

**REPORT OF THE TRUSTEES AND  
RECEIPT AND PAYMENT ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2020  
FOR  
CFBL PARENTS**

**CFBL PARENTS**

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FOR THE YEAR ENDED 31ST AUGUST 2020**

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*Association CFBL Parents – Trustees Report & Financial Statements*

*Year Ended 31 Aug 2020*

**ASSOCIATION CFBL PARENTS  
(Parents Association for CFBL school)**

**TRUSTEES ANNUAL REPORT – Year ended 31 August 2020**

**1. Reference and administrative details of the charity, its trustees and advisers**

CFBL Parents – charity reference 1108608

The charity is an unincorporated association, registered on 10/02/2005. CFBL Parents is the parents' association linked to the school Collège Français Bilingue de Londres (Approx 700 pupils).

It is a member of the NCPTA operates in association with Collège Français Bilingue de Londres, Greater London and the FAPEE (Fédération des APE à l'étranger).

Registered with the ICO under Data Protection Act - General Data Protection and Regulation.

The members of the association are parents from children attending the school. They can join CFBL Parents by paying a membership fee that is set at £20 presently by family.

Registered address  
87 Holmes Road  
London  
NW5 3AX  
[www.cfblparents.org.uk](http://www.cfblparents.org.uk)



*Association CFBL Parents – Trustees Report & Financial Statements*

*Year Ended 31 Aug 2020*

At the date of the Annual General Meeting, 7th October 2020,

Trustees and appointed are:

- Mrs Laetitia Alfonsi
- Mrs Marie-Pierre Bouché
- Mrs Delphine Ingelaere
- Mr Sébastien Martineau
- Mrs Atlantide Richard

Resignation or end of the contract of the other members:

- Mrs Roseline Louis-Charles Carels

**Independent Examiner**

**KLSA LLP Chartered Accountants**

Kalamu House

11 Coldbath Square

London

EC1R 5HL

## **2. Objective and Activities**

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit.

CFBL Parents support the school and the community in three ways through different voluntary activities including the following, some of which were impacted by the Covid pandemic:

### **1. Representing the parents of the pupils with the Management, the Administration, the teachers, the Board and the institutional bodies. Listening to and informing all families and promoting dialogue between parents, teachers and the school administration.**

We take part in :

- the different Councils: School Council, Disciplinary Council.
- Committees: Health & Safety Committee, School Travel Plan Committee, Food & Catering Committee.
- We work on the School Plan and on the implementation of concerted actions with the other schools in London and the cultural service of the Embassy.
- We represent and advocate for families at Consular Scholarship Councils.
- We work in close collaboration with the Management and the Board.

### **2. Providing financial support to families and projects that contribute to the development and enrichment of our children:**

- Participation in the solidarity fund dedicated to families via our partner FSF (French Scholarship Foundation)
- Financing and co-financing of educational projects (events, trips, outings, end of year Primary show, etc...) and projects requiring equipment and material (playground for the little ones, fitting out of the playgrounds, equipping the multi-purpose room with curtains and a sound and light system...)
- Co-organisation of key events such as the Brevet graduation evening and the Forum des Métiers

### **3. Animating and federating the parental community around events and services:**

- Parents' events: welcome evening, parents' evenings, conferences, etc.
- Family events: Winter Fair, Kermesse, school booms, Fête de la Musique
- Services: class photos, school insurance management, book and uniform exchange, neighbourhood WhatsApp groups, etc.

### **3. Organisation, governance and risk management**

#### **✓ Organisation**

Trustees of CFBL Parents must be members. Trustees all work on a volunteer basis. Trustees of CFBL Parents are elected or appointed every year at the AGM based on a list proposed by CFBL Parents' Bureau.

The list of trustees is revised on an annual basis or when needed at the beginning of the school year. New trustees are recruited or appointed on the basis of arising needs for CFBL Parents and/or the result of trustees resignation.

Trustees are recruited for 2 years, renewable once for the same position.

For key positions such as President, Vice-president, Treasurer, Secretary, primary and secondary coordinators), the recruitment process is according to the priority system down below:

- Priority 1: Members of the Bureau who wants to change position.
- Priority 2: APE active members for at least a year
- Priority 3: members who have been Délégués de Parents at least once
- Priority 4, others who could bring their talents to APE.

#### **✓ Governance**

The Bureau runs CFBL Parents with the help of various committees, specialised in the organisation of specific activities and/or events if need be. The structure and focus of the committees may change over time according to need.

The Bureau will meet at least every 6 weeks during school year. Committees will meet regularly and will feed back the Bureau in preparation for its regular meetings.

Key decisions are taken at meetings or by email based on majority of trustees, except decisions regarding spending the "solidarity fund" where decisions are made by the "bureau" only (i.e. President, Vice President, Treasurer, Secretary) and decision about outings where decision are made by the President, the Treasurer and the coordinator. They are documented in minutes.

Furthermore there are written up procedures for every aspect of the running of the Charity including position description, managing events, the maintaining of the website and the running of the accounts.



✓ **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The charity trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks. CFBL Parents has a number of processes in place to ensure the smooth running of the charity and to minimise and resolve any potential risks.

**4. Financial Review**

The Covid pandemic during the 2019-2020 year has severely impacted the activities of the Association. The majority of educational projects (theatre, trips, visits or Primary Musical) were cancelled outright and Association events such as the Gala or the Kermesse could not take place.

The net contribution of fundraising events was **£50,599** provided mainly from Gala evening, donations, other fundraising activities such as sales of galettes, uniform exchange, children greeting cards, Bag2school, Winter fair and school photos.

Against all expectations, the last minute cancellation of the Gala, usually the main source of our funds, was not as catastrophic as it could have been: the generosity of our sponsors who left us their donations combined with that of the guests who, for the most part, transformed the price of their tickets into a donation, the online auctions held in May and the sales of raffle tickets enabled the Association to raise the unexpected sum of **£40,565** before costs, including a payment from one of our sponsors relating to the previous galas.

The money raised during the school year 2019-2020 allowed:

- School outings
- Refurbishment of the Multi Purpose Room (paid in 2020/2021 financial year)
- To sponsor French Scholarship Foundation (also paid in 2020/2021 financial year)

**School outings**

During the 2019-2020 school year, we have funded very few projects between September 2019 and March 2020 due to the Covid pandemic.

These outings only included english class theatre and Short Film Festival, the graduation party for our former 3ème students and the support of the sports department for the AEFE football world cup in Dubai for 2 teams (girls and boys) and a basket international tournament.

invitation of writers, several competitions such as math and poetry.

The charitable outings to the CFBL for the year 2019/2020 was £6,890, however additional payments are expected in 2020/2021 financial years for activities relating to school year 2019/2020, such as the MPR refurbishment (£10,375) and FSF fund payments (£15,000).

The majority of the support has been given to activities that would not only benefit one class but the school as a whole.

### **Projects**

#### **✓ Winter fair**

In December 2020, the Association organised its second winter fair, the winter counterpart of the kermesse. Just before Christmas, the Association was thus able to offer more than 5 sales stands (clothing, wine/champagne, decoration,...) as well as a toy and second-hand books stand.

This project raised **around £500**

#### **✓ The fitting out of the school's multipurpose room,**

Following the first step of the fitting out of the MPR (black curtains), the Association financed the installation of dividing curtains and the purchase of a sound and light system adapted to student performances and other events.

### **FSF**

The French Scholarship Foundation ((FSF) is a UK-Based charity that helps children in need of financial assistance to continue their education in a bilingual environment at the Collège Français de Bilingue de Londres and the Lycée International de Londres Winston Churchill.

The FSF provides financial support through aid with school fees for families facing temporary financial hardship or to complete existing French state bursaries for French families. The FSF supports children of any nationality..





*Association CFBL Parents – Trustees Report & Financial Statements*

*Year Ended 31 Aug 2020*

CFBL Parents is committed to support this foundation and our donation is restricted to use only for CFBL families.

The Association has decided to increase its payment this year to **£15,000** both to compensate for events not funded during the year due to the pandemic and in view of the increase in requests for assistance. This will be paid in September 2020 and is outside of this financial year.

**Summary**

*CFBL Parents is continue to dedicate its purpose to contribute the raised funds to aid primarily the school projects and to support French Scholarship Foundation.*

*The rest of funds is kept as a reserve in order to be able to face financing major educative school projects during this year and in the years to come.*

ON BEHALF OF THE BOARD:

Marie-Pierre Bouché, President of the Association CFBL Parents  
20th August 2021




CFBL PARENTS			1108608	CC16a
Receipts and payments accounts				
For the period from	1 September 2019	To	31 August 2020	

## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Membership dues, Gifts and Donations					
Gifts and Donations Income	4,076			4,076	4,624
Membership Dues	4,060			4,060	2,040
Fund raising				-	
Charitable Activities-Income	13,673			13,673	15,273
Advertising				-	592
Sales	3,190			3,190	12,094
Fundraising	43,764			43,764	56,124
				-	
Investment income receipts				-	
Interest Income	-			-	3
<b>Sub total</b>	<b>68,762</b>	<b>-</b>		<b>68,762</b>	<b>90,750</b>
<b>A2 Asset and investment sales, etc.</b>					
<b>Total receipts</b>	<b>68,762</b>	<b>-</b>		<b>68,762</b>	<b>90,750</b>
<b>A3 Payments</b>					
Payments for generating Funds				-	
Cost of Sales	1,606			1,606	2,885
Charitable Activities				-	
Charitable Activities-Expense	20,314			20,314	57,103
Donations				-	
Support Costs				-	
Garderie/After School Club-Expense	-			-	
Management and Administration				-	
General Admin	2,172			2,172	4,442
				-	
<b>Sub total</b>	<b>24,092</b>			<b>24,092</b>	<b>64,430</b>
<b>A4 Asset and investment purchases, etc.</b>	<b>-</b>			<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>24,092</b>			<b>24,092</b>	<b>64,430</b>
<b>Net of receipts/(payments)</b>	<b>44,670</b>			<b>44,670</b>	<b>26,319</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>108,713</b>			<b>108,713</b>	<b>82,394</b>
<b>Cash funds this year end</b>	<b>153,383</b>			<b>153,383</b>	<b>108,713</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Balance at bank	147,861	-	108,713
	Balance at Paypal	512	-	-
	Cash on hand	5,011	-	-
	<b>Total cash funds</b>	<b>153,383</b>	<b>-</b>	<b>108,713</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Cost (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Cost (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	Amount due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Sebastien Martineau	20/08/2021	

## **CFBL PARENTS**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CFBL PARENTS YEAR ENDED 31 AUGUST 2020**

I report to the trustees on my examination of the financial statements of CFBL Parents (the charity) for the year ended 31 August 2020 which are set out on pages 1 and 9.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **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 next statement.

#### **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 request:

1. Accounting records were not kept in respect of the charity as required by Section 130 of the Act; or
2. The financial statements do not accord with those records; or
3. The financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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 financial statements to be reached.

**Shilpa Chheda (Independent Examiner)**  
**KLSA LLP Chartered Accountants**  
**Kalamu House**  
**11 Coldbath Square**  
**London**  
**EC1R 5HL**

**20 August 2021**