

APEEF PA TRUSTEES ANNUAL REPORT AND ACCOUNTS

PERIOD FROM 1 AUGUST 2022 to 31 JULY 2023

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:

Olivier Coros – Chair (since 2023)

Emilie Jacqz – Secretary

Jeremie d'Esparbes - Treasurer

Julien Eymard – Trustee

Justis McEvilly – Trustee

Natasha Samuel - Trustee

Carine Vauchy – Trustee

Emilie Jacqz has decided to step down and will be replaced by Clarisse Plissonneau and Cyrus Kapadia from end of May 2024 as Secretary and Deputy Secretary.

Wissam Chahine has kindly accepted to join as a trustee of the APEEF from May 2024.

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: **A**ssociation des **P**arents **E**leves de l'**E**cole **F**rançaise de Londres Jacques Prévert) works towards improving our children's school environment:

- We organise after-school clubs (sports, art, etc...) and holiday camps
- We organise events to build a community and raise funds for the school
- We help fund recurring school projects (circus skills, art projects, CM end of year party for example)
- We support the school in exceptional projects such as refurbishing classrooms or purchasing new equipment

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 during the term)
- 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, arts and culture, civic, rock-climbing, danse or yoga activities
- 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 2023 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 holiday camps and (c) developing effective relationships between the School, the parents and others associated with the School.

KEY ACHIEVEMENTS 2022-23

The APEEF PA has been able to play again a positive role for the school, pupils, and parents after some years of being impacted by the sanitary crisis. Clubs were run as normal and all our key fundraising activities have taken place.

As a result, we have managed to support the usual School activities, contributing to 50% of the cost of various arts, culture, sports or civic activities led by school staff and teachers.

We also have supported the school in exceptional projects contributing to 50% of the CE2A classroom refurbishment and 100% of the IT equipment renewal for the children (28 iPads, 26 laptops and 12 desktops for the BCD library).

FINANCIAL HIGHLIGHT

During the 2022-23 year, the APEEF raised more than £20,000 and spent close to £14,000 on school activities and £55,000 on exceptional investment for the school.

Our reserve funds (deposit account) at the end of the period amounted to £97,775 (see Reserve Policy below). Other Cash at bank (current account) amounted to £19,500 as at 31 July 2023.

SPECIAL INVESTMENT AND SPECIAL CIRCUMSTANCES

As per our 2022-23 Report, the APEEF contributed to 50% of the CE2A classroom refurbishment, conducted in Summer 2022, following the usual fund-matching principle with the school.

As presented during our last AGM, the APEEF has 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, the APEEF has proposed to solely bear the cost of some IT material replacement (iPads, laptops and desktops) worth £31,271. 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.

During the year 2023-24 (i.e. the year following the accounts presented in this report), the trustees have agreed to further support the school by agreeing to fund significant £58,000 refurbishment works planned for the Summer 2024 as follows:

- £36,000: 50% contribution to CE2A and CM1B classrooms refurbishment and ground floor and staircase refurbishment
- £21,000: 100% of *salle polyvalente* refurbishment including soundproofing

The trustees of the APEEF would expect that, after these exceptional funding, any further investments in the school material, equipment or activities would return to the fundamental fund-matching principle.

SPECIAL THANKS

The APEEF PA had another great year 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,

Olivier Coros
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 £97,775 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 Cross	Alice Taylor
Position(s)	Chair	Treasurer
Date	21/05/2024	21/05/24.

Independent examiner's report on the accounts

I report on the accounts of the APEEF PA Trust for the year ended 31 July 2023, 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

N/A



Clarisse Plissonneau
23B heathfield road
W3 8EH London

STATEMENT OF PROFIT AND LOSS: RECEIPTS AND PAYMENTS METHOD

GBP	Year ending 31/07/2023	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
Receipts							
After-School Clubs	275,954	90,395	-	144,581	112,963	84,834	Disclosure - Note 4
Parents Dinner	12,782	14,529	-	-	10,634	450	Disclosure - Note 1
Kermesse	5,352	3,824	-	-	7,289	7,013	Disclosure - Note 1
Christmas Market	2,304	225	-	3,983	2,772	3,199	Disclosure - Note 1
School Directory	4,766	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	727	372	-	-	559	-	Disclosure - Note 1
Cake Sale	879	255	-	289	276	218	Disclosure - Note 1
Galette des rois	1,332	1,120	1,030	945	930	-	Disclosure - Note 1
Apeef Race	458	1,004	-	665	849	-	Disclosure - Note 1
Apeef Board of Advert	30	49	22	22	16	-	Disclosure - Note 1
Insurance	-	3,165	3,210	3,277	3,253	3,272	No longer with APEEF
Cotisations & Donations	20	3,519	3,673	3,374	4,188	3,071	Disclosure - Note 1
Gift Aid Reclaimed	-	-	-	-	-	1,079	Disclosure - Note 1
Easyfundraising / Yellow Moon	1,189	560	414	365	648	346	Disclosure - Note 1
Merchandising	-	40	117	-	245	29	Disclosure - Note 1
Hot Drinks Services	340	443	-	-	-	-	
Other revenue	248	9	6	-	-	1,260	Disclosure - Note 3
Interest & bank charges	-	-	-	-	322	195	
Sub Total	306,381	123,678	12,047	166,099	154,338	116,108	
Total Receipts	306,381	123,678	12,047	166,099	154,338	116,108	
	-	0.00					
Payments							
After-School Clubs	- 269,795	- 73,953	- 720	- 124,274	- 108,728	- 71,541	Disclosure - Note 4
Financing School activities & equipment	- 54,612	- 10,839	- 516	- 7,693	- 14,953	- 34,835	Disclosure - Note 2
Parents Dinner	- 6,123	- 5,880	-	-	- 5,679	-	Disclosure - Note 1
Kermesse	- 1,925	- 1,018	-	-	- 2,840	- 2,786	Disclosure - Note 1
Christmas Market	- 600	- 225	-	- 274	- 291	- 534	Disclosure - Note 1
School Directory	- 540	- 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	- 948	- 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	- 1,157	- 581	-	- 970	- 1,045	- 778	Disclosure - Note 3
Parenting Event	-	-	-	-	- 303	- 956	Disclosure - Note 3
Hot Drinks Services	-	- 181	-	-	-	-	
Solidarity fund	- 220	- 220	-	- 1,172	- 915	- 2,342	Disclosure - Note 3
Other costs (Website, PTA subscription, T&E)	- 2,077	- 466	- 506	- 460	- 410	- 1,184	Disclosure - Note 3
Interest, bank charges & PDQ rental	- 503	- 469	- 652	- 804	- 148	-	
Sub Total	- 338,500	- 98,210	- 6,729	- 143,629	- 145,252	- 124,532	
Asset and Investment purchases	-	-	-	-	-	-	
Total Payments	- 338,500	- 98,210	- 6,729	- 143,629	- 145,252	- 124,532	
NET OF RECEIPTS / PAYMENTS	- 32,119	25,467	5,318	22,470	9,087	- 8,424	

STATEMENTS OF ASSETS AND LIABILITIES						
	Year ended 31/07/2023	Year ended 31/07/2022	Year ended 31/07/2021	Year ended 31/07/2020	Year ended 31/07/2019	Year ended 31/07/2018
GBP	Unrestricted Funds	Unrestricted Funds	Unrestricted Funds	Unrestricted Funds	Unrestricted Funds	Unrestricted Funds
Cash funds						
Bank Current account	19,500	64,745	39,635	65,991	13,688	14,531
Deposit account	97,775	85,555	85,546	85,521	85,272	84,974
Other Monetary Assets						
Other debtors (accrued income)				-	250	563
Investment Assets						
Assets retained for Charity's use						
Computers and other equipment						
TOTAL ASSETS	117,275	150,300	125,181	151,512	99,210	99,872
Liabilities						
Creditors (accrued payables)	1	- 905	- 1,254	- 32,922	- 3,350	- 12,920
TOTAL EQUITY AND LIABILITIES	1	- 905	- 1,254	- 32,922	- 3,350	- 12,920
NET ASSETS (assets less current liabilities)	117,276	149,395	123,927	118,590	95,860	86,952

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 £20291.28 as follows:

	2022-23	2021-22	2020-21	2019-20	Comments
Parents Dinner	6,659	8,649	-	-	
School Directory	4,226	3,684	3,114	2,855	
Kermesse	3,427	2,806	-	-	
Christmas Market	1,704	-	-	3,709	
Easyfundraising / Yellow Moon	1,189	560	414	365	
Cake Sale	879	255	-	289	
Book Sale	727	372	-	-	
Apeef Race	458	1,004	-	665	
Galette des rois	384	392	326	301	
Hot Drinks Services	340	262	-	-	Hot chocolates proposed to families during Xmas Carols
Cotisations & Donations	20	3,519	3,673	3,374	There was not APEEF cotisation collected TY
Exceptional donation from philanthropist	-	-	-	2,339	
Viennoiseries / Pains	-	-	-	1,700	
Merchandising	-	40	117	-	
Apeef Board of Advert	30	49	22	22	
Other revenues	248	9	6	-	interests perceived on bank account
Total	20,291	21,601	7,672	15,619	

2022-23 was a full on year for the APEEF with successful fund raising activities such as the parents dinner, the school directory, the Kermesse and the Christmas Market. These top 4 activities represent 80% of the fund raising activities.

Since 2022-23, it has been more challenging to collect cotisation with the school now managing insurance directly.

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

	2022-23	2021-22	2020-21	2019-20	Comments
Circus	-5,000	-4,050	-	-3,050	
Arts and Culture	-4,966	-3,706	-	-2,613	Var. projects with artists (Sofy Chemin, Valerie Bernardini), Beatbox..
Civic, Safety and Security Workshops	-1,159	-150	-	-374	Includes the Bike Works for CM, RSE workshop, anti-bullying, durable development
Rock Climbing	-1,380	-2,325	-	-1,056	For CM
Danse and Yoga	-840	-	-	-	
Graduation / End of year Surprises CM2	-514	-608	-516	-	This includes the End of year party as well as some funding for the Legoland trip
Gifts and Incentive	-100	-	-	-	£100 Decathlon Gift Voucher - Price offered for Mme Hagg competition
Total for school activities	-13,959	-10,839	-516	-7,693	

In 2022-23, a large effort has been made by the APEEF to support the school needs, even funding 100% of the IT hardware renewal as agreed in the previous year at the AGM.

	2022-23	2021-22	2020-21	2019-20	Comments
Purchase of IT Equipment	-31,271	-	-	-	Renewal of IT equipment in 23 : iPad, laptops, computers funded at 100%
Purchase of Screen and Interactive Boards	-1,919	-	-	-	Purchase of Interactive Board for CE2 class funded at 50%
Purchase of Audio equipment	-	-	-	-	
Refurbishment of the school	-7,463	-	-	-	CE2 Class refurbishment funded at 50%
Total financed	-40,653	-	-	-	
Total financed for the school	-54,612	-10,839	-516	-7,693	

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

	2022-23	2021-22	2020-21	2019-20	Comments
Solidarity Fund	-220	-220	-	-1,172	
Parenting Event	-	-	-	-	
Pots rentree et Departs APEEF	-1,157	-581	-	-970	
Other costs (Website, PTA subscription, T&E)	-2,077	-466	-506	-460	
Interest, bank charges & PDQ rental	-503	-469	-646	-804	
Total	-3,958	-1,736	-1,152	-3,406	

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:

	2022-23	2021-22	2020-21	2019-20	Comments
Club - Bozart	-1,442	-	-	-	Was run outside Schoolbuddy
Club - Chess	3,503	2,868	-	1,408	
Club - Chinese	-982	-	-	-	
Club - Coding	1,623	-	-	2,073	
Club - Cooking (Cuisine)	612	1,125	-	489	
Club - Danse	-352	-	-	-	Incl Danse, Street Danse.
Club - English	1,741	1,196	-	2,397	
Club - Football	8,929	-	-	2,563	Was ran independently until TY
Club - Handball	388	1,814	-	2,817	
Club - Holiday Camps	490	-	-	-	New! Clubs ran during Half term : Bozart, Multifun & MultiSport
Club - Judo	-2,316	-	-	-	
Club - Karate	-928	1,989	-	2,730	
Club - Musique / Piano	876	1,962	-	554	
Club - Multisport / Multifun	334	-517	-	-	
Club - Playball	-233	798	-	1,418	
Club - Science	49	-	-	-	
Club - Spanish	81	-	-	-	
Club - Tennis	376	3,352	-	1,946	
Club - Theatre / Drama Dreams	111	-	-	-	
Club - Yoga	-1,255	3,851	-	1,657	
Club Booking System - Schoolbuddy	-725	-	-1,237	-712	Schoolbuddy was paid in 2020-21 for 2 years
Club - General Admin and Coordination	-4,721	-1,996	517	-3,358	Admin, safeguarding costs inc High vis. Jacket
Total	6,159	16,442	-720	20,307	

Since 2018, Clubs are run based on an estimated fee model (rather than cost based previously) and using an 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.

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.

In the year 2022-23, the offer has been improved even further with new clubs offered as well as Holiday Camps

Two invoices impacting 2022-23 were not paid before the end of the fiscal year: £9,852 (Term 1 football) and £2,014 (school room rental for Term 2 2022-23)

APREF AGN - 21.05.24

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