

URSULINE PREPARATORY SCHOOL PFA

England & Wales · Charity number 1092472

Details

Status Registered

Legal form Other

Registered 2002-06-17

Register [View on the Charity Commission register](#)

Contact

Address Ursuline Preparatory School
Great Ropers Lane
Great Warley
Brentwood
Essex
CM13 3JW

Phone 01277216227

Email secretary@ursulineprepwarley.co.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUPILS IN THE SCHOOL IN PARTICULAR BY2.1 DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN STAFF PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL;2.2 ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.

Activities: The PFA raises money by holding charitable events. All funds go back in to the school to benefit every child in the form of computers, a school bus and other items.

Classification

- **How:** Makes Grants To Organisations
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** URSULINE PREPARATORY SCHOOL
- Essex

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-08-31 | £54,589 | £23,912 | - | - |
| 2024-08-31 | £61,666 | £72,191 | - | - |
| 2023-08-31 | £48,852 | £39,454 | - | - |
| 2022-08-31 | £58,270 | £48,984 | - | - |
| 2021-08-31 | £6,773 | £5,127 | - | - |
| 2020-08-31 | £10,484 | £12,292 | - | - |

Trustees

| Name | Role | Appointed |
|-------------------------|------|------------|
| Katie Margaret Da costa | | 2019-02-27 |
| Philippa Jayne Bell | | 2021-01-01 |

URSULINE PREPARATORY SCHOOL PFA

England & Wales - Charity number 1092472

Accounts

***URSULINE PREPARATORY SCHOOL
PARENTS AND FRIENDS ASSOCIATION***

Registered Charity Number 1092472

ANNUAL REPORT AND ACCOUNTS

FOR

YEAR ENDED 31ST AUGUST 2025

Independent Examiner's Report to the Trustees of the Ursuline Preparatory School Parents and Friends Association

I report on the accounts of the above Charity for the year ended 31st August 2025, which are set out on pages 4 to 7.

Respective responsibilities of the trustees and the examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the 1993 Act).
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- To state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- To keep accounting records in accordance with section 41 of the 1993 Act; and
 - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: CORMAC FITZPATRICK

Relevant professional qualification or body:
INSTITUTE OF CHARTERED ACCOUNTANTS IN IRELAND

Address: 1 CLAVERING WAY, SHENFIELD, ESSEX, CM13 1YT

Date: 12/5/2026

Katie Da Costa, Treasurer
12th May 2026
For and on behalf of the Trustees

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Ursuline Preparatory School Parents and Friends Association

Annual report for the year ended 31st August 2025

The Trustees present their report for the year ended 31st August 2025.

The Ursuline Preparatory School Parents and Friends Association (the 'Charity') has been established for many years and is governed by Constitution adopted on 26th February 2002. Its address is 254 Noak Hill Road,

The Trustees who served during the year ended 31st August 2025 were:

| | |
|-----------------|----------------|
| Philippa Bell | Co-Chairperson |
| Helen Christmas | Co-Chairperson |
| Emily Bridge | Secretary |
| Katie Da Costa | Co-Treasurer |
| Nancy Whitehall | Co-Treasurer |

The AGM was held in October 2025. New Trustees, if any, shall be elected at the following PFA meeting and will hold office until the next AGM.

The object of the Charity is to advance 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 or providing facilities or equipment which support the School and advance the education of the pupils.

The Charity's main activity is arranging fundraising events for the pupils and/or the parents and friends of the Ursuline Preparatory School. The main event of the year is normally the School Summer Dinner and Dance at which items are auctioned in aid of the Charity.

The Charity is organized as an independent association of parents and friends of the Ursuline Preparatory School.

Ursuline Preparatory School Parents and Friends Association

This year's accounts show a profit from fundraising events of £30,677. (2024:loss £10,526). The main fundraising events organised by the PFA during the 2024/25 academic year were: Dinner and Dance, Wine Night, Fireworks night, Quiz night, sale of second hand school uniform and Christmas bazaar.

The PFA charity funded events held at the school for the pupil's development and enjoyment included Christmas presents and Easter eggs for the children, junior disco, British Food Week and Fun Day. In total, the PFA charitable donations to the school totaled £3,763 including £698 for new play equipment.

The PFA also donated £1,800 to charities not associated with Ursuline Preparatory School (£1,000 GOSH and £800 to SNAP)

The balance sheet as of 31st August 2025 shows unrestricted funds of £40,842 (2024: £10,165).

The Charity's main bankers were Lloyds in Brentwood.

Ursuline Preparatory School Parents and Friends Association

BALANCE SHEET AS AT 31ST AUGUST 2025

| | Notes | 2025 £ | 2024 £ |
|--|-------|-------------------|-------------------|
| CURRENT ASSETS: | | | |
| Debtors and Prepayments | 6 | 0 | 500 |
| Balances at Bank/Building Society | | 40,864 | 10,081 |
| Current Account | | | |
| Deposit Account | | | |
| Cash in hand | | 29 | 29 |
| | | <u>40,893</u> | <u>10,610</u> |
| CURRENT LIABILITIES: (Payable within one year) | | | |
| Creditors and Accruals | 7 | 51 | 445 |
| Provisions | 8 | 0 | 0 |
| | | <u>51</u> | <u>445</u> |
| Net Assets | | <u>40,842</u> | <u>10,165</u> |
| Represented by: | | | |
| FUNDS | | | |
| Unrestricted Income Funds: | | | |
| General Purpose Fund | | <u>40,842</u> | <u>10,165</u> |

Katie Da Costa, Treasurer
12th May 2026
For and on behalf of the Trustees

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Ursuline Preparatory School Parents and Friends Association

Notes to the Accounts for the year ended 31st August 2025

1. **Accounting policy** - These accounts have been prepared in accordance with the applicable accounts standards and the Charities SORP (Statement of Recommended Practice: "Accounting by Charities").

2. **Fundraising Events:**

| | 2025 | 2025 | 2025 | 2024 | 2024 | 2024 |
|-------------------------------------|--------|----------|--------|--------|----------|--------|
| | Cost | Proceeds | Net | Cost | Proceeds | Net |
| | £ | £ | £ | £ | £ | £ |
| Cauliflower Charity Christmas cards | | 148 | 148 | | 158 | 158 |
| Quiz Night | | 2037 | 2037 | 180 | 2,170 | 1,990 |
| Fireworks Night | 4,292 | 4,853 | 561 | 5,024 | 5,606 | 582 |
| Wine Night | 1,350 | 3,476 | 2,127 | 470 | 2,341 | 1,871 |
| Christmas Celebration Event | 1,771 | 1,944 | 173 | | | |
| Ribbon Sales | 37 | 219 | 182 | 38 | 186 | 148 |
| Summer Dinner and Dance | 9,062 | 35,026 | 25,964 | 8,495 | 44,928 | 36,433 |
| Pottery Night | 790 | 1,092 | 302 | | | |
| Second Hand Uniform | 20 | 940 | 920 | | 2,142 | 2,142 |
| Liberty Calendar | 504 | 1,200 | 696 | 490 | 1,099 | 609 |
| Christmas bazaar | 2,323 | 3,655 | 1,332 | 2,186 | 3,035 | 849 |
| | 20,149 | 54,589 | 34,440 | 16,883 | 61,666 | 44,783 |

3. **Trustees' Remuneration** - No remuneration was paid or payable for the year to any trustee or to any persons known to be connected with any of them.

4. **Direct Charitable Expenditure** - This consists of either money given to the School to finance the purchase of the items listed or purchases made by the Charity for the benefit of the School.

5. **Sundry costs:**

| | 2025 | 2024 |
|-----------------------------------|------|------|
| | £ | £ |
| Gifts for the pfa leaving members | | |
| Padlock & Latch for PFA shed | | |
| Urn | 0 | 115 |
| | 0 | 115 |

Ursuline Preparatory School Parents and Friends Association

Notes to the Accounts for the year ended 31st August 2025

6. Debtors and Prepayments

| | 2025 | 2024 |
|-------------------|----------|------------|
| | £ | £ |
| 2024 Dinner Dance | | |
| 2025 Dinner Dance | 0 | 500 |
| | <u>0</u> | <u>500</u> |

7. Creditors and Accruals

| | 2025 | 2024 |
|-----------------------------|-----------|------------|
| | £ | £ |
| Deferred Income | 51 | |
| Accruals (Car Parking Sign) | | 445 |
| | <u>51</u> | <u>445</u> |

8. Provisions

| | 2025 | 2024 |
|--|----------|----------|
| | £ | £ |
| | <u>0</u> | <u>0</u> |

Katie Da Costa, Treasurer
12th May 2026
For and on behalf of the Trustees

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URSULINE PREPARATORY SCHOOL PFA

England & Wales - Charity number 1092472

Accounts

***URSULINE PREPARATORY SCHOOL
PARENTS AND FRIENDS ASSOCIATION***

Registered Charity Number 1092472

ANNUAL REPORT AND ACCOUNTS

FOR

YEAR ENDED 31ST AUGUST 2024

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Basis of the independent examiner's report

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Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - To keep accounting records in accordance with section 41 of the 1993 Act; and
 - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Name: CORMAC FITZPATRICK

Relevant professional qualification or body:
INSTITUTE OF CHARTERED ACCOUNTANTS IN IRELAND

Address: 1 CLAVERING WAY, SHENFIELD, ESSEX, CM13 1YT

Date: 24/6/2025

Ursuline Preparatory School Parents and Friends Association

Annual report for the year ended 31st August 2024

The Trustees present their report for the year ended 31st August 2024.

The Ursuline Preparatory School Parents and Friends Association (the 'Charity') has been established for many years and is governed by Constitution adopted on 26th February 2002. Its address is 254 Noak Hill Road,

The Trustees who served during the year ended 31st August 2024 were:

| | |
|-----------------|----------------|
| Philippa Bell | Co-Chairperson |
| Brittany Bowler | Co-Chairperson |
| Emily Bridge | Secretary |
| Katie Da Costa | Co-Treasurer |
| Nancy Whitehall | Co-Treasurer |

The AGM was held in September 2024. New Trustees, if any, shall be elected at the following PFA meeting and will hold office until the next AGM.

The object of the Charity is to advance 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 or providing facilities or equipment which support the School and advance the education of the pupils.

The Charity's main activity is arranging fundraising events for the pupils and/or the parents and friends of the Ursuline Preparatory School. The main event of the year is normally the School Summer Dinner and Dance at which items are auctioned in aid of the Charity.

The Charity is organized as an independent association of parents and friends of the Ursuline Preparatory School.

Ursuline Preparatory School Parents and Friends Association

This year's accounts show a loss from fundraising events of £10,526. (2023: profit £9,398). The main fundraising events organised by the PFA during the 2023/24 academic year were: Dinner and Dance, Wine Night, Fireworks night, Quiz night, sale of second hand school uniform and Christmas bazaar.

The PFA charity funded events held at the school for the pupil's development and enjoyment included the Grandparents Day, Christmas presents and Easter eggs for the children, junior cinema, British Food Week and Fun Day. In total, the PFA charitable donations to the school totaled £55,193 including £50,000 for a new mini-bus.

The PFA also donated £2,000 to charities not associated with Ursuline Preparatory School.

The balance sheet as of 31st August 2024 shows unrestricted funds of £10,165 (2023: £20,691).

The Charity's main bankers were Lloyds in Brentwood.

Ursuline Preparatory School Parents and Friends Association

Statement of Financial Activities for the Year to 31st August 2024

INCOME AND EXPENDITURE

| | Notes | 2024 £ | 2023 £ |
|--|-------|-----------------|---------------|
| Income: | | | |
| Fundraising Events | 2 | 61,666 | 48,762 |
| Donations received | | 0 | 90 |
| Total Income | | 61,666 | 48,852 |
| Direct Charitable Expenditure: | | | |
| Childrens Fun Day | | 1,318 | 1,229 |
| Junior Disco & Quiz Night | | 410 | 416 |
| Childrens Easter/Christmas Gifts | | 2,090 | 1,366 |
| Junior Cinema | | 195 | |
| Mini-Bus | | 50,000 | |
| Car Park Extension | | | |
| Grandparents Day | | 475 | |
| Fold Up Benches and Climbing Frame | | | 15,000 |
| Jubilee Lunch | | | |
| Coronation Lunch | | | 868 |
| Sports Day | | 310 | 415 |
| Netball Dresses & Posts and refreshments | | 41 | 0 |
| Great British Food week | | 354 | 247 |
| | | 55,193 | 19,540 |
| Other Expenditure: | | | |
| Fundraising Costs | 2 | 16,883 | 19,842 |
| Sundry Costs | 5 | 115 | 71 |
| Administration Costs | | | |
| | | 16,998 | 19,914 |
| Total Expenditure | | 72,191 | 39,454 |
| Profit/Loss for the year | | (10,526) | 9,398 |
| Fund Balances Brought Forward | | 20,691 | 11,293 |
| Fund Balances Carried Forward | | 10,165 | 20,691 |

Katie Da Costa, Treasurer
23rd June 2025
For and on behalf of the Trustees

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Ursuline Preparatory School Parents and Friends Association

BALANCE SHEET AS AT 31ST AUGUST 2024

| | Notes | 2024 £ | 2023 £ |
|-----------------------------------|-------|---------------|---------------|
| CURRENT ASSETS: | | | |
| Debtors and Prepayments | 6 | 500 | 500 |
| Balances at Bank/Building Society | | 10,081 | 20,162 |
| Current Account | | | |
| Deposit Account | | | |
| Cash in hand | | 29 | 29 |
| | | 10,610 | 20,691 |
| CURRENT LIABILITIES: | | | |
| (Payable within one year) | | | |
| Creditors and Accruals | 7 | 445 | 0 |
| Provisions | 8 | 0 | 0 |
| | | 0 | 0 |
| Net Assets | | 10,165 | 20,691 |
| Represented by: | | | |
| FUNDS | | | |
| Unrestricted Income Funds: | | | |
| General Purpose Fund | | 10,165 | 20,691 |

Katie Da Costa, Treasurer
23rd June 2025
For and on behalf of the Trustees

Ursuline Preparatory School Parents and Friends Association

Notes to the Accounts for the year ended 31st August 2024

1. **Accounting policy** - These accounts have been prepared in accordance with the applicable accounts standards and the Charities SORP (Statement of Recommended Practice):
 ..Accounting by Charities).

2. Fundraising Events:

| | 2024 | 2024 | 2024 | 2023 | 2023 | 2023 |
|-------------------------------------|--------|----------|--------|--------|----------|--------|
| | Cost | Proceeds | Net | Cost | Proceeds | Net |
| | £ | £ | £ | £ | £ | £ |
| Cauliflower Charity Christmas cards | 158 | 158 | 158 | 210 | 210 | 210 |
| Quiz Night | 180 | 2,170 | 1,990 | 180 | 1,202 | 1,022 |
| Fireworks Night | 5,024 | 5,606 | 582 | 5,033 | 6,239 | 1,207 |
| Wine Night | 470 | 2,341 | 1,871 | 5,945 | 1,958 | 0 |
| Cocktails and Carnival Night | 38 | 186 | 148 | 45 | 147 | 102 |
| Ribbon Sales | 8,495 | 44,928 | 36,433 | 8,792 | 28,256 | 19,465 |
| Amazon | 2,142 | 2,142 | 2,142 | 251 | 251 | 251 |
| Second Hand Uniform | 490 | 1,099 | 609 | 470 | 2,792 | 2,792 |
| Liberty Calendar | 2,186 | 3,035 | 849 | 1,336 | 2,519 | 1,183 |
| Christmas bazaar | 16,883 | 61,666 | 44,783 | 19,842 | 48,762 | 28,919 |

3. **Trustees' Remuneration** - No remuneration was paid or payable for the year to any trustee or to any persons known to be connected with any of them.

4. **Direct Charitable Expenditure** - This consists of either money given to the School to finance purchase of the items listed or purchases made by the Charity for the benefit of the School.

5. Sundry costs:

| | 2024 | 2023 |
|-----------------------------------|------------|-----------|
| | £ | £ |
| Gifts for the pfa leaving members | 45 | 45 |
| Padlock & Latch for PFA shed | 26 | 26 |
| Urn | 115 | 115 |
| | <u>115</u> | <u>71</u> |

Katie Da Costa, Treasurer

23rd June 2025

For and on behalf of the Trustees

Ursuline Preparatory School Parents and Friends Association

Notes to the Accounts for the year ended 31st August 2024

6. Debtors and Prepayments

| | 2024 | 2023 |
|-------------------|------------|------------|
| | £ | £ |
| 2024 Dinner Dance | | 500 |
| 2025 Dinner Dance | 500 | |
| | <u>500</u> | <u>500</u> |

7. Creditors and Accruals

| | 2024 | 2023 |
|-----------------------------|------------|------|
| | £ | £ |
| Trade Creditors | | |
| Accruals (Car Parking Sign) | 445 | |
| | <u>445</u> | |

8. Provisions

| | 2024 | 2023 |
|--|----------|----------|
| | £ | £ |
| | <u>0</u> | <u>0</u> |

URSULINE PREPARATORY SCHOOL PFA

England & Wales - Charity number 1092472

Accounts

***URSULINE PREPARATORY SCHOOL
PARENTS AND FRIENDS ASSOCIATION***

Registered Charity Number 1092472

ANNUAL REPORT AND ACCOUNTS

FOR

YEAR ENDED 31ST AUGUST 2023

Ursuline Preparatory School Parents and Friends Association

Annual report for the year ended 31st August 2023

The Trustees present their report for the year ended 31st August 2023.

The Ursuline Preparatory School Parents and Friends Association (the 'Charity') has been established for many years and is governed by Constitution adopted on 26th February 2002. Its address is 22 Regency Court, Brentwood, Essex CM14 4LU.

The Trustees who served during the year ended 31st August 2023 were:

| | |
|-----------------|----------------|
| Philippa Bell | Co-Chairperson |
| Brittany Bowler | Co-Chairperson |
| Emily Bridge | Secretary |
| Katie Da Costa | Co-Treasurer |
| Nancy Whitehall | Co-Treasurer |

The AGM was held in September 2023. New Trustees, if any, shall be elected at the following PFA meeting and will hold office until the next AGM.

The object of the Charity is to advance 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 or providing facilities or equipment which support the School and advance the education of the pupils.

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The Charity is organized as an independent association of parents and friends of the Ursuline Preparatory School.

Katie Da Costa, Treasurer
21st May 2024
For and on behalf of the Trustees

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Ursuline Preparatory School Parents and Friends Association

Statement of Financial Activities for the Year to 31st August 2023

INCOME AND EXPENDITURE

| | Notes | 2023 £ | 2022 £ |
|--|-------|---------------|---------------|
| <u>Income:</u> | | | |
| Fundraising Events | 2 | 48,762 | 50,005 |
| Donations received | | 90 | 750 |
| Total Income | | 48,852 | 50,755 |
| <u>Direct Charitable Expenditure:</u> | | | |
| Childrens Fun Day | | 1,229 | 911 |
| Junior Disco & Quiz Night | | 416 | 456 |
| Childrens Easter/Christmas Gifts | | 1,366 | 2,028 |
| Junior Cinema | | | 0 |
| IT Equipment | | | 12,485 |
| Car Park Extension | | | 8,000 |
| Grandparents Day | | | 465 |
| Fold Up Benches and Climbing Frame | | 15,000 | |
| Jubilee Lunch | | | 687 |
| Coronation Lunch | | 868 | |
| Sports Day | | 415 | 37 |
| Netball Dresses & Posts and refreshments | | | 0 |
| Great British Food week | | 247 | 277 |
| | | 19,540 | 25,401 |
| <u>Other Expenditure:</u> | | | |
| Fundraising Costs | 2 | 19,842 | 23,407 |
| Sundry Costs | 5 | 71 | 176 |
| Administration Costs | | | |
| | | 19,914 | 23,583 |
| Total Expenditure | | 39,454 | 48,984 |
| Profit/Loss for the year | | 9,398 | 1,771 |
| Fund Balances Brought Forward | | 11,293 | 9,522 |
| Fund Balances Carried Forward | | 20,691 | 11,293 |

Katie Da Costa, Treasurer
21st May 2024
For and on behalf of the Trustees

Ursuline Preparatory School Parents and Friends Association

BALANCE SHEET AS AT 31ST AUGUST 2023

| | Notes | 2023 £ | 2022 £ |
|-----------------------------------|-------|---------------|---------------|
| CURRENT ASSETS: | | | |
| Debtors and Prepayments | 6 | 500 | 500 |
| Balances at Bank/Building Society | | 20,162 | 31,106 |
| Current Account | | | |
| Deposit Account | | | |
| Cash in hand | | 29 | 29 |
| | | <u>20,691</u> | <u>31,635</u> |
| CURRENT LIABILITIES: | | | |
| (Payable within one year) | | | |
| Creditors and Accruals | 7 | 0 | 7,515 |
| Provisions | 8 | 0 | 12,827 |
| | | <u>0</u> | <u>20,342</u> |
| Net Assets | | | |
| | | <u>20,691</u> | <u>11,293</u> |
| Represented by: | | | |
| FUNDS | | | |
| Unrestricted Income Funds: | | | |
| General Purpose Fund | | <u>20,691</u> | <u>11,293</u> |

Katie Da Costa, Treasurer
21st May 2024
For and on behalf of the Trustees

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Ursuline Preparatory School Parents and Friends Association

Notes to the Accounts for the year ended 31st August 2023

6. Debtors and Prepayments

| | 2023 | 2022 |
|-------------------|------------|------------|
| | £ | £ |
| 2022 Casino Night | | |
| 2022 Junior Disco | | |
| 2022 Dinner Dance | | |
| 2023 Dinner Dance | | 500 |
| 2024 Dinner Dance | 500 | |
| | <u>500</u> | <u>500</u> |

7 Creditors and Accruals

| | 2022 | 2022 |
|--|----------|-------------|
| | £ | £ |
| Trade Creditors | | |
| Accruals | | |
| Deferred Income (2022 Casino Night) | | |
| Incorrect School Fees in account (2023 correction) | | 7515 |
| | <u>0</u> | <u>7515</u> |

8 Provisions

| | 2022 | 2022 |
|--------------------------------------|----------|---------------|
| | £ | £ |
| Provision for parking signs | 0 | 342 |
| Dinner Dance Afternoon tea prize '19 | 0 | 0 |
| Dinner Dance Shopping Transport '19 | 0 | 0 |
| Donation to school for IT Equipment | 0 | 12,485 |
| | <u>0</u> | <u>12,827</u> |

Katie Da Costa, Treasurer
21st May 2024
For and on behalf of the Trustees



Ursuline Preparatory School Pfa
 Ursuline Preparatory School
 Warley Road
 Great Warley
 CM13 3HR

Your Account

Sort Code 30-67-33
 Account Number 37456668

TREASURERS ACCOUNT

01 August 2023 to 31 August 2023

| | | | |
|------------------|-----------|----------------------------------|------------|
| Money In | £69.00 | Balance on 01 August 2023 | £21,114.74 |
| Money Out | £1,022.07 | Balance on 31 August 2023 | £20,161.67 |

Your Transactions

| Date | Description | Type | Money In (£) | Money Out (£) | Balance (£) |
|-----------|--|------|--------------|---------------|-------------|
| 02 Aug 23 | E MARINER.PRELOVED UNI 500000001178186300 309258 | FPI | 50.00 | | 21,164.74 |
| 07 Aug 23 | GET GOLFING 400000001186000208 WP - | FPO | | 500.00 | 20,664.74 |
| 07 Aug 23 | P BELL 600000001180923918 FUN DAY SPORTS DAY 601115 | FPO | | 477.07 | 20,187.67 |
| 07 Aug 23 | P BELL 600000001180924315 FLOWERS 601115 10 | FPO | | 45.00 | 20,142.67 |
| 17 Aug 23 | DHILLON JR PFAUNIFORM DHILLON 47193944203881000N | FPI | 4.00 | | 20,146.67 |
| 21 Aug 23 | G GEORGE HERMIONE JACKET 200000001183386692 | FPI | 15.00 | | 20,161.67 |

Handwritten signature/initials

Transaction types

| | | | |
|------------------------------|-------------------------------|------------------------------|-------------------------------|
| BGC Bank Giro Credit | BP Bill Payments | CHG Charge | CHQ Cheque |
| COR Correction | CPT Cashpoint | DD Direct Debit | DEB Debit Card |
| DEP Deposit | FEE Fixed Service | FPI Faster Payment In | FPO Faster Payment Out |
| MPI Mobile Payment In | MPO Mobile Payment Out | PAY Payment | SO Standing Order |
| TFR Transfer | | | |

URSULINE PREPARATORY SCHOOL PFA

England & Wales - Charity number 1092472

Accounts

***URSULINE PREPARATORY SCHOOL
PARENTS AND FRIENDS ASSOCIATION***

Registered Charity Number 1092472

ANNUAL REPORT AND ACCOUNTS

FOR

YEAR ENDED 31ST AUGUST 2022 (Re-stated)

Independent Examiner's Report to the Trustees of the Ursuline Preparatory School Parents and Friends Association

I report on the accounts of the above Charity for the year ended 31st August 2022, which are set out on pages 4 to 7.

Respective responsibilities of the trustees and the examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the 1993 Act).
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- To state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- To keep accounting records in accordance with section 41 of the 1993 Act; and
 - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Name: CORMAC FITZPATRICK

Relevant professional qualification or body:
INSTITUTE OF CHARTERED ACCOUNTANTS IN IRELAND

Address: 1 CLAVERING WAY, SHENFIELD, ESSEX, CM13 1YT

Date: 28/5/2024

Katie Da Costa, Treasurer
26th May 2023
For and on behalf of the Trustees

Ursuline Preparatory School Parents and Friends Association

Annual report for the year ended 31st August 2022 (Re-stated)

The Trustees present their report for the year ended 31st August 2022.

The Ursuline Preparatory School Parents and Friends Association (the 'Charity') has been established for many years and is governed by Constitution adopted on 26th February 2002. Its address is 22 Regency Court, Brentwood, Essex CM14 4LU.

The Trustees who served during the year ended 31st August 2022 were:

| | |
|-----------------|----------------|
| Philippa Bell | Co-Chairperson |
| Brittany Bowler | Co-Chairperson |
| Emily Bridge | Secretary |
| Katie Da Costa | Co-Treasurer |
| Nancy Whitehall | Co-Treasurer |

The AGM was held on 13th September 2022. New Trustees, if any, shall be elected at the following PFA meeting and will hold office until the next AGM.

The object of the Charity is to advance 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 or providing facilities or equipment which support the School and advance the education of the pupils.

The Charity's main activity is arranging fundraising events for the pupils and/or the parents and friends of the Ursuline Preparatory School. The main event of the year is normally the School Summer Dinner and Dance at which items are auctioned in aid of the Charity.

The Charity is organized as an independent association of parents and friends of the Ursuline Preparatory School.

Ursuline Preparatory School Parents and Friends Association

Following the cancellation of events in 2020 and 2021 due to Covid-19, the PFA was able to hold a full schedule of events as per pre the pandemic.

This year's accounts show a profit from fundraising events of £1,771 (2021: £1,646). The main fundraising events organised by the PFA during the 2021/22 academic year were: Dinner and Dance, Casino Night, Fireworks night, Christmas bazaar and sale of second hand school uniform.

The PFA charity funded events held at the school for the pupil's development and enjoyment included the Jubilee Lunch to celebrate the Queen's Platinum Jubilee, Grandparents Day, Christmas presents and Easter eggs for the children, junior disco, junior quiz night, British Food Week and Fun Day. Sports Day and Prize giving were back to having all parents attending. In total, the PFA charitable donations to the school totaled £25,401 including £12,485 for IT equipment and £8,000 to extend the car park.

The PFA also donated £800 to charities not associated with Ursuline Preparatory School.

The balance sheet as of 31st August 2022 shows unrestricted funds of £11,293 (2021: £9,522).

These accounts have been re-stated due to school fees being incorrectly paid into the PFA account in 2022.

The Charity's main bankers were Lloyds in Brentwood.

Ursuline Preparatory School Parents and Friends Association

Statement of Financial Activities for the Year to 31st August 2022 (Re-stated)

INCOME AND EXPENDITURE

| | Notes | 2022 £ | 2021 £ |
|--|-------|---------------|--------------|
| <u>Income:</u> | | | |
| Fundraising Events | 2 | 50,005 | 6,748 |
| Donations received | | 750 | 25 |
| Total Income | | 50,755 | 6,773 |
| <u>Direct Charitable Expenditure:</u> | | | |
| Childrens Fun Day | | 911 | 1,500 |
| Junior Disco & Quiz Night | | 456 | 0 |
| Childrens Easter/Christmas Gifts | | 2,028 | 1,701 |
| Junior Cinema | | 0 | 55 |
| IT Equipment | | 12,485 | 0 |
| Car Park Extension | | 8,000 | 0 |
| Grandparents Day | | 465 | 0 |
| Jubilee Lunch | | 687 | 0 |
| Sports Day | | 37 | |
| Netball Dresses & Posts and refreshments | | 55 | 0 |
| Great British Food week | | 277 | 363 |
| | | 25,401 | 3,619 |
| <u>Other Expenditure:</u> | | | |
| Fundraising Costs | 2 | 23,407 | 1,430 |
| Sundry Costs | 5 | 176 | 78 |
| Administration Costs | | | |
| | | 23,583 | 1,508 |
| Total Expenditure | | 48,984 | 5,127 |
| Profit/Loss for the year | | 1,771 | 1,646 |
| Fund Balances Brought Forward | | 9,522 | 7,876 |
| Fund Balances Carried Forward | | 11,293 | 9,522 |

Katie Da Costa, Treasurer
26th May 2023
For and on behalf of the Trustees

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Ursuline Preparatory School Parents and Friends Association

BALANCE SHEET AS AT 31ST AUGUST 2022 (Re-stated)

| | Notes | 2022 £ | 2021 £ |
|--|-------|-------------------|------------------|
| CURRENT ASSETS: | | | |
| Debtors and Prepayments | 6 | 500 | 3,859 |
| Balances at Bank/Building Society Current Account | | 31,106 | 9,718 |
| Deposit Account | | | |
| Cash in hand | | 29 | 29 |
| | | <u>31,635</u> | <u>13,607</u> |
| CURRENT LIABILITIES: (Payable within one year) | | | |
| Creditors and Accruals | 7 | 7,515 | 3,685 |
| Provisions | 8 | 12,827 | 400 |
| | | <u>20,342</u> | <u>4,085</u> |
| Net Assets | | <u>11,293</u> | <u>9,522</u> |
| Represented by: | | | |
| FUNDS | | | |
| Unrestricted Income Funds: | | | |
| General Purpose Fund | | <u>11,293</u> | <u>9,522</u> |

Katie Da Costa, Treasurer
26th May 2023
For and on behalf of the Trustees

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Ursuline Preparatory School Parents and Friends Association

Notes to the Accounts for the year ended 31st August 2022 (Re-stated)

1. **Accounting policy** - These accounts have been prepared in accordance with the applicable accounts standards and the Charities SORP (Statement of Recommended Practice: "Accounting by Charities").

2. **Fundraising Events:**

| | 2022 | 2022 | 2022 | 2021 | 2021 | 2021 |
|-------------------------------------|---------------|---------------|---------------|--------------|--------------|--------------|
| | Cost | Proceeds | Net | Cost | Proceeds | Net |
| | £ | £ | £ | £ | £ | £ |
| Cauliflower Charity Christmas cards | | 248 | 248 | 0 | 231 | 231 |
| Quiz Night | 85 | | (85) | 0 | 1,316 | 1,316 |
| Fireworks Night | 3,915 | 4,920 | 1,005 | 0 | 0 | 0 |
| Casino Night | 4,544 | 4,722 | 178 | 0 | 0 | 0 |
| Ribbon Sales | 0 | 183 | 183 | 0 | 0 | 0 |
| Summer Dinner and Dance | 12,861 | 31,727 | 18,867 | 0 | 0 | 0 |
| Amazon | 0 | 231 | 231 | 0 | 311 | 311 |
| Second Hand Uniform | 248 | 3,704 | 3,456 | 0 | 0 | 0 |
| Liberty Calendar | 450 | 1,233 | 783 | 0 | 1,306 | 1,306 |
| Christmas bazaar | 1,305 | 3,038 | 1,734 | 430 | 1,230 | 800 |
| Cauliflower Charity Christmas cards | | 248 | 248 | 1,000 | 2,355 | 1,355 |
| | 23,407 | 50,005 | 26,598 | 1,430 | 6,748 | 5,318 |

3. **Trustees' Remuneration** - No remuneration was paid or payable for the year to any trustee or to any persons known to be connected with any of them.

4. **Direct Charitable Expenditure** - This consists of either money given to the School to finance the purchase of the items listed or purchases made by the Charity for the benefit of the School.

5. **Sundry costs:**

| | 2022 | 2021 |
|-----------------------------------|------------|-----------|
| | £ | £ |
| Gifts for the pfa leaving members | 176 | 53 |
| Padlock & Latch for PFA shed | | 25 |
| | 176 | 78 |

Ursuline Preparatory School Parents and Friends Association

Notes to the Accounts for the year ended 31st August 2021 (Re-stated)

6. Debtors and Prepayments

| | 2022 | 2021 |
|-------------------|------------|--------------|
| | £ | £ |
| 2022 Casino Night | | 946 |
| 2022 Junior Disco | | 45 |
| 2022 Dinner Dance | | 2,868 |
| 2023 Dinner Dance | 500 | |
| | <u>500</u> | <u>3,859</u> |

7. Creditors and Accruals

| | 2022 | 2021 |
|-------------------------------------|-------------|--------------|
| | £ | £ |
| Trade Creditors | | |
| Accruals | | |
| Incorrect School Fees in account | 7515 | |
| Deferred Income (2022 Casino Night) | | 3685 |
| | <u>7515</u> | <u>3,685</u> |

8. Provisions

| | 2022 | 2021 |
|--------------------------------------|---------------|------------|
| | £ | £ |
| Provision for parking signs | 342 | |
| Dinner Dance Afternoon tea prize '19 | 0 | 200 |
| Dinner Dance Shopping Transport '19 | 0 | 200 |
| Donation to school for IT Equipment | 12,485 | |
| | <u>12,827</u> | <u>400</u> |

Katie Da Costa, Treasurer
26th May 2023
For and on behalf of the Trustees

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