

**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

<b>Address of the Association</b>	Downsend School 1 Leatherhead Road Leatherhead Surrey KT22 8TJ
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<b>Bankers</b>	HSBC Bank plc 54 High Street Epsom Surrey KT19 8DS
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<b>Uniform Shop Manager</b>	Nicola Burger
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<b>Independent Examiner</b>	Sharon McAleese
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**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)**

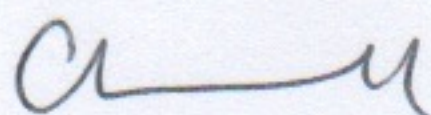
This year the DPA has provided or spent £3,371 (202£:£4,356) on equipment, resources and donations for the benefit of the pupils at the school, with the aim of providing the quality extras that the school cannot always supply. The primary aim of the donations being to support areas which benefited most 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 (2022:£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:



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Cathy Heath  
Treasurer



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

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

	Notes	2024 £	2023 £
<b>INCOMING RESOURCES</b>			
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><b>46,171</b></u>	<u><b>39,405</b></u>
<b>RESOURCES EXPENDED</b>			
<b><i>Costs of generating funds</i></b>			
Fundraising and Social Events	2	28,377	21,317
Uniform Shop cost of sales	3	581	1,572
<b><i>Charitable expenditure</i></b>			
Donations to School and Charity	4	3,371	4,356
<b><i>Governance and Other Administrative Expenses</i></b>	5	<u>553</u>	<u>395</u>
Total Resources Expended		<u><b>32,882</b></u>	<u><b>27,640</b></u>
<b>Net Surplus (Deficit) for the Year</b>		<u><b>13,289</b></u>	<u><b>11,765</b></u>
Total Funds as at 1 September		30,749	18,984
		<u><b>44,038</b></u>	<u><b>30,749</b></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 £
<b>Current Assets</b>			
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>
		<b><u>58,844</u></b>	<b><u>43,609</u></b>
<b>Current Liabilities</b>			
Creditors: Amounts falling due within one year	8	<u>(14,806)</u>	<u>(12,860)</u>
<b>Net Assets</b>		<b><u>44,038</u></b>	<b><u>30,749</u></b>
Represented by:			
Accumulated Fund brought forward		30,749	18,984
Surplus for the Year		<u>13,289</u>	<u>11,765</u>
<b>Accumulated Fund carried forward</b>		<b><u>44,038</u></b>	<b><u>30,749</u></b>
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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**

	<b>Income £</b>	<b>Expenses £</b>	<b>2024 Surplus £</b>	<b>2023 Surplus £</b>
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
	<b>33,257</b>	<b>(28,377)</b>	<b>4,880</b>	<b>10,232</b>

**3 Uniform Shop Sales and Commission**

	<b>New Uniform £</b>	<b>Second Hand £</b>	<b>Total 2024 £</b>	<b>2023 £</b>
Sales/Commission	411	12,503	<b>12,914</b>	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)
			<b>12,333</b>	<b>6,284</b>

**4 Donations made to Downsend School**

	<b>2024 £</b>	<b>2023 £</b>
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
	<b>3,371</b>	<b>3,781</b>
<b>Resources for the School</b>		
Microphones	-	575
	-	575
	<b>3,371</b>	<b>4,356</b>



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

**5 Governance and Other Administrative Expenses**

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

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**

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

**7 Debtors and prepayments**

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

**8 Creditors: Amounts falling due within one year**

	<b>2024</b>	<b>2023</b>
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
	<b>14,806</b>	<b>12,860</b>



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.

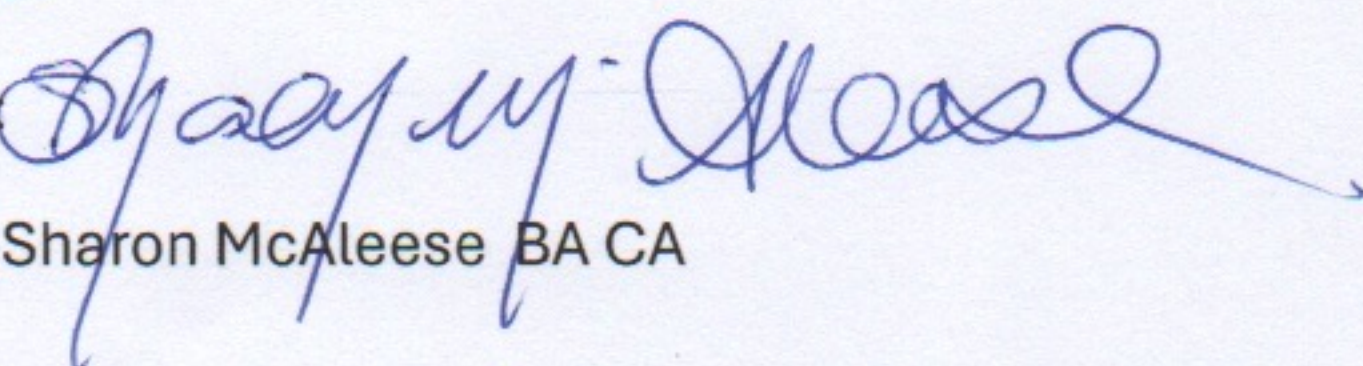
**Independent examiner's statement**

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