



Alliance Française

*Oxford*

## Alliance Française d'Oxford Annual Trustees' Report for 2022

### The Mission

---

The mission of the Alliance française d'Oxford continues to be the promotion of the enjoyment of French language and francophone cultures in Oxford, for all ages and abilities. Despite the favourable socio-economic context of Oxford, many challenges remain, to do with the decline of French and modern languages as a choice for A levels and economic uncertainty.

### TEACHING ACTIVITIES

---

We were delighted to see so many students attend the classes and benefit from the activities of the Alliance. **We continue to have very good satisfaction rates on the quality of the classes** with comments such as "The Alliance Française d'Oxford keeps your brain active...Fun. Enjoyable. Rewarding. Welcoming!", or "I like the friendly people, relaxed atmosphere, small classes. I always look forward to coming even after a long day at work"

Credit is been given to Louise Richard, the new course director, for the general improvement in level quality of teaching.

**It was a record year for number of registrations**, even in relation to pre-pandemic levels, with 456 different students registering for classes or private tuition in the year. Teaching activities in 2022 were marked by a return to onsite classes, the choice of tuition favoured by our students. Students are generally still more willing to trust the quality of online lessons for private tuition rather than for group classes.

We offered a **French Summer Camp** for the first time for 10 lucky children, with activities such as plant-hunting, patisserie-making, museum treasure hunts, and sports day, all in French.

**We are the Alliance française d'Oxford**  
*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



Alliance Française

*Oxford*

Overall, 8000 hours of French were taught with an average of 6,1 students per class. All levels of French were taught, in group classes and in a private tuition setting, with classes for children remaining one of the most popular classes. Again in 2022, we were able to offer 9 levels of French for adults, making us the only language centre in Oxford offering such focused tuition. The toddler class made a brief return but had to be stopped due to the departure of our specialised teacher.

**The most important project of the year was the website overhaul.** The aim was to provide our visitors with an attractive modern interface and a more efficient enrolment process. The website now incorporates the cultural activities' sign-up platform, which helps promotion of cultural events.

## HUMAN RESOURCES

---

2022 was, again, a challenging year from the human resources point of view due to the consequences of the withdrawal of the United Kingdom from the European Union in January 2020 and the subsequent immigration barriers to hiring teachers. Most Alliances Françaises in the UK face a similar issue: it is much more difficult to recruit *qualified* French language teachers in the UK, with large organisations monopolising the existing pool of language teachers. In 2022, several teachers' departures, the association was forced to look for a new French teacher to meet the demand for classes, and after advertising nationally without results, it was agreed that despite the costs, it was necessary to recruit a new skilled worker teacher from abroad through the UKIV Sponsorship process. This recruitment proved challenging due to delays in obtaining the skilled-worker visa, which in turn threatened our capacity to provide the classes that had already been scheduled. Thankfully the new teacher was able to start teaching in the Autumn Term. **The staff is now comprised of 4 employees**, with one manager, one course director and two full-time teachers (22 hours a week). Several self-employed teachers continue to work to be able to work for the Alliance Française for a few hours a week and mostly online.

**We are the Alliance française d'Oxford**

*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



Alliance Française

*Oxford*

The size of the team seems adequate to meet the minimum demand but is already showing signs of limitation. Private tuition demand cannot yet be met.

The association continues to put a great emphasis on the quality of the teaching with 7 professional developments sessions offered in 2022 to our teachers, thanks in part to the French government's training provision via the French Embassy.

## EXAMS

---

The centre organised DELF exam sessions for 34 candidates, up from 27 the previous year.

## CULTURAL ACTIVITIES

---

It was a new record for the number of people (739) who participated in our 34 events, 10 of which were free. The Alliance offers a regular high-quality book club, free online conferences & workshops for adults, children and teens. A highlight was the hosting of French author Leila Slimani in partnership with the Maison Française d'Oxford (MFO). Partnerships were also developed with the rest of the Alliances of the UK to offer free conferences, free online meet-ups and free competitive events with great success. A popular wine tasting was also offered.

## OUTREACH AND GOVERNANCE

---

**Perhaps the most important achievement of the year was the Trustee's A Level French Scholarship, which generated the most interest and participation since it was introduced in 2020.** 17 students, up from 8 in 2021 applied from applying from for 8 different schools to the scheme. This outreach programme strengthens our relationship with schools, in particular state schools.

**The Trustees were delighted to receive an anonymous donation of £1200 to fund an additional scholarship for an A level**

**We are the Alliance française d'Oxford**

*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



Alliance Française

*Oxford*

**student.** As a result, 3 students in Year 12 were selected for the scholarship in December 2022. They have been receiving free tuition and will do so until their A levels exams in May 2023.

Trustees also have been involved in helping the directrice on marketing, teacher recruitment, accounting, quality control and networking in 2022.

## Finances

---

### Finances

2022 was a record year in terms of sales of French tuition, at £197,000. This was an increase of 9% on sales for the year ended 31st December 2021. The trustees attribute the increase in difficult international market conditions to the favourable economic context of Oxford, the dynamism of the team and the new streamline website sign-up process. The type of French language courses sold were similar to the previous year in terms of proportion of children, teens and adult classes. While the main focus of the activities of the Alliance is delivering group courses in line with its charitable status, a significant source of income entirely consistent with the Alliance's charitable objectives comes from providing private tuition, representing 32% of the revenue. The shortage of teachers for part of the year meant that we were unable to satisfy the level of demand for private tuition classes.

A grant of £2,885 was given by the French government towards cultural projects, and a donation of £1,200 was generously and anonymously awarded to the Trustee's A level Scholarship scheme to sponsor one student to attend A Level Classes for 5 terms.

There was an increase in expenses aligned with the increase in revenue. The payroll costs (the number of employees having gone from 3 to 4) and an incremental increase in rent resulted in an operating surplus of £340. The website overhaul represented an investment of £4,500.

The financial challenges ahead include the planned increase in rent and an increase in general costs, as well as likely salary increases to compensate

**We are the Alliance française d'Oxford**

*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



Alliance Française

*Oxford*

for higher cost of living demands. Given the premises limitation on our potential to increase the volume of students in classes , our strategy is to increase revenue by providing more private tuition during the day to businesses and to increase the offer to local schools.

The charity is in a position to meet its forward obligations in the event of any significant market disruption, with the reserves account at £35,087.35 at Dec 31<sup>st</sup> 2022, but £40 000 at 3<sup>rd</sup> January 2023).

The charity remains in a good financial position.

**We are the Alliance française d'Oxford**

*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



## Receipts and payments accounts

| For the period<br>from | Period start date | To | Period end date |
|------------------------|-------------------|----|-----------------|
|                        | 01/01/2022        |    | 31/12/2022      |

### Section A Receipts and payments

|  | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|--|--|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                 |  |   |  |                                 |                               |
| SALES INCLUDING CHARITABLE ACTIVITIES              | 197,013                                      | -                                       | -                                      | 197,013                         | 179,783                       |
| BANK INTEREST RECEIVED                             | 54   | -                                       | -                                      | 54                              | 3                             |
| Grant French Gouvernement                          | -  | 2,885                                   | -                                      | 2,885                           | -                             |
| Donation - A Level Studies                         | -  | 1,200                                   | -                                      | 1,200                           | -                             |
| Grant IT - Web redesign                            | -  | -                                       | -                                      | -                               | 2,160                         |
| Grant Brexit Sponsorship Licence                   | -  | -                                       | -                                      | -                               | 3,000                         |
|  | -  | -                                       | -                                      | -                               | -                             |
|  | -  | -                                       | -                                      | -                               | -                             |
|  | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>             | 197,067                                      | 4,085                                   | -                                      | 201,152                         | 184,946                       |
| <b>A2 Asset and investment sales, (see table).</b> |  |   |  |                                 |                               |
|  | -  | -                                       | -                                      | -                               | -                             |
|  | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                   | -  | -                                       | -                                      | -                               | -                             |
| <b>Total receipts</b>                              | 197,067                                      | 4,085                                   | -                                      | 201,152                         | 184,946                       |

### A3 Payments

|  |         |       |   |         |         |
|--|---------|-------|---|---------|---------|
| COST OF SALES  | 51,285  | -     | - | 51,285  | 69,862  |
| EMPLOYEE PAYROLL   | 92,690  | -     | - | 92,690  | 66,349  |
| RENTAL EXPENSES  | 20,990  | -     | - | 20,990  | 19,050  |
| WEBSITE AND IT COSTS                                     | 9,381   | 286   | - | 9,667   | 4,462   |
| TRAVEL   | 2,156   | 1,796 | - | 3,952   | 466     |
| ADVERTISING  | 856     | 803   | - | 1,659   | 2,943   |
| PAYROLL SERVICES/ LEGAL, PROFESSIONAL AND OTHER SERVICES | 4,578   | -     | - | 4,578   | 2,169   |
| MEALS ENTERTAINMENT AND STAFF GIFTS                      | 1,426   | -     | - | 1,426   | 1,232   |
| OFFICE GENERAL ADMINISTRATIVE EXPENSES                   | 2,306   | -     | - | 2,306   | 2,012   |
| PRINTING, PHOTOCOPIER, POSTAGE AND STATIONARY            | 1,537   | -     | - | 1,537   | 1,605   |
| OTHER  | 1,387   | -     | - | 1,387   | 1,208   |
| Office refurbishment expenses                            | -       | -     | - | -       | 301     |
| Brexit sponsorship license and visa application fees     | 5,358   | -     | - | 5,358   | 8,763   |
| COVID related expenses                                   | -       | -     | - | -       | 1,862   |
|  | -       | -     | - | -       | -       |
| <b>Sub total</b>   | 193,949 | 2,885 | - | 196,834 | 182,284 |

### A4 Asset and investment purchases, (see table)

|                               |     |   |   |     |     |
|-------------------------------|-----|---|---|-----|-----|
| <b>Audivisual equipment</b>   | -   | - | - | -   | -   |
| <b>furniture</b>              | 945 | - | - | 945 | 810 |
| <b>IT and other furniture</b> | -   | - | - | -   | -   |
|                               | -   | - | - | -   | -   |
| <b>Sub total</b>              | 945 | - | - | 945 | 810 |

|                       |         |       |   |         |         |
|-----------------------|---------|-------|---|---------|---------|
| <b>Total payments</b> | 194,894 | 2,885 | - | 197,779 | 183,094 |
|-----------------------|---------|-------|---|---------|---------|

Section B Statement of assets and liabilities at the end of the period[illegible][illegible]

25/05/2023

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

|           |                |                  |  |
|-----------|----------------|------------------|--|
|           |                | -                |  |
| Signature | Print Name     | Date of approval |  |
| PJR Anden | PETER ANDERSON | 25/5/2023        |  |
|           |                |                  |  |





**ALLIANCE FRANÇAISE D'OXFORD  
INDEPENDENT EXAMINER'S REPORT  
YEAR ENDED 31 DECEMBER 2022**

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 2022.

**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

New Barclay House  
234 Botley Road  
Oxford  
OX1 3HA

30<sup>th</sup> May 2023



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Alliance française d'Oxford

Registration No  
1163206

## Receipts and payments accounts

CC16a

For the period  
from

01/01/2022

To

31/12/2022

### Section A Receipts and payments

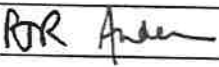
|  | Unrestricted funds<br>to the nearest<br>£ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|--|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                       |   |                                      |                                     |                                 |                               |
| SALES INCLUDING CHARITABLE ACTIVITIES                    | 197,013                                   | -                                    | -                                   | 197,013                         | 179,783                       |
| BANK INTEREST RECEIVED                                   | 54  | -                                    | -                                   | 54                              | 3                             |
| Grant French Government                                  | -   | 2,885                                | -                                   | 2,885                           | -                             |
| Donation - A Level Studies                               | -   | 1,200                                | -                                   | 1,200                           | -                             |
| Grant IT - Web redesign                                  | -   | -                                    | -                                   | -                               | 2,160                         |
| Grant Brexit Sponsorship Licence                         | -   | -                                    | -                                   | -                               | 3,000                         |
|  | -   | -                                    | -                                   | -                               | -                             |
|  | -   | -                                    | -                                   | -                               | -                             |
|  | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                   | <b>197,067</b>                            | <b>4,085</b>                         | <b>-</b>                            | <b>201,152</b>                  | <b>184,946</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>197,067</b>                            | <b>4,085</b>                         | <b>-</b>                            | <b>201,152</b>                  | <b>184,946</b>                |
| <b>A3 Payments</b>                                       |   |                                      |                                     |                                 |                               |
| COST OF SALES  | 51,285                                    | -                                    | -                                   | 51,285                          | 69,862                        |
| EMPLOYEE PAYROLL   | 92,690                                    | -                                    | -                                   | 92,690                          | 66,349                        |
| RENTAL EXPENSES  | 20,990                                    | -                                    | -                                   | 20,990                          | 19,050                        |
| WEBSITE AND IT COSTS                                     | 9,381                                     | 286                                  | -                                   | 9,667                           | 4,462                         |
| TRAVEL   | 2,156                                     | 1,796                                | -                                   | 3,952                           | 486                           |
| ADVERTISING  | 856                                       | 803                                  | -                                   | 1,659                           | 2,943                         |
| PAYROLL SERVICES/ LEGAL, PROFESSIONAL AND OTHER SERVICES | 4,578                                     | -                                    | -                                   | 4,578                           | 2,169                         |
| MEALS ENTERTAINMENT AND STAFF GIFTS                      | 1,426                                     | -                                    | -                                   | 1,426                           | 1,232                         |
| OFFICE GENERAL ADMINISTRATIVE EXPENSES                   | 2,306                                     | -                                    | -                                   | 2,306                           | 2,012                         |
| PRINTING, PHOTOCOPIER, POSTAGE AND STATIONARY            | 1,537                                     | -                                    | -                                   | 1,537                           | 1,605                         |
| OTHER  | 1,387                                     | -                                    | -                                   | 1,387                           | 1,208                         |
| Office refurbishment expenses                            | -   | -                                    | -                                   | -                               | 301                           |
| Brexit sponsorship license and visa application fees     | 5,358                                     | -                                    | -                                   | 5,358                           | 8,763                         |
| COVID related expenses                                   | -   | -                                    | -                                   | -                               | 1,862                         |
|  | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>   | <b>193,949</b>                            | <b>2,885</b>                         | <b>-</b>                            | <b>196,834</b>                  | <b>182,284</b>                |
| <b>A4 Asset and investment purchases, (see table)</b>    |   |                                      |                                     |                                 |                               |
| Audivisual equipment                                     | -   | -                                    | -                                   | -                               | -                             |
| furniture  | 945                                       | -                                    | -                                   | 945                             | 810                           |
| IT and other furniture                                   | -   | -                                    | -                                   | -                               | -                             |
|  | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>   | <b>945</b>                                | <b>-</b>                             | <b>-</b>                            | <b>945</b>                      | <b>810</b>                    |
| <b>Total payments</b>                                    | <b>194,894</b>                            | <b>2,885</b>                         | <b>-</b>                            | <b>197,779</b>                  | <b>183,094</b>                |

|                                    |               |              |          |               |               |
|------------------------------------|---------------|--------------|----------|---------------|---------------|
| <b>Net of receipts/(payments)</b>  | <b>2,172</b>  | <b>1,200</b> | <b>-</b> | <b>3,372</b>  | <b>1,852</b>  |
| <b>A5 Transfers between funds</b>  |               |              |          |               |               |
| <b>A6 Cash funds last year end</b> | <b>64,063</b> | <b>-</b>     | <b>-</b> | <b>64,063</b> | <b>62,211</b> |
| <b>Cash funds this year end</b>    | <b>66,235</b> | <b>1,200</b> | <b>-</b> | <b>67,435</b> | <b>64,063</b> |

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

| Categories  | Details   | Unrestricted funds<br>to nearest £  | Restricted funds<br>to nearest £   | Endowment funds<br>to nearest £                                  |
|---|---|---|--|--|
| <b>B1 Cash funds</b>                                | <div>Bank - Current Account</div> <div>Bank - reserves Account</div> <div>Petty Cash</div> <div>Undeposited Funds ( Stripe payments)</div> <div><b>Total cash funds</b></div> <div>(agree balances with receipts and payments account(s))</div> | <div>30,190</div> <div>35,087</div> <div>6</div> <div>952</div> <div>66,235</div> | <div>1,200</div> <div>-</div> <div>-</div> <div>-</div> <div>1,200</div> | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> |
| <b>B2 Other monetary assets</b>                     | Details   | Unrestricted funds<br>to nearest £  | Restricted funds<br>to nearest £   | Endowment funds<br>to nearest £                                  |
|   |   | -   | -  | -  |
|   |   | -   | -  | -  |
|   |   | -   | -  | -  |
|   |   | -   | -  | -  |
|   |   | -   | -  | -  |
|   |   | -   | -  | -  |
|   |   | -   | -  | -  |
| <b>B3 Investment assets</b>                         | Details   | Fund to which asset belongs   | Cost (optional)  | Current value (optional)   |
|   |   |   | -  | -  |
|   |   |   | -  | -  |
|   |   |   | -  | -  |
|   |   |   | -  | -  |
|   |   |   | -  | -  |
|   |   |   | -  | -  |
| <b>B4 Assets retained for the charity's own use</b> | Details   | Fund to which asset belongs   | Cost (optional)  | Current value (optional)   |
| AUDIOVISUAL EQUIPEMENT                              |   | Unrestricted  | 9,749  | 150  |
| FURNITURE   |   | Unrestricted  | 7,154  | 945  |
| IT and other  |   | Unrestricted  | 2,171  | 120  |
|   |   |   | -  | -  |
|   |   |   | -  | -  |
|   |   |   | -  | -  |
|   |   |   | -  | -  |
|   |   |   | -  | -  |
|   |   |   | -  | -  |
| <b>B5 Liabilities</b>                               | Details   | Fund to which liability relates   | Amount due (optional)  | When due (optional)  |
|   |   |   | -  |  |
|   |   |   | -  |  |
|   |   |   | -  |  |
|   |   |   | -  |  |

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

| Signature   | Print Name     | Date of approval |
|---|----------------|------------------|
|  | PETER ANDERSON | 25/5/2023        |
|   |                |                  |