

# **APEEF PA TRUSTEES ANNUAL REPORT AND ACCOUNTS**

## **PERIOD FROM 1 AUGUST 2023 to 31 JULY 2024**

### **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  
Jeremie d'Esparbes - Treasurer  
Clarisse Plissonneau – Secretary (since 2024)  
Cyrus Kapadia – Deputy Secretary (since 2024)  
Wissam Chahine – Trustee (since 2024)  
Julien Eymard – Trustee  
Justis McEvilly – Trustee  
Natasha Samuel – Trustee  
Carine Vauchy – Trustee

*Carine Vauchy has decided to step down and leave the board of Trustees 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: 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 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 2023-24

The APEEF PA has been able to play again a positive role for the school and families enriching the After School Clubs and Holiday Camps offering as well as organising great events which are contributing to significant fundraising.

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 ground floor and staircase refurbishment and committing to support further refurbishment work happening in the Summer 2024.

### FINANCIAL HIGHLIGHT

During the 2023-24 year, the APEEF raised more than £25,000 including a record fundraising event for the Parents Dinner and bringing back the APEEF membership collection.

Over the period, we spent close to £18,000 on school activities and another £18,000 on exceptional investment for the school.

Our reserve funds (deposit account) at the end of the period amounted to £63,544 (see Reserve Policy below). Other Cash at bank (current account) amounted to £14,907 as at 31 July 2024.

### SPECIAL INVESTMENT AND SPECIAL CIRCUMSTANCES

As per our 2022-23 Report, the APEEF trustees have agreed to further support the school by agreeing to fund significant £58,000 refurbishment works planned for 2024.

This year 2023-24, the APEEF contributed to 50% of the flooring and staircase refurbishment works conducted in Spring 2024, following the usual fund-matching principle with the school for £18,583.

Next year 2024-25, there will be additional funding will as follows:

- £18,000: 50% contribution to CE2A and CM1B classrooms 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.

As per our 2022-23 Report, the APEEF also paid £2,014 this year in 2023-24 for previous year Club activity (school room rental for one term).

The APEEF launched an early booking system for Afterschool Clubs to allow families to register (and pay) for the Term 1 of the following year's in June 2024 instead of September 2024. This process required us to suspend all incoming revenue flow from our booking platform SchoolsBuddy and payment provider BlueSnap including July'24 Holiday Camp until the end of our Fiscal Year (31<sup>st</sup> July 2024). Then we couldn't collect July'24 Holiday Camp revenue of £12,361, lowering our total revenue for 2023-24 by the same amount, while we paid the July'24 Holiday Camps costs (club providers and venue rental) for £12,630.

Accounting for this additional revenue, our Clubs and Camps activity would have come to a total loss of £9,993 which is mainly driven by the increase in administrative and coordination fees which will be better anticipated in the future.

#### **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 £63,544 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)	Claisse Plissonneau	Olivier Corcos
Position(s)	Trustee	Chair
Date	22/05/2025	22/05/2025

## Independent examiner's report on the accounts

I report on the accounts of the APEEF PA Trust for the year ended 31 July 2024, 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

To be added by auditor

Name of the auditor

Address of the auditor

Jules BRIAND  
46 Vespa Road  
London W12 9QQ

# STATEMENT OF PROFIT AND LOSS: RECEIPTS AND PAYMENTS METHOD

GBP	Year ending 31/07/2024	Year ending 31/07/2023	Year ending 31/07/2022	Notes to accounts
<b>Receipts</b>				
After-School Clubs Total	301,335.29	275,953.57	90,394.69	Disclosure - Note 4
Parents Dinner	15,768.96	12,781.55	14,528.59	Disclosure - Note 1
Kermesse	4,850.89	5,351.86	3,823.75	Disclosure - Note 1
Christmas Market	3,742.14	2,304.44	225.00	Disclosure - Note 1
School Directory	4,932.00	4,765.99	4,170.34	Disclosure - Note 1
Viennoiseries / Pains	-	-	-	Disclosure - Note 1
Book Sale	450.99	727.19	372.00	Disclosure - Note 1
Cake Sale	996.60	879.00	254.84	Disclosure - Note 1
Galette des rois	1,426.00	1,332.00	1,120.00	Disclosure - Note 1
Apeef Race	236.39	458.21	1,003.84	Disclosure - Note 1
Apeef Board of Advert	59.00	30.00	49.00	Disclosure - Note 1
Insurance	-	-	3,165.00	No longer with APEEF
Cotisations & Donations	2,293.50	20.00	3,518.95	Disclosure - Note 1
Gift Aid Reclaimed	-	-	-	Disclosure - Note 1
Easyfundraising / Yellow Moon	718.72	1,188.79	560.20	Disclosure - Note 1
Merchandising	-	-	40.00	Disclosure - Note 1
Hot Drinks Services	190.45	339.72	442.87	
Other Revenue	1,186.53	248.40	8.84	Disclosure - Note 3
Interest & bank charges	-	-	-	
<b>Sub Total</b>	<b>338,187.46</b>	<b>306,380.72</b>	<b>123,677.91</b>	
<b>Total Receipts</b>	<b>338,187.46</b>	<b>306,380.72</b>	<b>123,677.91</b>	
<b>Payments</b>				
After-School Clubs Total	(323,689.86)	(269,794.55)	(73,952.88)	Disclosure - Note 4
Financing School activities & equipment	(36,495.74)	(54,611.92)	(10,838.80)	Disclosure - Note 2
Parents Dinner	(6,859.83)	(6,122.81)	(5,880.00)	Disclosure - Note 1
Kermesse	(1,892.32)	(1,925.36)	(1,017.60)	Disclosure - Note 1
Christmas Market	(1,369.27)	(600.00)	(225.00)	Disclosure - Note 1
School Directory	(540.00)	(540.00)	(486.00)	Disclosure - Note 1
Viennoiseries / Pains	-	-	-	Disclosure - Note 1
Book Sale	-	-	-	Disclosure - Note 1
Cake Sale	-	-	-	Disclosure - Note 1
Galette des rois	(1,161.00)	(947.70)	(727.60)	Disclosure - Note 1
Insurance	-	-	(3,165.00)	
Cotisations Parent Kind	-	-	-	Disclosure - Note 1
Merchandising	-	-	-	Disclosure - Note 1
Pots Rentree et Departs APEEF	(1,612.10)	(1,157.26)	(581.20)	Disclosure - Note 3
Parenting Event	-	-	-	Disclosure - Note 3
Hot Drinks Services	-	-	(181.28)	
Solidarity fund	-	(220.00)	(220.00)	Disclosure - Note 3
Other costs (Website, PTA subscription, T&E)	(723.60)	(2,077.49)	(466.00)	Disclosure - Note 3
Interest, bank charges & PDQ rental	(533.10)	(502.80)	(469.10)	
Cost of Prior Years Payments	(2,135.15)	-	-	
<b>Sub Total</b>	<b>(377,011.97)</b>	<b>(338,499.89)</b>	<b>(98,210.46)</b>	
Asset and Investment purchases	-	-	-	
<b>Total Payments</b>	<b>(377,011.97)</b>	<b>(338,499.89)</b>	<b>(98,210.46)</b>	
<b>NET OF RECEIPTS / PAYMENTS</b>	<b>(38,824.51)</b>	<b>(32,119.17)</b>	<b>25,467.45</b>	



**STATEMENTS OF ASSETS AND LIABILITIES**

GBP	Year ended 31/07/2024 Unrestricted Funds	Year ended 31/07/2023 Unrestricted Funds	Year ended 31/07/2022 Unrestricted Funds	Year ended 31/07/2021 Unrestricted Funds	Year ended 31/07/2020 Unrestricted Funds	Year ended 31/07/2019 Unrestricted Funds	Year ended 31/07/2018 Unrestricted Funds
<b>Cash funds</b>							
Bank Current account	14,907.22	19,499.50	64,745.07	39,635.28	65,991.00	13,688.00	14,530.62
Deposit account	63,543.59	97,775.07	85,554.67	85,546.13	85,521.26	85,272.34	84,974.00
<b>Other Monetary Assets</b>							
Other debtors (accrued income)						250.00	562.50
<b>Investment Assets</b>							
<b>Assets retained for Charity's use</b>							
Computers and other equipment							
<b>TOTAL ASSETS</b>	<b>78,450.81</b>	<b>117,274.57</b>	<b>150,299.74</b>	<b>125,181.41</b>	<b>151,512.26</b>	<b>99,210.34</b>	<b>99,872.49</b>
<b>Liabilities</b>							
Creditors (accrued payables)	121.15	1.05	(904.95)	(1,254.07)	(32,922.00)	(3,350.00)	(12,920.00)
<b>TOTAL EQUITY AND LIABILITIES</b>	<b>121.15</b>	<b>1.05</b>	<b>(904.95)</b>	<b>(1,254.07)</b>	<b>(32,922.00)</b>	<b>(3,350.00)</b>	<b>(12,920.00)</b>
<b>NET ASSETS (assets less current liabilities)</b>	<b>78,571.96</b>	<b>117,275.62</b>	<b>149,394.79</b>	<b>123,927.34</b>	<b>118,590.26</b>	<b>95,860.34</b>	<b>86,952.49</b>



## 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 £25,030 as follows:

	2023-24	2022-23	2021-22	Comments
Parents Dinner	8,909.13	6,658.74	8,648.59	
School Directory	4,392.00	4,225.99	3,684.34	
Kermesse	2,958.57	3,426.50	2,806.15	
Christmas Market	2,372.87	1,704.44	-	
Easyfundraising / Yellow Moon	718.72	1,188.79	560.20	
Cake Sale	996.60	879.00	254.84	
Book Sale	450.99	727.19	372.00	
Apeef Race	236.39	458.21	1,003.84	
Galette des rois	265.00	384.30	392.40	
Hot Drinks Services	190.45	339.72	261.59	Hot chocolates proposed to families during Xmas Carols
Cotisations & Donations	2,293.50	20.00	3,518.95	There was no APEEF cotisation collected in FY 22-23
Apeef Board of Advert	59.00	30.00	49.00	
Other Revenue	1,186.53	248.40	8.84	Interest Received on Bank Accounts
<b>Total Raised</b>	<b>25,029.75</b>	<b>20,042.88</b>	<b>21,600.90</b>	

2023-24 saw successful fund raising activities such as the parents dinner, the school directory, the Kermesse and the Christmas Market. These top 4 activities represent 74% of the fund raising activities. Since 2023-24, the collection of the annual cotisation has improved through SchoolsBuddy distribution. Representing an additional 9% of fundraising revenue.

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

Annual school projects	2023-24	2022-23	2021-22	Comments
Circus	(5,150.00)	(5,000.00)	(4,050.00)	
Arts and Culture	(6,446.35)	(4,966.48)	(3,706.00)	Var. projects with artists (Sofy Chemin, Valerie Bernardini), Beatbox,...
Civic, Safety and Security Workshops	(1,623.00)	(1,159.00)	(150.00)	Includes the Bike Works for CM, RSE workshop, anti-bullying, durable development
Rock Climbing	(3,616.25)	(1,380.00)	(2,325.00)	Rock climbing activities for CM
Danse and Yoga	-	(840.00)	-	
Graduation / End of year Surprises CM2	(719.20)	(513.92)	(607.80)	This includes the End of year party as well as some funding for the CM end of year trip
Gifts and Incentive	(357.78)	(100.00)	-	£100 Decathlon Gift Voucher - Price offered for Mme Hagg competition
<b>Total for school activities</b>	<b>(17,912.58)</b>	<b>(13,959.40)</b>	<b>(10,838.80)</b>	

The APEEF was able to answer school's request to co-fund (at 50%) the annual school projects during 2023-24, APEEF funding £16.8K of Annual school projects and other ad-hoc requests

School Refurbishments	2023-24	2022-23	2021-22	Comments
Purchase of IT Equipment	-	(31,271.04)	-	Renewal of IT equipment in 2022-23 : iPad, laptops, computers funded at 100%
Purchase of Screen and Interactive Boards	-	(1,918.80)	-	Purchase of Interactive Board for CE2 class funded at 50% in 2022-23
Purchase of Audio equipment	-	-	-	
Refurbishment of the school	(18,583.16)	(7,462.68)	-	Refurbishment of the GF flooring and staircase in 2023-24 funded at 50%
<b>Total financed</b>	<b>(18,583.16)</b>	<b>(40,652.52)</b>	<b>-</b>	

The APEEF was also able to continue substantial investments in the school during 2023-24, looking to support the school needs (co-funding at 50%), APEEF funding £18.6K of Refurbishment of the school

<b>Total financed for the school</b>	<b>(36,495.74)</b>	<b>(54,611.92)</b>	<b>(10,838.80)</b>
--------------------------------------	--------------------	--------------------	--------------------

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

	2023-24	2022-23	2021-22	Comments
Solidarity Fund	-	(220.00)	(220.00)	No scholarship request this year
Pots rentree et Departs APEEF	(1,612.10)	(1,157.26)	(581.20)	APEEF funding several back to school parents drinks by age group
Other costs (Website, PTA subscription, T&E)	(723.60)	-	(466.00)	
Interest, bank charges & PDQ rental	(533.10)	(502.80)	(469.10)	
<b>Total</b>	<b>(2,868.80)</b>	<b>(1,880.06)</b>	<b>(1,736.30)</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:

	2023-24	2022-23	2021-22	Comments
Club - Bozart	2,056.81	(1,441.60)	-	Was run outside Schoolbuddy until 2022-23
Club - Chess	(4,104.78)	3,502.52	2,868.23	
Club - Chinese	-	(982.09)	-	Chinese club was canceled in 2023-24
Club - Coding	1,797.32	1,623.31	-	
Club - Cooking (Cuisine)	1,576.51	611.83	1,125.41	
Club - Danse	146.06	(351.84)	-	incl. dance, street dance, hip hop
Club - English	(109.96)	1,740.77	1,195.79	
Club - Football	1,812.69	8,928.55	-	Was run outside Schoolbuddy until 2022-23
Club - Handball	(923.04)	388.14	1,814.22	
Club - Happy Confident / Speak Easy	(188.18)	-	-	
Club - Holiday Camps	(13,229.13)	489.92	-	Incl. cost of July'24 Camps (room rental, club provider fees) but no revenue (parents paymen
Club - Judo	574.13	(2,316.17)	-	
Club - Karate	2,624.58	(928.32)	1,988.68	
Club - Musique / Piano	(855.90)	875.63	1,961.64	
Club - Multisport / Multifun	(1,022.35)	334.34	(517.02)	
Club - Playball	333.73	(233.00)	797.90	
Club - Radio Media	(147.66)	-	-	
Club - Science	158.82	49.13	-	
Club - Spanish	(157.09)	80.59	-	
Club - Tennis	2,269.69	375.94	3,351.90	
Club - Theatre / Drama Dreams	217.68	111.17	-	
Club - Yoga	2,732.41	(1,254.50)	3,851.37	
Club Booking System - Schoolbuddy	(682.68)	(724.50)	-	Schoolbuddy was paid in 2020-21 for 2 years
Club - General Admin and Coordination	(17,234.23)	(4,720.80)	(1,996.31)	Club coordinator cost (admin, safeguarding costs inc High vis. Jacket)
<b>Total Clubs</b>	<b>(22,354.57)</b>	<b>6,159.02</b>	<b>16,441.81</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.





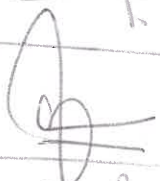
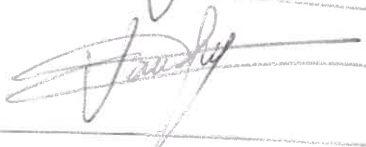




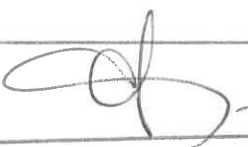
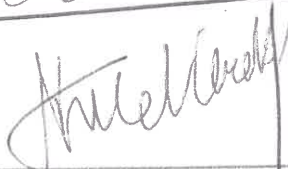
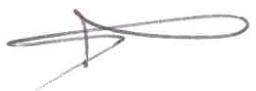
In the year 2022-23, the offer has been improved even further with new clubs offered And Holiday Camps were launched during 2022-23 and extended to 4 periods (1 week in October, February, April, July) since 2023-24

A paid club coordinator is supporting since April 2023, their first full year is 2023-24

Total Clubs does not include £12,361 for July24 Camp revenue (will be in 2024-25).

Total Clubs does not include £2,014 cost paid in 2023-24 for previous fiscal year 2022-23 (room rental for one term).

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.

NOM	PRENOM	SIGNATURE	TRUSTÉE
BRIAND	Julie		
PLISSONNEAU	Clarisse		X
EYMARD	Julien		X
SLAMA	Sophie		
LAFAYE	Florence		
VAUCHY	Carine		
<sup>Lafaille</sup> <del>CYRUS KARADIA</del>	Cécile CYRUS		X
COROS	Oline		X
NOURRY	Elodie		
<del>MCEVILLY</del> MCEVILLY	JUS- JUSTIS		X
d'ESPARBÈS	JEREMIE		X
ZEIGER	Chaim	Chai Ze	
OUDET	ANICET		
CHAHINE	WISSAM		X