

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

Registered Charity Number 1092472

ANNUAL REPORT AND ACCOUNTS

FOR

YEAR ENDED 31ST AUGUST 2024

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 2024, 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: 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
Brittany Bowler
Emily Bridge
Katie Da Costa
Nancy Whitehall

Co-Chairperson
Co-Chairperson
Secretary
Co-Treasurer
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 £
<u>Income:</u>			
Fundraising Events	2	61,666	48,762
Donations received		0	90
Total Income		61,666	48,852
<u>Direct Charitable Expenditure:</u>			
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
<u>Other Expenditure:</u>			
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

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
		<u>10,610</u>	<u>20,691</u>
CURRENT LIABILITIES:			
(Payable within one year)			
Creditors and Accruals	7	445	0
Provisions	8	0	0
		<u>0</u>	<u>0</u>
Net Assets		<u>10,165</u>	<u>20,691</u>
Represented by:			
FUNDS			
Unrestricted Income Funds:			
General Purpose Fund		<u>10,165</u>	<u>20,691</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

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	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			0	
Cocktails and Carnival Night				3,987	5,945	1,958	
Ribbon Sales	38	186	148	45	147	102	
Summer Dinner and Dance	8,495	44,928	36,433	8,792	28,256	19,465	
Amazon					251	251	
Second Hand Uniform		2,142	2,142		2,792	2,792	
Liberty Calendar	490	1,099	609	470	1,200	730	
Christmas bazaar	2,186	3,035	849	1,336	2,519	1,183	
	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		
Padlock & Latch for PFA shed		
Urn	115	71
	115	

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>

