

DOWNSEND PARENTS ASSOCIATION

England & Wales · Charity number 1116557

Details

Status Registered

Legal form Other

Registered 2006-10-31

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

Contact

Address Downsend School
1 Leatherhead Road
Leatherhead
KT22 8TJ

Phone 01372372197

Email downsendpa@gmail.com

Website www.downsend.co.uk

Activities

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

Activities: To advance the education of pupils at Downsend Prep School (the School), by developing effective relationships between the staff, parents and others associated with the School, to engage in activities and providing facilities or equipment which support the School and advance the education of the pupils.

Classification

- **How:** Provides Other Finance, Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Area of benefit: SURREY
- Surrey

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-08-31 | £27,066 | £34,641 | - | - |
| 2024-08-31 | £46,171 | £32,882 | - | - |
| 2023-08-31 | £39,405 | £27,640 | - | - |
| 2022-08-31 | £8,232 | £4,154 | - | - |
| 2021-08-31 | £8,018 | £18,076 | - | - |
| 2020-08-31 | £14,086 | £23,598 | - | - |

Trustees

| Name | Role | Appointed |
|----------------------|------|------------|
| Catherine Anne Heath | | 2025-01-03 |
| Rebecca Patel | | 2025-10-03 |

DOWNSEND PARENTS ASSOCIATION

England & Wales - Charity number 1116557

Accounts

DOWNSEND PARENTS' ASSOCIATION

**REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2025**

REGISTERED CHARITY NUMBER: 1116557

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

LEGAL AND ADMINISTRATIVE INFORMATION

The Downsend Parents' Association (also known as the DPA) is a parents' association consisting of parents, guardians and carers of pupils at Downsend School and all staff employed at the School. The DPA is governed by a Constitution, which was adopted on 14 September 2006 prior to the registration of the DPA as a Charity on 31 October 2006.

The DPA is a member of PTA-UK, a national charity representing parent teacher organisations. Through our membership of PTA-UK the DPA has Public Liability and Personal Accident insurance to cover its activities, members and volunteers.

Registered Charity Number: 1116557

Members of the Committee

The members of the Committee (the Trustees) who were elected at the AGM on 5th December 2022 and re-appointed at the 2023 AGM on 24th September 2024, unless otherwise stated, are as follows:

| | | |
|-------------------------|--|---|
| Chair | Kim Agrawal | |
| Secretary | Michelle Sutcliffe (appointed 27th January 2025) | |
| Treasurer | Cathy Heath (appointed 3rd January 2025) | |
| Other Committee Members | Natalie Slade Charlotte Staplehurst Lynn Goodwin Sally Gilbert Nicola Burger | Nia Cummings Glorem Kunal Joanne Lloyd-Aziz Carol Bristow Kim Collinson |

Address of the Association
Downsend School
1 Leatherhead Road
Leatherhead
Surrey
KT22 8TJ

Bankers
HSBC Bank plc
54 High Street
Epsom
Surrey
KT19 8DS

Uniform Shop Manager
Nicola Burger

Independent Examiner
Sharon McAleese

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

TRUSTEES' REPORT

The Trustees are pleased to present their Annual Report together with the Accounts of the Downsend Parents' Association for the year ended 31 August 2025.

Management and Objectives

Downsend Parents' Association (the DPA) is a registered charity, whose principal objective is to advance the education of pupils at Downsend School (the School) by developing effective relationships between the staff, parents and others associated with the School, to engage in activities and provide facilities or equipment which support the School and advance the education of the pupils. The trustees have had regard to the commission's public benefit guidance in exercising their duties.

All parents and guardians of currently registered pupils of the School are members of the DPA as well as the teaching and non-teaching staff employed by the School. All members are entitled to attend and vote at all General meetings.

The management of the DPA is vested in a Committee, all of whom must be members of the DPA. The Committee members are appointed or reappointed annually at the Annual General meeting that is usually held in September every year.

The Chair, Treasurer and Secretary are elected from the members of the Committee at the Annual General Meeting. The members of the Committee for the year are shown on page 1.

Financial Review

The DPA have had another great year. This was achieved through a strong mix of social events for the parents and staff, in addition to running the ever-popular uniform shop, whilst hosting activities for the children at the school and donating surplus funds for school equipment.

This year the accounts show a loss of £7,575 (2024 profit: £13,289)

Income for the year totalled £27,066 (2024: £46,171) which arose from fundraising activities and the uniform shop.

Fundraising activities this year were further advanced with a hugely successful Fireworks Night, as well as hosting discos and a parent/teacher Quiz Night. The DPA continued to provide refreshment activities for Easter and Summer as well as the traditional Jolly Bags for Christmas. We also held an ice skating event for the senior school and a movie night for the junior school.

The uniform shop continues to be a very good source of income for the DPA as well as an essential service for many parents. Various intakes and sales events were held throughout the year. The shop is run and organised by committee member Nicola Burger, assisted by a group of parent volunteers. The second hand uniforms sold on behalf of parents or from donations continue to be very popular and these earned the DPA commission amounting to £8,584 (2024: £12,503).

Other online fundraising including "Easy Fundraising", "Nametags4U" and "Easy2name" raised £153 (2024: £276) for the DPA.

The administrative costs of running the DPA were £487 (2024: £553) with the main items of expenditure comprising PTA-UK membership fees and insurance, stationery and bank charges.

This year the DPA has provided or spent £26,288 (2024: £3,371) on equipment, resources and donations for the benefit of the pupils at the school, with the aim of providing the quality extras that the school cannot always supply. The primary aim of the donations being to support areas which benefited most pupils rather than a particular group. This year we supported requests for those projects which fit our objectives. A list of donations to the school is given in note 4 to the accounts.

At the end of the financial year the DPA had reserves of £36,463 (2024: £44,038) which can be used for additional donations to the school. 2025 has been a great year for fundraising and donations to the school, and the DPA continues to be an essential part of Downsend School.

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

TRUSTEES REPORT (continued)

Financial Review (continued)

Future Plans

The DPA continues to be an essential and appreciated part of the fabric of Downsend School thanks to the commitment and energy of the Committee, the parents and volunteers who run the Uniform Shop, the Class Reps and Friends as well as the support of the Head Teacher and the Leadership Team at the School. As long as there are people at the school prepared to volunteer their time to promote the DPA, its fundraising and social activities, the DPA will have a bright future, providing the pupils of Downsend with those extras that facilitate their learning experience as well as encouraging every family with a pupil at the School to be part of Downsend School life.

The report was noted by the Trustees at the AGM on 3rd October 2022, approved on 8th June 2026, and signed on their behalf by:



Cathy Heath
Treasurer

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2025**

| | Notes | 2025 £ | 2024 £ |
|---|-------|-----------------------|---------------|
| INCOMING RESOURCES | | | |
| Fundraising and Social Events | 2 | 18,146 | 33,257 |
| Uniform Shop Sales and Commission | 3 | 8,920 | 12,914 |
| Total Incoming Resources | | <u>27,066</u> | <u>46,171</u> |
| RESOURCES EXPENDED | | | |
| Costs of Generating Funds | | | |
| Fundraising and Social Events | 2 | 7,530 | 28,377 |
| Uniform Shop Cost of Sales | 3 | 336 | 581 |
| Charitable Expenditure | | | |
| Donations to School and Charity | 4 | 26,288 | 3,371 |
| Governance and Other Administrative Expenses | | | |
| | 5 | 487 | 553 |
| Total Resources Expended | | <u>34,641</u> | <u>32,882</u> |
| Net Surplus / (Deficit) for the Year | | <u>(7,575)</u> | <u>13,289</u> |
| Total Funds as at 1 September | | 44,038 | 30,749 |
| Carried Forward | | <u>36,463</u> | <u>44,038</u> |

The notes on pages 6 to 7 form an integral part of these accounts.

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2025

| | Notes | 2025 £ | 2024 £ |
|--|-------|------------------------|----------------------|
| Current Assets | | | |
| Stock | 6 | 80 | 80 |
| Debtors and Prepayments | 7 | 538 | 1,398 |
| Cash at Bank and In Hand | | <u>57,762</u> | <u>57,366</u> |
| | | <u>58,380</u> | <u>58,844</u> |
| Current Liabilities | | | |
| Creditors: Amounts Falling Due Within One Year | 8 | <u>(21,917)</u> | <u>(14,806)</u> |
| Net Assets | | <u>36,463</u> | <u>44,038</u> |
| Represented By: | | | |
| Accumulated Fund Brought Forward | | 44,038 | 30,749 |
| Surplus for the Year | | <u>(7,575)</u> | <u>13,289</u> |
| Accumulated Fund Carried Forward | | <u>36,463</u> | <u>44,038</u> |

Noted by the Trustees at the AGM on 3rd October 2025, approved on 8th June 2026, and signed on their behalf by:



Cathy Heath
Treasurer

The notes on pages 6 to 7 form an integral part of these accounts.

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2025**

1 Accounting Policies

These accounts are prepared on an accruals basis.

2 Fundraising and Social Events

| | Income | Expenses | 2025 | 2024 |
|-------------|---------------|-----------------|----------------|--------------|
| | £ | £ | Surplus | Surplus |
| | | | £ | £ |
| Fireworks | 9,722 | (4,460) | 5,262 | - |
| Quiz Night | 4,302 | (1,083) | 3,219 | 1,399 |
| Ice Skating | 1,962 | (1,027) | 935 | 59 |
| Movie Night | 820 | (245) | 575 | 1,333 |
| Jolly Bags | 367 | (46) | 321 | 435 |
| Other | 153 | - | 153 | 276 |
| Disco | 820 | (669) | 151 | 788 |
| Rodeo | - | - | - | 1,323 |
| Ball | - | - | - | (1,755) |
| Tuckshops | - | - | - | 1,022 |
| | 18,146 | (7,530) | 10,616 | 4,880 |

3 Uniform Shop Sales and Commission

| | 2025 | 2024 |
|----------------------------|---------------|---------------|
| | £ | £ |
| Sales/Commission | 13,257 | 12,914 |
| Opening Stock | (80) | (279) |
| Purchases | - | (5) |
| Closing Stock | 80 | 80 |
| Expenses (Sum Up Charges) | (336) | (377) |
| Uniform Shop Cost of Sales | (336) | (581) |
| | 12,921 | 12,333 |

4 Donations Made to Downsend School

| | 2025 | 2024 |
|---------------------------|---------------|--------------|
| | £ | £ |
| Cardiac Risk in the Young | 4,740 | - |
| Floodlights | 4,722 | - |
| Theatre Equipment | 3,006 | - |
| Ice Cream | 1,111 | - |
| Prom | 1,050 | 590 |
| Easter Eggs | 948 | 769 |
| Teachers Leaving Gifts | 189 | - |
| Diving Blocks | 5,409 | - |
| Pavillion Furniture | 4,608 | - |
| Darts Boards | 505 | - |
| Halloween Refreshments | - | 83 |
| Christmas Refreshments | - | 1,744 |
| Y6 Disco | - | 185 |
| | 26,288 | 3,371 |

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2025**

5 Governance and Other Administrative Expenses

| | 2025 | 2024 |
|---|-------------|------------|
| | £ | £ |
| Stationery and office equipment, sumup machines | 261 | 239 |
| PTA-UK Membership Fee and Insurance | 162 | 153 |
| Bank Charges | 64 | 161 |
| | 487 | 553 |

All the Committee members and the parents who run the DPA uniform shop give their time voluntarily and they received no remuneration or other benefits. (2024: nil).

6 Stock of New Uniform

| | 2025 | 2024 |
|--------------|-------------|-----------|
| | £ | £ |
| New uniforms | 80 | 80 |
| | 80 | 80 |

7 Debtors and Prepayments

| | 2025 | 2024 |
|-----------------------|-------------|--------------|
| | £ | £ |
| Ball and Quiz Tickets | - | 860 |
| HMRC (Gift Aid) | 538 | 538 |
| | 538 | 1,398 |

8 Creditors: Amounts Falling Due Within One Year

| | 2025 | 2024 |
|--------------------------------------|---------------|---------------|
| | £ | £ |
| Swim Club and Diving Blocks | 5,995 | 586 |
| Payable to Parents for Uniform Sales | 4,991 | 6,651 |
| Charity Donations | 4,995 | 4,995 |
| Pavillion Furniture | 4,608 | - |
| Post Balance Sheet Costs | 823 | 2,574 |
| Darts Boards | 505 | - |
| | 21,917 | 14,806 |

Sharon McAleese
Leatherhead KT22 8TL

8 June 2025

Downsend Parents' Association
(Registered Charity 1116557)

Dear Sirs / Madams

Independent examiner's report to the members of Downsend Parents' Association

I report to the members on my examination of the accounts of the Downsend Parents' Association for the year ended 31 August 2025.

Responsibilities and basis of report

As the charity members 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 Association'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.

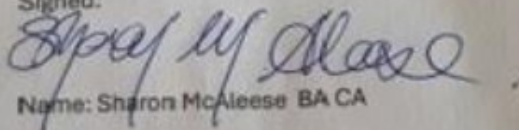
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination. There were no items giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Association as required by section 130 of the Act;
or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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

Signed:



Name: Sharon McAleese BA CA

DOWNSEND PARENTS ASSOCIATION

England & Wales - Charity number 1116557

Accounts

DOWNSEND PARENTS' ASSOCIATION

**REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2024**

REGISTERED CHARITY NUMBER: 1116557

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

LEGAL AND ADMINISTRATIVE INFORMATION

The Downsend Parents' Association (also known as the DPA) is a parents' association consisting of parents, guardians and carers of pupils at Downsend Prep School and all staff employed at the School. The DPA is governed by a Constitution, which was adopted on 14 September 2006 prior to the registration of the DPA as a Charity on 31 October 2006.

The DPA is a member of PTA-UK, a national charity representing parent teacher organisations. Through our membership of PTA-UK the DPA has Public Liability and Personal Accident insurance to cover its activities, members and volunteers.

Registered Charity Number: 1116557

Members of the Committee

The members of the Committee (the Trustees) who were elected at the AGM on 5th December 2022 and re-appointed at the 2023 AGM on 24th September 2024, unless otherwise stated, are as follows:

| | |
|-------------------------|--|
| Chair | Kim Agrawal |
| Secretary | Linda Roets (resigned 27th January 2025), Michelle Sutcliffe |
| Treasurer | Julie Coetzee (resigned 3rd January 2025), Cathy Heath |
| Other Committee Members | Natalie Slade Charlotte Staplehurst Lynn Goodwin Sally Gilbert Nicola Burger |
| | Nia Cummings Glorem Kunal Joanne Lloyd-Aziz Carol Bristow Kim Collinson |

Address of the Association

Downsend School
1 Leatherhead Road
Leatherhead
Surrey
KT22 8TJ

Bankers

HSBC Bank plc
54 High Street
Epsom
Surrey
KT19 8DS

Uniform Shop Manager

Nicola Burger

Independent Examiner

Sharon McAleese

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

TRUSTEES' REPORT

The Trustees are pleased to present their Annual Report together with the Accounts of the Downsend Parents' Association for the year ended 31 August 2024.

Management and Objectives

Downsend Parents' Association (the DPA) is a registered charity, whose principal objective is to advance the education of pupils at Downsend Prep School (the School) by developing effective relationships between the staff, parents and others associated with the School, to engage in activities and provide facilities or equipment which support the School and advance the education of the pupils. The trustees have had regard to the commission's public benefit guidance in exercising their duties.

All parents and guardians of currently registered pupils of the School are members of the DPA as well as the teaching and non-teaching staff employed by the School. All members are entitled to attend and vote at all General meetings.

The management of the DPA is vested in a Committee, all of whom must be members of the DPA. The Committee members are appointed or reappointed annually at the Annual General meeting that is usually held in September every year.

The Chair, Treasurer and Secretary are elected from the members of the Committee at the Annual General Meeting. The members of the Committee for the year are shown on page 1.

Financial Review

The DPA have had a fantastic year, this was achieved through a strong mix of social events for the parents and staff, in addition to running the ever-popular Uniform Shop, whilst hosting activities for the children at the School. This year the accounts show a surplus of £13,289 (2023:£11,765).

Income for the year totalled £46,171 (2023:£39,405) which arose from fundraising activities and the uniform shop.

Fundraising activities this year were further advanced with our first ever "Welcome back to School Rodeo", as well as hosting discos, a parent/teacher "Quiz Night" and the fantastic "Summer Ball". The DPA also continued to run tuckshops in addition to our refreshment activities for Easter, Halloween and Christmas as well as the traditional Jolly Bags for Christmas. We also held an Ice skating event for the senior school and a movie night for the junior school.

The Uniform Shop continues to be a very good source of income for the DPA as well as an essential service for many parents. Various intakes and sales events were held throughout the year. The shop is run and organised by committee member Nicola Burger, assisted by a group of parent volunteers. New uniform sales totalled £411 (2023:£870). The second hand uniforms sold on behalf of parents or from donations continue to be very popular and these earned the DPA commission amounting to £12,503 (2023: £6,986).

Other online fundraising including "Amazon Smile", "Easy Fundraising", "Nametags4u" and "Easy2name", in addition to clothing donation sales raised £276 (2023: £442) for the DPA.

The administrative costs of running the DPA were £553 (2023:£395) with the main items of expenditure comprising PTA-UK membership fees and insurance, additional sumup machines and bank charges.

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

TRUSTEES REPORT (continued)

Financial Review (continued)

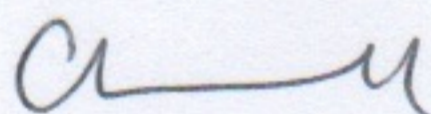
This year the DPA has provided or spent £3,371 (2023:£4,356) on equipment, resources and donations for the benefit of the pupils at the school, with the aim of providing the quality extras that the school cannot always supply. The primary aim of the donations being to support areas which benefited most pupils rather than a particular group. This year we supported requests for those projects which fit our objectives. A list of donations to the school is given in note 4 to the accounts.

At the end of the financial year the DPA had reserves of £44,038 (2023:£30,749). 2024 has been a great year for pupils, staff and carers alike, and this is reflected in the stronger financial position of the DPA.

Future Plans

The DPA continues to be an essential and appreciated part of the fabric of Downsend School thanks to the commitment and energy of the Committee, the parents and volunteers who run the Uniform Shop, the Class Reps and Friends as well as the support of the Headmaster and his team at the School. As long as there are people at the school prepared to volunteer their time to promote the DPA, its fundraising and social activities, the DPA will have a bright future, providing the pupils of Downsend with those extras that facilitate their learning experience as well as encouraging every family with a pupil at the School to be part of Downsend School life.

The report was noted by the Trustees at the AGM on 27th September 2024 and approved on 11th June 2025 signed on their behalf by:



Cathy Heath
Treasurer

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2024**

| | Notes | 2024 £ | 2023 £ |
|---|-------|----------------------|---------------|
| INCOMING RESOURCES | | | |
| Fundraising and Social Events | 2 | 33,257 | 31,549 |
| Uniform Shop Sales and Commission | 3 | <u>12,914</u> | <u>7,856</u> |
| Total Incoming Resources | | <u>46,171</u> | <u>39,405</u> |
| RESOURCES EXPENDED | | | |
| <i>Costs of generating funds</i> | | | |
| Fundraising and Social Events | 2 | 28,377 | 21,317 |
| Uniform Shop cost of sales | 3 | 581 | 1,572 |
| <i>Charitable expenditure</i> | | | |
| Donations to School and Charity | 4 | 3,371 | 4,356 |
| <i>Governance and Other Administrative Expenses</i> | | | |
| | 5 | <u>553</u> | <u>395</u> |
| Total Resources Expended | | <u>32,882</u> | <u>27,640</u> |
| Net Surplus (Deficit) for the Year | | <u>13,289</u> | <u>11,765</u> |
| Total Funds as at 1 September | | 30,749 | 18,984 |
| | | <u>44,038</u> | <u>30,749</u> |

The notes on pages 6 to 7 form an integral part of these accounts.

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2024

| | Notes | 2024 £ | 2023 £ |
|--|-------|----------------------|----------------------|
| Current Assets | | | |
| Stock | 6 | 80 | 906 |
| Debtors and prepayments | 7 | 1,398 | 3,199 |
| Cash at bank and in hand | | <u>57,366</u> | <u>39,504</u> |
| | | <u>58,844</u> | <u>43,609</u> |
| Current Liabilities | | | |
| Creditors: Amounts falling due within one year | 8 | <u>(14,806)</u> | <u>(12,860)</u> |
| Net Assets | | <u>44,038</u> | <u>30,749</u> |
| Represented by: | | | |
| Accumulated Fund brought forward | | 30,749 | 18,984 |
| Surplus for the Year | | <u>13,289</u> | <u>11,765</u> |
| Accumulated Fund carried forward | | <u>44,038</u> | <u>30,749</u> |
| | | 0 | - |

Noted by the Trustees at the AGM on 24th September 2024, approved on 11th June 2025 and signed on their behalf by:



Cathy Heath
Treasurer

The notes on pages 6 to 7 form an integral part of these accounts.

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2024**

1 Accounting Policies

These accounts are prepared on an accruals basis.

2 Fundraising and Social Events

| | Income £ | Expenses £ | 2024 Surplus £ | 2023 Surplus £ |
|------------------------------|---------------|-----------------|----------------------|----------------------|
| Rodeo Welcome event | 6,837 | (5,514) | 1,323 | - |
| Ice skating | 2,175 | (2,116) | 59 | - |
| Christmas | 489 | (54) | 435 | 511 |
| Quiz Night | 4,151 | (2,752) | 1,399 | 2,942 |
| Ball | 13,955 | (15,710) | (1,755) | 4,043 |
| Movie night | 1,400 | (67) | 1,333 | - |
| Tuckshops | 2,874 | (1,852) | 1,022 | 734 |
| Discos | 1,090 | (302) | 788 | 1,370 |
| Sports day | - | - | - | 190 |
| Other fundraising activities | 286 | (10) | 276 | 442 |
| | 33,257 | (28,377) | 4,880 | 10,232 |

3 Uniform Shop Sales and Commission

| | New Uniform £ | Second Hand £ | Total 2024 £ | 2023 £ |
|------------------------------|------------------|------------------|-----------------|--------------|
| Sales/Commission | 411 | 12,503 | 12,914 | 7,856 |
| Opening stock | (279) | - | (279) | (1,339) |
| Purchases | (5) | - | (5) | (190) |
| Closing Stock | 80 | - | 80 | 279 |
| Expenses (Sum up commission) | (377) | - | (377) | (322) |
| Uniform Shop cost of sales | (581) | - | (581) | (1,572) |
| | | | 12,333 | 6,284 |

4 Donations made to Downsend School

| | 2024 £ | 2023 £ |
|---------------------------------|--------------|--------------|
| Senior school pizza night | - | 1,572 |
| Halloween refreshments | 83 | - |
| Christmas refreshments | 1,744 | 909 |
| Easter refreshments | 769 | 652 |
| Tuckshop donation | - | 600 |
| Year 11 Prom | 590 | - |
| Year 6 disco | 185 | - |
| Quiz hub | - | 48 |
| | 3,371 | 3,781 |
| Resources for the School | | |
| Microphones | - | 575 |
| | - | 575 |
| | 3,371 | 4,356 |

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2024**

5 Governance and Other Administrative Expenses

| | 2024 | 2023 |
|---|-------------|------------|
| | £ | £ |
| Bank Charges | 161 | 175 |
| PTA-UK Membership Fee and Insurance | 153 | 140 |
| Stationery and office equipment, sumup machines | 239 | 80 |
| | <u>553</u> | <u>395</u> |

All the Committee members and the parents who run the DPA uniform shop give their time voluntarily and they received no remuneration or other benefits. (2023: nil).

6 Stock of New Uniform and other items for resale

| | 2024 | 2023 |
|--------------|-------------|------------|
| | £ | £ |
| Beverages | - | 627 |
| New uniforms | 80 | 279 |
| | <u>80</u> | <u>906</u> |

7 Debtors and prepayments

| | 2024 | 2023 |
|------------------------------|--------------|--------------|
| | £ | £ |
| 2024 Rodeo expenses prepaid | - | 1,300 |
| Ball and Quiz tickets | 860 | 840 |
| HMRC (Gift Aid) | 538 | 538 |
| Ball Auction 2023 receivable | - | 500 |
| Uniform | - | 21 |
| | <u>1,398</u> | <u>3,199</u> |

8 Creditors: Amounts falling due within one year

| | 2024 | 2023 |
|--------------------------------------|---------------|---------------|
| Payable to Parents for Uniform Sales | 6,651 | 7,037 |
| Donations due | 4,995 | 3,280 |
| Costs to be paid post balance sheet | 2,574 | 1,957 |
| Amount due to Swim Club | 586 | 586 |
| | <u>14,806</u> | <u>12,860</u> |

Sharon McAleese
Leatherhead KT22 8TL

11 June 2025

Downsend Parents' Association
(Registered Charity 1116557)

Dear Sirs / Madams

Independent examiner's report to the members of Downsend Parents' Association

I report to the members on my examination of the accounts of the Downsend Parents' Association for the year ended 31 August 2024.

Responsibilities and basis of report

As the charity members 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 Association'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.

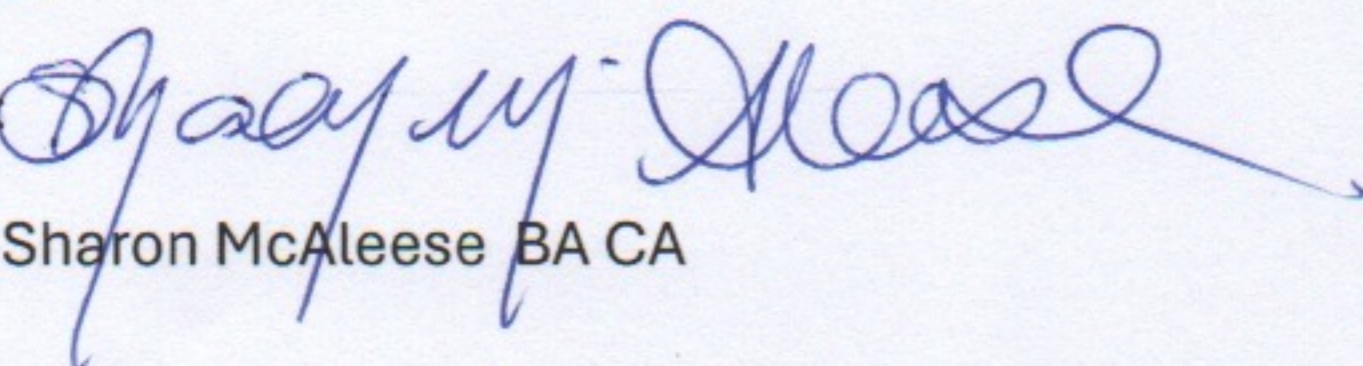
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination. There were no items giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Association as required by section 130 of the Act;
or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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

Signed:



Name: Sharon McAleese BA CA

DOWNSEND PARENTS ASSOCIATION

England & Wales - Charity number 1116557

Accounts

DOWNSEND PARENTS' ASSOCIATION

**REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2023**

REGISTERED CHARITY NUMBER: 1116557

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

LEGAL AND ADMINISTRATIVE INFORMATION

The Downsend Parents' Association (also known as the DPA) is a parents' association consisting of parents, guardians and carers of pupils at Downsend Prep School and all staff employed at the School. The DPA is governed by a Constitution, which was adopted on 14 September 2006 prior to the registration of the DPA as a Charity on 31 October 2006.

The DPA is a member of PTA-UK, a national charity representing parent teacher organisations. Through our membership of PTA-UK the DPA has Public Liability and Personal Accident insurance to cover its activities, members and volunteers.

Registered Charity Number: 1116557

Members of the Committee

The members of the Committee (the Trustees) who were elected at the AGM on 5th December 2022 and re-appointed at the 2023 AGM on 27th September 2023, unless otherwise stated, are as follows:

| | | |
|-------------------------|--|---|
| Chair | Kim Agrawal | |
| Secretary | Linda Roets | |
| Treasurer | Julie Coetzee | |
| Other Committee Members | Natalie Slade Charlotte Staplehurst Lynn Goodwin Sally Gilbert Nicola Burger | Nia Cummings Glorem Kunal Joanne Lloyd-Aziz Carol Bristow Kim Collinson |

Address of the Association
Downsend School
1 Leatherhead Road
Leatherhead
Surrey
KT22 8TJ

Bankers
HSBC Bank plc
54 High Street
Epsom
Surrey
KT19 8DS

Uniform Shop Manager
Nicola Burger

Independent Examiner
TBC

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

TRUSTEES' REPORT

The Trustees are pleased to present their Annual Report together with the Accounts of the Downsend Parents' Association for the year ended 31 August 2023.

Management and Objectives

Downsend Parents' Association (the DPA) is a registered charity, whose principal objective is to advance the education of pupils at Downsend Prep School (the School) by developing effective relationships between the staff, parents and others associated with the School, to engage in activities and provide facilities or equipment which support the School and advance the education of the pupils. The trustees have had regard to the commission's public benefit guidance in exercising their duties.

All parents and guardians of currently registered pupils of the School are members of the DPA as well as the teaching and non-teaching staff employed by the School. All members are entitled to attend and vote at all General meetings.

The management of the DPA is vested in a Committee, all of whom must be members of the DPA. The Committee members are appointed or reappointed annually at the Annual General meeting that is usually held in September every year.

The Chair, Treasurer and Secretary are elected from the members of the Committee at the Annual General Meeting. The members of the Committee for the year are shown on page 1.

Financial Review

The DPA have had a fantastic year as we were finally in a position post COVID 19 to be able to organise and raise funds. This was done through a strong mix of social events for the parents and staff, in addition to running the ever-popular Uniform Shop, whilst hosting activities for the children at the School. This year the accounts show a surplus of £11,765 (2022:£4,078).

Income for the year totalled £39,405 (2022:£8,232) which arose from fundraising activities and the uniform shop.

Fundraising activities this year were further advanced with our first ever "Welcome back to School Rodeo", as well as hosting discos, a parent/teacher "Quiz Night" and the fantastic "Summer Ball". The DPA also ran tuckshops for the first time, in addition to our traditional refreshment activities for sports day and Jolly Bags for Christmas.

The Uniform Shop continues to be a very good source of income for the DPA as well as an essential service for many parents. Various intakes and sales events were held throughout the year. The shop is run and organised by committee member Nicola Burger, assisted by a group of parent volunteers. New uniform sales totalled £870 (2022:£314). The second hand uniforms sold on behalf of parents or from donations continue to be very popular and these earned the DPA commission amounting to £6,986 (2022: £4,800).

Other online fundraising including "Amazon Smile", "Easy Fundraising", "Nametags4u" and "Easy2name", in addition to clothing donation sales raised £442 (2022: £395) for the DPA.

The administrative costs of running the DPA were £395 (2022:£213) with the main items of expenditure comprising PTA-UK membership fees and insurance, additional sumup machines and bank charges.

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

TRUSTEES REPORT (continued)

Financial Review (continued)

This year the DPA has provided or spent £4,356 (2022:£1,775) on equipment, resources and donations for the benefit of the pupils at the school, with the aim of providing the quality extras that the school cannot always supply. The primary aim of the donations being to support areas which benefited most pupils rather than a particular group. This year we supported requests for those projects which fit our objectives. A list of donations to the school is given in note 4 to the accounts.

At the end of the financial year the DPA had reserves of £30,749 (2022:£18,984). 2023 has been a great year for pupils, staff and carers alike, and this is reflected in the stronger financial position of the DPA.

Future Plans

The DPA continues to be an essential and appreciated part of the fabric of Downsend School thanks to the commitment and energy of the Committee, the parents and volunteers who run the Uniform Shop, the Class Reps and Friends as well as the support of the Headmaster and his team at the School. As long as there are people at the school prepared to volunteer their time to promote the DPA, its fundraising and social activities, the DPA will have a bright future, providing the pupils of Downsend with those extras that facilitate their learning experience as well as encouraging every family with a pupil at the School to be part of Downsend School life.

The report was noted by the Trustees at the AGM on 27th September 2023 and approved on 27 June 2024 signed on their behalf by:



Julie Coetzee
Treasurer

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2023**

| | Notes | 2023 £ | 2022 £ |
|---|-------|----------------------|---------------|
| INCOMING RESOURCES | | | |
| Fundraising and Social Events | 2 | 31,549 | 3,118 |
| Uniform Shop Sales and Commission | 3 | <u>7,856</u> | <u>5,114</u> |
| Total Incoming Resources | | <u>39,405</u> | <u>8,232</u> |
| RESOURCES EXPENDED | | | |
| Costs of generating funds | | | |
| Fundraising and Social Events | 2 | 21,317 | 1,727 |
| Uniform Shop cost of sales | 3 | 1,572 | 439 |
| Charitable expenditure | | | |
| Donations to School and Charity | 4 | 4,356 | 1,775 |
| Governance and Other Administrative Expenses | | | |
| | 5 | <u>395</u> | <u>213</u> |
| Total Resources Expended | | <u>27,640</u> | <u>4,154</u> |
| Net Surplus (Deficit) for the Year | | <u>11,765</u> | <u>4,078</u> |
| Total Funds as at 1 September | | 18,984 | 14,906 |
| | | <u>30,749</u> | <u>18,984</u> |

The notes on pages 6 to 7 form an integral part of these accounts.

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2023

| | Notes | 2023 £ | 2022 £ |
|--|-------|-----------------|-----------------|
| Current Assets | | | |
| Stock | 6 | 906 | 1,540 |
| Debtors and prepayments | 7 | 3,199 | 559 |
| Cash at bank and in hand | | 39,504 | 41,207 |
| | | <u>43,609</u> | <u>43,306</u> |
| Current Liabilities | | | |
| Creditors: Amounts falling due within one year | 8 | <u>(12,860)</u> | <u>(24,322)</u> |
| Net Assets | | <u>30,749</u> | <u>18,984</u> |
| Represented by: | | | |
| Accumulated Fund brought forward | | 18,984 | 14,906 |
| Surplus for the Year | | <u>11,765</u> | <u>4,078</u> |
| Accumulated Fund carried forward | | <u>30,749</u> | <u>18,984</u> |

-

0

Noted by the Trustees at the AGM on 27th September 2023, approved on 27 June 2024 and signed on their behalf by:


Julie Coetzee
Treasurer

The notes on pages 6 to 7 form an integral part of these accounts.

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2023**

1 Accounting Policies

These accounts are prepared on an accruals basis.

2 Fundraising and Social Events

| | Income £ | Expenses £ | 2023 Surplus £ | 2022 Surplus £ |
|------------------------------|---------------|-----------------|----------------------|----------------------|
| Discos | 2,040 | (670) | 1,370 | 395 |
| Ball | 20,490 | (16,447) | 4,043 | - |
| Quiz Night | 4,711 | (1,769) | 2,942 | - |
| Tuckshops | 1,518 | (784) | 734 | - |
| Christmas | 575 | (64) | 511 | 202 |
| Sports day | 1,724 | (1,534) | 190 | 399 |
| Other fundraising activities | 491 | (49) | 442 | 395 |
| | 31,549 | (21,317) | 10,232 | 1,391 |

3 Uniform Shop Sales and Commission

| | New Uniform £ | Second Hand £ | Total 2023 £ | 2022 £ |
|------------------------------|------------------|------------------|-----------------|-----------|
| Sales/Commission | 870 | 6,986 | 7,856 | 5,114 |
| Opening stock | (1,339) | - | (1,339) | (1,653) |
| Purchases | (190) | - | (190) | - |
| Closing Stock | 279 | - | 279 | 1,339 |
| Expenses (Sum up commission) | (322) | - | (322) | (125) |
| Uniform Shop cost of sales | (1,572) | - | (1,572) | (439) |
| | | | 6,284 | 4,675 |

4 Donations made to Downsend School

| | 2023 £ | 2022 £ |
|---------------------------------|--------------|--------------|
| Senior school pizza night | 1,572 | - |
| Christmas refreshments | 909 | - |
| Easter refreshments | 652 | - |
| Tuckshop donation | 600 | - |
| Year 11 Prom | - | 500 |
| Bowling Prize | - | 50 |
| Quiz hub | 48 | - |
| | 3,781 | 550 |
| Resources for the School | | |
| Microphones | 575 | - |
| Widescreen upgrade | - | 1,225 |
| | 575 | 1,225 |
| | 4,356 | 1,775 |

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2023**

5 Governance and Other Administrative Expenses

| | 2023 | 2022 |
|---|-------------|------------|
| | £ | £ |
| Bank Charges | 175 | 85 |
| PTA-UK Membership Fee and Insurance | 140 | 128 |
| Stationery and office equipment, sumup machines | 80 | - |
| | 395 | 213 |

All the Committee members and the parents who run the DPA uniform shop give their time voluntarily and they received no remuneration or other benefits. (2022: nil).

6 Stock of New Uniform and other items for resale

| | 2023 | 2022 |
|--------------|-------------|--------------|
| | £ | £ |
| Beverages | 627 | 201 |
| New uniforms | 279 | 1,339 |
| | 906 | 1,540 |

7 Debtors and prepayments

| | 2023 | 2022 |
|------------------------------|--------------|------------|
| | £ | £ |
| 2024 Rodeo expenses prepaid | 1,300 | - |
| Ball and Quiz 2023 tickets | 840 | - |
| HMRC (Gift Aid) | 538 | 538 |
| Ball Auction 2023 receivable | 500 | - |
| Uniform | 21 | 21 |
| | 3,199 | 559 |

8 Creditors: Amounts falling due within one year

| | 2023 | 2022 |
|---------------------------------------|---------------|---------------|
| Payable to Parents for Uniform Sales | 7,037 | 9,209 |
| Donations due | 3,280 | - |
| Funding to be paid post balance sheet | 1,957 | 13,958 |
| Amount due to Swim Club | 586 | 586 |
| Other Creditors | - | 569 |
| | 12,860 | 24,322 |

**DOWNSEND PARENTS' ASSOCIATION
(A REGISTERED CHARITY)**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE
DOWNSEND PARENTS' ASSOCIATION**

I report to the Trustees on my examination of the accounts of the Downsend Parents' Association (charity number 1116557) for the year ended 31 August 2023, which are set out on pages 1 to 7.

Respective responsibilities and Basis of Report

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 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination 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 which give me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act;
or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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 in order to enable a proper understanding on the accounts to be reached.



Julia Nelson MSc BA ACA 27th June 2024