

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

Co-Chairperson
Co-Chairperson
Secretary
Co-Treasurer
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.

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

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

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 |

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 | | | |