

# APEEF PA TRUSTEES ANNUAL REPORT AND ACCOUNTS

## PERIOD FROM 1 AUGUST 2021 to 31 JULY 2022

### 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

Jeremie d'Esparbes - Treasurer

Olivier Coros – Trustee

Carine Vauchy – Trustee

Justis McEvilly – Trustee

Natasha Samuel - Trustee

*Justin Howat has decided to step down and will be replaced by Olivier Coros from end of May 2023 as Chairman of the APEEF. Julien Eymard has kindly accepted to join as a trustee of the APEEF from May 2023.*

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 generally held in May.

### Objectives and activities

The APEEF (in French: Association des Parents Elèves de l'Ecole Française de Londres Jacques Prévert) works towards improving our children's school environment

- We organise after-school clubs (sports, art, etc...) and holiday camps
- 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)
- Organising and managing holiday camps (various sports and art classes for children taking place during half term and school holidays)
- Welcoming new families
- Helping to fund specific projects within the teachers' projet d'école framework, such as circus skills or rock-climbing
- Organising parent class representatives
- Creating, printing and distributing the Ecole Jacques Prévert Parents Directory

- Organising fundraising events such as the Christmas Market, the Parents Dinner, the Summer Fair and the APEEF race.
- Organising regular cake and second hand book sales for charity in the school's courtyard
- Organising immersion days in close collaboration with the school (for example Chinese immersion day around Chinese New Year in February)

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 2022 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, (b) organising after-school clubs and (c) developing effective relationships between the School, the parents and others associated with the School.

### KEY ACHIEVEMENTS 2021-22

The APEEF PA has been able to start and play again a positive role for the school, pupils, and parents after 2 years of being impacted by the sanitary crisis. Clubs were run almost as normal and most of our key fundraising activities have taken place (no Christmas market due to a Covid-19 outbreak in December 2021 and limited Kermesse/Summer Fair). As a result, we have managed to support the usual School activities, such as funding the circus and rock-climbing activities, sponsoring the Arts activities as well as financing part of other initiatives.

### FINANCIAL HIGHLIGHT

During the 2021-22 year and despite Covid, the APEEF raised close to £22,000 and spent £11,000 on school activities. Our reserve funds (deposit account) at the end of the period amounted to £85,555 (see Reserve Policy below). Other Cash at bank (current account) amounted to £64,745 as at 31 July 2022.

Given the relative return to normality after the Covid crisis and the bedding in of the new processes for the management of clubs on the Schools Buddy system, and the amount of cash in our current account, we will start moving amounts from the current account in excess of the required reserves (see Reserve Policy below) into the deposit account.

### 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 leaving the charity in a positive situation.

### SPECIAL INVESTMENT AND SPECIAL CIRCUMSTANCES

During the year 2022-23 (i.e. the year following the accounts presented in this report), the trustees have been further supporting the school by deploying some much needed, extra funding. In addition to Covid, the school has been affected by a lower number of children and families signing up to join the school since Brexit, as well as an increase in costs due to recent inflation. Where normally the APEEF would use the funds raised through our fundraising activities to match what the school is willing to invest, this year the APEEF has proposed to solely bear the cost of some IT material replacement (iPads, laptops and desktops). This decision has come up after several discussions between the trustees and with the Board of the School, and all trustees unanimously felt this is the only way the APEEF can continue to deploy the funds raised in this specific period. The Trustees of the APEEF would expect that, after this IT investment, any further investments in the school material, equipment or activities would return to the fundamental fund-matching principle.

Also of note was the agreement for the APEEF to co-fund the refurbishment of the CE2A

classroom in the summer of 2022 – this will be reflected in the 2022-23 accounts (as invoiced by the school in that period).

#### **SPECIAL THANKS**

The APEEF PA had another great year despite the 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.



Additionally, current APEEF Trust reserve fund, or £85,546 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)	Oliver Gros	JUSTIS MCEVILLY
Position(s)	Trustee	TRUSTEE
Date	18/05/2023	18/05/23

## Independent examiner's report on the accounts

I report on the accounts of the APEEF PA Trust for the year ended 31 July 2022, which are set out on pages 7 to 10.

### 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:

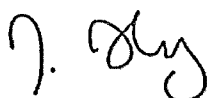
(1) which gives me reasonable cause to believe that in any material respect the requirements:

- 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 use of the accounting software Xero helped once again to make the review of the accounts a smooth and straight forward process.



Marion Deligny  
46 Richford Street  
London W6 7HP

# STATEMENT OF PROFIT AND LOSS: RECEIPTS AND PAYMENTS METHOD

GBP	Year ending 31/07/2022	Year ending 31/07/2021	Year ending 31/07/2020	Year ending 31/07/2019	Year ending 31/07/2018	Notes to accounts
<b>Receipts</b>						
After-School Clubs	90,395	-	144,581	112,963	84,834	Disclosure - Note 4
Parents Dinner	14,529	-	-	10,634	450	Disclosure - Note 1
Kermesse	3,824	-	-	7,289	7,013	Disclosure - Note 1
Christmas Market	225	-	3,983	2,772	3,199	Disclosure - Note 1
School Directory	4,170	3,575	3,326	1,982	3,510	Disclosure - Note 1
Viennoiseries / Pains	-	-	5,273	7,413	7,632	Disclosure - Note 1
Book Sale	372	-	-	559	-	Disclosure - Note 1
Cake Sale	255	-	289	276	218	Disclosure - Note 1
Galette des rois	1,120	1,030	945	930	-	Disclosure - Note 1
Apeef Race	1,004	-	665	849	-	Disclosure - Note 1
Apeef Board of Advert	49	22	22	16	-	Disclosure - Note 1
Insurance	3,165	3,210	3,277	3,253	3,272	
Cotisations & Donations	3,519	3,673	3,374	4,188	3,071	Disclosure - Note 1
Gift Aid Reclaimed	-	-	-	-	1,079	Disclosure - Note 1
Easyfundraising / Yellow Moon	560	414	365	648	346	Disclosure - Note 1
Merchandising	40	117	-	245	29	Disclosure - Note 1
Hot Drinks Services	443	-	-	-	-	
Other revenue	9	6	-	-	1,260	Disclosure - Note 3
Interest & bank charges	-	-	-	322	195	
<b>Sub Total</b>	<b>123,678</b>	<b>12,047</b>	<b>166,099</b>	<b>154,338</b>	<b>116,108</b>	
<b>Total Receipts</b>	<b>123,678</b>	<b>12,047</b>	<b>166,099</b>	<b>154,338</b>	<b>116,108</b>	
<b>Payments</b>						
After-School Clubs	- 73,953	- 720	- 124,274	- 108,728	- 71,541	Disclosure - Note 4
Financing School activities & equipment	- 10,839	- 516	- 7,693	- 14,953	- 34,835	Disclosure - Note 2
Parents Dinner	- 5,880	-	-	- 5,679	-	Disclosure - Note 1
Kermesse	- 1,018	-	-	- 2,840	- 2,786	Disclosure - Note 1
Christmas Market	- 225	-	- 274	- 291	- 534	Disclosure - Note 1
School Directory	- 486	- 461	- 471	- 517	- 437	Disclosure - Note 1
Viennoiseries / Pains	-	-	- 3,573	- 5,254	- 5,959	Disclosure - Note 1
Book Sale	-	-	-	-	-	Disclosure - Note 1
Cake Sale	-	-	-	-	-	Disclosure - Note 1
Galette des rois	- 728	- 705	- 644	- 713	-	Disclosure - Note 1
Insurance	- 3,165	- 3,170	- 3,295	- 3,350	- 3,075	
Cotisations Parent Kind	-	-	-	- 105	- 105	Disclosure - Note 1
Merchandising	-	-	-	-	-	Disclosure - Note 1
Pots Rentree et Depart APEEF	- 581	-	- 970	- 1,045	- 778	Disclosure - Note 3
Parenting Event	-	-	-	- 303	- 956	Disclosure - Note 3
Hot Drinks Services	- 181	-	-	-	-	
Solidarity fund	- 220	-	- 1,172	- 915	- 2,342	Disclosure - Note 3
Other costs (Internet, PTA subscription)	- 466	- 506	- 460	- 410	- 1,184	Disclosure - Note 3
Interest, bank charges & PDQ rental	- 469	- 652	- 804	- 148	-	
<b>Sub Total</b>	<b>- 98,210</b>	<b>- 6,729</b>	<b>- 143,629</b>	<b>- 145,252</b>	<b>- 124,532</b>	
Asset and Investment purchases	-	-	-	-	-	
<b>Total Payments</b>	<b>- 98,210</b>	<b>- 6,729</b>	<b>- 143,629</b>	<b>- 145,252</b>	<b>- 124,532</b>	
<b>NET OF RECEIPTS / PAYMENTS</b>	<b>25,467</b>	<b>5,318</b>	<b>22,470</b>	<b>9,087</b>	<b>- 8,424</b>	





## STATEMENTS OF ASSETS AND LIABILITIES

GBP	Year ended				
	31/07/2022	31/07/2021	31/07/2020	31/07/2019	31/07/2018
	Unrestricted Funds	Unrestricted Funds	Unrestricted Funds	Unrestricted Funds	Unrestricted Funds
<b>Cash funds</b>					
Bank Current account	64,745	39,635	65,991	13,688	14,531
Deposit account	85,555	85,546	85,521	85,272	84,974
<b>Other Monetary Assets</b>					
Other debtors (accrued income)			-	250	563
<b>Investment Assets</b>					
<b>Assets retained for Charity's use</b>					
Computers and other equipment					
<b>TOTAL ASSETS</b>	<b>150,300</b>	<b>125,181</b>	<b>151,512</b>	<b>99,210</b>	<b>99,872</b>
<b>Liabilities</b>					
Creditors (accrued payables)	- 905	- 1,254	- 32,922	- 3,350	- 12,920
<b>TOTAL EQUITY AND LIABILITIES</b>	<b>- 905</b>	<b>- 1,254</b>	<b>- 32,922</b>	<b>- 3,350</b>	<b>- 12,920</b>
<b>NET ASSETS (assets less current liabilities)</b>	<b>149,395</b>	<b>123,927</b>	<b>118,590</b>	<b>95,860</b>	<b>86,952</b>

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## NOTES TO THE ACCOUNTS

Prepared in accordance with the Charities Act 2006 using the Receipts and Payments basis.

### 1. The APEEF raised this year a net £21591.0 as follows:

	2021-22	2020-21	2019-20	2018-19	2017-18	Comments
Cotisations & Donations	3,519	3,673	3,374	4,188	3,164	
Exceptional donation from philanthropist	-	-	2,339	-	-	
Gift Aid reclaimed	-	-	-	-	1,079	
Viennoiseries / Pains	-	-	1,700	2,159	1,682	
Galette des rois	392	326	301	218	-	
School Directory	3,684	3,114	2,855	1,465	3,073	
Parents Dinner	8,649	-	-	4,955	-	
Cake Sale	255	-	289	276	218	
Christmas Market	-	-	3,709	2,480	2,585	No Xmas market in Dec 21 - Covid
Kermesse	2,806	-	-	4,199	4,227	
Apeef Race	1,004	-	665	649	-	
Book Sale	372	-	-	559	-	
Hot Drinks Services	262	-	-	-	-	Hot chocolates during Xmas Carols
Merchandising	40	117	-	245	29	
Apeef Board of Advert	49	22	22	16	-	
Easyfundraising / Yellow Moon	560	414	365	648	346	
<b>Total</b>	<b>21,592</b>	<b>7,666</b>	<b>15,619</b>	<b>22,257</b>	<b>16,403</b>	

In 2021-22, activities resumed progressively after the sanitary crisis, especially in the second semester of the year. The parents dinner and the cotisation combined provided more than half of the funds raised.

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

	2021-22	2020-21	2019-20	2018-19	2017-18	Comments
Circus	-4,050	-	-3,050	-5,500	-5,500	
Bike works	-150	-	-374	-370	-	
Arts Plastiques	-3,706	-	-2,613	-3,438	-3,819	
Rock Climbing	-2,325	-	-1,056	-1,789	-1,521	
Basketball	-	-	-	-	-200	
Rugby	-	-	-600	-600	-600	
End of school year party CM2	-608	-516	-	-557	-493	
Semaine du gout	-	-	-	-1,200	-	
Location Salle Spectacle fin d'annee	-	-	-	-1,500	-3,700	No room rental for show since 2018
<b>Total for school activities</b>	<b>-10,839</b>	<b>-516</b>	<b>-7,693</b>	<b>-14,953</b>	<b>-15,832</b>	

... in 2021-22 there was still no further equipment being purchased however it has been agreed by all trustees that the APEEF will be funding £40k worth of IT equipment for the school by the end of the following year.

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	-	-	-	-	-	
<b>Total financed</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-19,002</b>	
<b>Total financed for the school</b>	<b>-10,839</b>	<b>-516</b>	<b>-7,693</b>	<b>-14,953</b>	<b>-34,835</b>	

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

	2021-22	2020-21	2019-20	2018-19	2017-18	Comments
Solidarity Fund	-220	-	-1,172	-915	-2,342	
Parenting Event	-	-	-	-303	-956	
Pots rentree et Departs APEEF	-581	-	-970	-1,045	-778	
Other costs (Internet, PTA subscription)	-466	-506	-460	-410	-1,194	
Interest, bank charges & PDQ rental	-469	-646	-804	-148	-	
<b>Total</b>	<b>-1,736</b>	<b>-1,152</b>	<b>-3,406</b>	<b>-2,821</b>	<b>-5,270</b>	

The solidarity fund is normally 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:


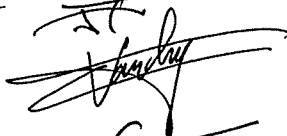



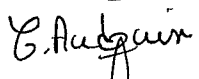

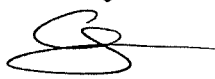





	2021-22	2020-21	2019-20	2018-19	2017-18	Comments
Club - Arts des Petits	-	-	2,000	829	-99	
Club Bozart	-	-	-	-	500	Was run outside Schoolbuddy
Club - Coding	-	-	2,073	-56	-315	
Club - Chess	2,868	-	1,408	-4,190	-1,461	
Club - Choir (Chorale)	-	-	-643	-972	-89	
Club - Cooking (Cuisine)	1,125	-	489	959	39	
Club - Crea'Live	-	-	1,805	-	-	
Club - English	1,196	-	2,397	2,691	413	
Club - Football	-	-	2,563	-28	-	
Club - Fencing	-	-	-	-154	10	
Club - Handball	1,814	-	2,817	1,671	207	
Club - Happy Confident me	-	-	73	-295	-	
Club - Judo	-	-	-	-	-85	
Club - Karate	1,989	-	2,730	1,426	1,315	
Club - Musique / Piano	1,962	-	554	820	780	
Club - Multisport	-517	-	-	-	-	
Club - Playball	798	-	1,418	346	697	
Club - Rugby	-	-	-	-561	101	
Club - Tennis	3,352	-	1,946	569	-	
Club - Street Dance	-	-	-	-	-1,093	
Club - Yoga	3,851	-	1,657	625	-	
Club - Zumba	-	-	1,089	556	851	
Club Booking System - Schoolbuddy	-	-1,237	-712	-	-	Schoolbuddy was paid in 2020-21 for 2 years
Club - Other small costs	-1,996	517	-3,358	-	-	Admin, safeguarding costs inc High vis. jacket
<b>Total</b>	<b>16,442</b>	<b>-720</b>	<b>20,307</b>	<b>4,235</b>	<b>1,773</b>	

Since 2018, 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. In the year 2021-22, Clubs have resumed with an offer similar as 2019-20 for the greatest pleasure of kids and parents. Since 2019, The Clubs have been using the services of an external admin to help with the admin burden.

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.

AGM APEEF

18/5/23

JUSTIN HOWAT   
Carine VAUCHY   
Celine Gibart Gros   
Alexandra Lourenço   
Caroline SANJUAN   
Cécile AUDOUIN   
Cécile CAU   
Olivier GROS   
Wissam Chalime   
Jérémie d'ESPARBÈS   
Emile TACQZ   
Julien ETMARD   
JUSTIS MCEVILLY   
ERIKA MCEVILLY 