



Alliance Française  
*Oxford*

## Alliance Française d'Oxford Annual Trustees' Report for 2021

### The Mission

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The mission of the Alliance française d'Oxford continues to be the promotion of French language and francophone cultures in Oxford. The decline of French and generally modern languages generally as a choice in A levels, and the current political uncertainty as to the future relationship of the UK with Europe, makes this mission all the more relevant today.

### TEACHING ACTIVITIES

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Our Trustees and our management team reacted quickly to the updates in COVID-mitigating measures issued by the UK government. We were able to offer onsite lessons as soon as January 2021, faster than other Alliance Française in the UK network. The social distancing measures limited the Alliance's capacity to teach full classes but allowed our younger students, who were keen to start learning face-to-face, back again on the premises. We are pleased to say we continued to offer excellent children courses onsite and online. All our tuition, from children to adults, continues to be delivered partly online to satisfy the demand. The global COVID-19 pandemic and the resulting changes in working and learning habits have clearly created a demand for online learning. Students are more willing to trust the quality of online lessons than they were before the pandemic.

In terms of student numbers, we registered 372 students (compared to 376 in 2020) and delivered 9491 hours of French tuition (compared to 8703 in 2020). We attracted 158 new students (compared to 115 students in 2020).

### HUMAN RESOURCES

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It has been a challenging year from the human resources point of view. The Courses Director and 3 teachers decided to leave at the end of July 2021. The level of demand for classes meant that the Course Director post had to be changed from part-time to full time, with a corresponding increase in salary.

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*the charity whose mission is to promote French language and culture in Oxford*

30 Polstead Rd, 1<sup>st</sup> Floor, Oxford, OX2 6TN

[www.af-oxford.org](http://www.af-oxford.org)

Charity Registration No. 1163206



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New native French teachers also had to be recruited, and where it was previously relatively easy to recruit self-employed teachers to take up teaching assignments (before the withdrawal of the United Kingdom from the European Union in January 2020), it has proven much more difficult to recruit qualified “French language as a foreign language” teachers not already employed elsewhere. After numerous attempts to recruit locally, the AFO had no choice but to start the process of obtaining a *Visa Sponsorship Licence* from the UKVI in order to recruit sponsored French teachers from abroad. This was done at considerable cost and use of resources. The AFO was, however, able to obtain a grant for this purpose from the French government, via the cultural service of the French Embassy in London, which partially covered the expenses of legal fees, sponsor licence status process and visas fees. After obtaining the licence, one French teacher was recruited in 2021 as a “skilled worker”. An additional complication is that the visa category for sponsorship purposes and the salary scales for “Modern Language Teacher” do not completely fit what our teachers do. More qualified French teachers are still needed to fulfil the demand for tuition.

The Alliance organised 8 training sessions for its teachers, thus investing in the quality of teaching which remains a priority.

## EXAMS

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The centre organised DELF exam sessions in person, despite the pandemic, and hosted 27 candidates in 3 sessions.

## CULTURAL ACTIVITIES

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We were pleased to notice that a record number of people (485) participated in our 38 events, 13 of which were free. The Alliance offered regular stimulating book clubs, online conferences & workshops (Women of French Impressionism, Baudelaire, War Poetry), children workshops & in-person cinema screenings. A highlight was the hosting of French and Algerian author Kamel Daoud in partnership with the Maison Française d'Oxford (MFO). This partnership with the MFO also resulted in 3 free online *Café Scientifiques* on diverse subjects such as migration, history of industrial poisoning, and literary topics.

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## Alliance Française Oxford

### OUTREACH AND GOVERNANCE

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The Trustees were delighted to hear that the 2020 recipient of the A-level scholarship had successfully applied to read French at Cambridge in 2022. She said *"I got an A in French which I definitely couldn't have done without the help from the Alliance Française! Thank you so much to everyone at the Alliance Française for setting up an amazing scholarship programme and offering such interesting and engaging French lessons."* The trustees selected a new recipient of the Trustees' A-level Scholarship Award for 2022-2023 out of 8 candidates. This outreach programme strengthened our relationship with schools, in particular state schools, so we can continue to offer them services, events and training to this sector.

One of trustees resigned and the board successfully recruited two new trustees to join the team.

### Finances

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It has been a record year in terms of sales, but the £179,784 income was offset by an increase in expenses. The promotion of private tuition offered in Spring 2021 (in order to entice students to continue their online learning during the COVID restrictions) was successful. This meant that in 2021 more private tuition was purchased (rather than group classes). In 2021, 42% of the charity's revenues came from French private tuition and more than 50% came from French group classes for all ages. The gradual return to onsite tuition meant we gained new children and adults who were attracted by face-to-face tuition.

On top of the usual main areas of expenses (teacher costs, salaries, and rent) the Brexit transition costs were a new area of expenditure (£8 763), which was not budgeted for. We received a grant (£3 000) from the French Government to help cover some of the legal fees.

The Treasurer also introduced a new depreciation policy. More expenses are forecasted for 2022. The lease on the AFO premises will be renewed for a 10-year agreement and a rent increase (the landlords have not increased the rent in 11 years) still to be negotiated, will be effective from July 2022. The price of utilities is also set to go up. More teachers will need to be hired to meet rising demand in tuition, some of whom will have to be sponsored and therefore the payroll expenses will see a significant increase. New planned investments include a refurbishment of the website which will encompass a course enrolment

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system, data management, communication and event management system all in one, which should save money in the long run as the association will be less reliant on external apps and periodical redesigns of the website.

Early on in the life of the AFO, the Trustees took the decision to ensure a financial buffer and put aside a modest amount of profit each year for a rainy day, so that the charity is in a position to meet its forward obligations for 6 months at least in the event of an important set-back. This year, the AFO has a reserves account of £35 034.

The charity remains in a good financial position.

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Alliance française d'Oxford

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/01/2021

To

Period end date  
31/12/2021

### 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 £
<b>A1 Receipts</b>					
SALES INCLUDING CHARITABLE ACTIVITIES	179,783	-	-	179,783	176,320
BANK INTEREST RECEIVED	3	-	-	3	29
Grant COVID pandemic	-	-	-	-	4,292
Grant Brexit Sponsorship Licence	-	3,000	-	3,000	-
Grant IT - Web redesign	-	2,160	-	2,160	-
Client Credits	-	-	-	-	110
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>179,786</b>	<b>5,160</b>	<b>-</b>	<b>184,946</b>	<b>180,751</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>179,786</b>	<b>5,160</b>	<b>-</b>	<b>184,946</b>	<b>180,751</b>
<b>A3 Payments</b>					
COST OF SALES	69,862	-	-	69,862	65,897
EMPLOYEE PAYROLL	66,349	-	-	66,349	68,081
RENTAL EXPENSES	19,050	-	-	19,050	17,481
WEBSITE AND IT COSTS	2,302	2,160	-	4,462	3,184
TRAVEL	466	-	-	466	505
ADVERTISING	2,943	-	-	2,943	2,729
PAYROLL SERVICES/ LEGAL, PROFESSIONAL AND OTHER SERVICES	2,169	-	-	2,169	1,806
MEALS ENTERTAINMENT AND STAFF GIFTS	1,232	-	-	1,232	364
OFFICE GENERAL ADMINISTRATIVE EXPENSES	2,012	-	-	2,012	1,367
PRINTING, PHOTOCOPIER, POSTAGE AND STATIONARY	1,605	-	-	1,605	1,341
OTHER	1,208	-	-	1,208	1,125
Office refurbishment expenses	301	-	-	301	-
Brexit sponsorship license and visa application fees	5,763	3,000	-	8,763	-
COVID related expenses	1,862	-	-	1,862	4,292
	-	-	-	-	-
<b>Sub total</b>	<b>177,124</b>	<b>5,160</b>	<b>-</b>	<b>182,284</b>	<b>168,170</b>
<b>A4 Asset and investment purchases, (see table)</b>					
<b>Audivisual equipment</b>	-	-	-	-	-
<b>furniture</b>	810	-	-	810	-
<b>IT and other furniture</b>	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>810</b>	<b>-</b>	<b>-</b>	<b>810</b>	<b>-</b>
<b>Total payments</b>	<b>177,934</b>	<b>5,160</b>	<b>-</b>	<b>183,094</b>	<b>168,170</b>
<b>Net of receipts/(payments)</b>	<b>1,852</b>	<b>-</b>	<b>-</b>	<b>1,852</b>	<b>12,581</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>62,211</b>	<b>-</b>	<b>-</b>	<b>62,211</b>	<b>49,630</b>
<b>Cash funds this year end</b>	<b>64,063</b>	<b>-</b>	<b>-</b>	<b>64,063</b>	<b>62,211</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank - Current Account	28,980		
	Bank - reserves Account	35,034		
	Petty Cash	49		
	Brexit sponsorship grant			
	<b>Total cash funds</b>	<b>64,063</b>		
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>				
<b>B3 Investment assets</b>				
<b>B4 Assets retained for the charity's own use</b>				
	AUDIOVISUAL EQUIPEMENT	Unrestricted	9,749	1,949
	FURNITURE	Unrestricted	7,154	1,595
	IT and other	Unrestricted	2,171	434
<b>B5 Liabilities</b>				
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

**ALLIANCE FRANÇAISE D'OXFORD  
INDEPENDENT EXAMINER'S REPORT  
YEAR ENDED 31 DECEMBER 2021**

I report to the trustees on my examination of the financial statements of Alliance Française d'Oxford ('the charity') for the year ended 31 December 2021.

**Responsibilities and basis of report**

As the trustee 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 2011 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.

**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 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 accounts to be reached.



A Churchill Stone FCA DChA

Mercer Lewin Ltd  
Chartered Accountants

41 Cornmarket Street  
Oxford  
OX1 3HA

28 February 2022



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