

**Charity Number: 1163352**

**ALLIANCE FRANCAISE DE LEEDS**

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

**FOR THE YEAR ENDED 31 AUGUST 2021**

## **ALLIANCE FRANCAISE DE LEEDS**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2021**

The trustees have pleasure in presenting their report and accounts for the year ended 31 August 2021.

#### **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: -

15 Queen Square  
Leeds  
LS2 8AJ

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

Mick Carey	(Chair)
Laura Sutherland	(Treasurer)
Gail Bond	
Phil Myerscough	
Rebecca Bentley	(Appointed 13 March 2021)
Alina Sorina Radu	(Appointed 19 June 2021)
Julie Barnaby	(Appointed 19 June 2021)

**Principal staff:** Edwina Zeganadin (From July 2019) – Director

**Bankers:** Virgin Money  
94-96 Briggate  
Leeds  
LS1 6NP

**Independent examiner:** Laura Mashedor BSc ACA DChA  
Azets  
Triune Court  
Monks Cross Drive  
York  
YO32 9GZ

# **ALLIANCE FRANCAISE DE LEEDS**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2021**

### **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 2021**

#### **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 continuing challenges due to the Covid19 pandemic. In the year ended August 2021 this necessitated a shift from face to face to online teaching and this situation has continued throughout the year ending August 2021.
- Registrations continued to be strong with a total of 354 registrations and 134 students registered and taking advantage of the Alliance's services during the year.
- The appointment of three Trustees during the current year.
- Historically the Alliance has operated from the Business Development Centre at Leeds Trinity University, both as a teaching centre and an administrative base. The pandemic has forced a re-examination of this arrangement and a number of less-than-ideal factors has led the Director and Trustees to decide to discontinue this arrangement in future. A search for a more suitable base to act as an administrative base and, if possible, as a place to deliver face to face teaching in post pandemic times has been instigated.
- Although Cultural events had been suspended during the start of the Covid pandemic, these have been offered and delivered online during the year, attracting 101 participants during the Spring for example. These events will continue to be offered online until such a time that face-to-face events can be safely offered.
- The purchase of the HANAF teaching software was confirmed and will be fully installed by end of September.
- We have built a solid team of people around AF Leeds: tutors, volunteers, students, trustees, all in support of our action. Four new teachers have been recruited.

##### **Financial review**

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

Spending has been mainly threefold:

- (i) tutors' fees,
- (ii) administration fees,

Student registrations have continued to be good, continuing the reversal of falling numbers that had begun the previous year. This has ensured a positive financial performance for the year.

## **ALLIANCE FRANCAISE DE LEEDS**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2021**

The Alliance also applied for €4,000 funding from a central pot of funding available to Alliance Francaise charities across the UK, this would be for the purchase of office equipment and software. Some small price increases for certain courses have also been introduced to ensure their continued viability.

#### **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 £4,900 at 31 August 2021. 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.

#### **Declaration**

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

*Mick Carey*  
.....

**Mick Carey (Chair)**

08/04/2022  
Date .....

*Julie Barnaby*  
.....

**Julie Barnaby (Trustee Treasurer)**

08/04/2022  
Date .....

## **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 2021.

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*

Laura Masheder FCA DChA  
Azets  
Triune Court  
Monks Cross Drive  
York  
YO32 9GZ

25/04/2022

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## ALLIANCE FRANCAISE DE LEEDS

### RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2021

	2021 £	2020 £
<b>Receipts</b>		
Membership and course fees	57,182	49,252
Donations	-	-
Other	5,175	38
<b>Total receipts</b>	<u>62,357</u>	<u>49,290</u>
<b>Payments</b>		
Administrator costs	15,277	16,114
Teaching	30,478	20,340
Course material	-	-
Advertising and publicity	180	367
Equipment	-	-
Activities and events	-	-
Insurance	-	336
Room hire	-	3,063
Sundry costs	299	83
Refund of course fees	728	1,301
IT costs	684	370
Governance costs	2,004	1,863
<b>Total payments</b>	<u>49,650</u>	<u>43,837</u>
<b>Asset purchases</b>		
Computer additions	558	-
<b>Net receipts</b>	12,149	5,453
<b>Balance brought forward</b>	21,582	16,129
<b>Balance carried forward</b>	<u>33,731</u>	<u>21,582</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**

Date 08/04/2022

*Julie Barnaby*

.....

Julie Barnaby

**Trustee Treasurer**

## ALLIANCE FRANCAISE DE LEEDS

### STATEMENTS OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2021

	2021 £	2020 £
<b>Assets</b>		
Bank - Current account	33,731	21,582
Fixed assets held at cost	995	437
<b>Liabilities</b>		
Accounting fee	495	406
Independent examination fee	545	440
Submission of annual return	46	44

*Mick Carey*

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Mick Carey

**Chair of Trustees**

08/04/2022

Date .....

*Julie Barnaby*

.....

Julie Barnaby

**Trustee Treasurer**