

Alliance Francaise De Leeds  
Charity number 1163352

Annual Report and Financial Statements for the year ended 31

August 2024



# **Alliance Française De Leeds**

## **Annual Report and Financial Statements for the year ended 31 August 2024**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# Alliance Française De Leeds

## Trustees' report for the year ended 31 August 2024

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Michael Carey	Chair	
Julie Barnaby	Treasurer	
Laura Sutherland		
Phil Myerscough		Resigned 5 October 2024
Gail Bond		Resigned 5 October 2024
Sorina Alina Radu		
Rachael Salmon		Appointed 8 June 2024
Kimberley Williams		Appointed 25 January 2025
Rachel Healey		Appointed 25 January 2025
Director	Manon Veyssieres	Appointed 15 July 2024
	Edwina Zeganadin	Resigned 31 July 2024
Charity number	1163352	Registered in England and Wales
Registered and principal address	Bankers	
Suite 9, Unity Business Centre 26 Roundhay Road Leeds LS7 1AB	Virgin Money UK plc 32 Town Street Horsforth LS18 4RJ	

### Independent examiner

Rhys North ACA  
**West Yorkshire Community Accountancy Service CIO**  
Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) association formed on 1 September 2015 and is governed by a constitution.

### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at a general meeting.

# **Alliance Française De Leeds**

## **Trustees' report (continued) for the year ended 31 August 2024**

### **Objectives and activities**

#### **The charity's objects**

To advance the education of the general public in all aspects of the French language and the culture of French speaking communities in and around, but not restricted to, West Yorkshire, in particular by the provision of French classes and cultural events.

#### **The charity's main 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 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, has been made possible thanks to the goodwill of volunteers and the support of trustees and tutors.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

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.

#### **Achievements and performance**

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 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

## **Trustees' report (continued) for the year ended 31 August 2024**

### **Financial review**

## Alliance Française De Leeds

The net receipts for the year were £1,603, including net receipts of £1,603 on unrestricted funds and net receipts of £nil on restricted funds.

### Reserves policy

The charity's free reserves, at the year end were £24,966.

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. This level of reserves would enable the charity to continue to operate for a reasonable period allowing it continue to function for the short term in the case of an interruption in cash flow, and for it to be wound down in the case of a collapse of income. The trustees will review the policy annually.

Approved by the board of trustees on 26<sup>th</sup> April 2025

Signed:  (Chair of Trustees)

Name: Michael Carey

## **Alliance Française De Leeds**

### **Independent examiner's report to the trustees of Alliance Francaise De Leeds**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 August 2024, which are set out on pages 6 to 9.

#### **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 CIO's accounts as carried out under section 145 of the 2011 Act. 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 Charities Act;
- 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.

Signed:



Name: Rhys North ACA

Date: 24/04/2025

#### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Alliance Française De Leeds**  
**Receipts and payments account**  
**for the year ended 31 August 2024**

	Notes 2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
<b>Receipts</b>				
Course fees	59,266	-	59,266	51,434
Membership fees	1,976	-	1,976	2,320
DELFL exam fees	3,660	-	3,660	840
Grants and donations	(2) -	2,142	2,142	-
Other income	29	-	29	2,795
<b>Total receipts</b>	<b>64,931</b>	<b>2,142</b>	<b>67,073</b>	<b>57,389</b>
<b>Payments</b>				
Salaries NI and pensions	18,157	1,300	19,457	19,022
Teaching fees	28,535	800	29,335	27,102
DELFL exam costs	688	-	688	357
Rent	9,950	-	9,950	8,655
Insurance	241	-	241	174
Networking	1,016	-	1,016	271
Sundry costs	773	-	773	64
IT costs	1,350	42	1,392	1,410
Accountancy and independent examination	2,618	-	2,618	2,233
<b>Total payments</b>	<b>63,328</b>	<b>2,142</b>	<b>65,470</b>	<b>59,288</b>
Net receipts / (payments)	1,603	-	1,603	(1,899)
Fund balances brought forward	23,363	-	23,363	25,262
Fund balances carried forward	(3) 24,966	-	24,966	23,363

**Alliance Française De Leeds**  
**Statement of assets and liabilities**  
**as at 31 August 2024**

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	24,966	-	24,966	23,363
<b>Total cash funds</b>	<u>24,966</u>	<u>-</u>	<u>24,966</u>	<u>23,363</u>

<b>Debtors and prepayments</b>	2024
	£
Other debtors - rent deposit	500
	<u>500</u>

**Assets retained for the charity's own use**

Projector  
Computer  
Course Management Software HANAF  
Software  
Assets retained for the charity's own use

<b>Liabilities</b>	2024
	£
Accruals - independent examination	1,140
Taxation and social security	303
Other creditors - salaries and pensions	1,875
	<u>3,138</u>

The financial statements were approved by the board of trustees on 26<sup>th</sup> April 2025

Signed:  (Chair of Trustees)

Name: Michael Carey



# **Alliance Française De Leeds**

## **Notes to the accounts**

### **for the year ended 31<sup>st</sup> August 2024**

#### 1 Accounting policies

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Alliance Francaise De Leeds**  
**Notes to the accounts continued for the year**  
**ended 31 August 2024**

<b>2 Grants and donations</b>	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
French Embassy UK		2,142	2,142	
		2,142	2,142	

<b>3 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
French Embassy Fund	-	2,142	2,142	-	-
	-	2,142	2,142	-	-

<b>Fund name</b>	<b>Purpose of restriction</b>
French Embassy Fund	Towards the costs of a cultural event, training and equipment.

**4 Related party transactions**

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.