

APEEF PA TRUSTEES ANNUAL REPORT AND ACCOUNTS

PERIOD FROM 1 AUGUST 2019 to 31 JULY 2020

Reference and administration details

Charity Name: APEEF PA
Other Name Charity: APEEF
Registered Charity Number: 1147525
Charity's principal address: 59 Brook Green, London, W6 7BE

Names of the charity trustees who manage the charity:

Justin Howat – Chair (since 2018)

Emilie Jacqz – Secretary

Freya Van Oncklen – Treasurer

Carine Vauchy – Trustee

Anne Spinali – Trustee

Jeremie d'Esparbes - Trustee

Clio Khayat has decided to resign from her trustee role from the end of the financial year 2020-21. Jeremie d'Esparbes has kindly accepted to replace her and will also become the treasurer from the following year.

Names and addresses of advisors:

Bank – Barclays (75 King Street, Hammersmith, London W6 9HY)

Structure, governance and management

Governing document: Constitution adopted 4 April 2012

The charity is an association consisting of all the parents, guardians or carers of any pupil attending the Jacques Prévert School in Brook Green, London. Trustees are appointed or reappointed annually at the Annual General Meeting held in April or May.

Objectives and activities

The APEEF works towards improving our children's school environment

- We organise after-school clubs (sports, art, etc...)
- We help fund school projects (circus skills, art projects, CM end of year party for example)
- We help purchase new equipment, such as books, laptops, audio equipment, etc.

Some examples of recent actions and services provided by the APEEF:

- Organising and managing after-school clubs (various sports and art classes for children taking place Monday to Friday)
- Welcoming new families
- Helping to fund specific projects within the teachers' projet d'école framework, such as circus skills or rock-climbing
- Organising class reps
- Creating, printing and distributing the Jacques Prévert Parents Directory
- Weekly sale of croissants and breads in the school's courtyard every Monday and Thursday

- Organising fundraising events such as the Christmas Market, the Parents Dinner and the Summer Fair
- Managing the notice board
- Organising cake sales for charity

The APEEF provides support and advice regarding school life organisation, including informing parents on the Plan Ecole and on secondary schools options.

The APEEF helps families in need, and who receive financial support (mainly families whose child(ren) receive a French government grant).

Achievements, performance and financial review

The Trustees of the APEEF PA would like to present their annual report and independently examined accounts for the year ended 31 July 2020, and confirm that they comply with the requirements of the Charities Act of 1993, as amended by the Charities Act 2006, the trust deed and the Charities SORP 2005

OUR AIMS

The aim of The APEEF PA is to advance the education of pupils in the School, specifically by (a) engaging in and funding activities and providing facilities and equipment which support the school and advance the education of pupils, and (b) developing effective relationships between the School, the parents and others associated with the School.

KEY ACHIEVEMENTS 2019-20

The APEEF PA has played a positive role this year again and despite Covid, supporting the School activities, specifically funding the circus and rock-climbing activities, sponsoring the Arts activities as well as financing part other initiatives. We have significantly improved the management of the clubs in this second year of using Schools buddy as our centralised booking system and the clubs team has been able to work with the school ensuring the kids receive the adequate level of safeguarding. We issued the School directory, which is used widely and often daily by the families. We organised the Christmas market but there was exceptionally no Parents' dinner or June School fair due to the Coronavirus crisis. We have helped families in need and who receive financial support through the Solidarity Fund. We have worked closely with the headmaster, in order to ensure a close coordination with all the relevant staff within the School.

FINANCIAL HIGHLIGHT

During the 2019-20 year and despite Covid, we raised close to £14,000 (against £22,000 the year before). The APEEF Trust spent £8,000 (£15,000 the year before) on several School activities and on events dedicated to parents (welcome drinks, parenting events, etc) and children, as described page 7 of this annual report. Our reserve funds at the end of the period amounted to £85,386 (see Reserve Policy below). Other Cash at bank amounted to £65,991 as at 31 July 2020.

CORONAVIRUS

The coronavirus crisis has had an impact on all the fundraising activities after March 2020 as well as our ability to run the clubs. The charity has however been able to maintain a good financial balance since the school has had lower financial needs (no room for the show, lots of planned activities cancelled) leaving the charity in a positive situation. Exceptionally, we have accrued for the club refunds which were relating to the year 2019-20 but were only processed the following year.

SPECIAL THANKS

The APEEF PA had another good year (especially until March) despite the very difficult Coronavirus context, thanks to all the families that dedicated time, energy, talent, and funds to multiple activities. On behalf of the Parents' Association, I would like to extend our special thanks to all of you for your involvement, passion and care.

Warm regards,



Justin Howat
APEEF PA Chair

Reserves and Cash at Bank Policy

The APEEF PA trust shall always hold about one year of operations as reserve funds, or about £20,000 as of 2020.

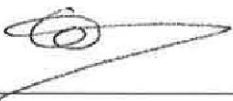

Additionally, current APEEF Trust reserve fund, or £85,386 shall only be spent for extraordinary school project, such as, but not limited to, a school extension, additional rooms built under the roof, a rework of the courtyard to create more workspace.

APEEF spend on an extraordinary school project shall be approved by a) the APEEF Trustees, b) the School Management Committee and c) the School Headmaster.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Emily TACQZ	Susan Howarth
Position(s)	Secretary APEEF	APEEF President
Date	30/05/2021	30/05/2021

Independent examiner's report on the accounts

I report on the accounts of the APEEF PA Trust for the year ended 31 July 2020, which are set out on pages 5 to 8.

Respective responsibilities of trustees and 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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Suggestions

The investment in Xero has really helped to make the review of the accounts smooth and straight forward. Also, despite the complexity of the club refunds due to the coronavirus crisis, the accounts look clean. I would suggest in the future to attach receipts in Xero and create invoices in the software rather than manually.



Marion Deligny
46 Richford Street
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STATEMENT OF PROFIT AND LOSS: RECEIPTS AND PAYMENTS METHOD

GBP	Year ending 31/07/2020	Adjustments	Year ending 31/07/2020	Year ending 31/07/2019	Year ending 31/07/2018	Year ending 31/07/2017	Notes to accounts
Receipts							
After-School Clubs	144,581		144,581	112,963	84,834	114,295	Disclosure - Note 4
Parents Dinner	-		-	10,634	450	10,459	Disclosure - Note 1
Kermesse	375	- 375	-	7,289	7,013	5,977	Disclosure - Note 1
Christmas Market	3,983		3,983	2,772	3,199	3,571	Disclosure - Note 1
School Directory	3,326		3,326	1,982	3,510	3,807	Disclosure - Note 1
Viennoiseries / Pains	5,273		5,273	7,413	7,632	6,948	Disclosure - Note 1
Book Sale	-		-	559	-	811	Disclosure - Note 1
Cake Sale	289		289	276	218	1,873	Disclosure - Note 1
Galette des rois	945		945	930	-	-	Disclosure - Note 1
Apeef Race	665		665	849	-	-	Disclosure - Note 1
Apeef Board of Advert	22		22	16	-	-	Disclosure - Note 1
Insurance	3,277		3,277	3,253	3,272	3,335	
Cotisations & Donations	3,374		3,374	4,188	3,071	3,968	Disclosure - Note 1
Gift Aid Reclaimed	-		-	-	1,079	2,856	Disclosure - Note 1
Easyfundraising / Yellow Moon	365		365	648	346	347	Disclosure - Note 1
Merchandising	-		-	245	29	261	Disclosure - Note 1
Other revenue	-		-	-	1,260	-	Disclosure - Note 3
Interest & bank charges	-		-	322	195	318	
Sub Total	166,474		166,099	154,338	116,108	158,825	
Total Receipts	166,474		166,099	154,338	116,108	158,825	
Payments							
After-School Clubs	- 124,274		- 124,274	- 108,728	- 71,541	- 110,780	Disclosure - Note 4
Financing School activities & equipment	- 7,693		- 7,693	- 14,953	- 34,835	- 13,406	Disclosure - Note 2
Parents Dinner	-		-	- 5,679	-	- 4,630	Disclosure - Note 1
Kermesse	-		-	- 2,840	- 2,786	- 2,409	Disclosure - Note 1
Christmas Market	- 274		- 274	- 291	- 534	- 524	Disclosure - Note 1
School Directory	- 471		- 471	- 517	- 437	- 422	Disclosure - Note 1
Viennoiseries / Pains	- 3,573		- 3,573	- 5,254	- 5,959	- 5,055	Disclosure - Note 1
Book Sale	-		-	-	-	- 726	Disclosure - Note 1
Cake Sale	-		-	-	-	- 945	Disclosure - Note 1
Galette des rois	- 644		- 644	- 713	-	-	Disclosure - Note 1
Insurance	- 6,645	3,350	- 3,295	- 3,350	- 3,075	- 3,230	Adjusted to reflect LV payment
Cotisations Parent Kind	-		-	- 105	- 105	- 105	Disclosure - Note 1
Merchandising	-		-	-	-	- 1,314	Disclosure - Note 1
Pots Rentree et Departs APEEF	- 970		- 970	- 1,045	- 778	- 1,190	Disclosure - Note 3
Parenting Event	-		-	- 303	- 956	- 918	Disclosure - Note 3
Solidarity fund	- 1,172		- 1,172	- 915	- 2,342	- 2,381	Disclosure - Note 3
Other costs (Internet, PTA subscription)	- 460		- 460	- 410	- 1,184	- 433	Disclosure - Note 3
Interest, bank charges & PDQ rental	- 804		- 804	- 148	-	-	
Sub Total	- 146,979		- 143,629	- 145,252	- 124,532	- 148,469	
Asset and Investment purchases	-		-	-	-	-	
Total Payments	- 146,979		- 143,629	- 145,252	- 124,532	- 148,469	
NET OF RECEIPTS / PAYMENTS	19,495		22,470	9,087	- 8,424	10,356	

STATEMENTS OF ASSETS AND LIABILITIES

	Year ended 31/07/2020	Year ended 31/07/2019	Year ended 31/07/2018	Year ended 31/07/2017
GBP	Unrestricted Funds	Unrestricted Funds	Unrestricted Funds	Unrestricted Funds
Cash funds				
Bank Current account	65,991	13,688	14,531	23,230
Deposit account	85,386	85,272	84,974	84,779
Other Monetary Assets				
Other debtors (accrued income)	-	250	563	300
Investment Assets				
Assets retained for Charity's use				
Computers and other equipment				
TOTAL ASSETS	151,377	99,210	99,872	108,309
Liabilities				
Creditors (accrued payables)	- 32,922	- 3,350	- 12,920	- 140
TOTAL EQUITY AND LIABILITIES	- 32,922	- 3,350	- 12,920	- 140
NET ASSETS (assets less current liabilities)	118,455	95,860	86,952	108,169

NOTES TO THE ACCOUNTS

by the Charities Act 2006 using the Receipts and Payments basis.

1. The APEEF raised this year a net £13654.82 as follows:

	2019-20	Prior year Adjust	Future Year Adjust	2019-20	2018-19	2017-18	2016-17	Comments
Cotisations & Donations	3,374			3,374	4,188	3,164	633	
Gift Aid reclaimed	-			-	-	1,079	-	
Viennoiserles / Pains	1,700			1,700	2,159	1,682	1,867	
Galette des rois	301			301	218	-	-	
School Directory	2,855			2,855	1,465	3,073	3,235	
Parents Dinner	-			-	4,955	-	5,897	
Cake Sale	289			289	276	218	928	
Christmas Market	3,709			3,709	2,480	2,585	3,047	
Kermesse	375	-375		-	4,199	4,227	3,318	Kermesse revenue from prior year
Apeef Race	665			665	849	-	-	New initiative from 2018-19
Book Sale	-			-	559	-	84	
Merchandising	-			-	245	29	-1,053	
Apeef Board of Advert	22			22	16	-	-	
Easyfundraising / Yellow Moon	365			365	648	346	347	
Total	13,655	-375	-	15,619	22,257	16,403	18,302	

There was no APEEF activities organised after March 2020 due to the sanitary crisis therefore no parents diner nor any Kermesse. Those 2 events combined are normally providing £5k to £10k worth of funds.

2. These amounts were used to finance the following school activities for our children as follows:

	2019-20	Prior year Adjust	Future Year Adjust	2019-20	2018-19	2017-18	2016-17	Comments
Circus	-3,050	-	-	-3,050	-5,500	-5,500	-5,500	Did not run for the full year
Bike works	-374	-	-	-374	-370	-	-	
Contemporary Dance	-	-	-	-	-	-	-	
Arts Plastiques	-2,613	-	-	-2,613	-3,438	-3,819	-3,924	Did not run for the full year
Ice Skating	-	-	-	-	-	-	-1,380	
Rock Climbing	-1,056	-	-	-1,056	-1,789	-1,521	-1,341	Did not run for the full year
Basketball	-	-	-	-	-	-200	-200	
Rugby	-600	-	-	-600	-600	-600	-600	
End of school year party CMZ	-	-	-	-	-557	-493	-462	
Semaine du gout	-	-	-	-	-1,200	-	-	
Location Salle Spectacle fin d'annee	-	-	-	-	-1,500	-3,700	-	There was no show in 2019-20
Total for school activities	-7,693	-	-	-7,693	-14,953	-15,832	-13,406	

... in 2019-20 there was no further equipement being purchased as the Apeef sometimes do:

Purchase of i-Pads & Cases	-	-	-	-	-	-19,002	-	i-pads and cover purchased in 2018
Purchase of Audio equipment	-	-	-	-	-	-	-	
Purchase of Projector Multipurpose room	-	-	-	-	-	-	-	Projector salee polyvalente in 2015
Purchase of Mac computers	-	-	-	-	-	-	-	
Total financed	-	-	-	-	-	-19,002	-	
Total financed for the school	-7,693	-	-	-7,693	-14,953	-34,835	-13,406	

3. The amounts raised were also used to finance the following:

	2019-20	Prior year Adjust	Future Year Adjust	2019-20	2018-19	2017-18	2016-17	Comments
Solidarity Fund	-1,172	-	-	-1,172	-915	-2,342	-1,781	
Parenting Event	-	-	-	-	-303	-956	-918	
Pots rentree et Departs APEEF	-970	-	-	-970	-1,045	-778	-1,190	
Other costs (Internet, PTA subscription)	-460	-	-	-460	-410	-1,194	-1,454	
Interest, bank charges & PDQ rental	-804	-	-	-804	-148	-	-	
Total	-3,406	-	-	-3,406	-2,821	-5,270	-5,343	

The solidarity fund has been used to finance clubs and other school activities requiring parents funding for the pupils on scholarship.

4. The After-School Club accounts were overall balanced for the year as follows:

	2019-20	Prior year Adjust	Future Year Adjust	2019-20	2018-19	2017-18	2016-17	Comments
Club - Arts des Petits	2,000			2,000	829	-99	677	
Club Bozart	-			-	-	500	-2,655	Run independantly
Club - Coding	2,073			2,073	-56	-315	-2,475	
Club - Chess	1,408			1,408	-4,190	-1,461	982	
Club - Choir (Chorale)	-643			-643	-972	-89	601	
Club - Cooking (Cuisine)	489			489	959	39	-34	
Club - Crea'livre	1,805			1,805	-	-	-	New Club
Club - Junior English Fun Club	210			210	1,498	147	127	
Club - English Drama for little kids	699			699	670	266	-	
Club - English Debates (and drama)	1,488			1,488	523	-	-	
Club - Football	2,563			2,563	-28	-	-	Was run independantly until TY

Club - Fencing	-	-	-154	10	621	not enough interest
Club - Handball	2,817	2,817	1,671	207	93	
Club - Happy Confident me	73	73	-295	-	-	
Club - Judo	-	-	-	-85	-420	
Club - Karate	2,730	2,730	1,426	1,315	-50	
Club - Musique / Piano	554	554	820	780	349	
Club - Playball	1,418	1,418	346	697	62	
Club - Rugby	-	-	-561	101	52	
Club - Tennis	1,946	1,946	569	-	-341	
Club - Street Dance	-	-	-	-1,093	-686	
Club - Yoga Blg Kids	-55	-55	625	-	-	
Club - Yoga Little Kids	1,712	1,712	-	-	-	
Club - Zumba	1,089	1,089	556	851	222	
Club Booking System - Schoolbuddy	-712	-712	-	-	-	
Club - Other small costs	-3,358	-3,358	-	-	1,120	Admin, safeguarding costs Inc High vls. jacket
Total	20,307	20,307	4,235	1,773	-2,037	

Since 2018-19, Clubs are run based on an estimated fee model (rather than cost based previously) and using on a online booking system (Schoolbuddy).

This has helped reduced the administration burden and the profitability of clubs not letting them being run if subscriptions does not cover costs.

The clubs have however generated a profit higher than expected because of the modelling assumptions which were slightly too prudent yet very volatile - we will aim to resorb next year.

The stock as at 31 July 2020 has not been valued and is not shown on the Statements of Assets and Liabilities as not deemed significant enough.