

Ursuline Preparatory School Parents' Association

**Annual Report and Statement of Account
Year ended 31 August 2022**

Registered Charity 1176056

Ursuline Preparatory School Parents' Association
Annual Report and Statement of Account
Year ended 31 August 2022

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Ursuline Preparatory School Parents' Association
Legal and administrative information

Charity registration number 1176056

Principal address Ursuline Preparatory School
18 The Downs
London
SW20 8HR

Trustees

| Position | Trustee Name | Appointment Date | Resignation Date |
|----------|----------------|------------------|------------------|
| Chair | Marie Roberti | 1 January 2020 | 6 October 2021 |
| Chair | Brenda Clayden | 6 October 2021 | Current |

| Position | Trustee Name | Appointment Date | Resignation Date |
|------------|-----------------------|------------------|------------------|
| Vice Chair | Brenda Clayden | 6 October 2020 | 6 October 2021 |
| Vice Chair | Delia Antoine Burdett | 6 October 2021 | Current |

| Position | Trustee Name | Appointment Date | Resignation Date |
|-----------|---------------|------------------|------------------|
| Treasurer | John Furness | 6 October 2020 | 6 October 2021 |
| Treasurer | Richard Kehoe | 6 October 2021 | Current |

| Position | Trustee Name | Appointment Date | Resignation Date |
|-----------|-------------------|------------------|------------------|
| Secretary | Madeleine Jarrett | 1 October 2019 | 6 October 2021 |
| Secretary | Lizzie Barron | 6 October 2021 | Current |

Independent Examiners Jacob Cavenagh & Skeet, 5 Robin Hood Lane, Sutton,
Surrey SM1 2SW

Bankers Lloyds Bank plc
PO Box 1000
Andover
BX1 1LT

Ursuline Preparatory School Parents' Association Trustees' Report

Structure, Governance and Management

The trustees present their report together with the accounts of the Ursuline Preparatory School Parents Association (UPSPA) for the year ended 31 August 2022.

UPSPA is a charitable trust. The trust is governed by a trust deed dated 23 November 2017, and is registered under the Charities Act 2011, Charity Registration No. 1176056.

The trustees who held office during the year and at the date of this report are shown on page 1. Trustees are appointed by existing trustees. The Trustees are responsible for the significant decisions in the running of the Trust, in particular regarding major financial decisions, and considered key management personnel.

Objectives and Activities

The aims of the charity are the support of such charitable purposes as to advance the education of the pupils in the Ursuline Preparatory School, Wimbledon.

The trustees have read the Commission's Public Benefit requirement statutory guidance and have had regard to this when running the charity.

Achievements and Performance

The academic year 2021/22 is the first year since returning to normal with COVID restrictions fully lifted. It was wonderful to be able to welcome the girls back into school with the freedom to interact with all their friends and the school being able to offer a full program of activities that the school has also taken pride of and the girls always loved.

UPSPA was able to run a full program and some new ones too. We were very kindly invited by Donhead to participate in some of their events such as the Fireworks night and held our first ever joint Disco. It has proven to be a success and UPSPA welcomes the opportunity for more collaboration in the future.

All activities turned out to be successful thanks to the tireless efforts of the UPSPA committee, the amazing involvement of school staff and the support of the Ursuline Prep community as a whole.

Assets

The total assets as of the end of the financial year were £52,034. This amount has been carried forward to the following year. Total Revenue for the year was £60,106, which were generated by the following events:

Ursuline Preparatory School Parents' Association Trustees' Report (continued)

Main Events

French Café 2.0 – French cafe was able to be run at school again in its original format. It was lovely to see the school hall filled with the usual hustle and bustle again on Friday mornings.

Disco – We were able to run several 'bubble-less' discos this year which has always been a highlight of the school. We adopted the new format since lockdown and ran 2 discos (October 2021 and May 2022) outdoors. The girls enjoyed the snacks that were provided, tattoos and hair-ties that were given to them before the disco. It was a delight to see them showing off their moves and learning a few cool dances with the DJ too.

A joint disco with Donhead was also held with the Prep years at the Donhead school hall.

Donhead Fireworks - UPSPA was in charge of the Cakes and Snacks stall and was well attended by many UPSPA families

Winterwonderland, Christmas gift experience & Santa Visit – We ran our first joint UPSPA and school Christmas event: Instead of the usual Christmas fair we were able to offer Ice-skating on the astro. We were also able to hold Christmas secret gifting in its original format and the girls were delighted to be able to choose gifts for their family. Santa made a visit of course and the Santa's Grotto was amazingly set up thanks to the Ursuline community's support.

Quiz Night – This was also held in its original format, back at the school hall. We were able to enjoy a wonderful curry and brought our parents together again. It was a huge success thanks to the committee writing a fun and creative quiz.

Christmas cards – children were given a chance in the autumn term to design their Christmas Cards.

Ball – Event was held at the Hilton Hotel in Kingston after being postponed due to COVID government restrictions. We enjoyed a 1920s themed evening, with many auction prizes including children's class canvases and even a dance display. It was a significant fund raising event and was a huge success again thanks to our wonderful committee and school community.

Summer Fair – UPSPA was able to hold a summer fair again and this year's was the Boho Beach party. It was possible to welcome the school community on site again. Food and drinks, games and stalls enabled significant funds to be raised.

End of Year BBQ – this was held at the Donhead sports ground again. Catering was provided by the clubhouse and was well attended.

UPSPA Committee

The UPSPA Committee worked extremely hard throughout the year, giving up a huge amount of their personal time to make sure that events ran smoothly.

Our thanks to all the UPSPA members: Brenda Clayden & Delia Antoine Burdett (Chair & Vice-Chair), Richard Kehoe (Treasurer), Madeleine Jarratt, Lizzie Barron/Emma Alexandre (Secretary), Gabrielle Emslie, Emily Frank, Cait McGuire, Lisa Cregan, Morwenna Rogers, Pip Langley, Anthony Whatling, Benedetta Pesci, Stratis Kamatsos, and Chiara Romeo.

**Ursuline Preparatory School Parents' Association
Trustees' Report (continued)**

Financial report for the year

A summary of the year's receipts and payments account and the statement of assets and liabilities are included in the following pages.

Over the past year we have donated £1,559 to external charities and £12,722 to the school.

This includes:

- Playground equipment
- SENCO equipment
- Library books
- World book day prizes
- Homestart Merton
- Red nose day
- Comic Relief

The trustees consider that the current level of free reserves, as represented by the charity's monetary are necessary to maintain flexibility for future needs.

Trustees' responsibilities statement

The trustees are responsible for the preparation of receipts and payments accounts for each financial year and a statement of assets and liabilities at the end of each financial year. The trustees have responsibility for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with charity legislation. They also have responsibility for safeguarding the assets of the charity and for taking reasonable steps to prevent and detect

Approved by the trustees and signed on their behalf by:



Brenda Clayden
Trustee

Date: 18 October 2022

**Independent examiner's report to the trustees of the Ursuline Preparatory School
Parents Association**

I report to the trustees on my examination of the accounts of the charity for the year ended 31 August 2022.

Responsibilities and basis of report

As the charity's trustees 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 your charity's accounts as carried out under section 145 of the Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Miriam Hickson CTA FCA
Jacob Cavenagh & Skeet
5 Robin Hood Lane
Sutton
Surrey
SM1 2SW

Date: 21 November 2022

Ursuline Preparatory School Parents' Association
Receipts and payments for the year ended 31 August 2022

| Unrestricted funds | Total 2022 £ | Total 2021 £ |
|--|-----------------------------|-----------------------------|
| Receipts | | |
| <i>Events</i> | | |
| Cake Sale | 1,010 | 416 |
| Disco | 2,220 | 1648 |
| End of Year Lunch | 1,460 | 820 |
| Fireworks | 1,227 | - |
| French Café | 2,765 | 2,317 |
| Panto | 2,265 | - |
| Quiz Night | 1,719 | 430 |
| Spring Ball | 20,956 | - |
| Summer Fair | 5,898 | - |
| Winter Wonderland | 11,022 | 4,254 |
| <i>School Activities</i> | | |
| School Merchandise | 820 | - |
| Uniform Sales | 3,287 | 4,693 |
| Other | 1,682 | 847 |
| <i>Donations and subscriptions</i> | | |
| Amazon Smile | 675 | - |
| Donations | - | 658 |
| Parent subscriptions | 3,100 | 3,360 |
| Total receipts | 60,106 | 19,443 |

Ursuline Preparatory School Parents' Association
Receipts and payments for the year ended 31 August 2022 (continued)

| Unrestricted funds | Total 2022 £ | Total 2021 £ |
|--|-----------------------------|-----------------------------|
| Payments | | |
| <i>Events</i> | | |
| Cake Sale | - | 40 |
| Disco | 1,690 | 456 |
| End of Year Lunch | 2,175 | - |
| Fireworks | 53 | - |
| French Café | 1,058 | 910 |
| Panto | 1,057 | - |
| Quiz Night | 1,020 | - |
| Spring Ball | 7,888 | - |
| Summer Fair | 1,982 | - |
| Winter Wonderland | 8,925 | 2,131 |
| World Book Day | - | 412 |
| <i>School Activities</i> | | |
| School Merchandise | 890 | - |
| Yearbooks | - | 685 |
| Teddies | - | 1,157 |
| <i>Donations to charities</i> | | |
| Charitable Donations | 1,559 | 1,200 |
| <i>Other expenses</i> | | |
| School Improvements | 12,323 | 2,514 |
| Staff Gifts | 769 | 401 |
| Operating Expenses | 1,800 | 626 |
| Total payments | 43,189 | 10,532 |
| Net receipts/(payments) | 16,917 | 8,911 |
| Balances brought forward at 1 September | 35,117 | 26,206 |
| Balances carried forward at 31 August | 52,034 | 35,117 |

**Ursuline Preparatory School Parents' Association
Statement of assets and liabilities at 31 August 2022**

| Unrestricted funds | Total 2022 £ | Total 2021 £ |
|-----------------------------|-----------------------------|-----------------------------|
| Monetary assets | | |
| Cash in hand and at bank | <u>52,034</u> | <u>35,117</u> |
| Liabilities | | |
| Due to Independent Examiner | <u>1,188</u> | <u>1,800</u> |

The receipts and payments account and the above statement of assets and liabilities were approved by the trustees and signed on their behalf by:



Brenda Clayden
Trustee

Date: 18 October 2022