

LE PETIT CLUB FRANCAIS D'OXFORDSHIRE

England & Wales · Charity number 1168486

Details

Other names	LE PETIT CLUB FRANÇAIS D'OXFORDSHIRE, LE PETIT CLUB
Status	Registered
Legal form	CIO
Registered	2016-07-28
Register	View on the Charity Commission register

Contact

Address	4 Ashby Court Marcham Road Drayton Abingdon Oxfordshire OX14 4FF
Phone	07807671904
Email	info@petitcluboxfordhire.org
Website	http://www.petitcluboxford.org/

Activities

Objects: TO ADVANCE THE EDUCATION OF CHILDREN AND THEIR FAMILIES,LIVING IN OXFORD AND THE SURROUNDING AREA,IN THE SUBJECT OF THE FRENCH CULTURE AND LANGUAGE.

Activities: The purposes of our Charity is to advance the education of children and their families, living in Oxford and the surroundings, in the subject of the French culture and language.Our activities include weekly classes (during school terms) of French language and culture, story telling, culture clubs and cultural events.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£43,401	£28,005	-	-
2024-07-31	£44,884	£39,422	-	-
2023-07-31	£45,246	£33,985	-	-
2022-07-31	£31,066	£28,920	-	-
2021-07-31	£23,737	£25,455	-	-
2020-07-31	£30,785	£30,578	-	-

Trustees

Name	Role	Appointed
Celine Cornereau		2023-11-27
Clotilde Levecque		2019-12-05
Delphine Elbes		2023-05-24
Patricia Cawte-Dutheil		2018-12-03
Sophie Jegouic-Goodall		2023-11-27

Accounts



Trustees' Annual Report and Financial Statements

Report for the Year Ended 31 July 2025

Contents

Legal and Administration Information	3
Introduction to Trustees' annual report for the Year ended July 2025	5
Report of the Trustees for the Year ended July 2025	7
1. Purposes of our charity and activities conducted during the year	7
2. Structure, Governance and Management	8
3. Method of appointment or election of the trustees, their induction and training	8
4. Organisational structure and decision making.....	10
5. Public benefit.....	10
6. Financial review including funding sources	11
7. Monitoring reserves	12
8. Risk Management.....	12
9. Trustees' responsibility statement	14
Independent Auditor's Report	16
Statement of Financial Activities	17
Balance Sheet.....	18
Notes to the Financial Statements	19
1) Accounting Policies.....	19
2) Income from Donations and legacies	21

3) Incoming Resources from Grants.....	21
4) Incoming Resources from Charitable Activities	22
5) Incoming Resources from Fundraising	22
6) Analysis of Charitable Activities	22
7) Employees	23
8) Cash and cash equivalents.....	24

Legal and Administration Information

Charity Number: 1168486

Registered office: Since 23/04/2024: 4 Ashby Court, Marcham Road, Drayton, ABINGDON, Oxfordshire, OX14 4FF

Bank: CAF BANK Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ - sort code: 40-52-40 Account number: 00034625

Trustees: The table shows the trustees of our Charity and any changes during the reporting year (or since), consistent with the updated information provided online through the charity commission website:

Names	Date of appointment (if different from the date of our Constitution signed on 26th July 2016)	Date of resignation
Delphine Elbes	May 2023	n.a
Patricia Cawte-Dutheil	December 2018 Became Secretary January 2019	n.a
Clotilde Lévecque	December 2019	n.a
Céline Cornereau	November 2023	n.a
Sophie Jegouic-Goodall	November 2023	n.a
Claire de Wambrechies	January 2024	February 2026

Accountants:

It Doesn't Have to Cost the Earth Ltd
47 St Dunstons Close
Worcester
WR5 2AJ

Independent Examiner:

Venusia Ltd
Apt 316 Wimbledon Central
21-33 Worple Road
SW19 4BJ
London2

Introduction to Trustees' annual report for the Year ended July 2025

This ninth annual report for *Le Petit Club Français d'Oxfordshire* (*le Petit Club* herein) showcases further achievements and growth for our organisation, which has been a registered charity since July 2016.

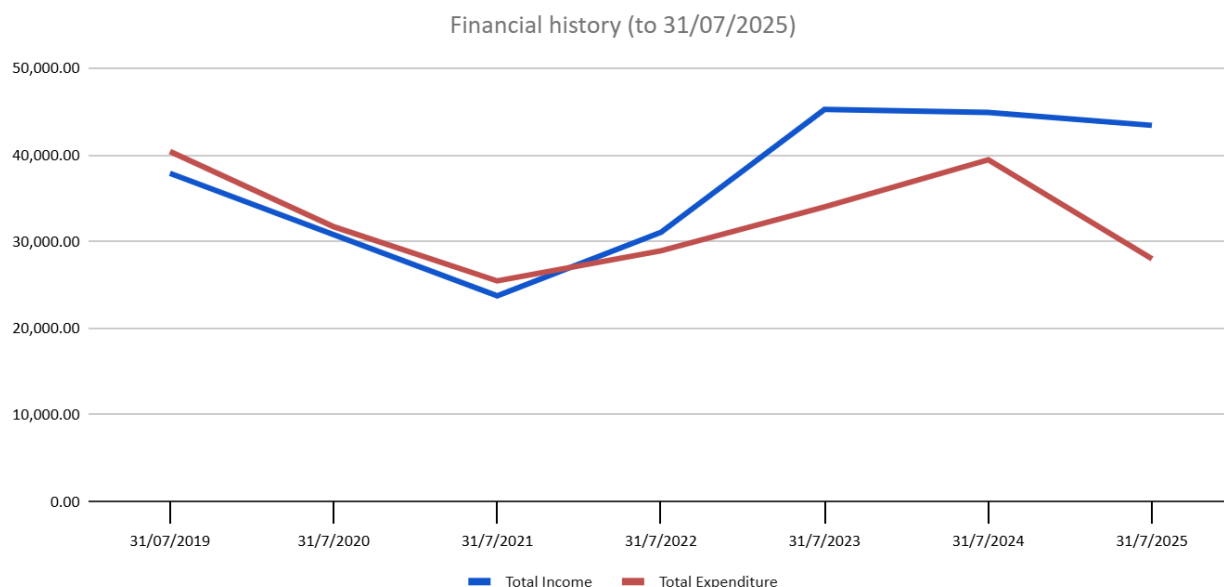
During the 2024–25 academic year, we began an ambitious redesign of all our curricula. This work will strengthen the quality of education offered to your French-speaking children and support smoother progression and continuity throughout every stage of their learning journey.

Our core mission, promoting French language and culture to children and families in Oxford and its surrounding areas, was successfully delivered through in-person sessions on Tuesdays and Saturdays. The Tuesday classes continued at Cherwell School in Oxford, while the Saturday classes remained at Emmanuel Christian School in Littlemore, Oxford. We have also continued our sessions at the Village Hall of Littlemore benefitting our school pupils' carers, younger siblings, and the wider francophone community. We are pleased to report the expansion of our activities through the running of a free library of books in French language available to all for free during the open sessions at the Village Hall.

For our older students (aged 11-16), we maintained online sessions, splitting the group into two smaller classes to enhance the quality of teaching and provide more opportunities for students to actively participate in lessons. The academic year began with 94 pupils and ended with 86 pupils.

In terms of cultural enrichment, we continued the facilitation of general knowledge discussions at the end of each formal lesson on the Tuesday and offered a 'civilisation' class for children aged over 9 on Saturdays to improve their written and oral skills in French and deepen their knowledge of the French Culture. The cultural program was further enriched with the running of a traditional carnival in March which was sold out to over 100 participants from our community. We concluded the academic year with an end of year school party ('*kermesse*'), bringing our community together and giving an opportunity to showcase our students' hard work in theatre classes amongst others.

Financially, the *Petit Club* has retained a steady level of income and managed to reduce significantly expenses this year as the Trustees decided not to replace the Administrator who resigned in June 2023 during this financial year. The significant surplus made compared to the previous financial year enabled the *Petit Club* to build further reserves to ensure its sustainability, and to provide flexibility to develop our service offer in 2025-26 and to invest in pedagogic resources for our teachers, thus improving the quality of the education provided to our pupils. The graph provided below shows the *Petit Club*'s financial history between July 2019 and July 2025:



We are grateful for our teaching staff team's continued commitment to quality education for our pupils and to offer a positive learning experience. We also thank our volunteer trustees and parents for their unwavering support, without which the *Petit Club* could not exist.

It is with great ambitions that we prepare for the next school year and we look forward to expanding opportunities for pupils to learn French through the arts (including a choir and a new theatre class) and to share our culture with the local community through more cultural events.

The Trustees of Le Petit Club Français d'Oxfordshire.

Report of the Trustees for the Year ended July 2025

1. Purposes of our charity and activities conducted during the year

The vision for *Le Petit Club Français d'Oxfordshire* (*Le Petit Club* herein) is to nurture the French language and culture of interested French-speaking and bilingual families living in Oxford and the surrounding area. We do so by providing affordable French classes, together with a cultural enrichment programme that offers events for pupils and their families. We aim to provide a structured educational environment that develops our pupils' capabilities, competencies, and skills.

We have done so throughout the past year through the following key activities:

Educational programme:

Over the financial year 2024-25, *Le Petit Club* managed various French language and art classes (based on school year/age of the children) in person and online. The classes are for children from 5 to 15 years of age and operate during term time only.

Our Curriculum Coordinator was appointed in September 2024 to review our programmes and available resources. This recruitment stemmed from a need to ensure (1) the continuous improvement of the quality of our course offer, (2) a better progression of pupils within and across levels, and (3) to support better our teachers to deliver a harmonised and integrated curriculum.

By the end of the year, our Curriculum Coordinator had developed new programmes for Reception, Year 1 and Year 2 groups and will continue her work during the next financial year.

New library, social gathering and the *Club des Minis*:

On Saturdays, we have continued renting the Village Hall in Littlemore, which is a five-minute walk from the school where classes are held. Parents can gather there while their children are attending the classes and socialise with other French speaking parents while the children are able to play games or do crafts together. Between 11-11.30 am the *Club des Minis* takes place and provides an opportunity for children under 4 accompanied by their parents, to listen to stories and songs in French language to promote their language development. This group has attracted an increased amount of families and gained in popularity throughout the year following publicity done on social media and through parent newsletters. The opening and supervision of the Village Hall, and *Club des Minis* are done by a couple of trustees, with the support of DBS-checked volunteers.

In late November 2024, thanks to a grant received by the Agency for French Education Abroad (AEFE), the *Petit Club* was able to acquire bookshelves and to open a small library (over 350 titles) of books in French languages for the French community to access for free on Saturdays during the sessions at the Village Hall of Littlemore. The library loans are managed by two trustees using the free version of the Librarika online platform.

Special events:

During the academic year 2024-25, the following events were put in place for the families of our wider community:

- A Carnival in March, bringing the French tradition of school children celebrating *Mardi Gras* to the French community of Oxfordshire. The event included crafts and fun activities for all, a reading session with a Kamishibai theatre in French, a costume competition, and food and

drinks. The event was attended by over 100 people. We also celebrated *Mardi Gras* with the families attending the Club des Minis before this event.

- A 'Kermesse': an end of school year fete in June 2025 which was an opportunity to showcase the work of our theatre group and songs learned by the children in French. It was attended by over 100 people.
- Social evenings for trustees and teachers

2. Structure, Governance and Management

Le Petit Club Français d'Oxfordshire is structured as follows:

- The charity's trustees are responsible for the overall management and strategy of the charity.
- The chair stepped down in March 2024 – Since then, decisions are voted and need to be approved by a quorum of at least three trustees, in line with the *Petit Club*'s constitution and to further *Le Petit Club*'s vision and mission.
- Day-to-day administrative management is the shared responsibility of the Trustees as detailed in the operating manual established in late 2024.
- We secure the provision of teaching through a well-qualified, DBS-checked and flexible freelancer base.
- We use a freelance bookkeeper to keep track of the financial management.
- We sometimes call upon a casual base of DBS-checked assistants to accommodate the size of the classes and range of children abilities/levels.

The charity trustees follow the Charity Governance Code which enables and supports a charity's compliance with the law and relevant regulations. It also promotes a culture where everything works towards fulfilling the charity's vision detailed below. More information on the decision-making process and the trustees is provided in sections 4 and 8, respectively.

3. Method of appointment or election of the trustees, their induction and training

a) Method of appointment or election of the trustees

As set out in the '*Le Petit Club*' Constitution:

- The '*Le Petit Club*' trustees are elected for a minimum period of three years.
- There must be at least 3 charity trustees, and a maximum of 10 charity trustees.

When considering new trustees, the existing trustees have regard to several factors:

- the skills, knowledge and experience needed for the effective administration of the Charitable Incorporated Organisation (CIO),
- their interest and enthusiasm in the *Petit Club*'s work, activities, and events,
- their current involvement in the *Petit Club*'s work, activities, and events,
- their willingness and ability to give their time to help run the CIO, without receiving any personal benefits.

Recruitment methods during this financial year mainly included approaching parents of children attending *Le Petit Club* classes. Other possible methods of advertising/attracting trustees include:

- *Le Petit Club* newsletter to parents and 'friends'
- *Le Petit Club* website and Facebook page

A potential new trustee is presented with the CIO and its organisational structure, governance, and management.

The potential new trustee will confirm his/her willingness to apply as a trustee of the *Le Petit Club*, and the existing trustees vote according to the procedure defined in the CIO Constitution. If the quorum is present at the meeting, and the new trustee is elected by the majority of those eligible to vote, then the new trustee is appointed, and the appointment is recorded in the meeting minutes.

The new Trustee must then be cleared through an enhanced DBS check and if satisfactory, is provided with an induction on the role of Trustees at the *Petit Club* and our operational procedures. Following on from the induction, the new trustee is invited to the next *Le Petit Club* trustees meeting to be introduced to other trustees. No new trustees have been recruited during this financial year but a recruitment campaign will be one of the strategic priorities for next year.

b) Trustees induction and training

The new trustee is briefed on the trustees' legal obligations under charity and company law, and given an explanation about how the CIO work, the trustees' role, and the specific role for the new trustee - if any. This normally happens before the first *Petit Club* trustees meeting attended, or shortly after, and before the person makes the decision to become a trustee.

The Board of Trustees makes available to each new charity trustee, on or before his or her first appointment:

- a copy of the *Petit Club*'s Constitution
- a copy of the *Petit Club*'s latest Trustees' Annual Report and statement of accounts.
- A copy of the *Petit Club*'s Operational Manual where all roles and responsibilities of Le Petit Club's trustees are outlined.

In addition, the new trustee is granted access to the *Petit Club*'s data repository, where all documents pertaining to the organisation of the *Petit Club* are centralised and shared with all trustees. This includes the *Petit Club*'s Constitution, accounts and financial information, policies, minutes of past meetings, etc.

Various policies are in place and any changes to them is communicated to the Trustees. These are discussed in section below on Risk Management.

Training for new and current Trustees on governance, safeguarding, health and safety and other thematic of relevance to charity governance and compliance is provided by the *Petit Club* mainly through the Parapluie FLAM's subsidised training including the online platform iHASCO. External training can also be provided as required.

All trustees give their time freely, with no remuneration paid. All trustees are encouraged to participate and contribute to the CIO activities and events throughout the year. We are extremely grateful for their ongoing support and commitment.

4. Organisational structure and decision making

Le *Petit Club Français d'Oxfordshire* had 6 trustees registered during the reporting year, every charity trustee is over 18 and has been elected for a minimum of three years. Every charity trustee has been appointed for some specific duties in relation with the personal skills like accounting, governance, public relation, marketing, and communication, etc. All trustees also tend to help during preparation and/or running of events and supervision of activities including the opening and closure of the sites where courses take place.

Charity trustees' organisation

Charity trustees	Role
Patricia Cawte-Dutheil	Secretary and administration
Clotilde Levecque	Finance advice and Treasurer
Delphine Elbes	Supervision of activities in Village Hall on Saturdays
Céline Cornereau	Governance Lead and communication
Sophie Jegouic-Goodall	Teachers' coordination, grants and H&S Lead
Claire de Wambrechies (resigned in February 2026)	Safeguarding Lead and Pedagogy

The charity trustees meet every six to eight weeks during term-time, or when required. The meeting is occasionally (at least on a termly basis) attended by the Curriculum Coordinator who provides updates on the pedagogy. The dates are agreed on a majority vote basis at the end of each meeting and the notice sent by email to all the charity trustees in line with our Constitution. The Secretary notifies, before each meeting, all charity trustees on all points to be discussed during the meetings. All our meetings are now online.

The minutes of the previous meetings are always approved before starting the current meeting. If a decision is needed on a specific topic, it is voted at the trustees' meetings, or by email for urgent matters, by at least 3 trustees. All events topics, dates and venues of the events organised by *Le Petit Club* are decided by the charity trustees and sometimes are dependent on the availability of external guests. Events are generally managed on a voluntary basis by the charity trustees, including communication, preparation, delivery of the event etc.

5. Public benefit

The benefits to the public are varied. *Le Petit Club* exposes children and their families to French speaking culture, traditions, and literature, allow them to practice the French language, play French games and meet other families who speak or are interested in the acquisition of French.

As per its very nature & purpose (already described in section 1), *Le Petit Club* supports strong educational values and advancement in promoting and encouraging further literacy, language development & knowledge. It helps confidence building and learning by giving the chance to children to identify with other children in similar multicultural environments, and with potential educational challenges. Our belief is that learning & mastering another language is an effective way to better understand others and other ways of doing things. We hope that this in turn encourages a multilingual education to benefit the wider community.

Le Petit Club can benefit to anybody who has a strong commitment to French language and Francophone culture (i.e. from France, Belgium, Switzerland, French speaking African nations, etc). At a wider level, *Le Petit Club*, since its inception, has been a valued meeting place, notably providing a support network in helping new Francophone families to integrate in the Oxford area. A great sense of local community support has also developed around *Le Petit Club* for the parents through networking events (parent evenings, cultural events, etc). We also offer a free platform of communication to connect families and for people to post adverts or offers (such as baby-sitting, French au pair, French-speaking nanny, request to host French students, etc) that had proved to be helpful within the local community.

As we currently benefit from only one small grant from France's Ministry of Foreign Affairs (via the AEFÉ), most of our services are fee-based. However, our aim is to ensure that we provide affordable classes, and accessible and interesting events, which have educational merit and can enrich the educational experience. For instance, we competitively price lessons with experienced qualified teachers, as well as payment plan options for families of low income or who experience difficulties with payment.

When we look at projects or possible events, the main criteria we consider include:

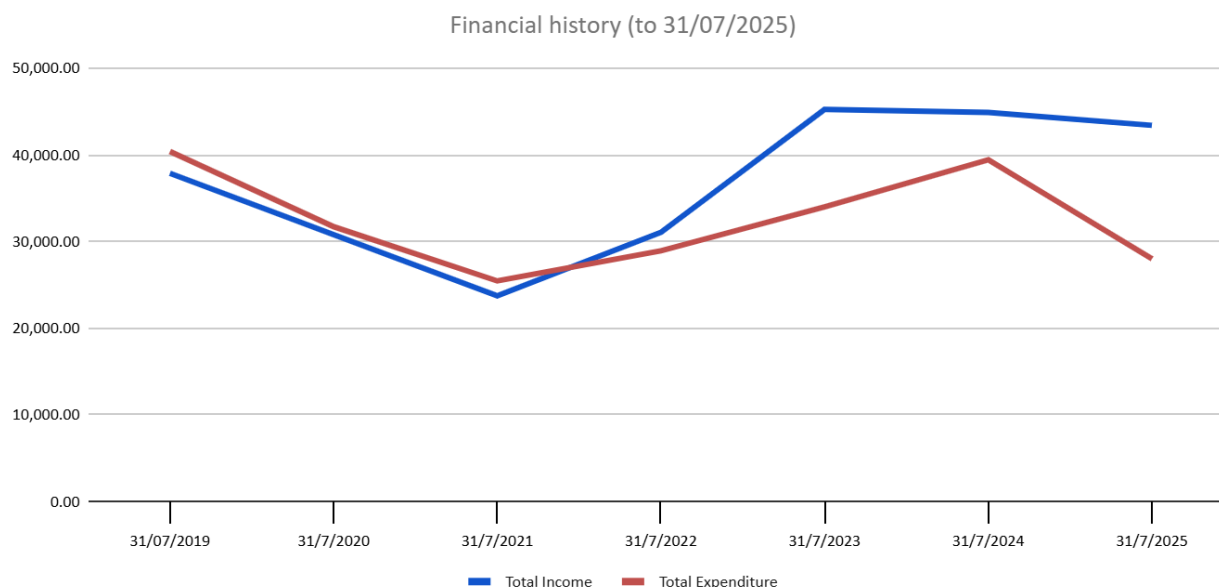
- good cultural offer
- open to families (with children of different ages)
- affordable and sometimes free of charge
- location to be easily accessible by public transport (bus, car)

6. Financial review including funding sources

The principal source of income for *Le Petit Club* is tuition fees, and in 2024/25 net fees including discounts totalled £41,973 (2023/24: £43,044). During the year, a further £284 was received in relation to cultural events.

2024/25 income was further boosted by the receipt of £847 in grants and donations (2023/24: £1,703). A surplus of £ 15,396 was recorded during the year, nearly three times more than during the previous financial year (2023/24: £5,462), increasing overall funds to £41,801 (2023/24: £ 26,405).

This significant surplus is due to savings in employee costs (worth £11,753 in 2023-24) achieved through the halt on the recruitment of a new Administrator in 2024/25, and the intent to increase the *Petit Club*'s reserves for the next financial year.



7. Monitoring reserves

The reserves policy of the Charity is to maintain a level of funds sufficient to continue operations for six months in the event of a termination of income and to deal with unforeseen circumstances. At the end of 2024/25 the level of free reserves to cover for salaries, rent, governance costs (including bank charges, accountancy, and insurance) had grown to £40,954 (2024/25: £25,515). This gives more than 6 months of cover.

The Charity makes no commitment to expenditure on charitable activities until classes are fully booked and paid for. There is therefore a very low risk of financial liabilities arising from curtailed charitable activities.

8. Risk Management

We take very seriously (a) the protection of children, (b) health and safety and (c) compliance with relevant legal requirements and we have adopted and implemented various policy and procedures to that effect.

1. We asked all trustees and teachers to read and sign confirmation that they have read and understood the policy and procedures concerning safeguarding and anti-bullying. We requested and obtained clean enhanced DBS (rather than standard DBS given the activities with children) from all teachers and will continue to do so for any new person who will be directly in contact with the children. We also ensure that if volunteers are used, this is done in line with the policy and they are not left on their own with a child unless they have followed the same procedure. We use an account with Care Check to obtain any future DBS. We also review annually accreditations in safeguarding training for all personnel involved in operations and supporting activities at the *Petit Club*. This includes expectations for a minimum training in Level 2 safeguarding for teachers and trustees, and training in level 1 safeguarding for volunteers. In addition to this we will ensure that a minimum of two trustees are trained as Designated Safeguarding Leads to guarantee the effective oversight and handling of safeguarding matters.

We have a section on online safeguarding in our safeguarding policy to ensure maximum relevant protection given the new online teaching circumstances. Also, the parents are asked to fill in an online Consent Form regarding the new remote teaching system in place. The policy is reviewed yearly with an appointed trustee in charge of safeguarding.

2. We conducted risk assessments of the various classrooms/locations where we run classes and where relevant, risk assessments of events. We also regularly review our responsibilities under Health and Safety requirements and ensure that enough personnel (trustees and teachers) receives professional external training in first aid and fire safety (Fire Marshall training).

An accident book and a first aid kit are also held for the classes and events, and checked regularly by trained first aiders, as and when required.

3. Insurance: We also ensure that the activities of *Le Petit Club* are covered by an up-to-date insurance which is subscribed with MARKEL UK Ltd. The contract is reviewed yearly by the trustees.

4. Data protection: Our policy on data management is in line with the GDPR requirements. We renew yearly our membership of the Information Commissioner's Office (ICO). We are working through an action plan to ensure we progress outstanding activities under the new regulation. The GDPR requirements are reviewed yearly by the Trustees.

5. We have a Teachers' Manual which covers various aspects and how we manage the risks associated with using teachers who provide lessons in French, and we have ensured that all teachers have read and understood this manual, which is done via email and through face-to-face meetings with the Curriculum Coordinator. The Curriculum Coordinator will revise the manual yearly.

6. We have revised and expanded our Complaints Policy & Procedure in May 2024 - no formal complaint has been received during the reporting year, so it has not been applied to date. The policy is reviewed yearly by the trustees.

7. During the year, we have reviewed all our contracts (contract of services with teachers, bookkeeper, etc) and hold a signed copy by both parties for all relevant contracts.

We have not identified any other risks of possible detriment or harm or any financial risks. In addition, we have an anti-fraud/bribery policy in place.

8. Plans for Future Periods

Our plan for the foreseeable future is to:

- Keep running in-person lessons in Oxford on both Tuesdays and Saturdays;
- To standardise our course offer for classes taking place on Saturdays which will increase from a one hour session to one hour thirty, same as for the Tuesday lessons.
- Reopen our drama lessons on Saturdays for children over 10 years of age.
- Pilot the opening of a preparation class for the junior DELF B1 (French language proficiency test)
- Pilot the opening of a choir for children aged between 6-9 years of age.
- Develop a firm social and educational offer for the pre-teenagers interested in carrying on learning and interacting in French;
- Consolidate pupils' numbers for Tuesdays and Saturday's club provisions.

- Expand the collection of books available in our library for children and adults. The club already owns a selection of books. Finance permitting, we will purchase additional books. Further books donations will be encouraged.
- Continue to invest in further training for our teachers, trustees and volunteers to support our strategic and operational priorities for next year.
- Launch a recruitment campaign for new Trustees.

9. Trustees' responsibility statement

Trustees' responsibilities in relation to the financial statements:

The trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law and the law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period.

In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and

explained in the financial statements.

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, Statement of Recommended Practice, Accounting and Reporting by Charities (SORP) revised 2015 and International Financial Reporting Standard IFRS No.102. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Declarations:

The trustees declare that they have approved the trustees' report

Signature:  Date: 31/05/2026

Full name: Clotilde Levecque

Position: Trustee (Treasurer)

Signature:  **Date: 31/05/2026**
Full name: Céline Cornereau
Position: Trustee (Governance Lead)

Signature:  **Date: 31/05/2026**
Full name: Patricia Cawte-Dutheil
Position: Trustee (Secretary)

Independent Auditor's Report



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

Le Petit Club Français D'Oxfordshire

On accounts for the year
ended

31 Jul 2025

Charity no.:

1168486

Company no.:

Set out on pages

Responsibilities and
basis of report

I report to the charity trustees on my examination of the accounts of the above charity for the year ended 31 Jul 2025

As the charity's trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charity Act 2011 ("the 2011 Act").

Independent
examiner's statement

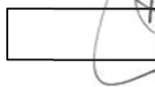
I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that:

- Accounting records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:


Apt 316
Wimbledon Central
21-33 Worple Road
London - SW19 4BJ
www.venusia.co.uk

Date:

30 May 2026

Name:

Gerald Gurriet

Relevant professional
qualification(s) or body
(if any):

Association of International Accountants

Address:

Venusia Ltd

London, SW19 4BJ

Apt 316 Wimbledon Central, 21 – 33 Worple Road

Statement of Financial Activities

For the Period 1 August
2024 to 31 July 2025

		31 July 2025			31 July 2024		
	Notes	Unrestricted funds	Restricted Funds	Total funds	Unrestricted funds	Restricted Funds	Total funds
		£	£	£	£	£	£
Income and endowments from:							
Donations and Legacies	2	0	0	0	814	0	814
Grants	3	0	847	847	0	889	889
Charitable Activities	4	42,425	0	42,425	43,111	0	43,111
Fundraising	5	130	0	130	70	0	70
Investments							
Total		42,555	847	43,401	43,995	889	44,884
Expenditure on:							
Raising Funds		0	0	0	88	0	88
Charitable Activities	6	27,116	889	28,005	39,334	0	39,334
Total		27,116	889	28,005	39,422	0	39,422
Net income/(expenditure)		15,438	(42)	15,396	4,572	889	5,462
Transfer between funds		0	0	0	0	0	0
Other recognised gains/(losses):							
Gain/(losses) on revaluation of fixed assets							
Net movement in funds		15,438	(42)	15,396	4,572	889	5,462
Reconciliation of funds:							
Total funds brought forward		25,515	889	26,405	20,943	0	20,943

Total funds carried

forward	12	40,954	847	41,801	25,515	889	26,405
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The notes on pages 19 to 25 form an integral part of the financial statements.

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

Balance Sheet

	Notes	31 July 2025			31 July 2024		
		Unrestricted funds	Restricted Funds	Total Funds	Unrestricted funds	Restricted Funds	Total Funds
		£	£	£	£	£	£
Fixed assets							
Tangible Assets		0	0	0	0	0	0
Total fixed assets		0	0	0	0	0	0
Current assets							
Cash at bank and in hand	8	41,062	847	41,909	27,121	889	28,011
Debtors and Prepayments	9	1,042	0	1,042	38	0	38
Total current assets		42,104	847	42,951	27,159	889	28,049
Creditors: amounts falling due within one year	10	(1,150)	0	(1,150)	(1,643)	0	(1,643)
Net current (liabilities)/assets		40,954	847	41,801	25,516	889	26,405
Total assets less current liabilities		40,954	847	41,801	25,516	889	26,405
Total net assets		40,954	847	41,801	25,516	889	26,405
Funds of the Charity							
Restricted funds	12		847	847	0	889	889
Unrestricted funds	12	40,954		40,954	25,515		25,515
Total funds		40,954	847	41,801	25,515	889	26,405

The notes on pages 19 to 25 form an integral part of the financial statements.

The Financial Statements were approved by the Trustees and authorised for issue on 13/05/2026 and signed on their behalf by:

Signature: 

Print Name: Clotilde Levecque

Notes to the Financial Statements

1) Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) General information and basis of preparation

Le Petit Club Français D'Oxfordshire is a Charitable Incorporated Organisation registered in England number 1168486.

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), second edition - October 2019 (Charities SORP (FRS 102)).

The charity has applied the exemption available to small charities in the Charities SORP (FRS 102) and does not include a Statement of Cash Flows in these Financial Statements.

Le Petit Club meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting notes.

b) Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

c) Fund accounting

The Charity maintains various types of funds as follows:

Unrestricted Funds: The general funds represent unrestricted income which is expendable at the discretion of the Trustees in the furtherance of the objectives of the Charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted Funds: Funds which the donor has specified are solely to be used for particular activities or projects.

d) Income

All income is recognised in the Statement of Financial Activities once the Charity has entitlement to the income, any performance conditions attached to the income have been met, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income from charitable activities includes income earned from trading activities to be used to undertake activities to further the objects of the charity. Income is received in exchange for supplying goods and services and is recognised when entitlement has occurred.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

e) Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure directly relates to the object of the Charity and is shown inclusive of VAT.

f) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include office costs, governance costs and administration costs. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs have been allocated to activities on a basis consistent with the use of the resources. The basis on which support costs have been allocated are set out in note 6.

g) Tangible Fixed Assets

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life as follows:

Fixtures, fittings and equipment - 20% straight line

h) Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount due after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received. Prepayments are valued at the amount prepaid net of any trade discounts due.

i) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provision are normally recognised at their settlement amount after allowing for any trade discounts due.

j) Corporation Tax

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a Charity for UK Corporation Tax purposes. It therefore does not suffer tax on income or gains applied for charitable purpose.

k) Foreign Currency

Foreign currency transactions are initially recognised using the monthly exchange rate.

Monetary assets and liabilities denominated in a foreign currency at the balance sheet date are translated using the closing rate. Gains and losses on exchange are allocated to the appropriate resource.

l) Key estimates and accounting judgements

In applying the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions in determining the carrying amounts of assets and liabilities. The Trustees' judgements, estimates and assumptions are based on the best and most reliable evidence available at the time when the decisions are made, and are based on historical experience and other factors that are considered to be applicable. Due to the inherent subjectivity involved in making such judgements, estimates and assumptions, the actual results and outcomes may differ.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to the accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of revision and future periods, if the revision affects both current and future periods.

2) Income from Donations and legacies

	Unrestricted funds	Restrict ed funds	2025 Total funds	2024Total funds
	£	£	£	£
Donations and Legacies	0	0	0	814
	0	0	0	814

3) Incoming Resources from Grants

	Unrestricted funds	Restrict ed funds	2025 Total funds	2024 Total funds
	£	£	£	£
Grants	0	847	847	889
	0	847	847	889

4) Incoming Resources from Charitable Activities

	Unrestricted funds	Restrict ed funds	2025 Total funds	2024 Total funds
Student Tuition Fees	45,924	0	45,924	47,828
Special Events	284	0	284	0
Sale of Teaching Manuals	99	0	99	18
Discounts	(3,951)	0	(3,951)	(4,784)
Interest Received*	69	0	69	49
	42,425	0	42,425	43,111

* Interest received is immaterial and, as such, is not separately reported on the SOFA.

5) Incoming Resources from Fundraising

	Unrestricted funds	Restrict ed funds	2025 Total funds	2024 Total funds
Special Events	130	0	130	70
	130	0	130	70

6) Analysis of Charitable Activities

	Basis of Allocation	Unrestricted funds	Restrict ed funds	2025 Total funds	2024 Total funds
Direct Charitable Activities:		£	£	£	£
Teacher Fees	Direct	15,645	0	15,645	17,521
Teaching Books & Materials	Direct	268	0	268	173
Teacher Training & DBS Checks, Travel & Other	Direct	53	0	53	152
Special Events	Direct	160	0	160	0
Equipment Purchases	Direct	218	218	435	0

Support Costs:

Staff Costs (see Note 7)	Time based	(243)	0	(243)	11,753
Contractor Costs	Time based	1,497	0	1,497	720
Rent costs	Usage	6,043	671	6,715	6,721
IT & Telecoms	Usage	202	0	202	225
Subscriptions & Sundry Expenses	Usage	219	0	219	320
Insurances	Usage	244	0	244	220
Bank Charges	Usage	66	0	66	91
		24,371	889	25,260	37,894

Governance:

Accountancy	Direct	2,225	0	2,225	1,150
Independent Examination	Direct	250	0	250	250
Trustee Training	Direct	236	0	236	0
Data Protection Fee	Direct	40	0	40	40
		2,746	0	2,746	1,440

Total Charitable Activities

27,116	889	28,005	39,334
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7) Employees

	2025	2024
	£	£
Salaries and Wages	(193)	11,594
Social Security costs	(51)	158
	<u>(243)</u>	<u>11,753</u>

No employees received employment benefits for the reporting period of more than £60,000 (2024: none).

Average headcount in the year

	2025	2024
Teaching, Governance & Support	0	1

8) Cash and cash equivalents

	Unrestricted	2025 Restricted	Total	2024 Total
	£	£	£	£
CAF Bank Account	41,062	847	41,909	27,988
Cash in Hand	0	0	0	23
Total Cash at Bank and in Hand	41,062	847	41,909	28,011

9) Debtors and Prepayments

	Unrestricted	2025 Restricted	Total	2024 Total
	£	£	£	£
Trade debtors	1,042	0	1,042	38
Prepayments and accrued income	0	0	0	0
Total	1,042	0	1,042	38

10) Analysis of current liabilities**Analysis of creditors: falling due within one year**

	2025 Unrestricted	2025 Restricted	2025 Total	2024
	£	£	£	£
Accountancy Fees	900	0	900	900
Payroll liabilities (including pensions)	0	0	0	51
Independent Examiner's Fee	250	0	250	250
Accruals and Deferred Income	0	0	0	443
Total	1,150	0	1,150	1,643

11) Assets represented by each fund

	Unrestricted Funds 2025	Restricted Funds 2025	Total Funds 2025	Total Funds 2024
	£	£	£	£
Fixed Assets	0	0	0	0
Current Assets	42,104	847	42,951	28,049
Current Liabilities	(1,150)		(1,150)	(1,643)
Total	40,954	847	41,801	26,406

12) Charity funds

	Balance at 31 July 2024 £	Income £	Expenditure £	Transfer between funds	Balance at 31 July 2025 £
Restricted Funds					
(Library)	889	0	889		0
Restricted Funds	0	847	0		847
(2025 grant))					
	889	847	889		847
Unrestricted Funds	25,515	42,555	(27,116)		40,953
	25,515	42,555	(27,116)	0	40,953
Total Funds	26,404	43,401	(26,227)	0	41,800

A restricted grant of £889 was received during 23/24 from Loire Atlantique to be spent on creating and hosting a Library for the Club.

Prior Year Comparative

	Balance at 31 July 2023 £	Income Recognised £	Expenditure £	Transfer between funds £	Balance at 31 July 2024 £
Restricted Funds	0	889		0	889
Unrestricted Funds	20,943	43,995	(39,422)		25,515
	20,943	43,995	(39,422)	0	25,515
Total Funds	20,943	44,884	(39,422)	0	26,405

13) Trustees' expenses and remuneration and related party transactions

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2023-24: £nil).

Accounts



Trustees Report for the Year Ended 31 July 2024

INDEX

Legal and Administration Information 2

Chairperson's report 4

Report of the Trustees 6

Independent Examiner's Report 14

Statement of Financial Activities 15

Balance Sheet 16

Notes to the Financial Statements 17

Legal and Administration Information

Charity Number: 1168486

Registered office:

Until 20th April 2018: 29 Aston Street, Oxford, OX4 1EW

Until 19th January 2022: 3.b Larkins Lane, Oxford, OX3 9DW

Since 20th January 2022: 32 Asquith Park, Sutton Courtenay, OX14 4FL

Since 23/04/2024: 4 Ashby Court, Marcham Road, Drayton, ABINGDON, Oxfordshire OX14 4FF

Bank: CAF BANK Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ - sort code: 40-52-40 Account number: 00034625

Trustees: The table shows the trustees of our Charity and any changes during the reporting year (or since), consistent with the updated information provided online through the charity commission website:

Names	Date of appointment (if different from the date of our Constitution signed on 26th July 2016)	Date of resignation
Marc Carlucci	September 2019	September 23
Delphine Elbes	May 2023	n.a
Isabelle Boscaro-Clarke - Chair	New Chair voted on 31 st January 2019	March 24
Patricia Cawte-Dutheil	December 2018 Became Secretary January 2019	n.a
Clotilde Lévecque	December 2019	n.a
Elodie Paze	October 2020	January 24
Céline Cornereau	November 2023	n.a
Sophie Jegouic-Goodall	November 2023	n.a
Claire de Wambrechies	January 2024	n.a

Accountants:

It Doesn't Have to Cost the Earth Ltd

47 St Dunstons Close

Worcester

WR5 2AJ

Independent Examiner:

Venusia Ltd

Apt 316 Wimbledon Central

21-33 Worple Road

SW19 4BJ

London2

Chair's report for the Year ended July 2024

This eighth annual report for Le Petit Club Français d'Oxfordshire marks a significant year for our organisation, which has been a registered charity since July 2016.

This report also serves as my final one as Chair of the charity, following my resignation in Spring 2024. After serving the club in various capacities over the past decade, I am proud to reflect on our achievements and the growth of our educational programs and I am confident in the future of the club.

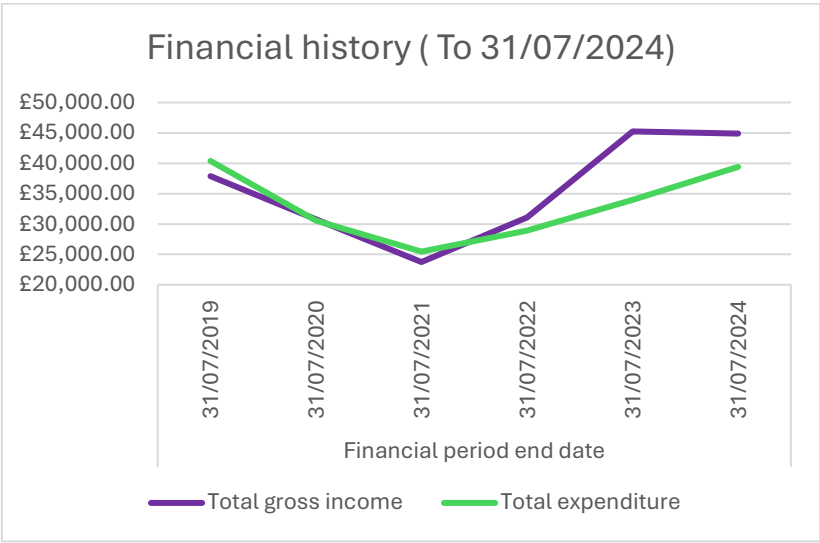
The academic year 2023-24 commenced with a new director at the helm, but unfortunately, due to unforeseen circumstances, she stepped down in October. This sudden change required the trustees to take over the leadership once again. Despite the challenges, our small team of trustees, supported by the ever-reliable Francoise Vaslin, ensured that our educational offerings continued uninterrupted. Francoise, who has managed our activities over the past 4-5 years with dedication and skill, will be greatly missed as she returns to France. We thank her for her exceptional contribution to Le Petit Club and wish her all the best in her future endeavours.

Our core mission, promoting French language and culture to children and families in Oxford and its surrounding areas, was successfully delivered through in-person sessions on Tuesdays and Saturdays. The Tuesday sessions continued at Cherwell School in Oxford, while the Saturday classes remained at Emmanuel Christian School in Littlemore, Oxford. We are also excited to report the expansion of our activities through the use of a local village hall, enabling us to cater for younger children and offer more diverse cultural activities.

For our older students (aged 11-16), we maintained online sessions, splitting the group into two smaller classes to enhance the quality of teaching and provide more opportunities for students to actively participate in lessons. The academic year began with 96 pupils and ended with 97 pupils, a testament to our program's ongoing appeal.

Le Petit Club continues to thrive thanks to a dynamic team of dedicated volunteer trustees and highly qualified teaching staff. In terms of cultural enrichment, we introduced a new 'general culture' discussion group this year, where pupils explored European history, geography, and cuisine. The cultural program was further enriched with a Christmas advent craft session, cultural gatherings in January and February, and Le Petit Club proudly participated in a national Olympics-themed event organized by Français LAngue Maternelle (FLAM) UK. We concluded the academic year with a joyous family picnic, bringing our community together.

Financially, the club is on a path of steady growth. This positive trajectory is reflected in our Charity Commission reports and is the result of strategic decisions made by the trustees in 2020 to consolidate our activities across two sites, enhancing operational efficiency and allowing for more focused program delivery. See the figure below from the charity commission:



As I handover to a new leadership team, I am heartened by the commitment and enthusiasm of our new trustees. Their dedication, alongside the continued support of parents and the hard work of our teaching staff, will continue to ensure that Le Petit Club’s future is secure. Together, they will continue to inspire a love of the French language in our children and continue the great mission first set out by the charity.

I extend my heartfelt thanks to the trustees, past and present, the parents, and the teaching staff for their unwavering support. I wish Le Petit Club every success in the years to come.

With warmest regards,

Isabelle Boscaro-Clarke

Report of the Trustees for the Year ended July 2024

1. Purposes of our charity and activities conducted during the year

The vision for *Le Petit Club Français d'Oxfordshire (Le Petit Club)* is to nurture French speaking language and culture of interested French speaking/bilingual families, living in Oxford and the surrounding area. We do so by providing affordable French classes together with a cultural enrichment programme through events for pupils and their families. We seek to provide a structured educational environment that develops our pupils' capabilities, competencies, and skills.

We have done so throughout the past year through the following key activities:

Educational programme:

Le Petit Club managed during our financial year 2023-24 various clubs (based on school year/age of the children) in person and online. Each club offers French classes for children from 5 to 15 years of age. All clubs operate during term time only.

This year we have followed the curriculum created previously by our former curriculum coordinator and each teacher has adapted their resources. However, the trustees decided to recruit a new Curriculum Coordinator at the end of the year to review our programmes and available resources. This recruitment stemmed from a need to ensure (1) the continuous improvement of the quality of our course offer, (2) a better progression of pupils within and across levels, and (3) to support better our teachers to deliver a harmonised and integrated curriculum.

The newly appointed Curriculum Coordinator will start her position at the start of the new academic year. She benefits from familiarity with the club's operations and pedagogic objectives, having taught some of our classes in the past, and is fully qualified in teaching French both as a first language and second language.

New site for social gathering and the *Club des Minis*:

On Saturdays, we are now renting the Village Hall in Littlemore, which is five-minute walk from the school where classes are held. Parents can gather there while their children are attending the classes and socialise with other French speaking parents while the children are able to play games or do crafts together. Between 11-11.30 am the Club des Minis takes place and provides an opportunity for children under 4 accompanied by their parents, to listen to stories and songs in French language to promote their language development. The opening and supervision of the Village Hall, and Club des Minis are done by a couple of trustees, with the support of DBS-checked volunteers.

Special events:

During the academic year 2023-24, the following events were put in place for the families of our wider community:

- Parents meeting in November
- Galette des rois (traditional French cake, usually eaten on 6th January)
- Chandeleur (Pancakes – Event run by the Alliance Francaise)
- Picnic in the parc at the end of the school year
- Social evenings for trustees and teachers

2. Structure, Governance and Management

Le *Petit Club Français d'Oxfordshire* is structured as follows:

- The charity's trustees are responsible for the overall management and strategy of the charity.
- The chair, who is a trustee, also has power to make executive decisions to further *Le Petit Club's* vision and mission.
- The chair also seeks confirmation/approval from the other trustees.
- The chair stepped down in March 2024 – Since then, decisions are voted and need to be approved by a quorum of at least three trustees, in line with the *Petit Club's* constitution. Distribution of roles have been formalised between the trustees.
- the day-to-day management is the responsibility of the administrator, who is employed part-time by our charity.
- We secure the provision of teaching through a well-qualified, DBS-checked and flexible freelancer base.
- We use a freelance bookkeeper to keep track of the financial management.
- We sometimes call upon a casual base of DBS-checked assistants to accommodate the size of the classes and range of children abilities/levels.

The charity trustees follow the Charity Governance Code which enables and supports a charity's compliance with the law and relevant regulations. It also promotes a culture where everything works towards fulfilling the charity's vision detailed below. More information on the decision-making process and the trustees is provided in sections 4 and 8, respectively.

3. Method of appointment or election of the trustees, their induction and training

a) Method of appointment or election of the trustees

As set out in the 'Le Petit Club' Constitution:

- The 'Le Petit Club' trustees are elected for a minimum period of three years.
- There must be at least 3 charity trustees, and a maximum of 10 charity trustees.

When considering new trustees, the existing trustees have regard to several factors:

- the skills, knowledge and experience needed for the effective administration of the Charitable Incorporated Organisation (CIO),
- their interest and enthusiasm in the *Le Petit Club's* work, activities, and events,
- their current involvement in the *Le Petit Club's* work, activities, and events,
- their willingness and ability to give their time to help run the CIO, without receiving any personal benefits.

Recruitment methods during this financial year mainly included approaching parents of children attending *Le Petit Club* classes. Other possible methods of advertising/attracting trustees include:

- *Le Petit Club* newsletter to parents and 'friends'
- *Le Petit Club* website and Facebook page

A potential new trustee is invited to the next *Le Petit Club* trustees meeting to be introduced to other trustees, presented with the CIO and its organisational structure, governance, and management.

The potential new trustee will confirm his/her willingness to apply as a trustee of the 'Le Petit Club', and the existing trustees vote according to the procedure defined in the CIO Constitution. If the quorum is present at the meeting, and the new trustee is elected by the majority of those eligible to vote, then the new trustee is appointed, and the appointment is recorded in the meeting minutes. This has happened during the year on a couple of elections as indicated on page 2.

b) Trustees induction and training

The new trustee is briefed on the trustees' legal obligations under charity and company law, and given an explanation about how the CIO work, the trustees' role, and the specific role for the new trustee - if any. This normally happens before the first Le Petit Club trustees meeting attended, or shortly after, and before the person makes the decision to become a trustee.

The chair makes available to each new charity trustee, on or before his or her first appointment:

- a copy of the Le Petit Club's Constitution
- a copy of the Le Petit Club's latest Trustees' Annual Report and statement of accounts.

In addition, the new trustee is granted access to the Le Petit Club's data repository, where all documents pertaining to the organisation of the Le Petit Club are centralised and shared with all trustees. This includes the Le Petit Club's Constitution, accounts and financial information, policies, minutes of past meetings, etc.

Various policies are in place and any changes to them is communicated to the Trustees. These are discussed in section below on Risk Management.

All trustees give their time freely, with no remuneration paid. All trustees are encouraged to participate and contribute to the CIO activities and events throughout the year. We are extremely grateful for their ongoing support and commitment.

4. Organisational structure and decision making

Le Petit Club Français d'Oxfordshire had 8 trustees (including the Chair) registered during the reporting year, every charity trustee is over 18 and has been elected for a minimum of three years. Every charity trustee has been appointed for some specific duties in relation with the personal skills like accounting, governance, public relation, marketing, and communication, etc. All trustees also tend to help during preparation and/or running of events.

Charity trustees' organisation

Charity trustees	Role
Isabelle Boscaro-Clarke	Chair appointed February 2019 (stepped down in March 2024)
Patricia Cawte-Dutheil	Secretary
Clotilde Levecque	Finance advice and Treasurer

Delphine Elbes	Administration
Céline Cornereau	Governance Lead
Sophie Jegouic-Goodall	Communication and H&S Lead
Claire de Wambrechies	Safeguarding Lead and Pedagogy

The charity trustees meet every six to eight weeks during term-time, or when required. The meeting is typically attended by the administrator who provides financial information at least on a termly basis. The dates are agreed on a majority vote basis at the end of each meeting and the notice sent by email to all the charity trustees in line with our Constitution. The chair notifies, before each meeting, all charity trustees on all points to be discussed during the meetings. All our meetings are now online.

The minutes of the previous meetings are always approved before starting the current meeting. If a decision is needed on a specific topic, it is voted at the trustees' meetings, or by email for urgent matters, by at least 3 trustees. All events topics, dates and venues of the events organised by *Le Petit Club* are decided by the charity trustees and sometimes are dependent on the availability of external guests. Events are generally managed on a voluntary basis by the charity trustees, including communication, preparation, delivery of the event etc.

The trustees have been supported for these events by the *Maison Française d'Oxford*, which gives a discount to access to their rooms and/or to the French library, all located in Oxford.

5. Public benefit

The benefits to the public are varied. *Le Petit Club* exposes children and their families to French speaking culture, traditions, and literature, allow them to practice the French language, play French games and meet other families who speak or are interested in the acquisition of French.

As per its very nature & purpose (already described in section 1), *Le Petit Club* supports strong educational values and advancement in promoting and encouraging further literacy, language development & knowledge. It helps confidence building and learning by giving the chance to children to identify with other children in similar multicultural environments, and with potential educational challenges that it could entail. Our belief is that learning & mastering another language is an effective way to better understand others and other ways of doing things. We hope that this in turn encourages a multilingual education to benefit the wider community.

Le Petit Club can benefit to anybody who has a strong commitment to French language and Francophone culture (i.e. from France, Belgium, Switzerland, French speaking African nations, etc). At a wider level, *Le Petit Club*, since its inception, has been a valued meeting place, notably providing a support network in helping new Francophone families to integrate in the Oxford area. A great sense of local community support has also developed around *Le Petit Club* for the parents through networking events (parent evenings, cultural events, etc). We also offer a free platform of communication to connect families and for people to post adverts or offers (such as baby-sitting, French au pair, French-speaking nanny, request to host French students, etc) that had proved to be helpful within the local community.

As we don't currently benefit from any public subsidies or funding, most of our services are fee-based. However, our aim is to ensure that we provide affordable classes, and accessible and interesting events, which have educational merit and can enrich the educational experience. For instance, we competitively price lessons with experienced qualified teachers, as well as payment plan options for families of low income or who experience difficulties with payment.

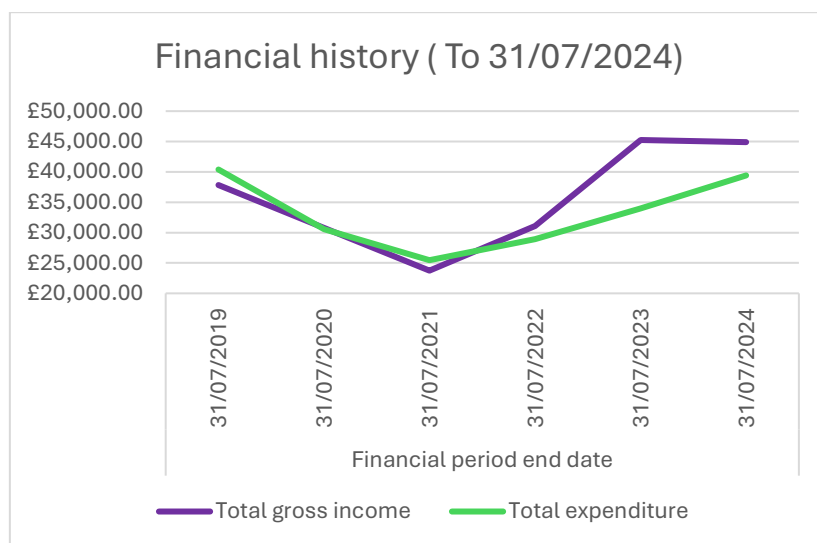
When we look at projects or possible events, the main criteria we consider include:

- good cultural offer
- open to families (with children of different ages)
- affordable and sometimes free of charge
- location to be easily accessible by public transport (bus, car)

6. Financial review including funding sources

The principal source of income for Le Petit Club is tuition fees, and in 2023/24 these totalled £47,828 (2022/23: £35,975). During the year, a further £70 (2022/23: £426) was received in relation to cultural events. 2023/24 income was further boosted by the receipt of £1,703 in grants and donations.

A surplus of £ 5,462 was recorded during the year (2022/23: £11,261), increasing overall funds to £26,405 (2022/23: £ 20,943).



7. Monitoring reserves

The reserves policy of the Charity is to maintain a level of funds sufficient to continue operations for six months in the event of a termination of income and to deal with unforeseen circumstances. At the end of 2023/24 the level of free reserves to cover for salaries, rent, governance costs (including bank charges, accountancy, and insurance) had grown to £25,515 (2022/23: £20,943). This gives more than 6 months of cover.

The Charity makes no commitment to expenditure on charitable activities until classes are fully booked and paid for. There is therefore a very low risk of financial liabilities arising from curtailed charitable activities.

8. Risk Management

We take very seriously (a) the protection of children, (b) health and safety and (c) compliance with relevant legal requirements and we have adopted and implemented various policy and procedures to that effect.

1. We reviewed the anti-bullying policy as well as the child protection policy and procedure which we asked all trustees and teachers to read and sign confirmation that they have read and understood the policy and procedures. We requested and obtained clean advanced DBS (rather than standard DBS given the activities with children) from all teachers and will continue to do so for any new person who will be directly in contact with the children. We also ensure that if volunteers are used, this is done in line with the policy and they are not left on their own with a child unless they have followed the same procedure. We use an account with Care Check to obtain any future DBS. We also review annually accreditations in safeguarding training for all personnel involved in operations and supporting activities at the Petit Club. This includes expectations for a minimum training in Level 2 safeguarding for teachers and trustees, and training in level 1 safeguarding for volunteers. In addition to this we will ensure that a minimum of two trustees are trained as Designated Safeguarding Leads to guarantee the effective oversight and handling of safeguarding matters.

We updated our child protection policy once our classes took place online to ensure maximum relevant protection given the new online teaching circumstances. Also, the parents were asked to fill in a new online Consent Form regarding the new remote teaching system in place. The policy is reviewed yearly with an appointed trustee in charge of safeguarding.

2. We conducted risk assessments of the various classrooms/locations where we run classes and where relevant, risk assessments of events. We also regularly review our responsibilities under Health and Safety requirements and have paid in the past for external professional training in first aid and fire safety (Fire Marshall training) for trustees, teachers and director.

An accident book and a first aid kit are also held for the classes and events, and checked regularly by trained first aiders, as and when required.

Since March 2020, all parents sign a form about behaviour rules for online lessons for safeguarding. The risks are reviewed yearly.

3. Insurance: We also ensure that the activities of Le Petit Club are covered by an up-to- date insurance which is subscribed with MARKEL UK Ltd. The contract is reviewed yearly by the trustees.

4. Data protection: Our policy on data management is in line with the GDPR requirements. We renew yearly our membership of the Information Commissioner's Office (ICO). We are working through an action plan to ensure we progress outstanding activities under the new regulation. The GDPR requirements are reviewed yearly by the Trustees.

5. We have a Teachers' Manual which covers various aspects and how we manage the risks associated with using teachers who provide lessons in French, and we have ensured that all teachers have read and understood this manual, which is done via email and through face-to-face meetings with the Curriculum Coordinator. The Curriculum Coordinator will revise the manual yearly.

6. We have revised and expanded our Complaints Policy & Procedure in May 2024 - no formal complaint has been received during the reporting year, so it has not been applied to date. The policy is reviewed yearly by the trustees.

7. During the year, we have reviewed all our contracts (contract of services with teachers, bookkeeper, etc) and hold a signed copy by both parties for all relevant contracts.

We have not identified any other risks of possible detriment or harm or any financial risks. In addition, we have an anti-fraud/bribery policy in place.

8. Plans for Future Periods

Our plan for the foreseeable future is to:

- Keep running in-person lessons in Oxford on both Tuesdays and Saturdays;
- Develop further the GCSE Club, aimed at our oldest bilingual pupils;
- Develop a firm social and educational offer for the pre-teenagers interested in carrying on learning and interacting in French;
- Consolidate pupils' numbers for Tuesdays and Saturday's club provisions.
- Open a library for children and adults thanks to the subvention obtained for the purchase the foldaway bookcase. The club already owns a selection of books. Finance permitting, we will purchase additional books. Further books donations will be encouraged.
- Invest in further training for our teachers, trustees and volunteers

Trustees' responsibility statement

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law and the law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period.

In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

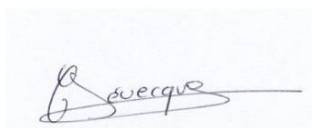
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, Statement of Recommended Practice, Accounting and Reporting by Charities (SORP) revised 2015 and International Financial Reporting Standard IFRS No.102. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Declarations:

The trustees declare that they have approved the trustees' report

Signature:



Date: 18/05/2025

Full name: Clotilde Levecque

Position: Trustee (Treasurer)

Signature:



Date: 27/05/25

Full name: Patricia Cawte-Dutheil

Position: Secretary

Signature:

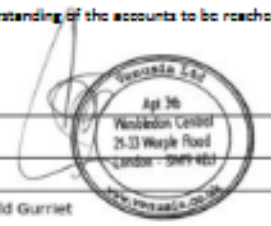


Date: 29/05/2025

Full name: Céline Cornereau

Position: Trustee

Independent Examiner's Report

Section A Independent Examiner's Report					
Report to the trustees/directors/ members of	Le Petit Club Français D'Oxfordshire				
On accounts for the year ended	31 Jul 2024				
	<table border="1"> <tr> <td>Charity no.:</td> <td>1165486</td> <td>Company no.:</td> <td></td> </tr> </table>	Charity no.:	1165486	Company no.:	
Charity no.:	1165486	Company no.:			
Set out on pages					
Responsibilities and basis of report	I report to the charity trustees on my examination of the accounts of the above charity for the year ended 31 Jul 2024. As the charity's trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charity Act 2011 ("the 2011 Act"). I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).				
Independent examiner's statement	I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that: - Accounting records were not kept in accordance with section 130 of the Act or - The accounts do not accord with the accounting records I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.				
Signed:	 Apt 36 Wimbledon Central 21-33 Worple Road London - SW19 4BJ www.venusia.co.uk				
Name:	Gerald Gurriel				
Relevant professional qualification(s) or body (if any):	Association of International Accountants				
Address:	Venusia Ltd London, SW19 4BJ Apt 316 Wimbledon Central, 21 – 33 Worple Road				
Date:	14 May 2025				

Statement of Financial Activities

For the Period 1 August 2023 to 31 July 2024

		31 July 2024			31 July 2023		
	Notes	Unrestricted funds	Restricted Funds	Total funds	Unrestricted funds	Restricted Funds	Total funds
		£	£	£	£	£	£
Income and endowments from:							
Donations and Legacies	2	814	0	814	0	0	0
Grants	3	0	889	889	10,109	0	10,109
Charitable Activities	4	43,111	0	43,111	34,710	0	34,710
Fundraising	5	70	0	70	426	0	426
Investments							
Total		43,995	889	44,884	45,245	0	45,245
Expenditure on:							
Raising Funds		88	0	88	279	0	279
Charitable Activities	6	39,334	0	39,334	33,705	0	33,705
Total		39,422	0	39,422	33,985	0	33,985
Net income/(expenditure)							
		4,572	889	5,462	11,261	0	11,261
Transfer between funds							
	0	0	0	0	0	0	0
Net movement in funds							
		4,572	889	5,462	11,261	0	11,261
Reconciliation of funds:							
Total funds brought forward		20,943	0	20,943	9,683	0	9,683
Total funds carried forward	12	25,515	889	26,405	20,943	0	20,943

The notes on pages 17 to 23 form an integral part of the financial statements.

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Balance Sheet

		31 July 2024			31 July 2023		
	Notes	Unrestricted funds	Restricted Funds	Total Funds	Unrestricted funds Restated	Restricted Funds Restated	Total Funds
		£	£	£	£	£	£
Fixed assets							
Tangible Assets		0	0	0	0	0	0
Total fixed assets		0	0	0	0	0	0
Current assets							
Cash at bank and in hand	8	27,121	889	28,011			21,840
Debtors and Prepayments	9	38	0	38			606
Total current assets		27,159	889	28,049	0	0	22,446
Creditors: amounts falling due within one year	10	(1,643)	0	(1,643)			(1,502)
Net current (liabilities)/assets		25,516	889	26,405	0	0	20,943
Total assets less current liabilities		25,516	889	26,405	0	0	20,943
Total net assets		25,516	889	26,405	0	0	20,943
Funds of the Charity							
Restricted funds	12		889	889	0	0	0
Unrestricted funds	12	25,515		25,515	20,943		20,943
Total funds		25,515	889	26,405	20,943	0	20,943

The notes on pages 17 to 23 form an integral part of the financial statements.

Notes to the Financial Statements

1) Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) General information and basis of preparation

Le Petit Club Français D'Oxfordshire is a Charitable Incorporated Organisation registered in England number 1168486.

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), second edition - October 2019 (Charities SORP (FRS 102)).

The charity has applied the exemption available to small charities in the Charities SORP (FRS 102) and does not include a Statement of Cash Flows in these Financial Statements.

Le Petit Club Français meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting notes.

b) Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

c) Fund accounting

The Charity maintains various types of funds as follows:

Unrestricted Funds: The general funds represent unrestricted income which is expendable at the discretion of the Trustees in the furtherance of the objectives of the Charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted Funds: Funds which the donor has specified are solely to be used for particular activities or projects.

d) Income

All income is recognised in the Statement of Financial Activities once the Charity has entitlement to the income, any performance conditions attached to the income have been met, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income from charitable activities includes income earned from trading activities to be used to undertake activities to further the objects of the charity. Income is received in exchange for supplying goods and services and is recognised when entitlement has occurred.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

e) Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure directly relates to the object of the Charity and is shown inclusive of VAT.

f) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include office costs, governance costs and administration costs. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs have been allocated to activities on a basis consistent with the use of the resources. The basis on which support costs have been allocated are set out in note 6.

g) Tangible Fixed Assets

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life as follows:

Fixtures, fittings and equipment - 20% straight line

h) Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount due after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received. Prepayments are valued at the amount prepaid net of any trade discounts due.

i) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to

settle the obligation can be measured or estimated reliably. Creditors and provision are normally recognised at their settlement amount after allowing for any trade discounts due.

j) Corporation Tax

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a Charity for UK Corporation Tax purposes. It therefore does not suffer tax on income or gains applied for charitable purpose.

k) Foreign Currency

Foreign currency transactions are initially recognised using the monthly exchange rate.

Monetary assets and liabilities denominated in a foreign currency at the balance sheet date are translated using the closing rate. Gains and losses on exchange are allocated to the appropriate resource.

l) Key estimates and accounting judgements

In applying the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions in determining the carrying amounts of assets and liabilities. The Trustees' judgements, estimates and assumptions are based on the best and most reliable evidence available at the time when the decisions are made, and are based on historical experience and other factors that are considered to be applicable. Due to the inherent subjectivity involved in making such judgements, estimates and assumptions, the actual results and outcomes may differ.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to the accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of revision and future periods, if the revision affects both current and future periods.

2) Income from Donations and legacies

	Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds
	£	£	£	£
Donations and Legacies	814	0	814	0
	814	0	814	0

3) Incoming Resources from Grants

	Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds
	£	£	£	£
Loire Atlantique (Library)	0	889	889	10,109
	0	889	889	10,109

4) Incoming Resources from Charitable Activities

	Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds
	£	£	£	£
Student Tuition Fees	47,828	0	47,828	35,975
Sale of Teaching Manuals	18	0	18	6
Billable Expenses	0	0	0	77
Discounts	(4,784)		(4,784)	(1,387)
Trial Sessions	0	0	0	0
Interest Received*	49	0	49	40
	43,111	0	43,111	34,710

* Interest received is immaterial and, as such, is not separately reported on the SOFA.

5) Incoming Resources from Fundraising

	Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds
	£	£	£	£
Special Events	70	0	70	426
	70	0	70	426

6) Analysis of Charitable Activities

	Basis of Allocation	Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds
		£	£	£	£
Direct Charitable Activities:					
Teacher Fees	Direct	17,521	0	17,521	13,463
Teaching Books & Materials	Direct	173	0	173	194
Teacher Training & DBS Checks, Travel & Other	Direct	152	0	152	1,283
Support Costs:					
Staff Costs (see Note 7)	Time based	11,753	0	11,753	11,844
Contractor Costs	Time based	720	0	720	0
Rent costs	Usage	6,721	0	6,721	4,720
IT & Telecoms	Usage	225	0	225	625

Subscriptions & Sundry Expenses	Usage	320	0	320	107
Insurances	Usage	220	0	220	220
Bank Charges	Usage	91	0	91	60
		37,894	0	37,894	32,515
Governance:					
Accountancy	Direct	1,150	0	1,150	900
Independent Examination	Direct	250	0	250	250
Data Protection Fee	Direct	40	0	40	40
		1,440	0	1,440	1,190
Total Charitable Activities		39,334	0	39,334	33,705

7) Employees

	2024	2023
	£	£
Salaries and Wages	11,594	11,883
Social Security costs	158	(19)
	<u>11,753</u>	<u>11,864</u>

No employees received employment benefits for the reporting period of more than £60,000 (2021: none).

Average headcount in the year

	2024	2023
Teaching, Governance & Support	1	1

8) Cash and cash equivalents

	2024			2023
	Unrestricted	Restricted	Total	Total
	£		£	£
CAF Bank Account	27,098	889	27,988	21,817
Cash in Hand	23	0	23	23
Total Cash at Bank and in Hand	<u>27,121</u>	<u>889</u>	<u>28,011</u>	<u>21,840</u>

9) Debtors and Prepayments

	2024			2023
	Unrestricted	Restricted	Total	Total
	£		£	£
Trade debtors	38	0	38	196

Prepayments and accrued income

	0	0	0	410
Total	38	0	38	606

10) Analysis of current liabilities

Analysis of creditors: falling due within one year

	2024 Unrestricted	2024 Restricted	2024 Total	2023
	£	£	£	£
Accountancy Fees	900	0	900	1,150
Payroll liabilities (including pensions)	51	0	51	(90)
Independent Examiner's Fee	250	0	250	250
Accruals and Deferred Income	443	0	443	193
Total	1,643	0	1,643	1,502

11) Assets represented by each fund

	Unrestricted Funds 2024	Restricted Funds 2024	Total Funds 2024	Total Funds 2023
	£	£	£	£
Fixed Assets	0	0	0	0
Current Assets	27,159	889	28,049	22,446
Current Liabilities	(1,643)		(1,643)	(1,502)
Total	25,516	889	26,405	20,943

12) Charity funds

	Balance at 31 July 2023	Income	Expenditure	Transfer between funds	Balance at 31 July 2024
	£	£	£		£
Restricted Funds (Library)	0	889	0		889
	0	889	0		889
Unrestricted Funds	20,943	43,995	(39,422)		25,515
	20,943	43,995	(39,422)	0	25,515
Total Funds	20,943	44,884	(39,422)	0	26,405

A restricted grant of £889 was received during 23/24 from Loire Atlantique to be spent on creating and hosting a Library for the Club.

Prior Year Comparative

	Balance at 31 July 2022	Income Recognised	Expenditure	Transfer between funds	Balance at 31 July 2023
	£	£	£	£	£
Restricted Funds	0	0	0		0
Unrestricted Funds	9,683	45,245	(33,985)		20,943
	9,683	45,245	(33,985)	0	20,943
Total Funds	9,683	45,245	(33,985)	0	20,943

13) Trustees' expenses and remuneration and related party transactions

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2023: £nil).

LE PETIT CLUB FRANCAIS D'OXFORDSHIRE

England & Wales - Charity number 1168486

Accounts



Trustees Report for the Year Ended 31 July 2023

INDEX

Legal and Administration Information	2
Chairperson's report	3
Report of the Trustees	4
Independent Examiner's Report	9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12

Legal and Administration Information

Charity Number: 1168486

Registered office:

Until 20th April 2018: 29 Aston Street, Oxford, OX4 1EW

Until 19th January 2022: 3.b Larkins Lane, Oxford, OX3 9DW

Since 20th January 2022: 32 Asquith Park, Sutton Courtenay, OX144FL

Bank: CAF BANK Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ - sort code: 40-52-40 Account number: 00034625

Trustees: The table shows the trustees of our Charity and any changes during the reporting year (or since), consistent with the updated information provided online through the charity commission website:

Names	Date of appointment (if different from the date of our Constitution signed on 26th July 2016)	Date of resignation
Marc Carlucci	September 2019	n.a
Delphine Elbes	May 2023	n.a
Isabelle Boscaro-Clarke - Chair	New Chair voted on 31 st January 2019	n.a
Patricia Cawte-Dutheil	December 2018 Became Secretary January 2019	n.a
Clotilde Levecque	December 2019	n.a
Elodie Paze	October 2020	n.a

Accountants:

It Doesn't Have to Cost the Earth Ltd

47 St Dunstons Close
Worcester
WR5 2AJ

Independent Examiner:

Venusia Ltd

Apt 316 Wimbledon Central
21-33 Worple Road
SW19 4BJ
London

Chair's report for the Year ended July 2023

This is the seventh annual report for *Le Petit Club Français d'Oxfordshire (Le Petit Club)* which became registered charity in July 2016.

The committee made the decision to restart in-person lessons for all our clubs for the academic year 2022-2023. Therefore, our educational programme promoting the French culture and language for children and their families living in Oxford and the surrounding areas, was delivered for both Tuesdays and Saturdays in person.

The premises we were using on Tuesdays before the Pandemic were not available anymore, so the trustees had to look for an alternative. They felt the location was important for the logistic of the families attending *Le Petit Club* on Tuesday and after a survey, they decided to look for a school in the same neighbourhood. As primary schools were not available, the final decision was to rent classrooms at Cherwell School Oxford a secondary school. However, for Saturday, *Le Petit Club* is still renting the same primary school, Emmanuel Christian School in Littlemore Oxford.

The provision for older children (11–16-year-old) was maintained online, and two smaller groups were created instead of one to increase the quality of teaching and give the opportunity to students to speak more during lessons.

We started the academic year in September 2022 with 86 pupils and finished with 82 pupils. Despite a significant drop due partly to Brexit a few years ago, the headcount of pupils is now remaining steady between 70 and 80 children a year.

Le Petit Club Français d'Oxfordshire depends on a dynamic and highly motivated team of volunteers, trustees (unremunerated) and well-qualified teaching staff.

The operation of *Le Petit Club Français d'Oxfordshire* is still headed up by one person employed part-time (13 hours/week). This person provides pedagogical leadership of the programme on offer, logistical, operational, and administrative support in the delivery of this educational service and cultural programme to the families. In March, the committee looked for a headteacher replacement and appointed a new person in June 2023.

As part of fundraising efforts, we took part in a French campaign to apply for a grant in October 2022 and received a positive reply in January 2023.

Regarding the cultural programme, we started the year with an online event for parents with an expert on bilingual education to follow up on questions we received from parents during a parents' evening we held in November 2021.

Le Petit Club Français d'Oxfordshire organised its first in-person event in November 2022 with an afternoon in the premises of our partner, Maison Française d'Oxford. The event, a film and various activities and games, was free of charge for families of our community.

A Christmas craft morning was also organised alongside the lessons one Saturday morning in December.

Le Petit Club also took part in the 10th anniversary of Parapluie Français Langue Maternelle (FLAM) UK (national charity) on the theme of poetry. Poetry was studied and created in clubs, then we organised a poetry competition within the *Petit Club* during an event in March. Winning poems were sent to Parapluie FLAM. One of them received a prize and our pupil and her family were invited to London at Institut français.

Le Petit Club ended the cultural programme of this academic year with another event in July, a *Kermesse* which is a traditional event at the end of the academic year for schools in France.

We would like to ensure that we continue to secure excellent teaching solutions whilst remaining affordable for families and invest where necessary to enhance our services and offer.

Looking forward to the 2023/2024 financial/school year, and as part of our project elaborated to apply for a grant, we would like to:

- Develop the curriculum across all levels.
- Find new premises for Tuesdays and Saturdays.
- Develop the cultural programme.

Isabelle Boscaro-Clarke



Signed

Date: 23/01/2024

Report of the Trustees for the Year ended July 2023

1. Purposes of our charity and activities conducted during the year

The vision for *Le Petit Club Français d'Oxfordshire (Le Petit Club)* is to nurture French speaking language and culture of interested families, living in Oxford and the surrounding area. We do so by providing affordable French classes together with a cultural enrichment programme through events for pupils and their families. We seek to provide a structured educational environment that develops our pupils' capabilities, competencies, and skills.

We have done so throughout the past year through the following key activities:

Educational programme:

Le Petit Club managed during our financial year 2020-21 various clubs (based on school year/age of the children) online. Each club offers French classes for children from 5 to 12 years of age. All our teachers are trained, qualified and experienced. All clubs operate during term time only.

This year we have followed the curriculum created the previous academic year by our curriculum coordinator and each teacher has adapted their resources for teaching online.

Special events:

During the academic year 2022-23, the following events were put in place for the families of our wider community:

- Webinar for parents about bilingual children
- Afternoon of a film, activities, and games
- Christmas decoration craft activities
- Poetry event
- Event at the end of the academic year: Kermesse

2. Structure, Governance and Management

Le Petit Club Français d'Oxfordshire is structured as follows:

- The charity trustees are responsible for the overall management and strategy of the charity
- The chair, who is a trustee, also has power to make executive decisions to further *Le Petit Club's* vision and mission.
- The chair also seeks confirmation/approval from the other trustees.
- The day-to-day management is the responsibility of the headteacher, who is employed part-time by our charity.
- We secure the provision of teaching through a well-qualified, DBS checked and flexible freelancer base.
- We use a freelance bookkeeper to keep track of the financial management.
- We sometimes call upon a casual base of DBS-checked assistants to accommodate the size of the classes and range of children abilities/levels.

The charity trustees follow the Charity Governance Code which enables and supports a charity's compliance with the law and relevant regulations. It also promotes a culture where everything works towards fulfilling the charity's vision detailed below. More information on the decision-making process and the trustees is provided in sections 4 and 8, respectively.

3. Method of appointment or election of the trustees, their induction and training

a) Method of appointment or election of the trustees

As set out in the '*Le Petit Club*' Constitution:

- The '*Le Petit Club*' trustees are elected for a minimum period of three years.
- There must be at least 3 charity trustees, and a maximum of 10 charity trustees.

When considering new trustees, the existing trustees have regard to several factors:

- the skills, knowledge and experience needed for the effective administration of the CIO,
- their interest and enthusiasm in the *Le Petit Club's* work, activities, and events,
- their current involvement in the *Le Petit Club's* work, activities, and events,
- their willingness and ability to give their time to help run the CIO, without receiving any personal benefits.

Recruitment methods during this financial year mainly included approaching parents of children attending '*Le Petit Club*' classes. Other possible methods of advertising/attracting trustees include:

- 'Le Petit Club' newsletter to parents and 'friends'
- 'Le Petit Club' website and Facebook page

A potential new trustee is invited to the next 'Le Petit Club' trustees meeting to be introduced to other trustees, presented with the CIO and its organisational structure, governance, and management.

The potential new trustee will confirm his/her willingness to apply as a trustee of the 'Le Petit Club', and the existing trustees vote according to the procedure defined in the CIO Constitution. If the quorum is present at the meeting, and the new trustee is elected by the majority of those eligible to vote, then the new trustee is appointed, and the appointment is recorded in the meeting minutes. This has happened during the year on a couple of elections as indicated on page 2.

b) Trustees induction and training

The new trustee is briefed on the trustees' legal obligations under charity and company law, and given an explanation about how the CIO work, the trustees' role, and the specific role for the new trustee - if any. This normally happens before the first *Le Petit Club* trustees meeting attended, or shortly after, and before the person makes the decision to become a trustee.

The chair makes available to each new charity trustee, on or before his or her first appointment:

- a copy of the *Le Petit Club's* Constitution
- a copy of the *Le Petit Club's* latest Trustees' Annual Report and statement of accounts.

In addition, the new trustee is granted access to the *Le Petit Club's* Dropbox, where all documents pertaining to the organisation of the *Le Petit Club* are centralised and shared with all trustees. This includes the *Le Petit Club's* Constitution, accounts and financial information, policies, minutes of past meetings, etc.

Various policies are in place and any changes to them is communicated to the Trustees. These are discussed in section below on Risk Management.

All trustees give their time freely, with no remuneration paid. All trustees are encouraged to participate and contribute to the CIO activities and events throughout the year. We are extremely grateful for their ongoing support and commitment.

4. Organisational structure and decision making

Le Petit Club Français d'Oxfordshire had 6 trustees (including the Chair) registered during the reporting year, every charity trustee is over 18 and has been elected for a minimum of three years. Every charity trustee has been appointed for some specific duties in relation with the personal skills like accounting, public relation, marketing, and communication, etc. All trustees also tend to help during preparation and/or running of events.

Charity trustees' organisation

Charity trustees	Role
Isabelle Boscaro-Clarke	Chair appointed February 2019
Patricia Cawte-Dutheil	Secretary
Marc Carlucci	Systems and general management
Clotilde Levecque	Teachers' interview & safeguarding
Elodie Paze	Finance advice and Treasurer
Delphine Elbes	Admin

The charity trustees meet every six to eight weeks during term-time. The meeting is typically attended by the Headteacher, and the bookkeeper attends or provides financial information at least on a termly basis. The dates are agreed on a majority vote basis at the end of each meeting and the notice sent by email to all the charity trustees in line with our Constitution. The chair notifies, before each meeting, all charity trustees on all points to be discussed during the meetings. All our meetings are now online.

The minutes of the previous meetings are always approved before starting the current meeting. If a decision is needed on a specific topic, it is voted/ at the trustees' meetings, or by email for urgent matters, by at least 3 trustees.

All events topics, dates and venues of the events organised by *Le Petit Club* are decided by the charity trustees and sometimes are dependent on the availability of external guests. Events are generally managed on a voluntary basis by the charity trustees, including communication, preparation, delivery of the event etc.

The trustees are supported for these events by the Maison Française d'Oxford, which gives a discount to access to their rooms and/or to the French library, all located in Oxford.

5. Public benefit

The benefits to the public are varied. *Le Petit Club* exposes children and their families to French speaking culture, traditions, and literature, allow them to practice the French language, play French games and meet other families who speak or are interested in the acquisition of French.

The benefits brought by *le Petit Club* have been confirmed ever more during the global pandemic. All our classes were online on both days Tuesday and Saturday using Zoom. Keeping the contact between pupils, parents and teachers was very important and remained an extremely beneficial network for many French-speaking families of the local community and beyond as we have welcomed new members further afield.

As per its very nature & purpose (already described in section 1), *Le Petit Club* supports strong educational values and advancement in promoting and encouraging further literacy, language development & knowledge. It helps confidence building and learning by giving the chance to children to identify with other children in similar multicultural environments, and with potential educational challenges that it could entail. Our belief is that learning & mastering another language is an effective way to better understand others and other ways of doing things. We hope that this in turn encourages a multilingual education to benefit the wider community.

Le Petit Club can benefit to anybody who has a strong commitment to French language and Francophone culture (i.e. from France, Belgium, Switzerland, French speaking African nations, etc). At a wider level, *Le Petit Club*, since its inception, has been a valued meeting place, notably providing a support network in helping new Francophone families to integrate in the Oxford area. A great sense of local community support has also developed around *Le Petit Club* for the parents through networking events (parent evenings, cultural events, etc). We also offer a free platform of communication to connect families and for people to post adverts or offers (such as baby-sitting, French au pair, French-speaking nanny, request to host French students, etc) that had proved to be helpful within the local community.

As we don't currently benefit from any public subsidies or funding, most of our services are fee-based. However, our aim is to ensure that we provide affordable classes, and accessible and interesting events, which have educational merit and can enrich the educational experience. For instance, we competitively priced lessons with experienced qualified teachers, as well as payment plan options for families of low income or who experience difficulties with payment.

When we look at projects or possible events, the main criteria we consider include:

- good cultural offer
- open to families (with children of different ages)
- affordable and sometimes free of charge
- location to be easily accessible by public transport (bus, car).

6. Financial review including funding sources

The principal source of income for *Le Petit Club* is tuition fees, and in 2022/23 these totalled £35,975 (2021/22: £30,316). During the year, a further £426 (2021/22: £320) was received in relation to cultural events. 2022/23 income was further boosted by the receipt of £10,109 in grants from Agence pour l'enseignement français à l'étranger.

A surplus of £11,261 was recorded during the year (2021/22: £2,146), increasing overall funds to £20,943 (2021/22: £9,683). This surplus was driven by the receipt of grant funding.

7. Monitoring reserves

The reserves policy of the Charity is to maintain a level of funds sufficient to continue operations for six months in the event of a termination of income and to deal with unforeseen circumstances. At the end of 2022/23 the level of free reserves to cover for salaries, rent, governance costs (including bank charges, accountancy, and insurance) had grown to £20,943 (2021/22: £9,683). This gives over 13 months of cover.

The Charity makes no commitment to expenditure on charitable activities until classes are fully booked and paid for. There is therefore a very low risk of financial liabilities arising from curtailed charitable activities.

8. Risk Management

We take very seriously (a) the protection of children, (b) health and safety and (c) compliance with relevant legal requirements and we have adopted and implemented various policy and procedures to that effect.

1. We have reviewed the **child protection policy** and procedure which we asked all trustees and teachers to read and sign confirmation that they have read and understood the policy and procedures. We have requested and obtained clean advanced DBS (rather than standard DBS given the activities with children) from all teachers and will continue to do so for any new person who will be directly in contact with the children. We also ensure that if volunteers are used, this is done in line with the policy and they are not left on their own with a child unless they have followed the same procedure. We continue to use an account with APS to obtain any future DBS.

We updated our child protection policy once our classes took place online to ensure maximum relevant protection given the new online teaching circumstances. Also, the parents were asked to fill in a new online Consent Form regarding the new remote teaching system in place. The policy is reviewed yearly with an appointed trustee in charge of safeguarding.

2. We conducted **risk assessments** of the various classrooms/locations where we run classes and where relevant risk assessments of events. We also regularly review our responsibilities under Health and Safety requirements and have paid in the past for external professional training as first aiders for teachers and director.
An accident book and a first aid kit are also held for the classes and events and checked regularly by trained first aiders, as and when required.
Since March 2020, all parents sign a form about behaviour rules for online lessons for safeguarding. The risks are reviewed yearly with the support of the Headteacher.

3. **Insurance:** We also ensure that the activities of *Le Petit Club* are covered by an up-to-date insurance which is subscribed with MARKEL UK Ltd. The contract is reviewed yearly with the support of the Headteacher.

4. **Data protection:** Our policy on data management is in line with the GDPR requirements. We have renewed our membership of the Information Commissioner's Office (ICO). We are working through an action plan to ensure we progress outstanding activities under the new regulation. The GDPR requirements are reviewed yearly by the Trustees with the support of the Headteacher.

5. We have a **Teachers' Manual** which covers various aspects and how we manage the risks associated with using teachers who provide lessons in French, and we have ensured that all teachers have read and understood this manual, which is done via email and through face-to-face meetings with the Headteacher. The Headteacher revises the manual yearly.

6. We also have a **Complaints Policy & Procedure** - no such event occurred during the reporting year, so it has not been applied to date. The policy is reviewed yearly by the trustees.

7. During the year, we have reviewed all our contracts (employment contract for Headteacher, contract of services with teachers, bookkeeper, etc) and hold a signed copy by both parties for all relevant contracts.

We have not identified any other risks of possible detriment or harm or any financial risks. In addition, we have an anti-fraud/bribery policy in place.

9. Plans for Future Periods

As indicated in the chair's report, our plan for the foreseeable future is to:

- Keep running in-person lessons in Oxford on both Tuesdays and Saturdays;
- Develop further a new specific GCSE Club, aimed at our oldest bilingual pupils;
- Develop a firm social and educational offer for the pre-teenagers interested in carrying on learning and interacting in French;
- Consolidate pupils' numbers for Tuesdays and Saturday's club provisions.
- Find a potential alternative system to use the Children's library at Maison Française d'Oxford given the new circumstances, possibly in cooperation with the Alliance Française d'Oxford;
- Plan for a potential additional drop in numbers as more families struggle financially, while some might depart from the area as a result of the Brexit.
- Investigate the possibility to have the *club des minis* and parents social morning on Saturday mornings at the Littlemore village hall.

Trustees' responsibility statement

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law and the law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period.

In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, Statement of Recommended Practice, Accounting and Reporting by Charities (SORP) revised 2015 and International Financial Reporting Standard IFRS No.102. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the trustees in collaboration with the acting Headteacher

Name: Isabelle Boscaro-Clarke



Date : 23/01/2024



Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

Le Petit Club Français D'Oxfordshire

On accounts for the year
ended

31 Jul 2023

Charity no.:

1168486

Company no.:

Set out on pages

Responsibilities and
basis of report

I report to the charity trustees on my examination of the accounts of the above charity for the year ended 31 Jul 2023

As the charity's trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charity Act 2011 ("the 2011 Act").

I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

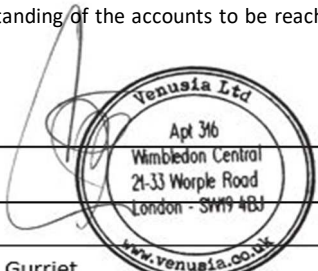
Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that:

- Accounting records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:


Apt 316
Wimbledon Central
21-33 Worple Road
London - SW19 4BJ
www.venusia.co.uk

Date:

18 January 2024

Name:

Gerald Gurriet

Relevant professional
qualification(s) or body
(if any):

Association of International Accountants

Address:

Venusia Ltd

London, SW19 4BJ

Apt 316 Wimbledon Central, 21 – 33 Worple Road

Le Petit Club Français d'Oxfordshire

Statement of Financial Activities

For the Period 1 August 2022 to 31 July 2023

		31 July 2023			31 July 2022		
	Notes	Unrestricted funds	Restricted Funds	Total funds	Unrestricted funds	Restricted Funds	Total funds
		£	£	£	£	£	£
Income and endowments from:							
Donations and Legacies	2	-	-	0	326	-	326
Grants	3	10,109	-	10,109	-	-	0
Charitable Activities	4	34,710	-	34,710	30,609	-	30,609
Fundraising	5	426	-	426	131	-	131
Total		45,245	0	45,245	31,066	0	31,066
Expenditure on:							
Raising Funds		279	-	279	4	-	4
Charitable Activities	6	33,705	-	33,705	28,916	-	28,916
Total		33,985	0	33,985	28,921	0	28,920
Net income/(expenditure)		11,261	0	11,261	2,145	0	2,146
Transfer between funds		0	0	-	1,751	(1,751)	-
Net movement in funds		11,261	0	11,261	3,896	(1,751)	2,146
Reconciliation of funds:							
Total funds brought forward		9,683	0	9,683	5,785	1,751	7,536
Total funds carried forward	12	20,943	0	20,943	9,683	0	9,683

The notes on pages 12 to 15 form an integral part of the financial statements.

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Le Petit Club Français d'Oxfordshire

Balance Sheet

	Notes	Unrestricted funds	31 July 2023 Restricted Funds	Total Funds	31 July 2022 Total Funds
		£	£	£	£
Fixed assets					
Tangible Assets		-	-	-	-
Total fixed assets		-	-	-	-
Current assets					
Cash at bank and in hand	8	21,840	-	21,840	12,559
Debtors and Prepayments	9	606	-	606	-
Total current assets		22,446	-	22,446	12,559
Creditors: amounts falling due within one year	10	(1,502)	0	(1,502)	(2,876)
Net current (liabilities)/assets		20,943	0	20,943	9,683
Total assets less current liabilities		20,943	0	20,943	9,683
Total net assets		20,943	0	20,943	9,683
Funds of the Charity					
Restricted funds	12	-	-	-	-
Unrestricted funds	12	20,943	-	20,943	9,683
Total funds		20,943	-	20,943	9,683

The notes on pages 12 to 15 form an integral part of the financial statements.

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the charitable company keeps accounting records which comply with section 386 of the Companies Act and for preparing accounts which give a true and fair view of the state of the affairs of the charitable company as at the end of the financial year and of its results for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the charitable company.

small companies' regime and the charities Statement of Recommended Practice and Financial Reporting Standard 102 section 1A.

The Financial Statements were approved by the Trustees and authorised for issue on
on their behalf by:

and signed



Isabelle Boscaro-Clarke

Notes to the Financial Statements

1) Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of accounting

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2016.

The charity has applied the exemption available to small charities in the Charities SORP (FRS 102) and does not include a Statement of Cash Flows in these Financial Statements.

Le Petit Club Français meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting notes.

b) Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

c) Fund accounting

The Charity maintains various types of funds as follows:

Unrestricted Funds: The general funds represent unrestricted income which is expendable at the discretion of the Trustees in the furtherance of the objectives of the Charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted Funds: Funds which the donor has specified are solely to be used for particular activities or projects.

d) Income

All income is recognised in the Statement of Financial Activities once the Charity has entitlement to the income, any performance conditions attached to the income have been met, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income from charitable activities includes income earned from trading activities to be used to undertake activities to further the objects of the charity. Income is received in exchange for supplying goods and services and is recognised when entitlement has occurred.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

e) Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure directly relates to the object of the Charity and is shown inclusive of VAT.

f) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include office costs, governance costs and administration costs. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs have been allocated to activities on a basis consistent with the use of the resources. The basis on which support costs have been allocated are set out in note 6.

g) Tangible Fixed Assets

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life as follows:

Fixtures, fittings and equipment - 20% straight line

h) Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount due after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received. Prepayments are valued at the amount prepaid net of any trade discounts due.

i) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provision are normally recognised at their settlement amount after allowing for any trade discounts due.

j) Corporation Tax

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a Charity for UK Corporation Tax purposes. It therefore does not suffer tax on income or gains applied for charitable purpose.

k) Foreign Currency

Foreign currency transactions are initially recognised using the monthly exchange rate.

Monetary assets and liabilities denominated in a foreign currency at the balance sheet date are translated using the closing rate. Gains and losses on exchange are allocated to the appropriate resource.

l) Key estimates and accounting judgements

In applying the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions in determining the carrying amounts of assets and liabilities. The Trustees' judgements, estimates and assumptions are based on the best and most reliable evidence available at the time when the decisions are made, and are based on historical experience and other factors that are considered to be applicable. Due to the inherent subjectivity involved in making such judgements, estimates and assumptions, the actual results and outcomes may differ.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to the accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of revision and future periods, if the revision affects both current and future periods.

2) Income from Donations and legacies

	Unrestricted funds	Restricted funds	2023 funds	Total funds	2022 Total funds
	£		£	£	£
Individual Sponsorship and Event Donations	-	-	-	-	320
Individual Donors	-	-	-	-	6
	-	-	-	-	326

3) Incoming Resources from Grants

	Unrestricted funds	Restricted funds	2023 funds	Total funds	2022 Total funds
	£		£	£	£
Agence pour l'enseignement français à l'étranger	10,109	-	-	10,109	-
	10,109	-	-	10,109	-

4) Incoming Resources from Charitable Activities

	Unrestricted funds	Restricted funds	2023 funds	Total funds	2022 Total funds
	£		£	£	£
Student Tuition Fees	35,975	-	-	35,975	30,316
Sale of Teaching Manuals	6	-	-	6	131
Billable Expenses	77	-	-	77	153
Discounts*	- 1,387	-	-	1,387	-
Trial Sessions	-	-	-	-	9
Interest Received*	40	-	-	40	2
	34,710	-	-	34,710	30,609

* Discounts have been treated as an income reduction in 22/23 accounts; historically they were included as expenditure.

* Interest received is immaterial and, as such, is not separately reported on the SOFA.

5) Incoming Resources from Fundraising

	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
	£		£	£
Sale of Teaching Materials	-	-	-	-
Special Events	426	-	426	131
Reading Club	-	-	-	-
	426	-	426	131

6) Analysis of Charitable Activities

	Basis of Allocation	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
		£	£	£	£
Direct Charitable Activities:					
Teacher Fees	Direct	13,463	-	13,463	12,217
Teaching Books & Materials	Direct	194	-	194	311
Discounts*	Direct	-	-	-	762
Teacher Training & DBS Checks, Travel & Other	Direct	1,283	-	1,283	245
Support Costs:					
Staff Costs (see Note 7)	Time based	11,844	-	11,844	10,674
Rent costs	Usage	4,720	-	4,720	2,440
IT & Telecoms	Usage	625	-	625	520
Subscriptions & Sundry Expenses	Usage	107	-	107	156
Insurances	Usage	220	-	220	220
Bank Charges	Usage	60	-	60	84
		32,515	-	32,515	27,630
Governance:					
Accountancy	Direct	900	-	900	996
Independent Examination	Direct	250	-	250	250
Data Protection Fee	Direct	40	-	40	40
		1,190	-	1,190	1,286
Total Charitable Activities		33,705	-	33,705	28,916

* Discounts have been treated as an income reduction in 22/23 accounts; historically they were included as expenditure.

7) Employees

	2023	2022
	£	£
Salaries and Wages	11,883	10,558
Social Security costs	- 19	116
	11,864	10,674

No employees received employment benefits for the reporting period of more than £60,000 (2021: none).

Average headcount in the year

	2023	2022
Teaching, Governance & Support	1	1

8) Cash and cash equivalents

	Unrestricted	2022 Restricted	Total	2022 Total
	£	£	£	£
Barclays Bank - Savings Account	-	-	-	0
Barclays Bank Account	-	-	-	801
CAF Bank Account	21,817	-	21,817	11,757
Cash in Hand	23	-	23	-
Total Cash at Bank and in Hand	21,840	-	21,840	12,559

9) Debtors and Prepayments

	Unrestricted	2023 Restricted	Total	2022 Total
	£	£	£	£
Trade debtors	196	-	196	-
Prepayments and accrued income	410	-	410	-
Total	606	-	606	-

10) Analysis of current liabilities

Analysis of creditors: falling due within one year

	2023 Unrestricted	2023 Restricted	2023 Total	2022
	£	£	£	£
Accountancy Fees	1,150	-	1,150	1,000
Payroll liabilities (including pensions)	- 90	- -	90	902
Independent Examiner's Fee	250	-	250	250
Accruals and Deferred Income	193	-	193	724
Total	1,502	-	1,502	2,876

11) Assets represented by each fund

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2023	2023	2023	2022
	£	£	£	£
Fixed Assets	-	-	-	-
Current Assets	22,446	-	22,446	12,559
Current Liabilities	(1,502)	-	(1,502)	(2,876)
Total	20,943	-	20,943	9,683

12) Charity funds

	Balance at 31 July 2022	Income	Expenditure	Transfer between funds	Balance at 31 July 2023
	£	£	£		£
Restricted Funds	-	-	-	-	-
Unrestricted Funds	9,683	45,245	(33,985)	-	20,943
Total Funds	9,683	45,245	(33,985)	-	20,943

Prior Year Comparative

	Balance at 31 July 2021	Income Recognised	Expenditure	Transfer between funds	Balance at 31 July 2022
	£	£	£	£	£
Restricted Funds	1,751	-	0	(1,751)	-
Unrestricted Funds	5,785	31,066	(28,920)	1,751	9,683
Total Funds	7,536	31,066	(28,920)	0	9,683

13) Trustees' expenses and remuneration and related party transactions

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2022: £nil).

Accounts



Trustees Report for the Year Ended 31 July 2022

INDEX

Legal and Administration Information	2
Chairperson's report	3
Report of the Trustees	4
Independent Examiner's Report	9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12

Legal and Administration Information

Charity Number: 1168486

Registered office:

Until 20th April 2018: 29 Aston Street, Oxford, OX4 1EW

Until 19th January 2022: 3.b Larkins Lane, Oxford, OX3 9DW

Since 20th January 2022: 32 Asquith Park, Sutton Courtenay, OX144FL

Bank: CAF BANK Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ - sort code: 40-52-40 Account number: 00034625

Trustees: The table shows the trustees of our Charity and any changes during the reporting year (or since), consistent with the updated information provided online through the charity commission website:

Names	Date of appointment (if different from the date of our Constitution signed on 26th July 2016)	Date of resignation
Marc Carlucci	September 2019	n.a
Magali Dufour	July 2016	Resigned in May 2022
Isabelle Boscaro-Clarke - Chair	New Chair voted on 31 st January 2019	n.a
Patricia Cawte-Dutheil	December 2018 Became Secretary January 2019	n.a
Clotilde Levecque	December 2019	n.a
Elodie Paze	October 2020	n.a

Accountants:

It Doesn't Have to Cost the Earth Ltd

47 St Dunstons Close
Worcester
WR5 2AJ

Independent Examiner:

Venusia Ltd

Apt 316 Wimbledon Central
21-33 Worple Road
SW19 4BJ
London

Chair's report for the Year ended July 2022

This is the sixth annual report for *Le Petit Club Français d'Oxfordshire (Le Petit Club)* which became registered charity in July 2016.

The committee made the decision to restart in person lessons gradually by making the academic year 2021-2022 hybrid. Therefore, our educational programme promoting the French culture and language for children and their families living in Oxford and the surrounding areas was delivered online via Zoom on Tuesday and in person in the same rented primary school as before the Pandemic on Saturday morning. In addition of going back to in person lessons on Saturday morning, the committee decided to increase the number of lessons in the year going from every other week to three times per month.

As planned last year, we also added a provision for older FLAM children with a 11–16-year-old online group.

We started the academic year in September 2021 with 77 pupils and finished our sixth year with the same number of pupils. Therefore, we are still seeing more and more the result of Brexit on our public as five French-speaking families from our school left the UK at the end of this academic year.

Le Petit Club Français d'Oxfordshire depends on a dynamic and highly motivated team of volunteers, trustees (unremunerated) and well-qualified teaching staff including a curriculum coordinator.

In January and following her illness, the director gave her notice of resignation as headteacher. As a result, the operation of *Le Petit Club Français d'Oxfordshire* is headed up by one person only covering for the headteacher role as well as the operation Manager who is employed part-time (13 hours/week) to provide pedagogical leadership of the programme on offer, logistical, operational, and administrative support in the delivery of this educational service and cultural programme to the families. The committee looked for a headteacher replacement but was not successful and the trustees have been grateful for the operations manager to step into the role.

Financially, we took part to a French campaign to apply for a grant based on a project in May 2022 and received a positive reply in July 2022.

Thanks to the support and dedication of the operation manager, we have overcome the challenges that were faced. The financial state of the club has improved and the pupil numbers have steadied for now.

Regarding the cultural programme, we started the year with an in-person event, a picnic in a park, which was originally planned at the end of the previous academic year but had to be postpone as some lock-down rules were still in place. This event was followed in November by a parents' evening online where trustees presented *Le Petit Club Français d'Oxfordshire*, the curriculum and the role of trustees. This special evening was well attended, and we got a lot of questions about bilingual education.

We also organised regular cultural events twice a term in person at Maison Française d'Oxford to offer workshops for children in French literature and culture. We managed to keep them going the first term but had to stop them due to the increase of covid cases in our area and the subsequent lack of interest.

However, having successfully ran our Saturday in person lessons during the whole academic year, people were more confident to meet in the summer term. Therefore, our end of year event "Buffet, games and meet" for parents, teachers, and trustees to spend time together was well attended.

We would like to ensure that we continue to secure excellent teaching solutions whilst remaining affordable for families and invest where necessary to enhance our services and offer.

Looking forward to the 2022/2023 financial/school year and as part of our project elaborated to apply for the grant, we would like to:

- Go back to in person teaching on Tuesday.
- Develop a varied cultural programme at no or reduced costs to families (at least once per term) with the help of the French grant received.
- Consolidate the educational offer for the pre-teenagers interested in carrying on learning and interacting in French.

Isabelle Boscaro-Clarke



Signed

Date: 10/05/2023

Report of the Trustees for the Year ended July 2022

1. Purposes of our charity and activities conducted during the year

The vision for *Le Petit Club Français d'Oxfordshire (Le Petit Club)* is to nurture French speaking language and culture of interested families, living in Oxford and the surrounding area. We do so by providing affordable French classes together with a cultural enrichment programme through events for pupils and their families. We seek to provide a structured educational environment that develops our pupils' capabilities, competencies, and skills.

We have done so throughout the past year through the following key activities:

Educational programme:

Le Petit Club managed during our financial year 2020-21 various clubs (based on school year/age of the children) online. Each club offers French classes for children from 5 to 12 years old. All our teachers are trained, qualified and experienced. All clubs operate during term time only.

This year we have followed the curriculum created the previous academic year by our curriculum coordinator and each teacher has adapted their resources for teaching online.

Special events:

During the academic year 2021-22, we managed to put in place a few in person events for the families of our wider community:

- Picnic in a park.
- Workshops for children in French literature and culture Termly parents evening with advice on parenting.
- An end of year event "Buffet, games and meet".

2. Structure, Governance and Management

Le Petit Club Français d'Oxfordshire is structured as follows:

- The charity trustees are responsible for the overall management and control of the charity
- The chair, who is a trustee also has power to make executive decisions to further *Le Petit Club's* vision and mission.
- The chair also seeks confirmation/approval from the other trustees.
- The day- to-day management is the responsibility of the headteacher, who is employed part-time by our charity.
- We secure the provision of teaching through a well-qualified, DBS checked and flexible freelancer base.
- We use a freelance bookkeeper to keep track of the financial management.
- We sometimes call upon a casual base of DBS-checked assistants to accommodate the size of the classes and range of children abilities/levels.

The charity trustees follow the Charity Governance Code which enables and supports a charity's compliance with the law and relevant regulations. It also promotes a culture where everything works towards fulfilling the charity's vision detailed below. More information on the decision-making process and the trustees is provided in sections 4 and 8, respectively.

3. Method of appointment or election of the trustees, their induction and training

a) Method of appointment or election of the trustees

As set out in the '*Le Petit Club*' Constitution:

- The '*Le Petit Club*' trustees are elected for a minimum period of three years.
- There must be at least 3 charity trustees, and a maximum of 10 charity trustees.

When considering new trustees, the existing trustees have regard to several factors:

- the skills, knowledge and experience needed for the effective administration of the CIO,
- their interest and enthusiasm in the *Le Petit Club's* work, activities, and events,
- their current involvement in the *Le Petit Club's* work, activities, and events,
- their willingness and ability to give their time to help run the CIO, without receiving any personal benefits.

Recruitment methods during this financial year mainly included approaching parents of children attending '*Le Petit Club*' classes. Other possible methods of advertising/attracting trustees include:

- '*Le Petit Club*' newsletter to parents and 'friends'
- '*Le Petit Club*' website and Facebook page

Trustees Report for the Year Ended 31 July 2022



A potential new trustee is invited to the next 'Le Petit Club' trustees meeting to be introduced to other trustees, presented with the CIO and its organisational structure, governance, and management.

The potential new trustee will confirm his/her willingness to apply as a trustee of the 'Le Petit Club', and the existing trustee vote according to the procedure defined in the CIO Constitution. If the quorum is present at the meeting, and the new trustee is elected by the majority of those eligible to vote, then the new trustee is appointed, and the appointment is recorded in the meeting minutes. This has happened during the year on a couple of elections as indicated on page 2.

b) Trustees induction and training

The new trustee is briefed on the trustees' legal obligations under charity and company law, and given an explanation about how the CIO work, the trustees' role, and the specific role for the new trustee - if any. This normally happens before the first 'Le Petit Club' trustees meeting attended or shortly after and before the person makes the decision to become a trustee.

The chair makes available to each new charity trustee, on or before his or her first appointment:

- a copy of the 'Le Petit Club' Constitution
- a copy of the 'Le Petit Club's latest Trustees' Annual Report and statement of accounts.

In addition, the new trustee is granted access to the 'Le Petit Club' Dropbox, where all documents pertaining to the organisation of the 'Le Petit Club' are centralised and shared with all trustees. This includes the 'Le Petit Club' Constitution, accounts and financial information, policies, minutes of past meetings, etc.

Various policies are in place and any changes to them is communicated to the Trustees. These are discussed in section below on Risk Management.

All trustees give their time freely, with no remuneration paid. All trustees are encouraged to participate and contribute to the CIO activities and events throughout the year. We are extremely grateful for their ongoing support and commitment.

4. Organisational structure and decision making

Le Petit Club Français d'Oxfordshire had 9 trustees (including the Chair) registered during the reporting year, every charity trustee is over 18 and has been elected for a minimum of three years. Every charity trustee has been appointed for some specific duties in relation with the personal skills like accounting, public relation, marketing, and communication, etc. All trustees also tend to help during preparation and/or running of events.

Charity trustees' organisation

Charity trustees	Role
Isabelle Boscaro-Clarke	Chair appointed February 2019
Patricia Cawte-Dutheil	Secretary
Magali Dufour	Library Resigned in May 22
Marc Carlucci	Systems and general management
Clotilde Levecque	Teachers' interview & safeguarding
Elodie Paze	Finance advice and Treasurer

Trustees Report for the Year Ended 31 July 2022



The charity trustees meet every six to eight weeks during term-time. The meeting is typically attended by the Headteacher, and the bookkeeper attends or provides financial information at least on a termly basis. The dates are agreed on a majority vote basis at the end of each meeting and the notice sent by email to all the charity trustees in line with our Constitution. The chair notifies, before each meeting, all charity trustees on all points to be discussed during the meetings. All our meetings are now online.

The minutes of the previous meetings are always approved before starting the current meeting. If a decision is needed on a specific topic, it is voted/ at the trustees' meetings, or by email for urgent matters, by at least 3 trustees.

All events topics, dates and venues of the events organised by 'Le Petit Club' are decided by the charity trustees and sometimes are dependent on the availability of external guests. Events are generally managed on a voluntary basis by the charity trustees, including communication, preparation, delivery of the event etc.

The trustees are supported for these events by the Maison Française d'Oxford, which gives free-of-charge access to their rooms and/or to the French library, all located in Oxford.

5. Public benefit

The benefits to the public are varied. *Le Petit Club* exposes children and their families to French speaking culture, traditions, and literature, allow them to practice the French language, play French games and meet other families who speak or are interested in the acquisition of French.

The benefits brought by *le Petit Club* have been confirmed ever more during the global pandemic. All our classes were online on both days Tuesday and Saturday using Zoom. Keeping the contact between pupils, parents and teachers was very important and remained an extremely beneficial network for many French-speaking families of the local community and beyond as we have welcomed new members further afield.

As per its very nature & purpose (already described in section 1), 'Petit Club' supports strong educational values and advancement in promoting and encouraging further literacy, language development & knowledge. It helps confidence building; learning by giving the chance to children to identify with other children in similar multicultural environments and with potential educational challenges that it could entail. Our belief is that learning & mastering another language is an effective way to better understand others and other ways of doing things. We hope that this in turn encourages a multilingual education to benefit the wider community.

Le Petit Club can benefit to anybody who has a strong commitment to French language and Francophone culture (i.e. from France, Belgium, Switzerland, French speaking African nations, etc). At a wider level, Le Petit Club, since its inception, has been a valued meeting place, notably providing a support network in helping new Francophone families to integrate in the Oxford area. A great sense of local community support has developed around Le Petit Club also for the parents with networking events (parent evenings, cultural events, etc). We also offer a free platform of communication to connect families and for people to post adverts or offers (such as baby-sitting, French au pair, French-speaking nanny, request to host French students, etc) that had proved to be helpful within the local community.

As we don't currently benefit from any public subsidies or funding, most of our services are fee-based. However, our aim is to ensure that we provide affordable classes, accessible and interesting events, which have educational merit and can enrich the educational experience. For instance, we competitively priced lessons with experienced qualified teachers, as well as payment plan options for families of low income or who experience difficulties with payment.

When we look at projects or possible events, the main criteria we consider include:

- good cultural offer
- open to families (with children of different ages)
- affordable and sometimes free of charge
- location to be easily accessible by public transport (bus, car).

6. Financial review including funding sources

The principal source of income for Le Petit Club is tuition fees, and in 2021/22 these totalled £30,316 (2020/21: £20,598). During the year, a further £320 (2020/21: £78) was received in relation to cultural events that re-commenced in person following the pandemic years in 2020 and 2021.

Following last years' deficit of £(1,717), 2021/22 saw the club return a surplus of £2,146, increasing overall funds to £9,683. This return to surplus was largely due to the year on year growth in tuition fees (+ £9,718) as the club increased the number of lessons supplied and opened up an online provision for older FLAM children. It was also, in part, driven by the Operations Manager taking on the additional responsibility of Head Teacher, which had previously been undertaken by an additional member of staff.

7. Monitoring reserves

The reserves policy of the Charity is to maintain a level of funds sufficient to continue operations for six months in the event of a termination of income and to deal with unforeseen circumstances. The reserves were indeed used to this effect to cover the long-term sickness absence of the headteacher. At the end of 2021/22 the level of free reserves was £9,683 (2020/21: £5,786). The Charity makes no commitment to expenditure on charitable activities until classes are fully booked and paid for. There is therefore a very low risk of financial liabilities arising from curtailed charitable activities.

8. Risk Management

We take very seriously (a) the protection of children, (b) health and safety and (c) compliance with relevant legal requirements and we have adopted and implemented various policy and procedures to that effect.

1. We have reviewed the **child protection policy** and procedure which we asked all trustees and teachers to read and sign confirmation that they have read and understood the policy and procedures. We have requested and obtained clean advanced DBS (rather than standard DBS given the activities with children) from all teachers and will continue to do so for any new person who will be directly with the children. We also ensure that if volunteers are used, this is done in line with the policy and are not left on their own with a child. We continue to use an account with APS to obtain any future DBS.
We updated our child protection policy once our classes took place online to ensure maximum relevant protection given the new online teaching circumstances. Also, the parents were asked to fill in a new online Consent Form regarding the new remote teaching system in place. The policy is reviewed yearly with an appointed trustee in charge of safeguarding.
2. We conducted **risk assessments** of the various classrooms/locations where we run classes and where relevant risk assessments of events. We also regularly review our responsibilities under Health and Safety requirements and have paid in the past for external professional training as first aiders for teachers and director.
An accident book and a first aid kit are also held for the classes and events, as and when required.
Since March 2020, all parents sign a form about behaviour rules for online lessons for safeguarding. The risks are reviewed yearly with the support of the Headteacher.
3. **Insurance:** We also ensure that the activities of *Le Petit Club* are covered by an up-to- date insurance which is subscribed with MARKEL UK Ltd. The contract is reviewed yearly with the support of the Headteacher.
4. **Data protection:** Our policy on data management is in line with the GDPR requirements. We have renewed our membership of the Information Commissioner's Office (ICO). We are working through an action plan to ensure we progress outstanding activities under the new regulation. The GDPR requirements are reviewed yearly by the Trustees with the support of the Headteacher.
5. We have a **Teachers' Manual** which covers various aspects and how we manage the risks associated with using teachers who provide lessons in French, and we have ensured that all teachers have read and understood this manual, which is done via email and through face-to-face meetings with head teacher. The headteacher revises the manual yearly.
6. We also have a **Complaints Policy & Procedure** - no such event occurred during the reporting year, so it has not been applied to date. The policy is reviewed yearly by the trustees.
7. During the year, we have reviewed all our contracts (employment contract for Headteacher, contract of services with teachers, bookkeeper, etc) and hold a signed copy by both parties for all relevant contracts.

We have not identified any other risks of possible detriment or harm.

9. Plans for Future Periods

As indicated in the chair's report, our plan for the foreseeable future is to:

- Return to in person lessons in Oxford on Tuesdays;
- Organise a new specific GCSE Club, aimed at our oldest bilingual pupils;
- Develop a firm social and educational offer for the pre-teenagers interested in carrying on learning and interacting in French;
- Consolidate pupils' numbers for Tuesdays and Saturday's club provisions.
- Find a potential alternative system to use the Children's library at Maison Française d'Oxford given the new circumstances, possibly in cooperation with the Alliance Française d'Oxford;
- Plan for a potential additional drop in numbers as the pandemic continues and more families struggle financially, while some might depart from the area as a result of the Brexit.

Trustees' responsibility statement

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law and the law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period.

In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, Statement of Recommended Practice, Accounting and Reporting by Charities (SORP) revised 2015 and International Financial Reporting Standard IFRS No.102. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the trustees in collaboration with the acting Headteacher

Name: Isabelle Boscaro-Clarke



Date : 10/05/2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

**Independent examiner's report
on the accounts**

Section A

Independent Examiner's Report

**Report to the
trustees/directors/
members of**

Le Petit Club Français D'Oxfordshire

**On accounts for the year
ended**

31 Jul 2022

Charity no.:	1168486	Company no.:	
--------------	---------	--------------	--

Set out on pages

I report to the charity trustees on my examination of the accounts of the above charity for the year ended 31 Jul 2022

**Responsibilities and
basis of report**

As the charity's trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charity Act 2011 ("the 2011 Act").

I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

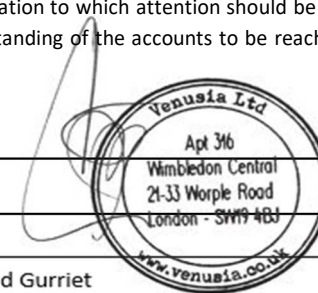
**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that:

- Accounting records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:


Apt 316
Wimbledon Central
21-33 Worple Road
London - SW19 4BJ
www.venusia.co.uk

Date:

11 May 2023

Name:

Gerald Gurriet

**Relevant professional
qualification(s) or body
(if any):**

Association of International Accountants

Address:

Venusia Ltd

London, SW19 4BJ

Apt 316 Wimbledon Central, 21 – 33 Worple Road

Le Petit Club Français d'Oxfordshire

Statement of Financial Activities

For the Period 1 August 2021 to 31 July 2022

		31 July 2022			31 July 2021
	Notes	Unrestricted funds	Restricted Funds	Total funds	Total funds
		£	£	£	£
Income and endowments from:					
Donations and Legacies	2	326	-	326	78
Grants	3	-	-	0	2,877
Charitable Activities	4	30,609	-	30,609	20,599
Fundraising	5	131	-	131	184
Total		31,066	-	31,066	23,738
Expenditure on:					
Raising Funds		4	-	4	253
Charitable Activities	6	28,916	-	28,916	25,202
Total		28,920	0	28,920	25,455
Net income/(expenditure)		2,146	0	2,146	(1,717)
Transfer between funds		1,751	(1,751)	-	-
Net movement in funds		3,897	(1,751)	2,146	(1,717)
Reconciliation of funds:					
Total funds brought forward		5,786	1,751	7,537	9,254
Total funds carried forward	12	9,683	0	9,683	7,537

The notes on pages 11 to 14 form an integral part of the financial statements.

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Le Petit Club Français d'Oxfordshire

Balance Sheet

		31 July 2022			31 July 2021
	Notes	Unrestricted funds	Restricted Funds	Total Funds	Total Funds
		£	£	£	£
Fixed assets					
Tangible Assets		-	-	-	-
Total fixed assets		-	-	-	-
Current assets					
Cash at bank and in hand	8	12,559	-	12,559	9,246
Debtors	9	-	-	-	132
Total current assets		12,559	-	12,559	9,378
Creditors: amounts falling due within one year	10	(2,876)	0	(2,876)	(1,840)
Net current (liabilities)/assets		9,683	0	9,683	7,538
Total assets less current liabilities		9,683	0	9,683	7,538
Total net assets		9,683	0	9,683	7,538
Funds of the Charity					
Restricted funds	12	-	-	-	1,751
Unrestricted funds	12	9,683	-	9,683	5,786
Total funds		9,683	-	9,683	7,537

The notes on pages 11 to 14 form an integral part of the financial statements.

The Financial Statements were approved by the Trustees and authorised for issue on and signed on their behalf by:

Isabelle Boscaro-Clarke



Notes to the Financial Statements

1) Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of accounting

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2016.

The charity has applied the exemption available to small charities in the Charities SORP (FRS 102) and does not include a Statement of Cash Flows in these Financial Statements.

Le Petit Club Français meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting notes.

b) Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

c) Fund accounting

The Charity maintains various types of funds as follows:

Unrestricted Funds: The general funds represent unrestricted income which is expendable at the discretion of the Trustees in the furtherance of the objectives of the Charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted Funds: Funds which the donor has specified are solely to be used for particular activities or projects.

d) Income

All income is recognised in the Statement of Financial Activities once the Charity has entitlement to the income, any performance conditions attached to the income have been met, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income from charitable activities includes income earned from trading activities to be used to undertake activities to further the objects of the charity. Income is received in exchange for supplying goods and services and is recognised when entitlement has occurred.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

e) Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure directly relates to the object of the Charity and is shown inclusive of VAT.

f) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include office costs, governance costs and administration costs. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs have been allocated to activities on a basis consistent with the use of the resources. The basis on which support costs have been allocated are set out in note 6.

g) Tangible Fixed Assets

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life as follows:

Fixtures, fittings and equipment - 20% straight line

h) Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount due after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received. Prepayments are valued at the amount prepaid net of any trade discounts due.

Trustees Report for the Year Ended 31 July 2022



i) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provision are normally recognised at their settlement amount after allowing for any trade discounts due.

j) Corporation Tax

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a Charity for UK Corporation Tax purposes. It therefore does not suffer tax on income or gains applied for charitable purpose.

k) Foreign Currency

Foreign currency transactions are initially recognised using the monthly exchange rate.

Monetary assets and liabilities denominated in a foreign currency at the balance sheet date are translated using the closing rate. Gains and losses on exchange are allocated to the appropriate resource.

l) Key estimates and accounting judgements

In applying the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions in determining the carrying amounts of assets and liabilities. The Trustees' judgements, estimates and assumptions are based on the best and most reliable evidence available at the time when the decisions are made, and are based on historical experience and other factors that are considered to be applicable. Due to the inherent subjectivity involved in making such judgements, estimates and assumptions, the actual results and outcomes may differ.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to the accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of revision and future periods, if the revision affects both current and future periods.

2) Income from Donations and legacies

	Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
	£	£	£	£
Individual Sponsorship and Event Donations	320	-	320	78
Individual Donors	6	-	6	0
	326	-	326	78

3) Incoming Resources from Grants

	Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
	£	£	£	£
Agence pour l'enseignement français à l'étranger	-	-	-	2,877
	-	-	-	2,877

4) Incoming Resources from Charitable Activities

	Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
	£	£	£	£
Student Tuition Fees	30,316	-	30,316	20,598
Sale of Teaching Manuals	131	-	131	-
Billable Expenses	153	-	153	-
Trial Sessions	9	-	9	-
Interest Received*	2	-	2	1
	30,609	-	30,609	20,599

* Interest received is immaterial and, as such, is not separately reported on the SOFA.

Trustees Report for the Year Ended 31 July 2022

5) Incoming Resources from Fundraising

	Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
	£	£	£	£
Sale of Teaching Materials	-	-	-	55
Special Events	131	-	131	0
Reading Club	-	-	-	129
	131	-	131	184

6) Analysis of Charitable Activities

	Basis of Allocation	Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
Direct Charitable Activities:					
Teacher Fees	Direct	12,217	-	12,217	10,160
Teaching Books & Materials	Direct	311	-	311	-
Discounts	Direct	762	-	762	605
Teacher Training & DBS Checks & Travel	Direct	245	-	245	-
Support Costs:					
Staff Costs (see Note 7)	Time based	10,674	-	10,674	11,532
Rent costs	Usage	2,440	-	2,440	-
IT & Telecoms	Usage	520	-	520	498
Subscriptions & Sundry Expenses	Usage	156	-	156	427
Insurances	Usage	220	-	220	220
Bank Charges	Usage	84	-	84	-
		27,630	-	27,630	23,442
Governance:					
Accountancy	Direct	996	-	996	1,220
Independent Examination	Direct	250	-	250	500
Data Protection Fee	Direct	40	-	40	40
		1,286	-	1,286	1,760
Total Charitable Activities		28,916	-	28,916	25,202

7) Employees

	2022	2021
	£	£
Salaries and Wages	10,558	11,532
Social Security costs	116	-
	10,674	11,532

No employees received employment benefits for the reporting period of more than £60,000 (2021: none).

Average headcount in the year

	2022	2021
Teaching, Governance & Support	1	2

8) Cash and cash equivalents

	Unrestricted	2022 Restricted	Total	2021 Total
	£	£	£	£
Barclays Bank - Savings Account	0	-	0	3,067
Barclays Bank Account	801	-	801	6,178
CAF Bank Account	11,757	-	11,757	-
Cash in Hand	-	-	-	-
Total Cash at Bank and in Hand	12,559	-	12,559	9,246

9) Debtors and Prepayments

	Unrestricted	2022 Restricted	Total	2021 Total
	£	£	£	£
Trade debtors	-	-	-	132
Prepayments and accrued income	-	-	-	0
Total	-	-	-	132

Trustees Report for the Year Ended 31 July 2022

10) Analysis of current liabilities

Analysis of creditors: falling due within one year

	2022			2021
	Unrestricted	Restricted	Total	£
	£	£	£	
Accountancy Fees	1,000	-	1,000	1,000
PAYE & National Insurance	902	-	902	340
Independent Examiner's Fee	250	-	250	500
Accruals and Deferred Income	724	-	724	0
Total	2,876	-	2,876	1,840

11) Assets represented by each fund

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2022	2022	2022	2021
	£	£	£	£
Fixed Assets	-	-	-	-
Current Assets	12,559	-	12,559	9,246
Current Liabilities	(2,876)	0	(2,876)	(1,840)
Total	9,683	-	9,683	7,406

12) Charity funds

	Balance at 31 July 2021	Income	Expenditure	Transfer between funds	Balance at 31 July 2022
	£	£	£		£
Restricted Funds	1,751	-	-	(1,751)	-
	1,751	-	-	(1,751)	-
Unrestricted Funds	5,785	31,066	(28,920)	1,751	9,682
	5,785	31,066	(28,920)	1,751	9,682
Total Funds	7,536	31,066	(28,920)	-	9,682

Prior Year Comparative

	Balance at 31 July 2020	Income Recognised	Expenditure	Transfer between funds	Balance at 31 July 2021
	£	£	£	£	£
Restricted Funds	5,250	20,598	(24,097)	-	1,751
	5,250	20,598	(24,097)	0	1,751
Unrestricted Funds	4,004	3,139	(1,358)	0	5,785
	4,004	3,139	(1,358)	0	5,785
Total Funds	9,254	23,737	(25,455)	0	7,536

13) Trustees' expenses and remuneration and related party transactions

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2021: £nil).

Accounts



Trustees Report for the Year Ended 31 July 2021

INDEX

Legal and Administration Information	1
Chairperson's report	2
Report of the Trustees	3
Report from independent verifier	8
Statement of financial activities	9
Balance Sheet	10
Notes to the financial activities	11

Legal and Administration Information

Charity Number: 1168468

Registered office:

Until 20th April 2018: 29 Aston Street, Oxford, OX4 1EW

Since 23rd April 2018: 3.b Larkins Lane, Oxford, OX3 9DW

Bank: CAF BANK Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ - sort code: 40-52-40 Account number: 00034625

Trustees: The table shows the trustees of our Charity and any changes during the reporting year (or since), consistent with the updated information provided online through the charity commission website:

Names	Date of appointment (if different from the date of our Constitution signed on 26 th July 2016)	Date of resignation
Marc Carlucci	September 2019	n.a
Magali Dufour	July 2016	n.a
Isabelle Boscaro-Clarke - Chair	New Chair voted on 31 st January 2019	n.a
Anne-Sophie Gabillas	September 2017	Resigned in July 2021
Patricia Cawte-Dutheil	December 2018 Became Secretary January 2019	n.a
Clotilde Levecque	December 2019	n.a
Françoise Vaslin	May 2019	Resigned in October 2020
Elodie Paze	October 2020	

Independent verifier of the Accounts:

Mercer Lewin Chartered Accountants

Andrew Churchill Stone

41 Cornmarket Street

Oxford

OX1 3HA

Chair's report for the Year ended July 2021

This is the fifth annual report for *Le Petit Club Français d'Oxfordshire (Le Petit Club)* which became registered charity in July 2016. Due to the Pandemic, our educational programme promoting the French culture and language for children and their families living in Oxford and the surrounding areas was delivered online via Zoom with a professional account. Clubs were still every Tuesday after school and every other Saturday morning.

Le Petit Club Français d'Oxfordshire depends on a dynamic and highly motivated team of volunteers, trustees (unremunerated) and well-qualified teaching staff. The operation of *Le Petit Club Français d'Oxfordshire* is headed up by a head teacher who is employed part-time (10 hours/week) to provide pedagogical leadership of the programme on offer, logistical and operational support in the delivery of this educational service to the families.

We started the academic year in September 2020 with 77 pupils and finished our fifth year with 71 pupils only. Therefore, we are seeing more and more the result of Brexit on our public as five French-speaking families from our school left the UK at the end of this academic year.

Despite offering all our cultural events online, we managed to keep an active and varied socio-cultural programme with regular book clubs, cooking sessions, parents' evenings, and an end of year show, all free of charge for our community to maintain a socio-cultural contact. We also try to plan a in person event outside at the end of the academic year, a picnic in a park but had to postpone it to the beginning of the next academic year as some lock-down rules were still in place.

Financially, we were helped by a grant from the French government, so we managed to stay afloat despite the difficult situation.

We would like to ensure that we continue to secure excellent teaching solutions whilst remaining affordable for families and invest where necessary to enhance our services and offer.

Le Petit Club Français d'Oxfordshire has evolving through very changing and testing times, we are still trying to grow and to vary our activities. Our freelance bookkeeper Elodie Pazé who worked hard to provide regular reports and sound financial management of our operations, supported by a qualified accountant in Arthur Diggle, left her position to become a trustee. We felt the structure needed more support for administrative tasks and decided to replace the freelance bookkeeper position by an operation management position employed. The position was filled in October 2021.

In addition, after the first term, our headteacher was taken ill and remained on SSP until the end of the year. The operational manager took over for this period as Acting Headteacher and we are therefore extremely grateful to Françoise Vaslin for her time and support with the management of the club through this challenging time. The club is finishing the year in deficit because it had to support two salaries for the period of sickness. Given that it had built up reserves, the club was able to take these extra costs. However, had we not encountered this emergency the club's core activity was profitable unlike in previous years.

Looking forward to the 2021/2022 financial/school year, we would like to:

- Continue to offer quality online teaching solutions while consolidating pupils' numbers for Tuesdays and Saturdays' club provisions with online for Tuesdays and on-site for Saturdays.
- Continue to offer a varied cultural online programme at no or reduced costs to families (at least once per term)
- Develop a firm social and educational offer for the pre-teenagers interested in carrying on learning and interacting in French.
- We will try and find a new formula on how to promote and use again the Children's Library at Maison Française d'Oxford, circumstances allowing.

Isabelle Boscaro-Clarke

A handwritten signature in black ink, appearing to read 'Isabelle Boscaro-Clarke'.

Signed

Date: 26/05/2022

Report of the Trustees for the Year ended July 2021

1. Purposes of our charity and activities conducted during the year

The vision for *Le Petit Club Français d'Oxfordshire (Le Petit Club)* is to nurture French speaking language and culture of interested families, living in Oxford and the surrounding area. We do so by providing affordable French classes together with a cultural enrichment programme through events for pupils and their families. We seek to provide a structured educational environment that develops our pupils' capabilities, competencies, and skills.

We have done so throughout the past year through the following key activities:

Educational programme:

Le Petit Club managed during our financial year 2020-21 various clubs (based on school year/age of the children) online. Each club offers French classes for children from 5 to 12 years old. All our teachers are trained, qualified and experienced. All clubs operate during term time only.

This year we have followed the curriculum created the previous academic year by our curriculum coordinator and each teacher has adapted their resources for teaching online.

Special events:

During the academic year 2020-21, all our events were online and free of charge for the families of our wider community:

- Monthly Book Clubs run by our chair targeted by age group, KS1 and KS2 for children to discover a story and get reading advice.
- Monthly cooking sessions called 'Zoom-Bakes' run by one of our charity partner French Connect and a special Christmas cooking session run by our headteacher.
- Termly parents evening with advice on parenting.
- An end of year musical Puppet show run by 'La compagnie Sur Mesure' based in Germany and granted for 50% by our partner La Maison Française d'Oxfordshire.

2. Structure, Governance and Management

Le Petit Club Français d'Oxfordshire is structured as follows:

- The charity trustees are responsible for the overall management and control of the charity
- The chair, who is a trustee also has power to make executive decisions to further *Le Petit Club's* vision and mission.
- The chair also seeks confirmation/approval from the other trustees.
- The day- to-day management is the responsibility of the headteacher, who is employed part-time by our charity.
- We secure the provision of teaching through a well-qualified, DBS checked and flexible freelancer base.
- We use a freelance bookkeeper to keep track of the financial management.
- We sometimes call upon a casual base of DBS-checked assistants to accommodate the size of the classes and range of children abilities/levels.

The charity trustees follow the Charity Governance Code which enables and supports a charity's compliance with the law and relevant regulations. It also promotes a culture where everything works towards fulfilling the charity's vision detailed below. More information on the decision-making process and the trustees is provided in sections 4 and 8, respectively.

3. Method of appointment or election of the trustees, their induction and training

a) Method of appointment or election of the trustees

As set out in the '*Le Petit Club*' Constitution:

- The '*Le Petit Club*' trustees are elected for a minimum period of three years.
- There must be at least 3 charity trustees, and a maximum of 10 charity trustees.

When considering new trustees, the existing trustees have regard to several factors:

- the skills, knowledge and experience needed for the effective administration of the CIO,
- their interest and enthusiasm in the *Le Petit Club's* work, activities, and events,
- their current involvement in the *Le Petit Club's* work, activities, and events,
- their willingness and ability to give their time to help run the CIO, without receiving any personal benefits.

Trustees Report for the Year Ended 31 July 2021



Recruitment methods during this financial year mainly included approaching parents of children attending 'Le Petit Club' classes. Other possible methods of advertising/attracting trustees include:

- 'Le Petit Club' newsletter to parents and 'friends'
- 'Le Petit Club' website and Facebook page

A potential new trustee is invited to the next 'Le Petit Club' trustees meeting to be introduced to other trustees, presented with the CIO and its organisational structure, governance, and management.

The potential new trustee will confirm his/her willingness to apply as a trustee of the 'Le Petit Club', and the existing trustee vote according to the procedure defined in the CIO Constitution. If the quorum is present at the meeting, and the new trustee is elected by the majority of those eligible to vote, then the new trustee is appointed, and the appointment is recorded in the meeting minutes. This has happened during the year on a couple of elections as indicated on page 2.

b) Trustees induction and training

The new trustee is briefed on the trustees' legal obligations under charity and company law, and given an explanation about how the CIO work, the trustees' role, and the specific role for the new trustee - if any. This normally happens before the first 'Le Petit Club' trustees meeting attended or shortly after and before the person makes the decision to become a trustee.

The chair makes available to each new charity trustee, on or before his or her first appointment:

- a copy of the 'Le Petit Club' Constitution
- a copy of the 'Le Petit Club's latest Trustees' Annual Report and statement of accounts.

In addition, the new trustee is granted access to the 'Le Petit Club' Dropbox, where all documents pertaining to the organisation of the 'Le Petit Club' are centralised and shared with all trustees. This includes the 'Le Petit Club' Constitution, accounts and financial information, policies, minutes of past meetings, etc.

Various policies are in place and any changes to them is communicated to the Trustees. These are discussed in section below on Risk Management.

All trustees give their time freely, with no remuneration paid. All trustees are encouraged to participate and contribute to the CIO activities and events throughout the year. We are extremely grateful for their ongoing support and commitment.

4. Organisational structure and decision making

Le Petit Club Français d'Oxfordshire had 9 trustees (including the Chair) registered during the reporting year, every charity trustee is over 18 and has been elected for a minimum of three years. Every charity trustee has been appointed for some specific duties in relation with the personal skills like accounting, public relation, marketing, and communication, etc. All trustees also tend to help during preparation and/or running of events.

Charity trustees' organisation

Charity trustees	Role
Isabelle Boscaro-Clarke	Chair appointed February 2019
Patricia Cawte-Dutheil	Secretary
Magali Dufour	Library
Anne-Sophie Gabillas	Treasurer Resigned July 2021
Dorothee Tonnerre	Marketing and Communication Resigned December 2020
Servane Poulain	Events Resigned August 2020
Francoise Vaslin	Safeguarding Resigned October 2020
Marc Carlucci	Systems and general management

Trustees Report for the Year Ended 31 July 2021

Clotilde Levecque	Teachers' interview & safeguarding
Elodie Paze	Finance advice and Treasurer

The charity trustees meet every six to eight weeks during term-time. The meeting is typically attended by the Headteacher, and the bookkeeper attends or provides financial information at least on a termly basis. The dates are agreed on a majority vote basis at the end of each meeting and the notice sent by email to all the charity trustees in line with our Constitution. The chair notifies, before each meeting, all charity trustees on all points to be discussed during the meetings. All our meetings are now online.

The minutes of the previous meetings are always approved before starting the current meeting. If a decision is needed on a specific topic, it is voted/ at the trustees' meetings, or by email for urgent matters, by at least 3 trustees.

All events topics, dates and venues of the events organised by 'Le Petit Club' are decided by the charity trustees and sometimes are dependent on the availability of external guests. Events are generally managed on a voluntary basis by the charity trustees, including communication, preparation, delivery of the event etc.

The trustees are supported for these events by the Maison Française d'Oxford, which gives free-of-charge access to their rooms and/or to the French library, all located in Oxford.

5. Public benefit

The benefits to the public are varied. *Le Petit Club* exposes children and their families to French speaking culture, traditions, and literature, allow them to practice the French language, play French games and meet other families who speak or are interested in the acquisition of French.

The benefits brought by *Le Petit Club* have been confirmed ever more during the global pandemic. All our classes were online on both days Tuesday and Saturday using Zoom. Keeping the contact between pupils, parents and teachers was very important and remained an extremely beneficial network for many French-speaking families of the local community and beyond as we have welcomed new members further afield.

As per its very nature & purpose (already described in section 1), 'Petit Club' supports strong educational values and advancement in promoting and encouraging further literacy, language development & knowledge. It helps confidence building; learning by giving the chance to children to identify with other children in similar multicultural environments and with potential educational challenges that it could entail. Our belief is that learning & mastering another language is an effective way to better understand others and other ways of doing things. We hope that this in turn encourages a multilingual education to benefit the wider community.

Le Petit Club can benefit to anybody who has a strong commitment to French language and Francophone culture (i.e. from France, Belgium, Switzerland, French speaking African nations, etc). At a wider level, Le Petit Club, since its inception, has been a valued meeting place, notably providing a support network in helping new Francophone families to integrate in the Oxford area. A great sense of local community support has developed around Le Petit Club also for the parents with networking events (parent evenings, cultural events, etc). We also offer a free platform of communication to connect families and for people to post adverts or offers (such as baby-sitting, French au pair, French-speaking nanny, request to host French students, etc) that had proved to be helpful within the local community.

As we don't currently benefit from any public subsidies or funding, most of our services are fee-based. However, our aim is to ensure that we provide affordable classes, accessible and interesting events, which have educational merit and can enrich the educational experience. For instance, we competitively priced lessons with experienced qualified teachers, as well as payment plan options for families of low income or who experience difficulties with payment.

When we look at projects or possible events, the main criteria we consider include:

- good cultural offer
- open to families (with children of different ages)
- affordable and sometimes free of charge
- location to be easily accessible by public transport (bus, car).

6. Financial review including funding sources

(a) Unrestricted Funds

In the second year of operation, the Charity decided through the trustees to increase the unrestricted reserve to allow for the closure of the whole of the operations. The reserve policy continues to be maintained and the unrestricted funds allow us to honour all our commitments in case of closure. During the year in review a surplus of unrestricted income over expenditure of £1,781 was achieved after providing for a support grant received from Agence pour l'enseignement Français à l'étranger.

(b) *Restricted Funds*

Restricted income arises from tuition fees, events charges and the sale of teaching materials. During the year, through restricted activities caused by the Covid 19 Pandemic, Restricted Income fell by £9,752 when compared to the previous. With careful management of Restricted Expenditure year ended with a deficit of Income over Expenditure of £3,499.

7. Monitoring reserves

The reserves policy of the Charity is to maintain a level of funds sufficient to continue operations for six months in the event of a termination of income and to deal with unforeseen circumstances. The reserves were indeed used to this effect to cover the long-term sickness absence of the headteacher. The Charity makes no commitment to expenditure on charitable activities until classes are fully booked and paid for. There is therefore a very low risk of financial liabilities arising from curtailed charitable activities.

8. Risk Management

We take very seriously (a) the protection of children, (b) health and safety and (c) compliance with relevant legal requirements and we have adopted and implemented various policy and procedures to that effect.

1. We have a **child protection policy** and procedure which we asked all trustees and teachers to read and sign confirmation that they have read and understood the policy and procedures. We have requested and obtained clean advanced DBS (rather than standard DBS given the activities with children) from all teachers and will continue to do so for any new person who will be directly with the children. We also ensure that if volunteers are used, this is done in line with the policy and are not left on their own with a child. We continue to use an account with APS to obtain any future DBS.
We updated our child protection policy once our classes took place online to ensure maximum relevant protection given the new online teaching circumstances. Also, the parents were asked to fill in a new online Consent Form regarding the new remote teaching system in place. The policy is reviewed yearly with an appointed trustee in charge of safeguarding.
2. Before going online in March 2020, we conducted **risk assessments** of the various classrooms/locations where we run classes and where relevant risk assessments of events. We also regularly review our responsibilities under Health and Safety requirements and have paid in the past for external professional training as first aiders for teachers and director.
An accident book and a first aid kit are also held for the classes and events, as and when required.
Since March 2020, all parents sign a form about behaviour rules for online lessons for safeguarding. The risks are reviewed yearly with the support of the Headteacher.
3. **Insurance:** We also ensure that the activities of *Le Petit Club* are covered by an up-to- date insurance which is subscribed with MARKEL UK Ltd. The contract is reviewed yearly with the support of the Headteacher.
4. **Data protection:** Our policy on data management is in line with the GDPR requirements. We have renewed our membership of the Information Commissioner's Office (ICO). We are working through an action plan to ensure we progress outstanding activities under the new regulation. The GDPR requirements are reviewed yearly by the Trustees with the support of the Headteacher.
5. We have a **Teachers' Manual** which covers various aspects and how we manage the risks associated with using teachers who provide lessons in French, and we have ensured that all teachers have read and understood this manual, which is done via email and through face-to-face meetings with head teacher. The headteacher revises the manual yearly.
6. We also have a **Complaints Policy & Procedure** - no such event occurred during the reporting year, so it has not been applied to date. The policy is reviewed yearly by the trustees.
7. During the financial year 20-21, we have reviewed all our contracts (employment contract for Headteacher, contract of services with teachers, bookkeeper, etc) and hold a signed copy by both parties for all relevant contracts.

We have not identified any other risks of possible detriment or harm.

9. Plans for Future Periods

As indicated in the chair's report, our plan for the foreseeable future is to:

- Go back to in person lessons at least for Saturday classes
- Organise a new specific GCSE Club, aimed at our oldest bilingual pupils
- Develop a firm social and educational offer for the pre-teenagers interested in carrying on learning and interacting in French.

Trustees Report for the Year Ended 31 July 2021



- Consolidate pupils' numbers for Tuesdays and Saturdays club provisions.
- Find a potential alternative system to use the Children's library at Maison Française d'Oxford given the new circumstances, possibly in cooperation with the Alliance Française d'Oxford.
- Plan for a potential additional drop in numbers as the pandemic continues and more families struggle financially, while some might depart from the area as a result of the Brexit.

Trustees' responsibility statement

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law and the law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period.

In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, Statement of Recommended Practice, Accounting and Reporting by Charities (SORP) revised 2015 and International Financial Reporting Standard IFRS No.102. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the trustees in collaboration with the acting Headteacher

Name : Isabelle Boscaro-Clarke

Date : 26/05/2022

Trustees Report for the Year Ended 31 July 2021



Independent Examiner's Report to The Trustees of Le Petit Club Française D'Oxfordshire

I report to the trustee on my examination of the financial statements of Le Petit Club Français d'Oxfordshire ('the Charity') for the year ended 31 July 2021.

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.

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 41 Cornmarket
Street Oxford
OX13HA

25 May 2022

Le Petit Club Français d'Oxfordshire

Statement of Financial Activities

for the Period 1 August 2020 to 31 July 2021

		Unrestricted Funds	Restricted Funds	2021	Unrestricted Funds	Restricted Funds	2020
		£	£	£	£	£	£
Income and Endowments from:							
Charitable Activities	Note 4		20,598	20,598	366	30,350	30,716
Donations and Legacies	Note 2	78		78	60		60
Fundraising	Note 5	184		184	9		9
Grants	Note 3	2,877		2,877			
Total		3,139	20,598	23,737	435	30,350	30,785
Expenditure on:							
Charitable Activities	Note 6		10,765	10,765	23	20,531	20,554
Raising Funds	Note 6	253		253			
Support Costs	Note 7-9	1,105	13,332	14,437	1,134	10,024	11,158
Total		1,358	24,097	25,455	1,158	30,555	31,712
Net Income/(Expenditure)		1,781	(3,499)	(1,718)	(723)	(205)	(927)
Other Income							
Interest Received		1		1	5		5
Total Net Income/(Expenditure)		1,781	(3,499)	(1,717)	(718)	(205)	(923)
Transfers between Funds		1,781	(3,499)	(1,717)	(718)	(205)	(923)
Other Recognised Gains/(Losses):							
Gains/(Losses) On Revaluation of Fixed Assets							
Gains/(Losses) On Investment Assets							
Actuarial Gains/(Losses) on Defined Benefit Pension Schemes							
Net Movement in Funds		1,781	(3,499)	(1,717)	(718)	(205)	(923)
Reconciliation of Funds:							
Total Funds brought forward		4,004	5,250	9,254	4,722	5,455	10,177
Total Funds carried forward		5,786	1,751	7,537	4,004	5,250	9,254

All income and expenditure derive from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised during the year.

The notes on pages 10 to 14 form part of these financial statements

Le Petit Club Français d'Oxfordshire

Balance Sheet

as at 31 July 2021

	2021 £	2020 £
Current Assets		
Cash at Bank and in Hand		
Barclays Bank Savings Account	3,067	3,067
Business Bank Account	6,178	6,552
Cash on Hand		
Total Cash at Bank and in Hand	9,246	9,619
Debtors	132	
Net Current Assets	9,378	10,754
Creditors: Amounts Falling Due Within One Year		
Current Liabilities		
Accruals and Deferred Income	Note 11	1,500
Tax and National Insurance		340
Total Current Liabilities	1,840	1,500
Total Creditors: Amounts Falling Due Within One Year	1,840	1,500
Net Current Assets (Liabilities)	7,537	9,254
Total Assets Less Current Liabilities	7,537	9,254
Charity funds	Note 12	
Unrestricted Funds		5,786
Restricted Funds		1,751
Total Charity funds		7,537

The Financial Statements were approved by the Trustees and authorised for issue on 23rd May 2022 and signed on their behalf by:

Isabelle Boscaro-Clarke

Chair from January 2019

The notes on pages 11 to 14 form part of these financial statements

Notes to the Financial Statements

1 Summary of Significant Accounting Policies

(a) General Information and Basis of Preparation

Let Petit Club Français D'Oxfordshire is a charity registered in England number 1168486. The address is given in the charity information sheet page 2 of these financial statements. The nature of the charity's obligations and principal activities are to engage, inspire, and influence the education of the French culture and language for children and their families, living in Oxford and the surrounding area.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling, which is the functional currency of the charity and rounded to the nearest pound.

The significant accounting policies applied in the preparation of the financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for specific purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for a purpose. The aim and use of each restricted fund is set out in the notes to the financial statements.

Transfers between restricted funds take place in accordance with funding agreements or with the express permission of the funder.

(c) Income Recognition

All incoming resources are included in the Statement of Financial Affairs (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably, and it is probable that the income will be received.

For donations to be recognised the charity will have been entitled to the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained, then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled. Donated facilities and donated professional services (Gifts in Kind) which the charity would otherwise have purchased are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably, and the charity has control over the item. Fair value is determined on the basis of the gift to the charity; that is the amount the charity would be willing to pay in the open market for the equivalent benefit of such facilities and services. A corresponding amount is recognised in expenditure. A threshold of £500 is applied for each facility or service.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102) 2015.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it will not be possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Income from trading activities includes Income earned from trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

(d) Expenditure Recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Notes to the Financial Statements (Continued)

(e) Support Costs Allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs and administration costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings, they have been allocated to costs of raising funds and Expenditure on charitable Activities on a basis consistent with use of the resources. Overheads have been allocated on the basis of staff time.

The analysis of these costs is included in note 6.

{f} Tangible Fixed Assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributed to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life, which for equipment and computers is three years.

(g) Debtors and Creditors Receivable / Payable within One Year

Debtors and Creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(h) Provisions

Provisions are recognised when the charity has an obligation at the Balance Sheet date as a result of a past expenditure. It is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

(i) Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight-line basis over the period of the lease.

(j) Foreign Currency

Foreign currency transactions are initially recognised using the monthly exchange rate.

Monetary assets and liabilities denominated in a foreign currency at the balance sheet date are translated using the closing rate. Gains and losses on exchange are allocated to the appropriate resource.

(k) Employee benefits

When employees have rendered services to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined pension contribution plan for the benefit of its employees. In the year under review all employees opted out of the scheme.

(l) Tax

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a Charity for UK Corporation Tax purposes. It therefore does not suffer tax on Income or gains applied for charitable purpose

(m) Going Concern

The financial statements have been prepared on a going concern basis, as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted Income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(n) Financial Instruments

The charity only holds basic financial instruments. The financial assets and financial liabilities of the Charity and their measurement basis are as follows:

Financial assets - trade and other debtors including accrued legacy and gift aid Income are basic financial instruments and are debt Instruments measured at amortised cost. Prepayments are not financial Instruments.

Trustees Report for the Year Ended 31 July 2021

Notes to the Financial Statements (Continued)

Cash at bank - is classified as a basic financial Instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial Instruments, and are measured at amortised cost as detailed in note 10. Taxation and social security are not included in the financial instruments disclosure. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver charitable services rather than cash or another financial Instrument.

Incoming Resources from						
2	Donations	2021		2020		
		£		£		
	Individual Sponsorship and Event Donations	78		60		
	Individual Donors	-		-		
		<u>78</u>		<u>60</u>		
Incoming Resources from Grants		2021		2020		
		£		£		
	Agence pour l'enseignement français à l'étranger	2,877		-		
		<u>2,877</u>		<u>-</u>		
Incoming Resources from Charitable Activities		2021		2020		
		£		£		
	Student Tuition Fees	20,598		29,698		
	Sale of Teaching Manuals	0		661		
		<u>20,598</u>		<u>30,359</u>		
Incoming Resources from Fundraising		2021		2020		
		£		£		
	Sale of Teaching Materials	55		-		
	Special Events	0		366		
	Reading Club	129				
		<u>184</u>		<u>366</u>		
Resources Expended		2021	2021	2021	2020	2020
		£	£	£	£	£
		Raising Funds	Charitable Activities	Total	Raising Funds	Charitable Activities
						Total
	Staff Costs	831	10,719	11,550	998	8,979
	Direct Costs	253	10,765	11,018	23	20,554
	Support Costs	275	2,612	2,887	137	1,045
		<u>1,358</u>	<u>24,097</u>	<u>25,455</u>	<u>1,158</u>	<u>30,578</u>
						<u>31,736</u>
Support Costs Allocation		2021	2021	2021	2020	2020
		£	£	£	£	£
		Raising Funds	Charitable Activities	Total	Raising Funds	Charitable Activities
						Total
	Other office and Operational Costs	275	2,612	2,887	137	1,045
		<u>275</u>	<u>2,612</u>	<u>2,887</u>	<u>137</u>	<u>1,045</u>

Trustees Report for the Year Ended 31 July 2021



Notes to the Financial Statements (Continued)

8	Governance Costs	2021	2020	
		£	£	
	Independent Examiner's Fee	500	500	
9	Staff Costs and Numbers	2021	2020	
		£	£	
	The aggregate payroll costs comprised:			
	Salaries	11,532	9,976	
	Social Security Costs	11,532	9,976	
	Average number of staff during the year by function:	2021	2020	
	Teaching	1	1	
	Governance and Support	1	1	
		2	2	
10	Net Incomeing Resources	2021	2020	
		£	£	
	Is stated after charging:			
	Independent Examiner's Fee	500	500	
11	Creditors: Amounts falling due within One Year	2021	2020	
		£	£	
	Independent Examiner's Fee	500	500	
	PAYE and National Insurance	340	340	
	Accountancy Fees	1000	1,000	
		1840	1500	
12	Net Assets between Funds			
		Unrestricted	Restricted	Total
		£	£	£
	Total Funds brought forward	4,004	5,250	9,254
	Funds Transfer	1,781	(3,499)	(1,717)
	Total Funds carried forward	5,786	1,751	7,537

Accounts



Trustees Report for the Year Ended 31 July 2020

INDEX

Legal and Administration Information	1
Chairperson's report	2
Report of the Trustees	3
Report from independent verifier	9
Statement of financial activities	10
Balance Sheet	11
Notes to the financial activities	12

Legal and Administration Information

Charity Number: 1168468

Registered office:

Until 20th April 2018: 29 Aston Street, Oxford, OX4 1EW

Since 23rd April 2018: 3.b Larkins Lane, Oxford, OX3 9DW

Bank: BARCLAYS BANK PLC, Leicester, COWLEY Leicestershire, LE87 2BB - sort code: 20-65-21 Account number: 73425053

Trustees: The table shows the trustees of our Charity and any changes during the reporting year (or since), consistent with the updated information provided online through the charity commission website:

Names	Date of appointment (if different from the date of our Constitution signed on 26 th July 2016)	Date of resignation
Magali Cochrane - Chair		Resigned January 2019
Dorothee Tonnerre		Resigned December 2019
Marc Carlucci	September 2019	n.a
Gaëlle Jamar de Bolsée		Resigned 3 rd December 2019
Chantal Muller		Resigned February 2020
Magali Dufour	July 2016	n.a
Isabelle Boscaro-Clarke - Chair	New Chair voted in 31 st January 2019	n.a
Anne-Sophie Gabillas	September 2017	n.a
Servane Poulain		Resigned August 2019
Sandrine Lacorie	May 2018	Resigned July 2019
Patricia Cawte-Dutheil	December 2018 Became Secretary January 2019	n.a
Clotilde Levecque	December 2019	n.a
Françoise Vaslin	May 2019	

Independent verifier of the Accounts:

Mercer Lewin Chartered Accountants

Andrew Churchill Stone

41 Cornmarket Street

Oxford

OX1 3HA

Chair's report for the Year ended July 2020

This is the fourth annual report for *Le Petit Club Français d'Oxfordshire (Le Petit Club)* which became registered charity in July 2016. Our fourth financial year has tried to deliver across two sites a well-rounded educational programme promoting the French culture and language for children and their families, living in Oxford and the surrounding areas.

Le Petit Club Français d'Oxfordshire depends on a dynamic and highly motivated team of volunteers, trustees (unremunerated) and well-qualified teaching staff. The operation of *Le Petit Club Français d'Oxfordshire* is headed up by a head teacher who is employed part-time (10 hours/week) to provide pedagogical leadership of the programme on offer, logistical and operational support in the delivery of this educational service to the families.

Having finished the past financial year with more than 75 pupils across two sites.

The rationalisation from three to two sites was successful and ensured that the best educational programmes could be offered to the pupils. Together with the trustees, it was decided to keep offering clubs in Littlemore and in North Oxford despite a deficit in the profitability as it was felt important to support the families involved.

We completed our fourth year with 77 pupils and a total of 67 families reached through our various educational activities with clubs at the following locations – Littlemore Emmanuel Christian School and the Jubilee Building at St Andrew's Church North Oxford.

Obviously we must take into account the unavoidable shock and upset brought by the COVID-19 pandemic from March 2020. *Le Petit Club* reacted extremely quickly to adapt to the new situation and managed to offer remote online teaching solutions (via Zoom) from the very first weeks into the first national lockdown, succeeding in maintaining the full programme of clubs, keeping all our existing clubs open and all our freelance teachers working for us. The whole of Term 3 was therefore held online.

As a result of the pandemic crisis, *le Petit Club* lost about ten families/pupils during Term 3, due to financial or logistical reasons. This sudden unexpected loss came on top of an already lower number of subscriptions in September, brought by the planned departure of French-speaking families leaving the area as a result of the Brexit.

Several successful socio-educational public events were held up until the March 2020 lockdown. Thereafter the global pandemic forced us to cancel three major events (a Foundation/Key Stage 1 French theatre puppet show, a free public film screening and our traditional Summer Fête), bringing significant financial loss.

The events which actually took place early in the school year were: a parents' evening to meet teaching staff and providing a networking opportunity between families; a volunteer-led Christmas meal and a New Year family craft and Epiphany event celebration (Galette des Rois).

Financially, we were not in a very strong position at the beginning of the school year, but several strategic conservative decisions (cancelling one of our 3 sites, cancelling costly events such as *Soirée des Parents* and *Fête du Livre*, tight expenses budget) have managed to keep *le Petit Club* afloat despite a rocky start.

We would like to ensure that we continue to secure excellent teaching and state-of-the-art online teaching solutions whilst remaining affordable for families and invest where necessary to enhance our services and offer.

As *Le Petit Club Français d'Oxfordshire* is evolving through very changing and testing times, we are still trying to grow and to vary our activities, while welcoming a couple of new trustees who joined us at the beginning of this school year. Our freelance bookkeeper Elodie Pazé has worked hard to provide regular reports and sound financial management of our operations supported by a qualified accountant in Arthur Diggle.

Looking forward to the 2020/2021 financial/school year, we would like to:

- Continue to offer quality online teaching solutions while consolidating pupils' numbers for Tuesdays and Saturdays club provisions (no on-site teaching until Christmas 2020, to be revised then);
- Create a new operational role to undertake the financial management of the clubs and prepare for Elodie Pazé's departure.
- Continue to offer a varied cultural online programme at no or reduced costs to families (at least once per term)
- Develop a firm social and educational offer for the pre-teenagers interested in carrying on learning and interacting in French;
- We will try and find a new formula on how to promote and use again the Children's Library at Maison Française d'Oxford, circumstances allowing.
- Submission of Grant Application file ("Subvention exceptionnelle Covid-19") organised by the Agency for French Education Abroad (AEFE), decision expected by end 2020.

Isabelle Boscaro-Clarke date



Signed

Date: 27/05/2021

Report of the Trustees for the Year ended July 2020

1. Purposes of our charity and activities conducted during the year

The vision for *Le Petit Club Français d'Oxfordshire (Le Petit Club)* is to nurture French speaking language and culture of interested families, living in Oxford and the surrounding area. We do so by providing affordable French classes together with a cultural enrichment programme through events for pupils and their families. We seek to provide a structured educational environment that develops our pupils' capabilities, competencies and skills.

We have done so throughout the past year through the following key activities:

Educational programme:

Le Petit Club managed during our financial year 2019-20 various clubs (based on school year/age of the children) at several locations throughout Oxfordshire. Each club offers French classes for children from 5 to 12 years old. All our teachers are trained, qualified and experienced. All clubs operate during term time only.

This year we have strengthened our curriculum with the support from Louise Richard, who not only taught at some of the clubs but also took on the role of curriculum coordinator, following Audrey Sivadier's departure. This has led to offer a high quality and consistency in the educational programme with regular evaluation. Louise Richard has left at the end of the 2019-20 school year for personal reasons.

The French Library at the Maison Française d'Oxford has an area dedicated to children's books. Families can have access every day, except Sundays. Twice a month (up until March 2020 lockdown) volunteers from *L'Alliance Française d'Oxford* opened the Library on Saturday afternoons for the children and their families.

Special events:

We involve other local and French organisations in a range of activities for the pupils and their families and offer various special and open-to-all events over the year. For 2019-20, *le Petit Club* planned for:

- a New Year/Epiphany Party (French "Galette des Rois") during an afternoon in January (open to the pupils, their families and the public),
- a children's puppet show, with the French theatre company "Les 3 Chardons". That same afternoon we planned a second-hand book and toy public sale (to raise funds for new books in the Library) - both events were sadly cancelled due to the pandemic.
- a Summer Fair (Kermesse), with various outdoor activities and a theatre show by the Drama Club pupils from Littlemore Saturday Club, cake sale and clothing sale. Sadly this prime event was cancelled due to the pandemic.

2. Structure, Governance and Management

Le Petit Club Français d'Oxfordshire is structured as follows:

- The charity trustees are responsible for the overall management and control of the charity
- The chair who is a trustee also has power to do make decisions to further *Le Petit Club's* vision and mission.
- The chair also seeks confirmation/approval from the other trustees.
- The day- to-day management is the responsibility of the headteacher, who is employed part-time by our charity.
- We secure the provision of teaching through a well-qualified, DBS checked and flexible freelancer base.
- We use a freelance bookkeeper to keep track of the financial management.
- We sometimes call upon a casual base of DBS-checked assistants to accommodate the size of the classes and range of children abilities/levels.

The charity trustees follow the Charity Governance Code which enables and supports a charity's compliance with the law and relevant regulations. It also promotes a culture where everything works towards fulfilling the charity's vision detailed below. More information on the decision-making process and the trustees is provided in sections 4 and 8, respectively.

3. Method of appointment or election of the trustees, their induction and training

a) Method of appointment or election of the trustees

As set out in the 'Le Petit Club' Constitution:

- The 'Le Petit Club' trustees are elected for a minimum period of three years.
- There must be at least 3 charity trustees, and a maximum of 10 charity trustees.

When considering new trustees, the existing trustees have regard to several factors:

- the skills, knowledge and experience needed for the effective administration of the CIO,
- their interest and enthusiasm in the Le Petit Club's work, activities and events,
- their current involvement in the Le Petit Club's work, activities and events,
- their willingness and ability to give their time to help run the CIO, without receiving any personal benefits.

Recruitment methods during this financial year mainly included approaching parents of children attending 'Le Petit Club' classes. Other possible methods of advertising/attracting trustees include:

- 'Le Petit Club' newsletter to parents and 'friends'
- 'Le Petit Club' website and Facebook page

A potential new trustee is invited to the next 'Le Petit Club' trustees meeting to be introduced to other trustees, presented with the CIO and its organisational structure, governance and management.

The potential new trustee will confirm his/her willingness to apply as a trustee of the 'Le Petit Club', and the existing trustee vote according to the procedure defined in the CIO Constitution. If the quorum is present at the meeting, and the new trustee is elected by the majority of those eligible to vote, then the new trustee is appointed and the appointment is recorded in the meeting minutes. This has happened during the year on a couple of elections as indicated on page 2.

b) Trustees induction and training

The new trustee is briefed on the trustees' legal obligations under charity and company law, and given an introduction to the CIO work, the trustees' role, and the specific role for the new trustee - if any. This normally happens before the first 'Le Petit Club' trustees meeting attended or shortly after and before the person makes the decision to become a trustee.

The chair makes available to each new charity trustee, on or before his or her first appointment:

- a copy of the 'Le Petit Club' Constitution
- a copy of the 'Le Petit Club's latest Trustees' Annual Report and statement of accounts.

In addition, the new trustee is granted access to the 'Le Petit Club' Dropbox, where all documents pertaining to the organisation of the 'Le Petit Club' are centralised and shared with all trustees. This includes the 'Le Petit Club' Constitution, accounts and financial information, policies, minutes of past meetings, etc.

Various policies are in place and any changes to them is communicated to the Trustees. These are discussed in section below on Risk Management.

All trustees give their time freely, with no remuneration paid. All trustees are encouraged to participate and contribute to the CIO activities and events throughout the year.

4. Organisational structure and decision making

Le Petit Club Français d'Oxfordshire had 9 trustees (including the Chair) registered during the reporting year, every charity trustee is over 18 and has been elected for a minimum of three years. Every charity trustee has been appointed for some specific duties in relation with the personal skills like accounting, public relation, marketing and communication, etc. All trustees also tend to help during preparation and/or running of events.

Charity trustees organisation

Charity trustees	Role
Magali Cochrane	Resigned January 2019 from Chair
Isabelle Boscaro-Clarke	Chair appointed February 2019

Trustees Report for the Year Ended 31 July 2020

Patricia Cawte-Dutheil	Secretary
Gaëlle Jamar de Bolsée	Event, Marketing and Communication Resigned December 2019
Chantal Muller	Webmaster, Marketing and Communication Resigned February 2020
Magali Dufour	Library
Isabelle Boscaro-Clarke	Marketing and Communication and responsibility for Littlemore club logistics
Dorothee Tonnerre	Marketing and Communication Resigned December 2020
Servane Poulain	Events Resigned August 2020
Sandrine Lacorie	Events Resigned July 2020
Anne-Sophie Gabillas	Treasurer
Francoise Vaslin	Safeguarding

The charity trustees meet every six to eight weeks during term-time. The meeting is typically attended by the Headteacher and the bookkeeper attends or provides financial information at least on a termly basis. The dates are agreed on a majority vote basis at the end of each meeting and the notice sent by email to all the charity trustees with the opportunity to attend remotely to the meetings via conference calls/skype – in line with our Constitution. The chair notifies, before each meeting, all charity trustees on all points to be discussed during the meeting.

The minutes of the previous meetings are always approved before starting the current meeting. If a decision is needed on a specific topic, it is voted/ at the trustees' meetings, or by email for urgent matters, by at least 3 trustees.

All events topics, dates and venues of the events organised by 'Le Petit Club' are decided by the charity trustees and sometimes are dependent on the availability of external guests. Events are generally managed on a voluntary basis by the charity trustees, including communication, preparation, delivery of the event etc.

The trustees are supported for these events by the Maison Française d'Oxford, which gives free-of-charge access to their rooms and/or to the French library, all located in Oxford.

5. Public benefit

The benefits to the public are varied. *Le Petit Club* exposes children and their families to French speaking culture, traditions and literature, allow them to practice the French language, play French games and meet other families who speak or are interested in the acquisition of French.

The benefits brought by *le Petit Club* have been confirmed ever more during the global pandemic which started in March 2020 : suddenly the weekly online classes for the children, and (free) video conferences for their families, became a welcome familiar part of all our members' new at-home routine during lockdown, and it became evident that the regular contact between the pupils and between parents, made necessary and managed by *le Petit Club* (via Zoom), was an extremely beneficial new network for many French-speaking members of the local community.

As per its very nature & purpose (already described in section 1), 'Petit Club' supports strong educational values and advancement in promoting and encouraging further literacy, language development & knowledge. It helps confidence building; learning by giving the chance to children to identify with other children in similar multicultural environments and with potential educational challenges that it could entail. Our belief is that learning & mastering another language is an effective way to better understand others and other ways of doing things. We hope that this in turn encourages a multilingual education to benefit the wider community.

Le Petit Club can benefit to anybody who has a strong commitment to French language and Francophone culture (i.e. from France, Belgium, Switzerland, French speaking African nations, etc). At a wider level, Le Petit Club, since its inception, has been a valued meeting place, notably providing a support network in helping new Francophone families to integrate in the Oxford area. A great sense of local community support has developed around Le Petit Club also for the parents with networking events (parent evenings, cultural events, etc). We also offer a free platform of communication to connect families and for people to post adverts or offers (such as baby-sitting, French au pair, French-speaking nanny, request to host French students, etc) that had proved to be helpful within the local community.

As we don't currently benefit from any public subsidies or funding, most of our services are fee-based. However, our aim is to ensure that we provide affordable classes, accessible and interesting events, which have educational merit and can enrich the educational experience. For instance, we competitively priced lessons with experienced qualified teachers, as well as payment plan options for families of low income or who experience difficulties with payment.

We have continued our commitment to the children's library by providing free of charge access to French books for all age groups thanks to the support of the Maison Française d'Oxford that houses this library. The library is notably manned by trustees and volunteers on Saturdays to ensure access also for working parents and/or families living outside of Oxford City.

When we look at projects or possible events, the main criteria we consider include:

- good cultural offer
- open to families (with children of different ages)
- affordable and sometimes free of charge
- location to be easily accessible by public transport (bus, car).

6. Financial review including funding sources

(a) Unrestricted Funds

In the second year of operation, the Charity decided through the trustees to increase the unrestricted reserve to allow for the closure of the whole of the operations. The reserve policy continues to be maintained and the unrestricted funds allow us to honour all our commitments in case of closure.

(b) Restricted Funds

Restricted income arises from tuition fees, events charges and the sale of teaching materials. During the year, through conservative pricing policies a small loss of Income over Expenditure was achieved of £205 representing 0.7% of Income.

7. Monitoring reserves

The reserves policy of the Charity is to maintain a level of funds sufficient to continue operations for six months in the event of a termination of income. The Charity makes no commitment to expenditure on charitable activities until classes are fully booked and paid for. There is therefore a very low risk of financial liabilities arising from curtailed charitable activities.

8. Risk Management

We take very seriously (a) the protection of children, (b) health and safety and (c) compliance with relevant legal requirements and we have adopted and implemented various policy and procedures to that effect.

1. We have a **child protection policy** and procedure which we asked all trustees and teachers to read and sign confirmation that they have read and understood the policy and procedures. We have requested and obtained clean advanced DBS (rather than standard DBS given the activities with children) from all teachers and will continue to do so for any new person who will be directly with the children. We also ensure that if volunteers are used, this is done in line with the policy and are not left on their own with a child. We continue to use an account with APS in order to obtain any future DBS.
We updated our child protection policy once our classes took place online to ensure maximum relevant protection given the new online teaching circumstances. Also, the parents were asked to fill in a new online Consent Form regarding the new remote teaching system in place.
2. Before going online in March 2020, we conducted **risk assessments** of the various classrooms/locations where we run classes and where relevant risk assessments of events. We also regularly review our responsibilities under Health and Safety requirements and have paid in the past for external professional training as first aiders for teachers and director. An accident book and a first aid kit are also held for the classes and events, as and when required.
3. **Insurance:** We also ensure that the activities of *Le Petit Club* are covered by an up-to- date insurance which is subscribed with MARKEL UK Ltd.

4. **Data protection:** Our policy on data management is in line with the GDPR requirements. We have renewed our membership of the Information Commissioner's Office (ICO). We are working through an action plan to ensure we progress outstanding activities under the new regulation.
5. We have a **Teachers' Manual** which covers various aspects and how we manage the risks associated with using teachers who provide lessons in French and we have ensured that all teachers have read and understood this manual, which is done via email and through face to face meetings with head teacher.
6. We also have a **Complaints Policy & Procedure** - no such event occurred during the reporting year so it has not been applied to date.
7. During the financial year, we have reviewed all our contracts (employment contract for Headteacher, contract of services with teachers, bookkeeper, etc) and hold a signed copy by both parties for all relevant contracts.

We have not identified any other risks of possible detriment or harm.

9. Plans for Future Periods

As indicated in the chair's report, our plan for the foreseeable future is to:

- Maintain ALL Clubs online for the whole first term (to be reviewed during Christmas Holidays);
- Try and organise new types of online events, most of them free-of-charge (Café des Parents, Zoom Bake cooking activities, Reading Clubs...);
- Stop our Drama Clubs on Saturdays, following the departure of our Drama Teacher during Summer 2020 and the difficulties to teach Drama remotely to young children;
- Organise a new specific GCSE Club, aimed at our oldest bilingual pupils
- Develop a firm social and educational offer for the pre-teenagers interested in carrying on learning and interacting in French;
- Create a new operational role to undertake the financial management of the clubs and prepare for Elodie Pazé's departure.
- Consolidate pupils' numbers for Tuesdays and Saturdays club provisions;
- Find a potential alternative system to use the Children's library at Maison Française d'Oxford given the new circumstances, possibly in cooperation with the Alliance Française d'Oxford.
- Plan for a potential additional drop in numbers as the pandemic continues and more families struggle financially, while some might depart from the area as a result of the Brexit.

Trustees' responsibility statement

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law and the law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period.

In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, Statement of Recommended Practice, Accounting and Reporting by Charities (SORP) revised 2015 and International Financial Reporting Standard IFRS No.102. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the trustees

Trustees Report for the Year Ended 31 July 2020



Name : Isabelle Boscaro-Clarke

Date : 27/05/2021

Independent Examiner's Report to the Trustee of Le Petit Club Français D'Oxfordshire

I report to the trustee on my examination of the financial statements of Le Petit Club Français d'Oxfordshire ('the charity') for the year ended 31 July 2020.

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
41 Cornmarket Street
Oxford
OX1 3HA

DATE 25 May 2021

Statement of Financial Activities

for the Period 1 August 2019 to 31 July 2020

		Unrestricted Funds	Restricted Funds	2020	Unrestricted Funds	Restricted Funds	2019
		£	£	£	£	£	£
Income and Endowments from:							
Charitable Activities	Note 3	366	30,350	30,716		36,201	36,201
Donations and Legacies	Note 2	60		60			
Fundraising	Note 4	9		9	1,634	25	1,658
Total		435	30,350	30,785	1,634	36,225	37,859
Expenditure on:							
Charitable Activities	Note 5	23	20,531	20,554		27,249	27,249
Raising Funds	Note 5				1,470		1,470
Support Costs	Note 5	1,134	10,024	11,158	1,113	10,554	11,667
Total		1,158	30,555	31,712	2,583	37,804	40,387
Net Income/(Expenditure)		(723)	(205)	(927)	(949)	(1,578)	(2,528)
Other Income							
Interest Received		5		5	6		6
Total Net Income/(Expenditure)		(718)	(205)	(923)	(943)	(1,578)	(2,521)
Transfers between Funds		(718)	(205)	(923)	(943)	(1,578)	(2,521)
Other Recognised Gains/(Losses):							
Gains/(Losses) On Revaluation of Fixed Assets							
Gains/(Losses) On Investment Assets							
Actuarial Gains/(Losses) on Defined Benefit Pension Schemes							
Net Movement in Funds		(718)	(205)	(923)	(943)	(1,578)	(2,521)
Reconciliation of Funds:							
Total Funds brought forward		4,722	5,455	10,177	5,666	7,033	12,698
Total Funds carried forward		4,004	5,250	9,254	4,722	5,455	10,177

All income and expenditure derive from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised during the year.

The notes on pages 12 to 15 form part of these financial statements

Trustees Report for the Year Ended 31 July 2020



Balance Sheet

as at 31 July 2020

	2020 £	2019 £
Current Assets		
Cash at Bank and in Hand		
Barclays Bank Savings Account	3,067	3,062
Business Bank Account	6,552	7,098
Cash on Hand		
Total Cash at Bank and in Hand	9,619	10,160
Debtors	1,136	1,017
Net Current Assets	10,754	11,177
Creditors: Amounts Falling Due Within One Year		
Current Liabilities		
Accruals and Deferred Income	Note 10	1,500
Total Current Liabilities		1,500
Total Creditors: Amounts Falling Due Within One Year		1,500
Net Current Assets (Liabilities)	9,254	10,177
Total Assets Less Current Liabilities	9,254	10,177
Charity funds	Note 11	
Unrestricted Funds	4,005	4,723
Restricted Funds	5,250	5,454
Total Charity funds	9,254	10,177

The Financial Statements were approved by the Trustees and authorised for issue on 15 April 2020 and signed on their behalf by:

Isabelle Boscaro-Clarke

Chair from January 2019

The notes on pages 12 to 15 form part of these financial statements

Notes to the Financial Statements

1 Summary of Significant Accounting Policies

(a) General Information and Basis of Preparation

Let Petit Club Français D'Oxfordshire is a charity registered in England number 1168486. The address is given in the charity information sheet page 2 of these financial statements. The nature of the charity's obligations and principal activities are to engage, inspire, and influence the education of the French culture and language for children and their families, living in Oxford and the surrounding area.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling, which is the functional currency of the charity and rounded to the nearest pound.

The significant accounting policies applied in the preparation of the financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for specific purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for a purpose. The aim and use of each restricted fund is set out in the notes to the financial statements.

Transfers between restricted funds take place in accordance with funding agreements or with the express permission of the funder.

(c) Income Recognition

All incoming resources are included in the Statement of Financial Affairs (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably, and it is probable that the income will be received.

For donations to be recognised the charity will have been entitled to the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained, then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled. Donated facilities and donated professional services (Gifts in Kind) which the charity would otherwise have purchased are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably, and the charity has control over the item. Fair value is determined on the basis of the gift to the charity; that is the amount the charity would be willing to pay in the open market for the equivalent benefit of such facilities and services. A corresponding amount is recognised in expenditure. A threshold of £500 is applied for each facility or service.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102) 2015.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it will not be possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Income from trading activities includes Income earned from trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

(d) Expenditure Recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Notes to the Financial Statements (Continued)

(e) Support Costs Allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs and administration costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings, they have been allocated to costs of raising funds and Expenditure on charitable Activities on a basis consistent with use of the resources. Overheads have been allocated on the basis of staff time.

The analysis of these costs is included in note 6.

{f} Tangible Fixed Assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributed to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life, which for equipment and computers is three years.

(g) Debtors and Creditors Receivable / Payable within One Year

Debtors and Creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(h) Provisions

Provisions are recognised when the charity has an obligation at the Balance Sheet date as a result of a past expenditure. It is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

(i) Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight-line basis over the period of the lease.

(j) Foreign Currency

Foreign currency transactions are initially recognised using the monthly exchange rate.

Monetary assets and liabilities denominated in a foreign currency at the balance sheet date are translated using the closing rate. Gains and losses on exchange are allocated to the appropriate resource.

(k) Employee benefits

When employees have rendered services to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined pension contribution plan for the benefit of its employees. In the year under review all employees opted out of the scheme.

(l) Tax

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a Charity for UK Corporation Tax purposes. It therefore does not suffer tax on Income or gains applied for charitable purpose

(m) Going Concern

The financial statements have been prepared on a going concern basis, as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted Income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(n) Financial Instruments

The charity only holds basic financial instruments. The financial assets and financial liabilities of the Charity and their measurement basis are as follows:

Financial assets - trade and other debtors including accrued legacy and gift aid Income are basic financial instruments and are debt Instruments measured at amortised cost. Prepayments are not financial Instruments.

Trustees Report for the Year Ended 31 July 2020

Notes to the Financial Statements (Continued)

Cash at bank - is classified as a basic financial Instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial Instruments, and are measured at amortised cost as detailed in note 10. Taxation and social security are not included in the financial instruments disclosure. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver charitable services rather than cash or another financial Instrument.

2 Incoming Resources from Donations	2020 £	2019 £
Individual Sponsorship and Event Donations	60	0
Individual Donors	-	-
	<u>60</u>	<u>0</u>

3 Incoming Resources from Charitable Activities	2020 £	2019 £
Student Tuition Fees	29,698	35,176
Sale of Teaching Manuals	661	1,025
	<u>30,359</u>	<u>36,201</u>

4 Incoming Resources from Fundraising	2020 £	2019 £
Christmas Party	-	367
Epiphany Festival	-	195
Fete du Livre Jeunesse	-	345
Kermesse	-	218
La Galette	366	0
Le bel Oiseau Theatre	-	372
Sale of Teaching Materials	-	137
Special Events	-	0
Theatre	-	0
	<u>366</u>	<u>1,634</u>

5 Resources Expended	2020 £	2020 £	2020 £	2019 £	2019 £	2019 £
	Raising Funds	Charitable Activities	Total	Raising Funds	Charitable Activities	Total
Staff Costs	998	8,979	9,976	1,029	9,258	10,287
Direct Costs	23	20,554	20,577	1,470	27,249	28,719
Support Costs	137	1,045	1,182	84	1,296	1,380
	<u>1,158</u>	<u>30,578</u>	<u>31,736</u>	<u>2,583</u>	<u>37,804</u>	<u>40,387</u>

6 Support Costs Allocation	2020 £	2020 £	2020 £	2019 £	2019 £	2019 £
	Raising Funds	Charitable Activities	Total	Raising Funds	Charitable Activities	Total
Other office and Operational Costs	137	1,045	1,182	84	1,296	1,380

Trustees Report for the Year Ended 31 July 2020



Notes to the Financial Statements (Continued)

7	Governance Costs	2020	2019	
		£	£	
	Independent Examiner's Fee	500	500	
8	Staff Costs and Numbers	2020	2019	
		£	£	
	The aggregate payroll costs comprised:			
	Salaries	9,976	10,287	
	Social Security Costs	9,976	10,287	
	Average number of staff during the year by function:	2020	2019	
	Teaching	1	1	
	Governance and Support	1	1	
		2	2	
9	Net Incoming Resources	2020	2019	
		£	£	
	Is stated after charging:			
	Independent Examiner's Fee	500	500	
10	Creditors: Amounts falling due within One Year	2020	2019	
		£	£	
	Independent Examiner's Fee	500	500	
	Accountancy Fees	500	500	
		1000	1000	
11	Net Assets between Funds			
		Unrestricted	Restricted	Total
		£	£	£
	Total Funds brought forward	4,722	5,455	10,177
	Funds Transfer	(718)	(205)	(923)
	Total Funds carried forward	4,004	5,250	9,254