

REGISTERED CHARITY NUMBER: 1108608

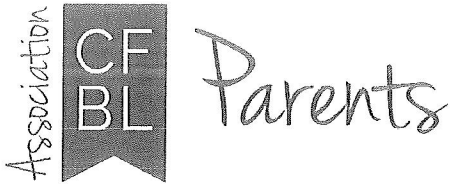
**REPORT OF THE TRUSTEES AND  
RECEIPT AND PAYMENT ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2023  
FOR  
APC| ASSOCIATION DES PARENTS DU CFBL**

KLSA LLP Chartered Accountants  
Kalamu House  
11 Coldbath Square  
London  
EC1R 5HL

**APC | ASSOCIATION DES PARENTS DU CFBL**

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FOR THE YEAR ENDED 31ST AUGUST 2023**

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*Association CFBL Parents – Trustees Report & Financial Statements*

*Year Ended 31 Aug 2023*

APC | ASSOCIATION DES PARENTS DU CFBL ("the APC")  
(Parents association for CFBL school)

TRUSTEES ANNUAL REPORT – Year ended 31 August 2023

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

APC | Association des Parents du CFB – charity reference 1108608

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

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

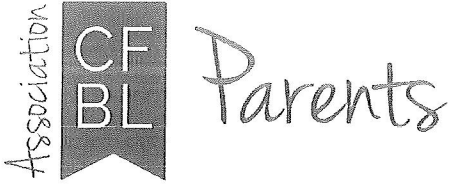
The members of the association are parents from children attending the school. They can join The APC by paying a membership fee that is set at £20 presently by family.

Registered address:

87 Holmes Road

London - NW5 3AX

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



*Association CFBL Parents – Trustees Report & Financial Statements*

*Year Ended 31 Aug 2023*

At the date of the approval, the Trustees details are:

- Mrs Camille Beauvais
- Mrs Manon Rossi-James
- Mrs Mary Kolasinska
- Mrs Peggy Dion
- Mrs Magali Lawrence Bebieen (resigned on 12 December 2023)
- Mr Sébastien Martineau (resigned on 12 December 2023)
- Mr Craig Duffy (appointed on 12 December 2023)
- Mrs Tatiana Pogossian (appointed on 12 December 2023)

**Independent Examiner**

Jaimin Shah

**KLSA LLP Chartered Accountants**

Kalamu House

11 Coldbath Square

London

EC1R 5HL

## **2 Objectives and activities**

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit. The APC support the school and the community in three ways through different voluntary activities including the following

1. **To represent** The APC with the management, the administration, the teachers, the board and the institutional bodies.

We take part in:

- The School Council and Disciplinary Council
- The Health & Safety Committee, Food & Catering Committee, Inclusion & Diversity Committee and Climate Change Committee
- The school plan and the implementation of collaborative actions with other schools in London and the Embassy cultural service
- Representing and defending families at the Consular Scholarship Councils
- Close collaboration with the management and the board.

2. **To listen to and inform all families, and promote dialogue** between parents, teachers and the school administration.

3. **To financially support families and projects** that contribute to the development and fulfilment of our children:

- Donate earmarked funds to the FSF French Scholarship Fund to be allocated to students from the CFBL
- Finance and co-finance educational projects (events, trips, outings, end of year show, etc.) equipment and materials (playground for the little ones, fitting out the playgrounds, equipping the multi-purpose hall with curtains and a sound and light system, etc.)
- Co-organise key events such as the Brevet graduation ceremony and the Career Fair.

4. **Bring together and organise** the parent community around events and services:

- Parents' events: back to school drinks, parents' evenings, conferences, drop-off cafés, etc.
- Family events: the Back-to-school Picnic, Winter Fair, Summer Fair, school parties, Music Day
- Services: class photos, school insurance management, preloved PE kit sale, etc.

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

#### **✓ Organisation Trustees of The APC must be members.**

Trustees all work on a volunteer basis. Trustees of The APC are elected or appointed every year at the AGM based on a list proposed by The APC' 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 The APC and/or the result of trustees resignation.

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 The APC with the help of various committees, specialized in the organization 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 the 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 decisions 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. The APC 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

##### STUDENT AND FAMILY EVENTS

###### **BACK TO SCHOOL PICNIC**

For its second edition, the picnic preceding the start of the school year was a very important moment for parents to reunite and an opportunity for the association to welcome new families: to have children and parents meet before the start of the school year, an essential step for a serene start.

► *It was held this year on Sunday, September 4, 2022, with a very large number of families.*

###### **BACK-TO-SCHOOL PARTY**

A true launch of the year for the Association, the APC is once again very happy with the success of this evening which allowed parents to meet again after the summer and more particularly to welcome new families.

► *On September 15, 2022, about 115 parents gathered to celebrate the start of the school year in the schoolyard.*

###### **SCHOOL AND EXTRA-CURRICULAR INSURANCE**

The Association offers its members school and extracurricular insurance through CGEA for children up to the final year (including children outside CFBL) at a preferential rate. The Association's Board acts as an intermediary with the CGEA.

► *For the year 2022-2023, 85 families have subscribed to this insurance for 162 students ensured*

###### **DROP-OFF COFFEES**

Drop-Off Coffees organized by the Association resumed from September 14th. These coffees, organized only in the first term, by double level (Maternelles +CP, CE1+CE2, etc.), aim to create opportunities for parents to meet. Drop off coffees aim at welcoming new parents and answering their questions. Thus, every week in the first term, volunteers from the APC make themselves available for these coffees.

► *In Q1 2022, these coffees took place every week, i.e. 9 "Drop Off" Coffees.*

###### **THE DNB GRADUATION CEREMONY**

In partnership with the CFBL, the APC took part in the organisation and financed the DNB graduation event. This year, this ceremony exceptionally brought together 2 year groups : the 2020 school year that had not been able to attend their graduation due to Covid and the 2022 school year.

A cocktail reception format was complex to set up due to the high number of participants.

The participation of teachers, the management, former members of the CFBL and parents once again made it an exceptional and moving event.

*On October 15, 2022, 88 students, 150 parents and members of the school took part in this exceptional event.*

#### **PARENTS' EVENINGS**

Convivial and informal moments to meet up with relatives for a drink and dinner. Quite popular and successful opportunities to meet.

*3 evenings organised (November 22, February 23, May 23) with more than 100 parents joining*

#### **LE FORUM DES MÉTIERS**

The Career Forum, organized jointly with the Secondary School Department, took place this year on March 11th, 2023 at the CFBL.

The APC oversees finding parents who are available to come and present their profession to Year 10 students and organizes the meeting.

*It brought together **25 speakers** among the parents of students, who came to present their profession, discuss and answer questions from Year 10 students.*

#### **THE SPECIAL BROCHURE FOR ENTREPRENEURS FROM THE CFBL**

The Association is committed to creating more and more links between parents and to bring a special perspective to entrepreneurial parents.

*This is how the third edition of the interactive brochure "Our parents have talent", brought together **25 professionals** and was published in a eformat on the APC website.*

#### **SCHOOL SUPPLIES OPERATION**

In partnership with the Morgan's neighbourhood stationery store and the Librairie La Page, the Association offers an order and delivery service for school supplies to facilitate the start of the school year.

#### **THE CONFERENCES**

Several online conferences – including one on the LIL high school, the well-being of students were organised.

#### **THE CFBL MUSICAL**

The Primary Musical, a large musical evening given by all the Primary pupils in a theatre and co-financed by the association, was extended this year to Secondary and took place over two evenings.

#### **PROJECT « ALL CONNECTED »**

In partnership with the CFBL, the Association lent 15 laptops to families that cannot afford enough computers for their children to work with peace of mind. These computers were provided to families on a long-term loan, on condition the families pledged to return the devices in working conditions.



### MAIN EVENTS DEDICATED TO FUNDRAISING

#### **BAG2SCHOOL**

Collection of second-hand clothes from the parental community which normally takes place twice a year. The Association is thus paid funds according to the weight of the clothes donated.

*Thanks to the collections of October 2022 and June 2003, it raised £643.47.*

#### **LES CARTES DE VOEUX**

Creation of drawings by Primary school students, printed in greeting cards and/or gift wrapping.

*In December 2022, the APC received **70 drawings** used a total of more than 600 times*

#### **THE WINTER and SUMMER FAIR**

On 3 December 2022, the Winter Fair returned in its classic form: inside the canteen, with sales stands, an Art & craft stand for children, the sale of Christmas trees and wreaths.

Synonymous with the end of the school year and the approaching holidays, the Summer Fair is a family and festive event dedicated to Primary school students was held in a new format this year. *More than **150 families** participating, £ 7,475 raised across the fairs*

#### **CLASS PHOTOS**

In collaboration with the school, the APC organizes the distribution of class photos to parents. In this year of drastic health protocols, the photos took place late in May 2021.

*For the 2022-2023 school year, 4444 photos were put online, **452 packs of photos** were ordered, printed, put in envelopes and delivered*

#### **THE GALETTE DES ROIS**

As every January, the APC offered parents the delivery of their cake to the school. In 2023, and despite a very sharp increase in price, the APC sold:

***133 galettes** sold for a £170 profit*

#### **THE CFBL GALA**

The flagship event and financial keystone of the Association, the Gala was held this year on Saturday, March 24, 2023

Auctions were held for 10 days before the big day, thus mobilizing the entire parental community and not only the parents present on the evening of the Gala as usual.

*A Gala that kept its promises: 139 guests, more than **90 lots** and **£32,581 raised**.*

## Summary

The APC continues 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:



Craig Duffy  
27th June 2024



APC Association des Parents du CFBL		1108608		CC16a
Receipts and payments accounts				
For the period from	1 September 2022	To	31 August 2023	

## 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>					
<b>Membership dues, Gifts and Donations</b>					-
Gifts and Donations Income	3,661			3,661	6,980
Membership Dues	3,574			3,574	2,852
<b>Fund raising</b>				-	-
Charitable Activities-Income	23,924			23,924	10,151
Advertising				-	-
Sales	28,174			28,174	45,703
Fundraising	34,600			34,600	42,464
				-	-
<b>Investment income receipts</b>				-	-
Interest Income				-	-
<b>Sub total</b>	<b>93,933</b>	<b>-</b>		<b>93,933</b>	<b>108,149</b>
<b>A2 Asset and investment sales, etc.</b>					-
<b>Total receipts</b>		<b>-</b>		<b>-</b>	<b>-</b>
<b>A3 Payments</b>					
<b>Payments for generating Funds</b>				-	-
Cost of Sales	10,858			10,858	4,620
<b>Charitable Activities</b>				-	-
Charitable Activities-Expense	30,178			30,178	45,315
Donations	61,995			61,995	18,861
<b>Support Costs</b>				-	-
Garderie/After School Club-Expense				-	-
<b>Management and Administration</b>				-	-
General Admin	1,484			1,484	8,291
				-	-
<b>Sub total</b>	<b>104,515</b>			<b>104,515</b>	<b>77,088</b>
<b>A4 Asset and investment purchases, etc.</b>				-	-
<b>Total payments</b>	<b>104,515</b>			<b>104,515</b>	<b>77,088</b>
<b>Net of receipts/(payments)</b>	<b>(10,582)</b>			<b>- 10,582</b>	<b>31,062</b>
<b>A5 Transfers between funds</b>					-
<b>A6 Cash funds last year end</b>	<b>183,149</b>			<b>183,149</b>	<b>152,087</b>
<b>Cash funds this year end</b>	<b>172,567</b>			<b>172,567</b>	<b>183,149</b>

**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	168,731		
Balance at Paypal	-		
Cash on hand	3,836		
<b>Total cash funds</b>	<b>172,567</b>	<b>-</b>	<b>-</b>

 (agree balances with receipts and  
payments account(s))

OK

OK

OK

 Unrestricted  
funds

Restricted funds

Restricted funds

to nearest £

to nearest £

to nearest £

Details

**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**

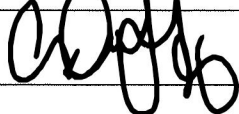
		-	
		-	
		-	
		-	
		-	

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

Signature

Print Name

Date of approval



Craig Duffy

27/06/2024



**APC|ASSOCIATION DES PARENTS DU CFBL**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
APC|ASSOCIATION DES PARENTS DU CFBL  
YEAR ENDED 31 AUGUST 2023**

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 2023 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.



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

**27<sup>th</sup> June 2024**

