

APEEF PA TRUSTEES ANNUAL REPORT AND ACCOUNTS

PERIOD FROM 1 AUGUST 2017 to 31 JULY 2018

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 1st September 2018)

Valerie Moss – Treasurer (since 30 June 2015)

Emilie Jacqz – Secretary

Carine Vauchy – Trustee

Clio Khayat – Trustee

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 generally in 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 outside the school gates
- 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 school 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 2018, 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 2017-2018

The APEEF PA has had another successful year supporting the School activities, specifically funding the circus, ice-skating and rock-climbing activities, sponsoring the Arts activities (photography, book illustration, history of arts) as well as financing part of the end of year shows and outings. We have maintained the variety of Clubs on offer (17 clubs). We issued the School directory, which is used widely and often daily by the families. We organised the Christmas market, and the June School fair, to the delight of the children. There was no parents' dinner this year because of a lack of volunteers available. We have helped families in need and who receive financial support through the Solidarity Fund. We have worked closely with the headmaster, to ensure a close coordination with all the relevant staff within the School.

FINANCIAL HIGHLIGHTS

During the 2017-2018 year, we raised more than £17k versus £18k the year before and £21k the year before. This decrease was due to the absence of the Parents Dinner (£5k) in 2017-18 as well as the progressive decrease of free donation certain families used to make.

The APEEF Trust spent £35k (£19k the year before) on number of School activities for the school and on events dedicated to parents (welcome drinks, parenting events, etc) and children. The APEEF Trust also purchased exceptionally some equipment needed for the school: 42 new i-pads worth £19,000.

The details of the payments and receipts are described in the notes of the annual report. Our reserve funds at the end of the period amounted to £84,974 (see Reserve Policy below). Other Cash at bank amounted to £14,531 as at 31 July 2018.

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,



Justin Howat

~~Secretary~~
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 £84,974 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 work space.

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)	JUSTIN HOWARD	Julie Moe
Position(s)	CHAIR	Secretary
Date	21/5/19	21/05/2019

Independent examiner's report on the accounts

I report on the accounts of the APEEF PA Trust for the year ended 31 July 2018, 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.

Date: 20/05/2019



Name: Ms. Noreen Howat

Address: 23a Fitzgeorge Avenue, W140SY, London, UK

Profession: Senior Strategy Manager, Aggreko

STATEMENT OF PROFIT AND LOSS: RECEIPTS AND PAYMENTS METHOD

GBP	Year ending 31/07/2018	Year ending 31/07/2017	Year ending 31/07/2016	Year ending 31/07/2015	Year ending 31/07/2014	Notes to accounts
Receipts						
After-School Clubs	84,834	114,295	100,946	90,676	65,001	Note 4
Book Sale	-	811	834	133	11	Note 1
Cake Sale	218	1,873	2,103	1,636	2,256	Note 1
Christmas Market	3,119	3,571	2,654	1,974	2,950	Note 1
Cotisations/Dons/Insurance	3,071	3,968	4,759	20,864	8,951	Note 1
Easyfundraising / Yellow Moon	346	347	298	255	564	Note 1
General Costs	1,260	-	-	-	-	Note 3
Insurance	3,272	3,335	3,695	3,435		
Kermesse	7,013	5,977	5,660	6,224	6,079	Note 1
Merchandising	29	261	819	668	139	Note 1 and 5
Parents Dinner	450	10,459	10,625	9,789	11,818	Note 1
School Directory	3,510	3,807	3,505	5,145	3,615	Note 1
Viennoiseries	7,632	6,948	5,795	6,494	4,015	Note 1
Donations & Gift Aid	1,079	2,856	-	914	1,043	Note 1
Interests received	195	318	422	329	205	
Sub Total	116,028	157,804	142,114	148,535	106,648	
Total Receipts	116,028	157,804	142,114	148,535	106,648	
Payments						
After-School Clubs	- 71,541	- 110,780	- 105,016	- 85,648	- 64,818	Note 4
Book Sale	-	- 726	- 792	-	-	Note 1
Cake Sale	-	- 945	- 990	- 935	- 664	Note 1
Christmas Market	- 534	- 524	- 325	- 407	- 1,141	Note 1
Cotisations/Dons/Insurance	- 105	-	-	-	-	
Easyfundraising / Yellow Moon	-	-	-	-	-	
Financing School activities & equipment	- 34,835	- 13,406	- 18,366	- 20,408	- 15,355	Note 2
General Costs	- 1,184	- 1,454	- 515	- 526	- 2,061	Note 3
Golf Day	-	-	-	-	-	
Insurance	- 3,075	- 3,335	- 3,695	- 3,435	- 3,585	
Kermesse	- 2,786	- 2,409	- 3,051	- 2,677	- 2,703	Note 1
Other Merchandising	-	- 1,314	- 1,444	- 846	- 177	Note 1 and 5
Parents Dinner	-	- 4,630	- 5,094	- 5,229	- 4,038	Note 1
Parenting Event	- 956	- 918	- 213	-	- 1,195	Note 3
Pots Rentree et Departs APEEF	- 778	- 1,190	- 531	- 824	- 1,129	Note 3
School Directory	- 437	- 422	- 503	- 496	- 472	Note 1
Solidarity fund	- 2,342	- 2,381	- 2,925	- 1,113	- 1,871	Note 3
Viennoiseries	- 5,959	- 5,055	- 3,869	- 4,821	- 2,676	Note 1
Philippines Appeal	-	-	-	-	- 384	
Sub Total	- 124,533	- 149,490	- 147,328	- 127,364	- 102,269	
Asset and Investment purchases						
Total Payments	- 124,533	- 149,490	- 147,328	- 127,364	- 102,269	
NET OF RECEIPTS / PAYMENTS	- 8,504	8,314	- 5,214	21,171	4,379	

STATEMENTS OF ASSETS AND LIABILITIES

GBP	Year ended 31/07/2018	Year ended 31/07/2017	Year ended 31/07/2016	Year ended 31/07/2015
	Unrestricted Funds	Unrestricted Funds	Unrestricted Funds	Unrestricted Funds
Cash funds				
Bank Current account	14,531	23,230	14,932	20,568
Deposit account	84,974	84,779	84,461	84,039
Other Monetary Assets				
Tax reclaim due				
Other debtors	563	300	4,823	330
Investment Assets				
Assets retained for Charity's use				
Computers and other equipment				
TOTAL ASSETS	100,067	108,309	104,216	104,937
Liabilities				
Creditors	- 12,920	- 140	- 208	- 1,433
TOTAL LIABILITIES	- 12,920	- 140	- 208	- 1,433
NET ASSETS	87,147	108,169	104,008	103,505

NOTES TO THE ACCOUNTS

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

1. The APEEF raised this year a net £16402.49 as follows:

	2017-2018	Less Receipts and Payments relating to prior years	Add Receipts and Payments relating to future years	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12
Voluntary Subscriptions and Donations	3,164			3,164	633	4,759	5,864	5,359	5,519	2,100
Exceptional donation from philanthropist	-			-	-	-	15,000	-	-	-
Gift Aid reclaimed	1,079			1,079	-	-	914	1,043	-	-
Viennoiseries	1,672		10	1,682	1,867	1,926	1,642	2,116	2,758	2,497
School Directory	3,073			3,073	3,235	3,452	4,650	3,143	2,495	2,495
Parents Dinner	450	-450		-	5,897	5,463	4,560	7,781	8,391	8,391
Cake Sale	218			218	928	1,113	701	1,592	1,276	1,276
Christmas Market	2,585			2,585	3,047	2,330	1,566	1,809	2,099	2,099
Kermesse	4,227			4,227	3,318	2,718	3,545	3,380	3,296	2,982
Book Sale	-			-	84	43	133	11	190	181
Merchandising	29			29	-1,053	-625	-178	29	-51	16
Easyfundraising / Yellow Moon	346			346	347	298	255	459	693	589
Total	16,842	-450	10	16,402	18,302	21,476	38,652	26,722	26,666	22,625

The voluntary subscriptions and Donations include The Insurance cotisation less the cost of the insurance as well as any donation given at the same time (excluding Gift Aid)

The viennoiseries also include the galettes sales in January. Cake sale usually happen for Halloween or Pancake Day.

The money collected for the parents diner in 2017-18 actually relates to an auction payment from the parents dinner 2016-17 - there was no parents dinner in 2017-18.

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

	2017-2018	Less Receipts and Payments relating to prior years	Add Receipts and Payments relating to future years	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12
Circus	-5,500	-	-	-5,500	-5,500	-5,500	-5,500	-5,500	-3,520	-2,000
Contemporary Dance	-	-	-	-	-	-1,972	-1,506	-	-2,020	-2,000
Arts Plastiques	-3,819	-	-	-3,819	-3,924	-3,600	-3,182	-4,000	-3,300	-
Ice Skating	-	-	-	-	-1,380	-1,925	-1,610	-2,615	-	-
Rock Climbing	-1,521	-	-	-1,521	-1,341	-1,410	-1,725	-1,440	-	-
Sortie Harry Potter CM	-	-	-	-	-	-	-	-	-1,552	-
Basketball	-200	-	-	-200	-200	-	-	-	-	-
Rugby	-600	-	-	-600	-600	-	-	-	-	-
End of school year party CM2	-493	-	-	-493	-462	-424	-635	-563	-253	-203
Mac Computer training	-	-	-	-	-	-	-	-	-	-1,500
Books MMS	-	-	-	-	-	-	-	-	-	-400
Olympism	-	-	-	-	-	-	-	-	-	-500
English Books	-	-	-	-	-	-	-	-	-313	-
Location Salle Spectacle fin d'annee	-3,700	-	-	-3,700	-	-1,400	-1,250	-1,172	-1,500	-
Total	-15,832	-	-	-15,832	-13,406	-16,231	-15,408	-15,289	-12,459	-6,603

... and to finance the exceptional purchase of i-pads for a total amount of £19,002.12 using funds accumulated in the previous years:

	2017-2018	Less Receipts and Payments relating to prior years	Add Receipts and Payments relating to future years	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12
Purchase of i-Pads & Cases	-19,002	-	-	-19,002	-	-	-	-	-	-
Purchase of Audio equipment	-	-	-	-	-	-	-5,000	-	-	-
Purchase of Projector Multipurpose room	-	-	-	-	-	-2,135	-	-	-	-
Purchase of Mac computers	-	-	-	-	-	-	-	-	-	-29,681
Total Financed for the School	-34,835	-	-	-34,835	-13,406	-18,366	-20,408	-15,289	-12,459	-36,284

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

	2017-2018	Less Receipts and Payments relating to prior years	Add Receipts and Payments relating to future years	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12
Solidarity Fund	-2,342	-	-	-2,342	-1,781	-2,925	-1,113	-1,501	-568	-1,194
Parenting Event	-956	-	-	-956	-918	-213	-	-1,195	-160	-1,150
Pots rentree et Departs APEEF	-778	-	-	-778	-1,190	-531	-580	-1,129	-481	-514
Anti-Lice checks	-	-	-	-	-	-	-	-	-1,016	-
General costs	76	-1,260	-	-1,184	-1,454	-515	-526	-2,067	-381	-716
Total	-4,000	-1,260	-	-5,260	-5,343	-4,184	-2,220	-5,892	-2,605	-3,573

The general costs in 2017-18 included the subscription to school buddy (£834) as well as the website management fees (£350). They also include a credit received by mistake which has been rectified in 2018-19. 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:

	2017-2018	Less Receipts and Payments relating to prior years	Add Receipts and Payments relating to future years	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12
Club Arts Petits	-99	-	-	-99	677	195	-34	291	182	136
Club Bozart	500	-	-	500	-2,655	-989	599	-1,476	-280	366
Club Capoeira	-	-	-	-	-	-	159	71	-183	15
Club Climbing	-	-	-	-	-280	-	-	-	-	-
Club Coding	-315	-	-	-315	-2,475	946	-575	-	-	-
Club Chess	10,059	-11,520	-	-1,461	982	1,363	-42	537	289	-143
Club Chorale	-89	-	-	-89	601	397	-408	-97	-	-
Club Cuisine	39	-	-	39	-34	-	387	179	-	-
Club Junior English	147	-	-	147	127	-28	278	370	-	-
Club Little English	266	-	-	266	-	-	-	-	-	-
Club Fencing	10	-	-	10	621	-25	748	-413	-162	-116
Club Handball	207	-	-	207	93	-352	-625	584	223	456
Club Judo	-85	-	-	-85	-420	-200	519	1,611	192	778
Club Karate	1,315	-	-	1,315	-50	-592	-388	158	215	-1,306
Club Piano	780	-	-	780	349	-5	751	-65	-	-
Club Playball	697	-	-	697	62	124	-	-	-	-

Club Rugby	101		101	52	-				
Club Tennis	-		-	-341	-1,128	397	-559	-109	-195
Club Theatre	-		-	-	-	285	-229	54	10
Club Street Dance	-1,093		-1,093	-686	-586				
Club Zumba	851		851	222	348	36	-		
Club Surplus	-		-	1,120	1,595	2,425	450	-	-
Total	13,293	-11,520	-	1,773	-2,037	1,065	4,511	1,412	421
									1

The cost relating to school room rental is not specifically allocated to each Clubs (Club Piano, Club English...). The profit showing for Bozart relates to a revenue perceived for room rental for a camp. The invoice for the Chess Club worth £11,520 was received after the end of the financial year. It is adusted above in the column usually dedicated to payments relating to prior years in order to show the true economic reality of the Club.

In 2017-18, the Clubs were working on cost basis where the cost of signing up was defined afterwards by dividing the running cost per trimester by the number of children attending. From 2018-19, a new system has been adopted to reduce the administration hassle using an online booking system (Schooolbuddy) and a pay upfront on an estimated fee model.

Some Clubs are still running with a deficit. The APEEF tries to enforce policies ensuring the clubs do not show a deficit, but makes some exceptions in specific cases.

The merchandising stock as at 31 July 2017 and 31 July 2016 has not been valued and is not shown on the Statements of Assets and Liabilities as not deemed significant enough.

