

**Charity Number: 1163352**

**ALLIANCE FRANCAISE DE LEEDS**

**TRUSTEES' REPORT AND RECEIPTS AND PAYMENTS ACCOUNTS**

**FOR THE YEAR ENDED 31 AUGUST 2020**

## **ALLIANCE FRANCAISE DE LEEDS**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2020**

The trustees have pleasure in presenting their report and accounts for the year ended 31 August 2020.

#### **REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS**

Alliance Francaise de Leeds is a charitable incorporated organisation (CIO). The charity was registered on 1st September 2015, number 1163352. The charity commenced its activities on 1 September 2015.

The registered office and operating address is: -

Leeds Trinity University  
Brownberrie Lane  
Leeds  
LS18 5HD

The charity trustees, who served during the year and up to the date of this report were: -

Mick Carey	(Chair)
Gail Bond	
Laura Sutherland	
Phil Myerscough	

Principal staff:	Edwina Zeganadin – Director
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Bankers:	Yorkshire Bank 32 Town Street Horsforth Leeds West Yorkshire LS18 4RJ
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Independent examiner:	Laura Masheder FCA DChA Garbutt & Elliott LLP 33 Park Place Leeds LS1 2RY
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# **ALLIANCE FRANCAISE DE LEEDS**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2020**

### **STRUCTURE, GOVERNANCE & MANAGEMENT**

**Governing Document:** Constitution

**Constitution:** Association

#### **Trustee selection methods:**

New Trustees are elected at the annual general meeting by the members as necessary, e.g. following the retirement of any trustees at that meeting.

Members of the charity or the charity trustees may appoint a new charity trustee, either in place of a charity trustee who has retired, or one who has been removed, or where it has been decided to appoint an additional trustee.

### **OBJECTIVES & ACTIVITIES**

#### **Summary of the objects of the charity**

- Promoting French and the culture of French speaking communities in and around Leeds;
- Providing a 'meeting place' for those who are keen to develop their knowledge of the French language and culture;
- Contributing to a better mutual knowledge and understanding between France and the UK through the organization of cultural and language exchanges;
- Disseminating the cultures of French and French speaking communities through the provision of clubs, resources and cultural events and through active participation in French and foreign cultural communication channels.

#### **Summary of the activities**

The Alliance Française de Leeds has offered French classes and cultural events in order to meet the above objectives.

The Alliance Française de Leeds has promoted education generally in a manner which is consistent with the constitutional objectives of the Alliance Française de Paris founded in 1883, and represented since the 1st January 2008 by 'la Fondation Alliance française'.

The activities of Alliance Française de Leeds, which the trustees have overseen, have been in line with the guidance issued by the Charity Commission on public benefit and in accordance with Section 17 of the Charities Act 2011. The charity has made sure that all members of the public can have access to our courses and clubs, and we have offered special rates for full time students; and people with disability and health issues. We have offered discounts to allow those with financial difficulties to attend.

The management of the activities of the CIO rests on principles of moral responsibility which are essential to its independence. It will have no political or religious affiliation and will not discriminate on those grounds.

## **ALLIANCE FRANCAISE DE LEEDS**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2020**

#### **OBJECTIVES & ACTIVITIES (continued)**

##### **Volunteers**

The activities of AF Leeds, e.g. the running of clubs, the presentation of and organization of special evenings, the organization and running of classes, have been made possible thanks to the goodwill of volunteers and the support of trustees and tutors.

#### **ACHIEVEMENTS & PERFORMANCE**

##### **Summary of the main achievements of the charity during the year**

- A year of challenges due to the COVID-19 pandemic which necessitated a shift from face to face to online teaching. Despite this the AF reached around 250 student registrations.
- Although student registrations fell in comparison to previous years in Autumn and Winter, this trend was reversed in Spring and Summer with substantially more registrations than the previous two years. Overall student registrations were higher in 2019/20 than in the previous two years.
- Students now have access to Culturetheque (a French online library).
- In Spring and Summer all teaching was moved online due to COVID-19.
- Teaching was continued through the Easter Break and the Spring/Summer intersession, allowing a full-length Summer term.
- One teaching staff followed onsite training at the Institut Français in London in February and two teaching staff followed an online training during the summer to improve the offer to students.
- The Director has the status of "employee" and has been enrolled in a workplace pension scheme.
- Cultural events have been suspended in the second half of the business year due to COVID-19, although they were attracting a regular attendance when offered in the first half of the year.
- The Director pursued a number of links with other organisations in the first half of the year, including 'La Petite Ecole' who offer classes locally for native French children.
- We have built a solid team of people around AF Leeds: tutors, volunteers, students, trustees, all in support of our action.

##### **Financial review**

The charity's principal source of funds is class registration fees.

Spending has been mainly threefold:

- (i) tutors' fees,
- (ii) administration fees,
- (iii) room rental although this has been lower than in previous years due to COVID-19 necessitating a move to online tuition only in the second half of the year.

Over recent years there has been a fall in numbers of students registering year on year, however in the second half of this year that trend has been halted and reversed. This, coupled with a fall in delivery costs enabled by moving all courses online, saving room hire costs, and despite the increased costs incurred in setting up a workplace pension scheme will leave the AF Leeds in a positive financial position this year.

## **ALLIANCE FRANCAISE DE LEEDS**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2020**

#### **ACHIEVEMENTS & PERFORMANCE (continued)**

Receipts in the current year totalled £42,290 and payments totalled £43,837, leaving a cash balance of £21,582 (2019 - £16,129) at the year end.

#### **Reserves Policy**

The trustees have established a policy whereby the free reserves held by the charity, should be around 6 weeks of the charity's expenditure, which equates to approximately £5,000 at 31 August 2020. At this level the trustees believe they would be able to continue the operations of the charity for the foreseeable future. The trustees will review the policy annually. At the year end, free reserves totalled £20,692 (2019 - £15,282).

#### **Declaration**

The trustees declare that they have approved the trustees' report above. Signed on behalf of the charity's trustees:

*Mick Carey*

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Mick Carey

**Chair of Trustees**

11/03/2021

Date .....

*Laura Sutherland*

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Laura Sutherland

**Trustee**

## **ALLIANCE FRANCAISE DE LEEDS**

### **Independent Examiner's Report to the Trustees of ALLIANCE FRANCAISE DE LEEDS**

I report to the trustees on my examination of the accounts of Alliance Francaise de Leeds (the Charitable Incorporated Organisation) for the year ended 31 August 2020.

This report is made solely to the Charity's Trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My independent examination work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my independent examination work, for this report, or for the opinions I have formed.

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

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

I report in respect of my examination of the accounts of the Charitable Incorporated Organisation 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 Charitable Incorporated Organisation as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

*Laura Masheder*

**15/03/2021**

Laura Masheder FCA DChA  
Garbutt & Elliott LLP  
Chartered Accountants  
33 Park Place  
Leeds  
LS1 2RY

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## ALLIANCE FRANCAISE DE LEEDS

### RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2020

	2020 £	2019 £
<b>Receipts</b>		
Membership and course fees	49,252	39,481
Donations	-	2,000
Other	38	38
<b>Total receipts</b>	<u>49,290</u>	<u>41,519</u>
<b>Payments</b>		
Administrator costs	16,114	17,956
Teaching	20,340	17,591
Course material	-	141
Advertising and publicity	367	594
Equipment	-	437
Activities and events	-	677
Insurance	336	457
Room hire	3,063	3,431
Sundry costs	83	175
Refund of course fees	1,301	1,199
IT costs	370	-
Governance costs	1,863	974
<b>Total payments</b>	<u>43,837</u>	<u>43,632</u>
<b>Net receipts / (payments)</b>	5,453	(2,113)
<b>Balance brought forward</b>	16,129	18,242
<b>Balance carried forward</b>	<u>21,582</u>	<u>16,129</u>

All receipts and payments in both the current and prior year were unrestricted.

*Mick Carey*

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Mick Carey  
**Chair of Trustees**

*Laura Sutherland*

.....  
Laura Sutherland  
**Trustee**

11/03/2021  
Date .....

## ALLIANCE FRANCAISE DE LEEDS

### STATEMENTS OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2020

	2020 £	2019 £
<b>Assets</b>		
Bank - Current account	21,582	16,129
Fixed assets held at cost	437	437
<b>Liabilities</b>		
Accounting fee	406	386
Independent examination fee	440	419
Submission of annual return	44	42

*Mick Carey*

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Mick Carey

**Chair of Trustees**

*Laura Sutherland*

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Laura Sutherland

**Trustee**

11/03/2021

Date .....