

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:

A handwritten signature in blue ink, appearing to read 'Cathy', is shown on a light blue rectangular background.

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		27,066	46,171
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		34,641	32,882
Net Surplus / (Deficit) for the Year		(7,575)	13,289
Total Funds as at 1 September		44,038	30,749
Carried Forward		36,463	44,038

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		57,762	57,366
		58,380	58,844
Current Liabilities			
Creditors: Amounts Falling Due Within One Year	8	(21,917)	(14,806)
Net Assets		36,463	44,038
Represented By:			
Accumulated Fund Brought Forward		44,038	30,749
Surplus for the Year		(7,575)	13,289
Accumulated Fund Carried Forward		36,463	44,038

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 Surplus £	2024 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 2026

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.

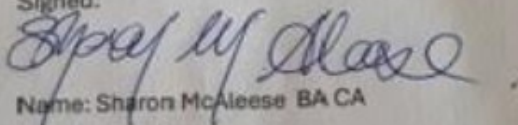
Independent examiner's statement

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