

**ALLIANCE FRANCAISE DE LEEDS**

**TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2023**

# **ALLIANCE FRANCAISE DE LEEDS**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2023**

The trustees have pleasure in presenting their report and accounts for the year ended 31 August 2023.

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

Alliance Française 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)
Julie Barnaby	(Treasurer)
Laura Sutherland	
Gail Bond	
Phil Myerscough	
Alina Sorina Radu	

Principal staff:	Edwina Zeganadin (From July 2019) – Director
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Bankers:	Virgin Bank 51 Briggate Leeds LS1 6HD
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Independent examiner:	Azets 33 Park Place Leeds LS1 2RY
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# **ALLIANCE FRANCAISE DE LEEDS**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2023**

### **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 objectives 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 and
- 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.

#### **Volunteers**

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

# **ALLIANCE FRANCAISE DE LEEDS**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2023**

### **ACHIEVEMENTS AND PERFORMANCE**

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

- Increased recruitment of students with a record number in the Spring term 2023 of 98 individuals.
- Overall registrations continued to be strong with a total of 301 students registered and taking advantage of the Alliance's services during the year
- Instigated free taster sessions to encourage more enrolment
- Consolidated the move from the Business Development Centre at Leeds Trinity University to a central Leeds location. The new premises are more convenient for many students and as they are our dedicated offices we are able to operate there on a full time basis, allowing more efficient use of the premises and convenient timetabling of courses
- We have built a solid team of people around AF Leeds: tutors, volunteers, students, trustees, all in support of our action. Two teachers have left during the year and one new teachers was recruited giving a total of 7 at year end. This number is currently sufficient to meet demand.
- Featured on Leeds List.com as offering the best French Language courses in Leeds
- 

### **Financial review**

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

Spending has been mainly twofold:

- (i) tutors' fees and
- (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.

In the financial year 2021/22 the Alliance made a net loss of £8,500. In the financial year 2022/23 the Alliance again made a loss, however this has been reduced to under £2,000 and we foresee this returning to a positive figure in the next financial year. The Alliance continues to look at cost saving measures such as running more courses at its offices reducing rental costs at other locations, and at recruiting more students.

The Alliance also applied for £3,000 funding from a central pot of funding available to Alliance Francaise charities across the UK, to fund cultural activities (French cinema £1,800) and school workshops (£1,200).

### **Reserves Policy**

The trustees have established a policy whereby the free reserves held by the charity should be £12,000. 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.

# **ALLIANCE FRANCAISE DE LEEDS**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2023**

### **Declaration**

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

.....

Date.....

Mick Carey (Chair)

.....

Date.....

Julie Barnaby (Treasurer)

**Charity Number: 1163352**

**ALLIANCE FRANCAISE DE LEEDS**

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

**FOR THE YEAR ENDED 31 AUGUST 2023**

## **ALLIANCE FRANCAISE DE LEEDS**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2023**

The trustees have pleasure in presenting their report and accounts for the year ended 31 August 2023.

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Alina Sorina Radu	

Principal staff:	Edwina Zeganadin (From July 2019) – Director
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Bankers:	Virgin Bank 51 Briggate Leeds LS1 6HD
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Independent examiner:	Azets 12 King Street Leeds LS1 2HL
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# **ALLIANCE FRANCAISE DE LEEDS**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2023**

### **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 objectives 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 and
- 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 2023**

### **Volunteers**

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

### **ACHIEVEMENTS AND PERFORMANCE**

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

- Increased recruitment of students with a record number in the Spring term 2023 of 98 individuals.
- Overall registrations continued to be strong with a total of 301 students registered and taking advantage of the Alliance's services during the year
- Instigated free taster sessions to encourage more enrolment
- Consolidated the move from the Business Development Centre at Leeds Trinity University to a central Leeds location. The new premises are more convenient for many students and as they are our dedicated offices we are able to operate there on a full time basis, allowing more efficient use of the premises and convenient timetabling of courses
- We have built a solid team of people around AF Leeds: tutors, volunteers, students, trustees, all in support of our action. Two teachers have left during the year and one new teachers was recruited giving a total of 7 at year end. This number is currently sufficient to meet demand.
- Featured on Leeds List.com as offering the best French Language courses in Leeds

### **Financial review**

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

Spending has been mainly twofold:

- (i) tutors' fees and
- (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.

In the financial year 2021/22 the Alliance made a net loss of £8,500. In the financial year 2022/23 the Alliance again made a loss, however this has been reduced to under £2,000 and we foresee this returning to a positive figure in the next financial year. The Alliance continues to look at cost saving measures such as running more courses at its offices reducing rental costs at other locations, and at recruiting more students.

The Alliance also applied for £3,000 funding from a central pot of funding available to Alliance Francaise charities across the UK, to fund cultural activities (French cinema £1,800) and school workshops (£1,200).

## **ALLIANCE FRANCAISE DE LEEDS**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2023**

#### **Reserves Policy**

The trustees have established a policy whereby the free reserves held by the charity should be £6,900. 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*  
.....

17/04/2024  
Date.....

Mick Carey (Chair)

*Julie Barnaby*  
.....

25/04/2024  
Date.....

Julie Barnaby (Treasurer)

## **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 2023.

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.

*Jessica Lawrence*

Jessica Lawrence FCA CTA  
Azets  
12 King Street  
Leeds  
LS1 2HL

25/04/2024  
.....

## ALLIANCE FRANCAISE DE LEEDS

### RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2023

	2023 £	2022 £
<b>Receipts</b>		
Membership and course fees	54,955	44,522
Other	2,795	-
<b>Total receipts</b>	<u>57,750</u>	<u>44,522</u>
<b>Payments</b>		
Administrator costs	19,379	17,211
Teaching	27,102	24,125
Rent	8,655	5,940
Insurance	174	191
Networking	271	132
Sundry costs	64	177
Refund of course fees	361	279
IT costs	1,410	600
Governance costs	2,233	1,986
<b>Total payments</b>	<u>59,649</u>	<u>50,641</u>
<b>Asset purchases</b>		
Computer additions	-	2,350
<b>Net receipts / (payments)</b>	(1,899)	(8,469)
<b>Balance brought forward</b>	25,262	33,731
<b>Balance carried forward</b>	<u>23,363</u>	<u>25,262</u>

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

*Mick Carey*

.....

Mick Carey

**Chair of Trustees**

Date 17/04/2024

*Julie Barnaby*

.....

Julie Barnaby

**Trustee Treasurer**

Date 25/04/2024

## ALLIANCE FRANCAISE DE LEEDS

### STATEMENTS OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2023

	2023 £	2022 £
<b>Assets</b>		
Bank - Current account	23,363	25,262
Fixed assets held at cost	3,345	3,345
<b>Total Assets</b>	26,708	28,607
<b>Liabilities</b>		
Accounting fee	625	600
Independent examination fee	625	600
Submission of annual return	-	-
<b>Total Liabilities</b>	1,250	1,200

*Mick Carey*

.....  
Mick Carey  
**Chair of Trustees**

Date 17/04/2024 .....

*Julie Barnaby*

.....  
Julie Barnaby  
**Trustee Treasurer**

Date 25/04/2024 .....

**Charity Number: 1163352**

**ALLIANCE FRANCAISE DE LEEDS**

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

**FOR THE YEAR ENDED 31 AUGUST 2023**

## **ALLIANCE FRANCAISE DE LEEDS**

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# **ALLIANCE FRANCAISE DE LEEDS**

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### **OBJECTIVES & ACTIVITIES**

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# **ALLIANCE FRANCAISE DE LEEDS**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2023**

### **Volunteers**

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### **ACHIEVEMENTS AND PERFORMANCE**

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

- Increased recruitment of students with a record number in the Spring term 2023 of 98 individuals.
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## **ALLIANCE FRANCAISE DE LEEDS**

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#### **Reserves Policy**

The trustees have established a policy whereby the free reserves held by the charity should be £6,900. 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*  
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17/04/2024  
Date.....

Mick Carey (Chair)

*Julie Barnaby*  
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25/04/2024  
Date.....

Julie Barnaby (Treasurer)

## **ALLIANCE FRANCAISE DE LEEDS**

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Mick Carey

**Chair of Trustees**

Date 17/04/2024

*Julie Barnaby*

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Julie Barnaby

**Trustee Treasurer**

Date 25/04/2024

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