

**REPORT OF THE TRUSTEES AND
RECEIPT AND PAYMENT ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2021
FOR
APC| ASSOCIATION DES PARENTS DU CFBL**

APC| ASSOCIATION DES PARENTS DU CFBL

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FOR THE YEAR ENDED 31ST AUGUST 2021**

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APC/ Association des Parents du CFBL – Trustees Report & Financial Statements

Year Ended 31 Aug 2021

**APC|ASSOCIATION DES PARENTS DU CFBL
(Parents Association for CFBL school)**

TRUSTEES ANNUAL REPORT – Year ended 31 August 2021

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

APC| Association des Parents du CFBL – charity reference 1108608

The association changed name from "CFBL Parents" to "APC Association des Parents du CFBL" during May 2021.

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).

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
<https://assoparentscfbl.org.uk/>



APC/ Association des Parents du CFBL – Trustees Report & Financial Statements

Year Ended 31 Aug 2021

At the date of the Annual General Meeting, 13rd October 2021,
Trustees and appointed are:

- Mrs Laetitia Alfonsi
- Mrs Ophélie Barnett
- Mrs Marie-Pierre Bouché
- Mrs Peggy Dion
- Mrs Magali Lawrence Bebie
- Mr Sébastien Martineau

Resignation or end of the contract of the other members:

- Mrs Delphine Ingelaere
- Mrs Atlantide Richard

Independent Examiner

Shilpa Chheda

KLSA LLP Chartered Accountants

Kalamu House

11 Coldbath Square

London

EC1R 5HL



APC/ Association des Parents du CFBL – Trustees Report & Financial Statements

Year Ended 31 Aug 2021

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

- 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, 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 Career Fair

- 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 parties, Fête de la Musique
- Services: class photos, school insurance management, book and uniform exchange, neighbourhood WhatsApp groups, etc.

Evidently the COVID pandemic prevented some of the usual activities to take place, and some needed to be adapted.

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.



APC/ Association des Parents du CFBL – Trustees Report & Financial Statements

Year Ended 31 Aug 2021

Trustees are appointed 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 want 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, Treasurer, Secretary, Primary Coordinator, Secondary Coordinator) and decision about outings where decision are made by the President, the Treasurer and the coordinators. 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 2020-2021 year has severely impacted the activity of the Association. The majority of educational projects (theatre, trips, visits or Primary Musical) were suspended.

The net contribution of fundraising events was £46,129 provided mainly from Gala evening, donations, other fundraising activities such as sales of galettes, snacks, uniform exchange, children greeting cards, Bag2school, Winter fair and school photos.

Against all expectations, the very first virtual edition of the Gala was a success despite the distance: this event is still our first source of our fund thanks to auctions and raffle. That's what the Association raised the unexpected sum of **£32,287** from the Auction.



APC| Association des Parents du CFBL – Trustees Report & Financial Statements

Year Ended 31 Aug 2021

CFBL Parents board has contributed during the school year 2020-2021 for :

- School outings
- Refurbishing the Multi Purpose Room
- To sponsor French Scholarship Foundation

School outings

During the 2020-2021 school year, we have funded very few projects for total amount of **£1056**. These outings include a special project to send box in Syria (CM1 classes), production of badges for the Houses of CFBL, and a budget for flowers at the reception.

CFBL Parents has a reserve for Solidarity fund, which constitutes for the assistance of families with punctual financial difficulties (e.g. paying for school travels, books, garderie, stationary).

Projects

✓ BAG2SCHOOL

Collection of second-hand clothes from the parenting community which normally takes place twice a year. The Association receives funds according to the weight of the clothes donated. This project raised **£336**.

✓ GREETING CARDS

Primary school children create drawings, which are printed as greeting cards and/or gift wrap. This project raised **£155**.

✓ CLASS PHOTOS

In collaboration with the school, the CFBL Parents Association organises the distribution of class photos to parents. In this year of drastic health protocols, the photos were taken late in May 2021. This project raised **£4727**.

✓ GALETTE OPERATION

Every January, the CFBL Parents Association offers parents the delivery of their galette to the school. The January 2021 edition, when the CFBL was closed, was adapted with deliveries by the whole team in the different neighbourhoods where the parents live. This project raised **£484**.

✓ OPERATION TEA TOWELS

The "tea towel" operation for primary schools was repeated (drawings by children in the same class printed on tea towels). This project raised **£596**.

✓ Summer fair

Synonymous with the end of the school year and the approaching holidays, this family and festive event dedicated to Primary school pupils was held in a new format this year.



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Year Ended 31 Aug 2021

This project raised **£2,331**

✓ **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.

Expenditure amounted to **£13,159**, some of which had been earmarked last year.

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..

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

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
30 June 2022



APC Association des Parents du CFBL		1108608		CC16a
Receipts and payments accounts				
For the period from	1 September 2020	To	31 August 2021	

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 £
A1 Receipts					
Membership dues, Gifts and Donations					
Gifts and Donations Income	2,417			2,417	4,076
Membership Dues	2,925			2,925	4,060
Fund raising				-	
Charitable Activities-Income	17,073			17,073	13,673
Advertising				-	
Sales	3,388			3,388	3,190
Fundraising	35,967			35,967	43,764
				-	
Investment Income receipts				-	
Interest Income	-			-	0
Sub total	61,770	-	-	61,770	68,762
A2 Asset and investment sales, etc.					
Total receipts	61,770	-	-	61,770	68,762
A3 Payments					
Payments for generating Funds				-	
Cost of Sales	4,463			4,463	1,606
Charitable Activities				-	
Charitable Activities-Expense	50,122			50,122	20,314
Donations				-	
Support Costs				-	
Garderie/After School Club-Expense	-			-	0
Management and Administration				-	
General Admin	8,482			8,482	2,172
				-	
Sub total	63,067	-	-	63,067	24,092
A4 Asset and investment purchases, etc.					
	-			-	-
Total payments	63,067	-	-	63,067	24,092
Net of receipts/(payments)	1,297			1,297	44,670
A5 Transfers between funds					
A6 Cash funds last year end	153,383			153,383	
Cash funds this year end	152,087			152,087	153,383

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

Categories	Details	Unrestricted funds	Restricted funds	Restricted funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Balance at bank	151,731	-	
	Balance at Paypal	-	-	
	Cash on hand	356	-	
	Total cash funds	152,087	-	-

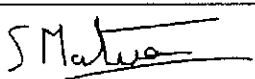
	Details	Unrestricted funds	Restricted funds	Restricted funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Cost (optional)
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 liability relates	Amount due (optional)	Amount due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Sebastien Martineau	30/06/2022
		

APC| ASSOCIATION DES PARENTS DU CFBL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CFBL PARENTS YEAR ENDED 31 AUGUST 2021

I report to the trustees on my examination of the financial statements of APC| Association des Parents du CFBL (the charity) for the year ended 31 August 2021 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

30 June 2022