

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			
<i>Costs of generating funds</i>			
Fundraising and Social Events	2	21,317	1,727
Uniform Shop cost of sales	3	1,572	439
<i>Charitable expenditure</i>			
Donations to School and Charity	4	4,356	1,775
<i>Governance and</i>			
<i>Other Administrative Expenses</i>	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>

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