

***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
Brittany Bowler
Emily Bridge
Katie Da Costa
Nancy Whitehall

Co-Chairperson
Co-Chairperson
Secretary
Co-Treasurer
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

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		31,106	9,718
Current Account			
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><u>11,293</u></u>	<u><u>9,522</u></u>
Represented by:			
 FUNDS			
 Unrestricted Income Funds:			
General Purpose Fund		<u><u>11,293</u></u>	<u><u>9,522</u></u>

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

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 Cost £	2022 Proceeds £	2022 Net £	2021 Cost £	2021 Proceeds £	2021 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

7