year funds
		£	£	£	£	£
		F01	F02	F03	F04	F05
Income (Note 3)						
Income and endowments from:						
Foundation fundraising	S01	43,206	-	-	43,206	291,445
PTA fundraising	S03	11,556	-	-	11,556	14,429
Total	S07	54,762	-	-	54,762	305,875
Expenditure (Notes 6)						
Expenditure on:						
Cost of fundraising	S08	2,700	-	-	2,700	12,789
Donations to school	S09	50,860	-	-	50,860	217,191
Other expenditure	S10	400	-	-	400	250
Total	S12	53,960	-	-	53,960	230,230
Net income/(expenditure)	S17	802	-	-	802	75,645
Net movement in funds	S22	802	-	-	802	75,645
Reconciliation of funds:						
Total funds brought forward	S23	170,950	-	-	170,950	95,305
Total funds carried forward	S24	171,752	-	-	171,752	170,950

Thornhill School Association – Charity Number 1094597

Independent examination - Working Paper

Alexander Trott – ACCA

Membership Number – 2845914

36 Eton Rise

London

NW3 2DF

Section 1

1.1 I can confirm I am happy that the charity meets the requirements for an independent examination of its accounts. With an income of £54,762 the charity is under the £1m income threshold for a full audit of its accounts and above the £25,000 threshold to need an independent examination.

1.2 The cash raised by the association has been matched back to the bank statements. Total income matches back to all charity documentation.

1.3 For the year the charity has income of less than £250,000, but for good order, I can confirm that I am a member of a listed body. Full details can be found on the front page of this document.

1.4 The accounts have been prepared on an accruals basis for the period 01/04/2020 – 31/03/2021.

Section 2

2.1 I can confirm my independence in carrying out this examination of Thornhill School Association accounts. I do not have any personal or business relationship with the charity itself nor any of its trustees.

Section 3

3.1 The principal of the association is to provide the Thornhill primary school with funds for large improvement projects within the school.

Throughout the year the fundraising efforts have provided stable cash levels within the foundation. Allowing the foundation trustees to provide the school with funds deemed worthwhile in the ongoing running and development of the school.

There has been a gift aid declaration of £25,000 provided on a donation of £100,000 during the year. As this is the first instance in which the process for claiming gift aid has been followed the trustees need to place an importance on following this up when possible.

Donations to the school have decreased from £217k in 19/20 to £51k in 20/21 whilst cash on hand has remained stable at £146k at the end of year, showing a strong cash management policy.

Liabilities are kept to a minimum with strong management in the cost of fundraising vs the decrease in fundraising.

3.2 The area of concern is the gift aid accrual, this was outstanding at the end of the 19/20 financial year and mentioned in the last independent examination. It is still outstanding at the 20/21 financial year end, the Trustees have followed up with HMRC who said they do not have the original application form. This has now been re-submitted. I would recommend making this a key area of conversation during board meetings throughout the next year until it is resolved.

3.3 I have requested copies of the full accounts which have been provided. Alongside this I have been given signed declaration for gift aid to be able to confirm this. Alongside origins of the most material donations in the financial year. These documents I have kept on file.

Section 4

4.1 The charity has been put in place to provide the Thornhill primary with a source of funds to help fulfil the ongoing progression and development needs of the school. The latest to be completed is a new library mentioned in last year's independent examination.

Going forwards the charity have put in place a rolling development plan to boost the environment for learning. With the next major building project to be a STEM and IT Suite in 2022.

4.2 The charity accounts have been made on an accrual's basis, following the move from cash accounting in the 19/20 financial year due to the size and needs. As this is the second year the complexity is minimal with the only debtor being HMRC for the gift aid donation mentioned above and an immaterial liability of £400.

4.3 In the independent examination of the 2019/2020 accounts no areas for improvement were raised. (Review completed by Alexander Trott – ACCA – 2845914)

4.4 The charity is considered a going concern by the trustees based on the strong cash management and lack of liabilities incurred during the fundraising process. The only time this may become an issue is if Gift Aid becomes a large part of the charities income in future years and expenditure increases. However, I agree with the assessment by the trustees that the charity is a going concern.

Section 5

5.1 I am comfortable with the preparation of accounts that they are complete and accurate and that all recorded documents are available for future reference if needed.

5.2 No review has been made by the trustees in respect of internal financial controls.

I have advised that with the delay in reclaiming the gift aid process it will be worth talking to HMRC to understand the process more clearly to reduce gift aid delays in future.

A process for recognising restricted or endowment funds in the accounts should be introduced during the implementation process.

If the complexity of the charities financial dealings doesn't change beyond it's current position then I currently wouldn't provide any further recommendation beyond the above.

Section 6

6.1 I have compared the accounts to the underlying records including tying back the cash balance at year end to the bank statements.

I have requested the back up for the Virgin giving statements for the year.

Section 7

7.1 The trustees have confirmed there are no related party transactions in the year.

Section 8

8.1 I have confirmed that the separate funds of the charity have been correctly accounted for and have been reported correctly in the accounts.

I have also checked and confirmed the reasonableness of any estimates made in the accounts.

I am comfortable that the accounts have been prepared in accordance with SORP and the relevant financial statements.

Section 9

9.1 I have confirmed that the trustees expect the charity will be able to meet any liabilities falling due as well as any outstanding invoices

The trustees are keeping adequate reserves, only approving money to be transferred to the school in the event that they are in agreement that the project will provide benefit to the school as well as keeping enough cash at the charity for running costs.

I believe that the trustees assessment that the charity is a going concern is reasonable given the information I have seen.

The relevant SORP disclosures have been made in relation to going concern.

Section 10

10.1 I am comfortable that the charity has met all of its obligations in direction 10 of the independent examiner's checklist.

Section 12

12.1 I have not found any material inconsistency in the reserves quoted in the annual report and the reserves stated in the accounts. No material inconsistency has been found in the accounts vs the annual report.

Section 13

I report to the trustees on my examination of the accounts of the Thornhill School Association for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Trust, 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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 to enable a proper understanding of the accounts to be reached.

Signed:



Alexander Trott – ACCA

Membership Number: 1558857

36 Eton Rise, Eton College Road, London, NW3 2DF