

# ALLIANCE FRANCAISE DE YORK

England & Wales · Charity number 1171386

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2017-01-31

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** HPH Chartered Accountants  
54 Bootham  
York  
YO30 7XZ

**Phone** 07904033196

**Email** [afdeyork@gmail.com](mailto:afdeyork@gmail.com)

**Website** [www.alliancedeyork.co.uk](http://www.alliancedeyork.co.uk)

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF THE PUBLIC OF YORK AND THE SURROUNDING REGION IN FRENCH LANGUAGE AND CULTURE IN PARTICULAR BUT NOT EXCLUSIVELY BY:• ORGANISING COURSES IN FRENCH LANGUAGE, CIVILISATION AND LITERATURE;• PROMOTING SOCIAL AND CULTURAL ACTIVITIES, RELATING TO FRANCE AND FOR FRENCH SPEAKERS IN YORK AND SURROUNDING AREA (SUCH AS LECTURES, MUSICAL CONCERTS, DRAMA, EXHIBITIONS, FILM SHOWS);• COLLABORATING WITH THE CULTURAL SERVICE OF THE FRENCH EMBASSY IN LONDON; AND• SUPPORTING FRENCH LANGUAGE TEACHING AND THE DIFFUSION OF FRENCH CULTURE IN SCHOOLS, COLLEGES AND UNIVERSITIES.

**Activities:** To advance the education of the public of York and the surrounding region in French language and culture.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

## Geography

- North Yorkshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£32,176	£34,041	-	-
2024-03-31	£34,204	£33,809	-	-
2023-03-31	£24,501	£30,617	-	-
2022-03-31	£38,155	£40,405	-	-
2021-03-31	£41,209	£49,936	-	-

## Trustees

Name	Role	Appointed
<b>Mark Egan</b>	Chair	2022-06-17
Anne Margaret Harley		2021-06-18
Barbara Celia George		2025-06-24
Matthew John Watson		2023-08-23
Philip Andrew Harley		2023-08-11

**ALLIANCE FRANCAISE DE YORK**

England & Wales - Charity number 1171386

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# Accounts

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# **ALLIANCE FRANÇAISE DE YORK**

*Registered Charity Number: 1171386*

*Company Number: CE008958*



Alliance Française

*York*

**TRUSTEES' ANNUAL REPORT  
AND  
RECEIPTS AND PAYMENTS ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2025**

HPH  
Chartered Accountants  
54 Bootham  
YORK  
YO30 7XZ

**ALLIANCE FRANÇAISE DE YORK**

**TRUSTEES' ANNUAL REPORT**

**AND**

**RECEIPTS AND PAYMENTS ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2025**

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**ALLIANCE FRANÇAISE DE YORK  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2025**

The Trustees have pleasure in presenting their Annual Report together with the Receipts and Payments Account, and the Statement of Assets and Liabilities of the charity for the year ended 31 March 2025. The accounts have been prepared on the receipts and payments basis and comply with the charity's governing document and the Charities Act 2011.

**REFERENCE AND ADMINISTRATION INFORMATION**

Charity name: Alliance Française de York

Registered charity number: 1171386

Company number: CE008958

Charity's principal address: HPH  
Chartered Accountants  
54 Bootham  
YORK  
YO30 7XZ

Charity's contact and address: Mark Egan  
Chair  
15 Church Lane  
Strensall,  
YORK  
YO32 5XU

Names of the Charity Trustees who managed the Charity during the year:

Mark Egan	Chair	Appointed 17 June 2022
Stephen Curran	Hon. Treasurer	Appointed 18 June 2021
Anne Harley	Secretary	Appointed 18 June 2021
Mat Watson	Trustee	Appointed 11 August 2023
Andrew Harley	Trustee	Appointed 11 August 2023

The names and addresses of the Charity's advisers:

Independent Examiner: Sarah Wearing FCA, DChA  
HPH, Chartered Accountants, 54 Bootham, YORK, YO30 7XZ

Bankers: CAF Bank. Kings Hill, West Malling, KENT, ME19 4JQ

Solicitors: Grays Solicitors  
Duncombe Place  
YORK  
YO1 7DY

**ALLIANCE FRANÇAISE DE YORK  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2025**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Charity is constituted as a Charitable Incorporated Organisation (Association model) (CIO) and was registered with the Charity Commission on 31 January 2017. Prior to this it had been an unincorporated charitable association for over 20 years.

Our constitution allows for a maximum of 8 Trustees and we currently have 5 in post. Trustees are selected at the AGM. Members are invited to apply before the AGM. Existing Trustees may also co-opt members to become Trustees if vacancies remain after the AGM.

The administration of the Charity is normally carried out by a Director and 2 part-time Administrators. Agathe Cintrat was appointed interim Director in January 2024 and confirmed as permanent Director in April 2024. At the year end, there were four part-time teachers, who did not undertake administrative duties in addition to the Director who undertakes the bulk of in-person teaching.

Wherever possible and in accordance with Government guidelines, Trustees have continued to attend training seminars for small charities. We have been fortunate to have had Trustees with legal, human resources and safeguarding expertise, but we continue to take outside legal, accounting and human resource advice as needed.

We continue to belong to a wider UK network of Alliance Française organisations, working closely with the Institut Français. Our Chair and Director have attended meetings which brought together UK Alliance Française branches to discuss current issues and challenges.

**OBJECTIVES AND ACTIVITIES**

Alliance Française de York is an educational Charity whose aims are: -

To advance the education of the public of York and the surrounding region in French language and culture, in particular but not exclusively by:

- Organising courses in French language, civilisation and literature;
- Promoting social and cultural activities relating to France and for French speakers in York and the surrounding area (such as lectures, musical concerts, drama, exhibitions, film, shows);
- Collaborating with the cultural service of the French Embassy in London;
- Supporting French language teaching and the diffusion of French culture in schools, colleges, and universities.

The Trustees believe they have complied with the duty in Section 17 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission in respect of public benefit.

Volunteers play a significant role in delivering the objectives and activities of the Charity. In addition, members volunteer to organise and assist at many of the activities listed further below.

**ALLIANCE FRANÇAISE DE YORK  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2025**

**ACHIEVEMENTS AND PERFORMANCE**

The main mission of the Alliance Française de York is to provide French language and culture courses over 30 weeks, as well as individual and small group courses throughout the year. We help prepare learners to take the DELF/DALF examinations, which cover all abilities from beginners to fluent French speakers.

Our members may also take part in facilitated conversational meetings which this year are face-to-face. In addition, we organise a number of cultural activities throughout the year, including, for example, celebrating la Chandeleur and France's national day on 14 July. We use a monthly email newsletter and website, as well as social media, to communicate with members and prospective students. With improved resources in this area, we have seen engagement increase, both online and at our regular face-to-face social events.

Although some members expressed a preference for in-person events after lockdown, online meetings continue, including some classes, and meetings of Trustees. Online meetings have also helped us connect with members who live at a distance from York and retain staff who prefer to work online.

We continue to adjust our processes as appropriate and thinking creatively about how we can deliver our services in new ways. The Kids' Club, started this year at The Mount, aims to attract a younger age group to the French language in a fun way.

One of our principal challenges is still the absence of an office to store books and equipment and to offer a base to our administrative staff. We now use commercial storage but would still prefer to find our own office, co-located with a teaching room, when resources permit. We are grateful to the Friargate Centre for hosting face-to-face classes this year.

We had a small deficit in 2024-2025 which reflected the difficulties we have experienced in recruiting additional students whilst also dealing with increasing costs. Widening our in-person course offering is complicated by the limited number of teachers in the York area who have French as their mother tongue.

**POLICY ON RESERVES**

The Charity's policy is to ensure that there are sufficient funds to cover liabilities in the event of closure. Our annual accounts include the storage of property and costs for meeting rooms for in person classes. For the year ended 31 March 2025 £37,480 is held in reserves (in 2024 - £39,345).

**FINANCIAL REVIEW**

The main source of income for the Charity is course fees paid by individuals for the French language courses. The Charity also raises funds from membership subscriptions (currently £30 per year) and payment by individuals for various activities.

Total receipts in the year amounted to £32,176 (2024 - £34,204) and total payments amounted to £34,041 (2024 – £33,809) giving rise to a net excess of payments over receipts of £1,865 (2024 excess of receipts over payments of £395).

The deficit for 2024/2025 was £1,865, compared with the previous year surplus of £395. We continue to work to reach a breakeven position, which will principally depend on minimising costs associated with storage and in-person classes and maximising the number of students enrolled in our classes.

**ALLIANCE FRANÇAISE DE YORK  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2025**

**FINANCIAL REVIEW (CONTINUED)**

All money raised for the Charity is used to provide the activities and for administrative costs. We do not invest money but keep our reserves in a bank savings account, moving money between the current account and the savings account to maximise return on our funds, while ensuring the smooth running of the Charity.

Approved on behalf of the board by

Mark Egan  
Trustee and Chair

25 June 2025

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ALLIANCE FRANCAISE DE YORK**

I report to the trustees on my examination of the accounts of Alliance Francaise De York ("the Charity") for the year ended 31 March 2025.

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

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

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

I report in respect of my examination of the Charity's accounts 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 2011 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 accounts do not accord with those records.

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

Sarah Wearing FCA, DChA  
HPH, Chartered Accountants  
54 Bootham  
YORK  
YO30 7XZ

25 June 2025

**ALLIANCE FRANCAISE DE YORK**

*Registered Charity Number: 1171386*

*Company Number: CE008958*

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2025**

	<b>Unrestricted Funds</b>	<b>Unrestricted Funds</b>
	<b>Year to 31/03/2025</b>	<b>Year to 31/03/2024</b>
	<b>£</b>	<b>£</b>
<b>Receipts</b>		
Course fees	29,796	24,769
Membership fees	900	993
Events and social activities	294	480
Other receipts	353	225
Grants from Institut Francais	-	1,937
Donations	-	5,158
Bank interest received	833	642
	<hr/>	<hr/>
<b>Total receipts</b>	<b>32,176</b>	<b>34,204</b>
	<hr/>	<hr/>
<b>Payments</b>		
Tutors' salaries and pensions	13,248	10,036
Course materials	124	-
Activities and events	200	880
Rent and service charges	6,488	6,364
Administration salary and pensions	11,241	14,063
Insurance	634	658
IT equipment and website costs	232	313
Stationery, postage and photocopying	12	-
Office expenses	338	-
Office relocation	-	90
DBS check	-	18
Legal and professional fees:		
Accountancy and payroll fees	1,104	1,042
Independent examination fees	360	345
Bank charges	60	-
	<hr/>	<hr/>
	34,041	33,809
	<hr/>	<hr/>
<b>Total payments</b>	<b>34,041</b>	<b>33,809</b>
	<hr/>	<hr/>
<b>Net of receipts over payments/(payments over receipts)</b>	<b>(1,865)</b>	<b>395</b>
Cash funds brought forward	39,345	38,950
	<hr/>	<hr/>
<b>Cash funds carried forward</b>	<b>£ 37,480</b>	<b>£ 39,345</b>
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The notes on page 8 form part of these accounts.

**ALLIANCE FRANCAISE DE YORK**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31 MARCH 2025**

		<b>Unrestricted Funds</b>	
		<b>31 March</b>	<b>31 March</b>
		<b>2025</b>	<b>2024</b>
		<b>£</b>	<b>£</b>
<b>Cash funds</b>			
	Bank current account	10,052	12,724
	Bank savings account	27,428	26,621
		<b>£ 37,480</b>	<b>£ 39,345</b>
<b>Assets retained for the Charity's own use</b>			
	Computer equipment	423	529
		<b>£ 423</b>	<b>£ 529</b>
<b>Liabilities</b>			
	Creditors and accruals for expenses	2,145	1,520
		<b>£ 2,145</b>	<b>£ 1,520</b>

The notes on page 8 form part of these accounts.

Approved by the board on 25 June 2025 and signed on its

behalf by:

Mark Egan  
Trustee and Chair

# ALLIANCE FRANCAISE DE YORK

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

### 1. ACCOUNTING POLICY

#### a) Basis of Preparation

The accounts are prepared on the receipts and payments basis.

#### b) Depreciation

Depreciation is charged so as to write off the cost of assets over their estimated useful lives, as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Computer equipment	20% reducing balance

### 2. FUNDS

The Charity only has unrestricted funds.

### 3. FIXED ASSETS

	<b>Computer Equipment £</b>
<b>Cost or valuation</b>	
At 1 April 2024	1,034
Additions	-
At 31 March 2025	<u>1,034</u>
<b>Depreciation</b>	
At 1 April 2024	505
Charge for the year	106
At 31 March 2025	<u>611</u>
<b>Carrying amounts</b>	
At 31 March 2025	<u>423</u>
At 31 March 2024	<u>529</u>

**ALLIANCE FRANCAISE DE YORK**

England & Wales - Charity number 1171386

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# Accounts

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# **ALLIANCE FRANÇAISE DE YORK**

*Registered Charity Number: 1171386*

*Company Number: CE008958*



Alliance Française

*York*

**TRUSTEES' ANNUAL REPORT  
AND  
RECEIPTS AND PAYMENTS ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2024**

HPH  
Chartered Accountants  
54 Bootham  
YORK  
YO30 7XZ

**ALLIANCE FRANÇAISE DE YORK**  
**TRUSTEES' ANNUAL REPORT**  
**AND**  
**RECEIPTS AND PAYMENTS ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2024**

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Registered charity number: 1171386

Company number: CE008958

Charity's principal address: HPH  
Chartered Accountants  
54 Bootham  
YORK  
YO30 7XZ

Charity's contact and address: Mark Egan  
Chair  
15 Church Lane  
Strensall, YORK  
YO32 5XU

Names of the Charity Trustees who managed the Charity during the year:

Mark Egan	Chair	Appointed 17 June 2022
Stephen Curran	Hon. Treasurer	Appointed 18 June 2021
Anne Harley	Secretary	Appointed 18 June 2021
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Duncombe Place  
YORK  
YO1 7DY

**ALLIANCE FRANÇAISE DE YORK  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2024**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Charity is constituted as a Charitable Incorporated Organisation (Association model) (CIO) and was registered with the Charity Commission on 31 January 2017. Prior to this it had been an unincorporated charitable association for over 20 years.

Our constitution allows for a maximum of 8 Trustees and we currently have 5 in post. Trustees are selected at the AGM. Members are invited to apply before the AGM. Existing Trustees may also co-opt members to become Trustees if vacancies remain after the AGM.

The administration of the Charity is normally carried out by a Director and Administrator(s). When our previous Director's contract came to an end mid-June 2023, the Administrators, Agathe and Pippa, who also worked as part-time teachers, stepped up to the mark. With some help from Trustees and input from other teachers, our course offering for 2023-2024 was available online with locations for in-person classes confirmed by the end of July. The Trustees thank everyone for their help. External recruitment of a new Director was not productive. Agathe Cintrat was appointed interim Director in January 2024 in view of the work she had already been doing. She subsequently agreed to become AFdY's permanent Director in April 2024. In addition, at the year end, there were three additional part-time teachers who did not undertake administrative duties and discussions were underway with a further prospective teacher. All teaching staff are native French speakers.

Wherever possible and in accordance with Government guidelines, Trustees have continued to attend training seminars for small charities. We have been fortunate to have had Trustees with legal, human resources and safeguarding expertise, but we continue to take outside legal, accounting and human resource advice as needed.

We continue to belong to a wider UK network of Alliance Française organisations, working closely with the Institut Français. We met Saliha Lefevre, AF-UK Co-ordinator, and Romain Devaux, Language Attaché at the Institut Français, at the end of March 2024 to discuss difficulties recruiting French mother tongue teachers and interns not resident in the UK and possibilities of cooperation with AF Leeds.

**OBJECTIVES AND ACTIVITIES**

Alliance Française de York is an educational charity whose aims are: -

To advance the education of the public of York and the surrounding region in French language and culture, in particular but not exclusively by:

- Organising courses in French language, civilisation and literature;
- Promoting social and cultural activities relating to France and for French speakers in York and the surrounding area (such as lectures, musical concerts, drama, exhibitions, films, shows);
- Collaborating with the cultural service of the French Embassy in London;
- Supporting French language teaching and the diffusion of French culture in schools, colleges, and universities.

**ALLIANCE FRANÇAISE DE YORK  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2024**

The Trustees believe they have complied with the duty in Section 17 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission in respect of public benefit.

Volunteers play a significant role in delivering the objectives and activities of the charity. In addition, members volunteer to organise and assist at many of the activities listed further below.

## **ACHIEVEMENTS AND PERFORMANCE**

The main mission of the Alliance Française de York is to provide French language and culture courses over 30 weeks, as well as individual and small group courses throughout the year. We help prepare learners to take the DELF/DALF examinations, which cover all abilities from beginners to fluent French speakers.

Our members may also take part in facilitated conversational meetings which this year are face-to-face. In addition, we organise a number of cultural activities throughout the year, including, for example, celebrating la Chandeleur and France's national day on 14 July. Work is ongoing to improve our monthly email newsletter and website and we aim to increase our presence on social media in the coming year.

Although some members expressed a preference for in-person events after lockdown, online meetings continue, including some classes and meetings of Trustees. Online meetings have also helped us connect with members who live at a distance from York and retain staff who prefer to work online.

We continue to adjust our processes as appropriate and thinking creatively about how we can deliver our services in new ways.

One of our principal challenges has been the absence of an office to store books and equipment and to offer a base to our administrative staff. We now use commercial storage but would still prefer to find our own office, co-located with a teaching room, when resources permit. We are grateful to the Friargate Centre for hosting face-to-face classes this year.

We also received a generous grant from the Institut Français of £1,937 for the development of social and cultural activities which was used to cover web design and salary costs for the staff involved in this project.

We had a small surplus in 2023-2024 which was due to two main factors:

- the timely publication of the new academic year programme which put us in a better position for September 2023;
- the previous Director's decision not to take a salary but to work as a volunteer.

## **POLICY ON RESERVES**

The Charity's policy is to ensure that there are sufficient funds to cover liabilities in the event of closure. Our annual accounts include the storage of property and costs for meeting rooms for in person classes. For the year ended 31 March 2024 £39,345 is held in reserves (2023 - £38,950).

**ALLIANCE FRANÇAISE DE YORK  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2024**

**FINANCIAL REVIEW**

The main source of income for the Charity are course fees paid by individuals for the French language courses. The Charity also raises funds from membership subscriptions (currently £30 per year) and payment by individuals for various activities.

Total receipts in the year amounted to £34,204 (2023 - £24,501) and total payments amounted to £33,809 (2023 - £30,617) giving rise to a net excess of receipts over payments of £395 (2023 excess of payments over receipts of £6,116).

The surplus for 2023/2024 was £395, compared with the previous year deficit of £6,116. We continue to work to reach a breakeven position, which will principally depend on minimising costs associated with storage and in-person classes and maximising the number of students enrolled in our classes.

All money raised for the Charity is used to provide the activities and for administrative costs. We do not invest money but keep our reserves in a bank savings account, moving money between the current account and the savings account to maximise return on our funds, while ensuring the smooth running of the Charity.

Approved on behalf of the board by

Mark Egan  
Trustee and Chair

9 September 2024

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ALLIANCE FRANCAISE DE YORK**

I report to the trustees on my examination of the accounts of Alliance Francaise De York ("the Charity") for the year ended 31 March 2024.

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

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

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

I report in respect of my examination of the Charity's accounts 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 2011 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 accounts do not accord with those records.

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

Sarah Wearing FCA, DChA  
HPH, Chartered Accountants  
54 Bootham  
YORK  
YO30 7XZ

9 September 2024

**ALLIANCE FRANCAISE DE YORK**  
**Registered Charity Number: 1171386**  
**Company Number: CE008958**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	<b>Unrestricted Funds</b>	<b>Unrestricted Funds</b>
	<b>Year to 31/03/2024</b>	<b>Year to 31/03/2023</b>
	<b>£</b>	<b>£</b>
<b>Receipts</b>		
Course fees	24,769	23,202
Membership fees	993	852
Events and social activities	480	425
Other receipts	225	-
Grants from Institut Francais	1,937	-
Other receipt - landlord settlement	-	22
Donations	5,158	-
Bank interest received	642	-
	<b>34,204</b>	<b>24,501</b>
<b>Payments</b>		
Tutors' salaries and pensions	10,036	7,347
Activities and events	880	543
Rent and service charges	6,364	4,178
Administration salary and pensions	14,063	13,721
Insurance	658	676
Telephone and internet costs	-	72
IT equipment and website costs	313	503
Stationery, postage and photocopying	-	4
Office expenses	-	2,063
Office relocation	90	130
DBS check	18	-
Legal and professional fees:		
Accountancy and payroll fees	1,042	1,065
Independent examination fees	345	315
	<b>33,809</b>	<b>30,617</b>
<b>Total payments</b>	<b>33,809</b>	<b>30,617</b>
<b>Net of receipts over payments/(payments over receipts)</b>	<b>395</b>	<b>(6,116)</b>
Cash funds brought forward	38,950	45,066
<b>Cash funds carried forward</b>	<b>£ 39,345</b>	<b>£ 38,950</b>

The notes on page 8 form part of these accounts.

**ALLIANCE FRANCAISE DE YORK**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31 MARCH 2024**

		<b>Unrestricted Funds</b>	
		<b>31 March</b>	<b>31 March</b>
		<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
<b>Cash funds</b>	Note		
Bank current account		12,724	9,945
Bank savings account		26,621	29,005
		£ 39,345	£ 38,950
		£ 39,345	£ 38,950
<b>Assets retained for the Charity's own use</b>			
Computer equipment	3	529	662
		£ 529	£ 662
		£ 529	£ 662
<b>Other assets</b>			
Debtors and prepayments of expenses		-	106
		£ -	£ 106
		£ -	£ 106
<b>Liabilities</b>			
Creditors and accruals for expenses		1,520	1,292
		£ 1,520	£ 1,292
		£ 1,520	£ 1,292

The notes on page 8 form part of these accounts.

Approved by the board on 9 September 2024 and signed on its behalf by:

Mark Egan  
Trustee and Chair

**ALLIANCE FRANCAISE DE YORK**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**1. ACCOUNTING POLICY**

a) Basis of Preparation

The accounts are prepared on the receipts and payments basis.

b) Depreciation

Depreciation is charged so as to write off the cost of assets over their estimated useful lives, as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Computer equipment	20% reducing balance

**2. FUNDS**

The Charity only has unrestricted funds.

**3. FIXED ASSETS**

	<b>Computer Equipment</b>
	<b>£</b>
<b>Cost or valuation</b>	
At 1 April 2023	1,034
Additions	-
At 31 March 2024	<u>1,034</u>
<b>Depreciation</b>	
At 1 April 2023	372
Charge for the year	<u>133</u>
At 31 March 2024	<u>505</u>
<b>Carrying amounts</b>	
At 31 March 2024	<u><u>529</u></u>
At 31 March 2023	<u><u>662</u></u>

**ALLIANCE FRANCAISE DE YORK**

England & Wales - Charity number 1171386

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# Accounts

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## **ALLIANCE FRANÇAISE DE YORK**

*Registered Charity Number: 1171386  
Company Number: CE008958*



### **TRUSTEES' ANNUAL REPORT AND RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**

HPH, Chartered Accounts  
54 Bootham  
YORK  
YO30 7XZ

**ALLIANCE FRANÇAISE DE YORK**  
**TRUSTEES' ANNUAL REPORT**  
**AND**  
**RECEIPTS AND PAYMENTS ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**ALLIANCE FRANÇAISE DE YORK  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2023**

The Trustees have pleasure in presenting their Annual Report together with the Receipts and Payments Account, and the Statement of Assets and Liabilities of the Charity for the year ended 31 March 2023. The accounts have been prepared on the receipts and payments basis and comply with the Charity's governing document and the Charities Act 2011.

**REFERENCE AND ADMINISTRATION INFORMATION**

Charity name: Alliance Française de York

Registered charity number: 1171386

Company number: CE008958

Charity's principal address: HPH  
Chartered Accountants  
54 Bootham  
YORK  
YO30 7XZ

Charity's contact and address: Mark Egan  
Acting Chair  
15 Church Lane  
Strensall, YORK  
YO32 5XU

Names of the Charity trustees who managed the Charity during the year:

Suzi Bewell	Chair	Resigned 28 March 2023
Mark Egan	Acting Chair (from 28 March 2023)	Appointed 17 June 2022
Steve Curran	Hon. Treasurer	
Nick Folkard	Hon. Secretary	Resigned 2 October 2022
Kim Loader		Resigned August 2022
Anne Harley	Hon. Secretary (from 2 Oct 2022)	

The names and addresses of the Charity's advisers:

Independent Examiner: Sarah Wearing FCA, DChA  
HPH, Chartered Accountants, 54 Bootham, YORK, YO30 7XZ

Bankers: HSBC Bank plc. PO Box Parliament Street, YORK, YO1 8XS  
CAF Bank. Kings Hill, West Malling, Kent, ME19 4JQ

Solicitors: Grays Solicitors  
Duncombe Place  
YORK  
YO1 7DY

## **ALLIANCE FRANÇAISE DE YORK TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Charity is constituted as a Charitable Incorporated Organisation (Association model) (CIO) and was registered with the Charity Commission on 31 January 2017. Prior to this it had been an unincorporated charitable association for over 20 years.

Our constitution allows for a maximum of 8 trustees and we currently have 3 in post. Trustees are selected at the AGM. Members are invited to apply before the AGM. Existing trustees may also co-opt members to become trustees if vacancies remain after the AGM.

The administration of the Charity is normally carried out by a Director and an Administrator(s). Following the resignation of the previous Director in early 2022, the Administrator stepped up as Acting Director until a new Director was appointed in June 2022, serving for one year. The Administrator resigned during 2022-23 and her duties were taken on by a small number of staff who also worked as part-time teachers. In addition, at the year end, there were three additional part-time teachers who did not undertake administrative duties. Most staff are native French speakers. In addition, a French intern worked with us during the winter.

Wherever possible and in accordance with Government guidelines, Trustees have continued to attend training seminars for small charities. We have been fortunate to have had trustees with legal, human resources and safeguarding expertise, but we continue to take outside legal, accounting and human resource advice as needed.

Trustees are appointed at the AGM having been nominated and seconded by members other than existing trustees. We seek new trustees on our website and also advertise the opportunity to become a trustee in our newsletters, particularly in the run up to the AGM.

We continue to belong to a wider UK network of Alliance Française organisations, working closely with the Institut Français. We met the Alliance's National Co-ordinator in February 2023 to discuss effective ways of working.

### **OBJECTIVES AND ACTIVITIES**

Alliance Française de York is an educational charity whose aims are: -

To advance the education of the public of York and the surrounding region in French language and culture, in particular but not exclusively by:

- Organising courses in French language, civilisation and literature;
- Promoting social and cultural activities relating to France and for French speakers in York and the surrounding area (such as lectures, musical concerts, drama, exhibitions, film, shows);
- Collaborating with the cultural service of the French Embassy in London;
- Supporting French language teaching and the diffusion of French culture in schools, colleges, and universities.

The Trustees believe they have complied with the duty in Section 17 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission in respect of public benefit.

Volunteers play a significant role in delivering the objectives and activities of the Charity. In addition, members volunteer to organise and assist at many of the activities listed further below.

## **ALLIANCE FRANÇAISE DE YORK TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023**

### **ACHIEVEMENTS AND PERFORMANCE**

The main mission of the Alliance Française de York is to provide French language and culture courses over 30 weeks, as well as individual and small group courses throughout the year. We help prepare learners to take the DELF/DALF examinations, which cover all abilities from beginners to fluent French speakers.

Our members may also take part in online and face-to-face conversational meetings facilitated by our teachers. In addition, we organise a number of cultural activities throughout the year, including, for example, to celebrate France's national day on 14 July. Our members are also closely involved with the organisation which marks the twinning of York and Dijon, which celebrated its 70<sup>th</sup> anniversary in 2023. We produce a monthly email newsletter with news of our activities and articles on French culture and maintain a website and a presence on social media.

The Charity is still adapting and recovering post lockdown. We have resumed in person meetings but have continued with online meetings where these work best, including for meetings of trustees. Online meetings have also helped us connect with members who live at a distance from York and retain staff who prefer to work online.

We continue to adjust our processes as appropriate and thinking creatively about how we can deliver our services in new ways.

One of our principal challenges has been the absence of an office to store books and equipment and to offer a base to our administrative staff. We now use commercial storage but ultimately would prefer to find our own office, co-located with a teaching room. We are grateful to Melton College for hosting face-to-face classes this year.

Following the year end, we received a generous grant from the Institut Français of £1,937 for the development of social and cultural activities which was used to cover web design and salary costs for the staff involved in this project.

We made a small loss in 2022-23 which was principally due to the challenges we faced in summer 2022 due to staff turnover and the search for a new location for face-to-face classes. Our Director, Stefania Garrone, worked throughout the year on a voluntary basis which greatly assisted our financial position.

### **POLICY ON RESERVES**

The Charity's policy is to ensure that there are sufficient funds to cover liabilities in the event of closure. Our annual accounts include the storage of property and costs for meeting rooms for in person classes. For the year ended 31 March 2023 £38,950 is held in reserves (in 2022 - £45,066).

### **FINANCIAL REVIEW**

The main source of income for the Charity are course fees paid by individuals for the French language courses. The Charity also raises funds from membership subscriptions (currently £30 per year) and payment by individuals for various activities.

Total receipts in the year amounted to £24,501 (2022 - £38,155) and total payments amounted to £30,617 (2022 - £40,405) giving rise to a net excess of payments over receipts of £6,116 (2022 excess of receipts over payments £2,250).

**ALLIANCE FRANÇAISE DE YORK  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2023**

**FINANCIAL REVIEW - Continued**

The deficit for 2022/2023 was £6,116, a 171.8% increase compared with the previous year (£2,250). We continue to work to reach a breakeven position, which will principally depend on minimising costs associated with storage and in-person classes and maximising the number of students enrolled in our classes.

All money raised for the Charity is used to provide the activities and for administrative costs. We do not invest money but keep our reserves in a bank savings account, moving money between the current account and the savings account to maximise return on our funds, while ensuring the smooth running of the Charity.

Approved on behalf of the board by

*Mark Egan*

Mark Egan  
Trustee and Acting Chair

29<sup>th</sup> September 2023

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ALLIANCE FRANCAISE DE YORK**

I report to the trustees on my examination of the accounts of Alliance Francaise De York ("the Charity") for the year ended 31 March 2023.

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

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

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

I report in respect of my examination of the Charity's accounts 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 2011 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 accounts do not accord with those records.

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

*Sarah Wearing*

Sarah Wearing FCA, DChA  
HPH, Chartered Accountants  
54 Bootham  
YORK  
YO30 7XZ

29<sup>th</sup> September 2023

**ALLIANCE FRANCAISE DE YORK***Registered Charity Number: 1171386**Company Number: CE008958***RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2023**

	<b>Unrestricted Funds</b>	<b>Unrestricted Funds</b>
	<b>Year to 31/03/2023</b>	<b>Year to 31/03/2022</b>
	<b>£</b>	<b>£</b>
<b>Receipts</b>		
Course fees	23,202	34,180
Membership fees	852	1,270
Events and social activities	425	418
Grants from Institut Francais	-	2,247
Other receipt - landlord settlement	22	35
Bank interest received	-	5
	<hr/>	<hr/>
<b>Total receipts</b>	<b>24,501</b>	<b>38,155</b>
	<hr/>	<hr/>
<b>Payments</b>		
Tutors' salaries and pensions	7,347	12,587
Course materials	-	13
Activities and events	543	1,250
Rent and service charges	4,178	1,057
Administration salary and pensions	13,721	21,145
Insurance	676	670
Telephone and internet costs	72	80
IT equipment and website costs	503	352
Stationery, postage and photocopying	4	26
Office expenses	2,063	205
Office relocation	130	540
DBS check	-	46
Publicity and advertising	-	20
Legal and professional fees:		
Accountancy and payroll fees	1,065	1,130
Independent examination fees	315	250
	<hr/>	<hr/>
	30,617	39,371
<b>Asset purchases</b>	-	1,034
	<hr/>	<hr/>
<b>Total payments</b>	<b>30,617</b>	<b>40,405</b>
	<hr/>	<hr/>
<b>Net of payments over receipts</b>	<b>(6,116)</b>	<b>(2,250)</b>
Cash funds brought forward	45,066	47,316
	<hr/>	<hr/>
<b>Cash funds carried forward</b>	<b>£ 38,950</b>	<b>£ 45,066</b>
	<hr/> <hr/>	<hr/> <hr/>

The notes on page 8 form part of these accounts.

**ALLIANCE FRANCAISE DE YORK**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31 MARCH 2023**

		<b>Unrestricted Funds</b>	
	Note	<b>31 March 2023 £</b>	<b>31 March 2022 £</b>
<b>Cash funds</b>			
Bank current accounts		9,945	10,061
Bank savings account		29,005	35,005
		<u>£ 38,950</u>	<u>£ 45,066</u>
<b>Assets retained for the Charity's own use</b>			
Computer equipment	3	662	827
		<u>£ 662</u>	<u>£ 827</u>
<b>Other assets</b>			
Debtors and prepayments of expenses		106	1,475
		<u>£ 106</u>	<u>£ 1,475</u>
<b>Liabilities</b>			
Creditors and accruals for expenses		1,292	962
		<u>£ 1,292</u>	<u>£ 962</u>

The notes on page 8 form part of these accounts.

Approved by the board on 29 September 2023 and signed on its behalf by:

*Mark Egan*

Mark Egan

Trustee and Acting Chair

**ALLIANCE FRANCAISE DE YORK**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**1. ACCOUNTING POLICY**

a) Basis of Preparation

The accounts are prepared on the receipts and payment basis.

b) Depreciation

Depreciation is charged so as to write off the cost of assets over their estimated useful lives, as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Computer equipment	20% reducing balance

**2. FUNDS**

The Charity only has unrestricted funds.

**3. FIXED ASSETS**

	<b>Computer Equipment</b>
	<b>£</b>
<b>Cost or valuation</b>	
At 1 April 2022	1,034
Additions	-
At 31 March 2023	<u>1,034</u>
<b>Depreciation</b>	
At 1 April 2022	207
Charge for the year	<u>165</u>
At 31 March 2023	<u>372</u>
<b>Carrying amounts</b>	
At 31 March 2023	<u><u>662</u></u>
At 31 March 2022	<u><u>827</u></u>

**ALLIANCE FRANCAISE DE YORK**

England & Wales - Charity number 1171386

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# Accounts

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**ALLIANCE FRANÇAISE DE YORK**

*Registered Charity Number: 1171386*

*Company Number: CE008958*



**TRUSTEES' ANNUAL REPORT  
AND  
RECEIPTS AND PAYMENTS ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2022**

HPH, Chartered Accounts  
54 Bootham  
YORK  
YO30 7XZ

**ALLIANCE FRANÇAISE DE YORK**  
**TRUSTEES' ANNUAL REPORT**  
**AND**  
**RECEIPTS AND PAYMENTS ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**ALLIANCE FRANÇAISE DE YORK  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2022**

The Trustees have pleasure in presenting their Annual Report together with the Receipts and Payments Account, and the Statement of Assets and Liabilities of the charity for the year ended 31 March 2022. The accounts have been prepared on the receipts and payments basis and comply with the charity's governing document and the Charities Act 2011.

**REFERENCE AND ADMINISTRATION INFORMATION**

Charity name: Alliance Française de York

Registered charity number: 1171386

Company number: CE008958

Charity's principal address: HPH  
Chartered Accountants  
54 Bootham  
York  
YO30 7XZ

Charity's contact and address: Kristell Colin  
Acting Director  
42 Elmfield Avenue  
York  
YO31 9LJ

Names of the charity trustees who managed the charity during the year:

Suzi Bewell	Chair	
Steve Curran	Honorary Treasurer	Appointed 18 June 2021
Nick Folkard	Honorary Secretary	
Kim Loader		
Anne Harley		Appointed 18 June 2021
Alison Smith	Honorary Treasurer	Resigned 18 June 2021
Bryan Irving		Resigned 19 July 2021

The names and addresses of the charity's advisers:

Independent Examiner: Sarah Wearing FCA, DChA  
HPH, Chartered Accountants, 54 Bootham, York, YO30 7XZ

Bankers: HSBC Bank plc. PO Box Parliament Street, York, YO1 8XS  
CAF Bank. Kings Hill, West Malling, Kent, ME19 4JQ

Solicitors: Grays Solicitors  
Duncombe Place  
York  
YO1 7DY

## **ALLIANCE FRANÇAISE DE YORK TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity is constituted as a Charitable Incorporated Organisation (Association model) (CIO) and was registered with the Charity Commission on 31 January 2017. Prior to this it had been an unincorporated charitable association for over 20 years.

Our constitution allows for a maximum of 8 trustees and we currently have 5 in post. Trustees are selected at the AGM. Members are invited to apply before the AGM. Existing trustees may also co-opt members to become trustees if vacancies remain after the AGM.

The administration of the charity is carried out by the Acting Director and an Administrator; both are employees and native French speakers. The Acting Director is also a teacher and there are four other part-time teaching staff. In addition, we had a university student for doing a 6-week internship during the Summer.

Wherever possible and in accordance with Government guidelines, Trustees have continued to attend training seminars for small charities. We have been fortunate to have had trustees with legal, human resources and safeguarding expertise, but we continue to take outside legal, accounting and human resource advice as needed.

During the past year we have reviewed and updated various policies including our Health and Safety and our Safeguarding of Children and Adult policies.

We continue to belong to a wider UK network of Alliance Française organisations, working closely with the Institut Français.

### **OBJECTIVES AND ACTIVITIES**

Alliance Française de York is an educational charity whose aims are: -

To advance the education of the public of York and the surrounding region in French language and culture, in particular but not exclusively by:

- Organising courses in French language, civilisation and literature;
- Promoting social and cultural activities relating to France and for French speakers in York and the surrounding area (such as lectures, musical concerts, drama, exhibitions, film, shows);
- Collaborating with the cultural service of the French Embassy in London;
- Supporting French language teaching and the diffusion of French culture in schools, colleges, and universities.

The Trustees believe they have complied with the duty in Section 17 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission in respect of public benefit.

Volunteers play a significant role in delivering the objectives and activities of the charity. In addition, members volunteer to organise and assist at many of the activities listed further below.

## **ALLIANCE FRANÇAISE DE YORK TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022**

### **ACHIEVEMENTS AND PERFORMANCE**

The Alliance Française de York is still adapting and recovering post lockdown, which began back in March 2020. We continue to convert our activities, where possible, from physical gatherings to online delivery and this has been well received on the whole by our attendees and members. We have enjoyed several face-to-face meetings and events, such as the opportunity to celebrate Christine's long-standing role as Directrice and la Fête des Rois in 2022 and it has been wonderful to come together again in person.

We continue to adjust our processes as appropriate and thinking creatively about how we can deliver our services in new ways.

Storage of various items e.g. furniture, books and kitchen equipment from our previous office (Railway Station) was reviewed. Items had been put into storage due to the impact of Covid 19 and the move to on-line teaching at the start of the pandemic. Closure of the storage has been agreed and a plan agreed to dispose of the various items.

We also received a generous grant from the Institut Français of £2,247. This was used to purchase computer equipment (laptops) and accessories.

There have been trading losses, however, our loss of booked income has not been significant since classes form our main income and the fees for the 30-week courses are paid for at the beginning of the academic year; and a loyal learner base joined a mix of in-person classes and online classes.

The charity continued to provide language classes to a wide range of student abilities, and supplemented the tuition with lectures and social events dealing with French culture and life, including the following;

1. Annual French language and culture courses over 30 weeks – 6 weekly courses involving just 50 learners.
2. Individual (1-2-1) and small group (1-2-2/3/4) courses held throughout the year
3. Summer classes between June and July: at the time this report is being written, we are hoping to run 2 such courses this Summer 2022.
4. Free Open-sessions on Zoom: successful sessions for a number of people wishing to discuss their situation and options directly with the course Director.
5. No conference in French this year but free access has been given to successful events organised by the UK AF network:
  - 2 online talks
  - 2 Meet and Speak sessions for our learners to exchange in French with other learners of UK AF network
6. Café Conversation – Free to members and led by native French speakers, twice weekly. This year, they did run online until September then Mondays kept online and Thursdays in-person; we've had 88 such sessions since our last AGM with an average of 6 people per session.
7. York-Dijon Twinning. We are actively preparing the 70th anniversary of the twinning (in 2023) with other local partners (Twinning association, City of York) and partners in France. Various events are already taking place, all of them free. Take up has been pleasing to date.
8. In addition to our regularly updated website, and social media postings, we produce a monthly email newsletter with news of our activities and articles on French culture.

**ALLIANCE FRANÇAISE DE YORK  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2022**

**POLICY ON RESERVES**

The charity's policy is to ensure that there are sufficient funds to cover liabilities in the event of closure. The charity has no debt and no significant future liabilities following the closure of the office in November 2020. Our annual accounts include the storage of property and costs for meeting rooms for in person classes. For the year ended 31 March 2022 £45,066 is held in reserves (in 2021 - £47,316)

**FINANCIAL REVIEW**

The main source of income for the charity are course fees paid by individuals for the popular French language courses. The charity also raises funds from membership subscriptions (£25 per year) and payment by individuals for various activities. Course fees have remained relatively stable despite the pandemic with some courses staying online. However, receipts from social activities dropped to £418 in the year (£535 in the year to 31 March 2021)

We are very grateful to Institut Francais for the grant of £2,247 received during the year.

Total receipts in the year amounted to £38,155 (2021 - £41,209) and total payments amounted to £40,405 (2021 - £49,936) giving rise to a net excess of payments over receipts of £2,250 (2021 excess of receipts over payments £8,727).

Trustees are reviewing the income and expenditure of the charity to find ways of moving towards a break-even position over the next 2 years. Trustees had agreed to aim to reduce the deficit by at least 50% in 2021/2022 and I'm pleased to report that this was achieved. The deficit for 2021/2022 was £2,250, a 74.2% reduction compared with the previous year (£8,727).

All money raised for the charity is used to provide the activities and for administrative costs. We do not invest money but keep our reserves in a bank savings account, moving money between the current account and the savings account to maximise return on our funds, while ensuring the smooth running of the charity.

Approved on behalf of the board by:



Suzi Bewell  
Trustee and Chair

Date: 31 May 2022

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ALLIANCE FRANCAISE DE YORK**

I report to the trustees on my examination of the accounts of Alliance Francaise De York ("the charity") for the year ended 31 March 2022.

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

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

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

I report in respect of my examination of the charity's accounts 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 2011 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 accounts do not accord with those records.

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

*Sarah Wearing*

Sarah Wearing FCA, DChA  
HPH, Chartered Accountants  
54 Bootham  
York  
YO30 7XZ

31 May 2022

**ALLIANCE FRANCAISE DE YORK**  
**Registered Charity Number: 1171386**  
**Company Number: CE008958**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	<b>Unrestricted Funds</b>	<b>Unrestricted Funds</b>
	Year to 31/03/2022 £	Year to 31/03/2021 £
<b>Receipts</b>		
Course fees	34,180	37,078
Membership fees	1,270	1,045
Events and social activities	418	535
Other receipts	-	106
Grants from Institut Francais	2,247	2,421
Other receipt - landlord settlement	35	-
Bank interest received	5	25
	<hr/>	<hr/>
<b>Total receipts</b>	<b>38,155</b>	<b>41,209</b>
<b>Payments</b>		
Tutors' salaries and pensions	12,587	17,093
Course materials	13	-
Lecture costs	-	535
Activities and events	1,250	914
Rent and service charges	1,057	-
Administration salary and pensions	21,145	26,874
Insurance	670	710
Telephone and internet costs	80	671
IT equipment and website costs	352	188
Stationery, postage and photocopying	26	93
Office expenses	205	-
Office relocation	540	1,455
DBS check	46	23
Publicity and advertising	20	-
Legal and professional fees:		
Accountancy and payroll fees	1,130	1,130
Independent examination fees	250	250
	<hr/>	<hr/>
	39,371	49,936
<b>Asset purchases</b>	1,034	-
	<hr/>	<hr/>
<b>Total payments</b>	<b>40,405</b>	<b>49,936</b>
	<hr/>	<hr/>
<b>Net of payments over receipts</b>	<b>(2,250)</b>	<b>(8,727)</b>
Cash funds brought forward	47,316	56,043
	<hr/>	<hr/>
<b>Cash funds carried forward</b>	<b>£ 45,066</b>	<b>£ 47,316</b>
	<hr/> <hr/>	<hr/> <hr/>

The notes on page 8 form part of these accounts.

**ALLIANCE FRANCAISE DE YORK**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31 MARCH 2022**

		<b>Unrestricted Funds</b>	
		<b>31 March 2022</b>	<b>31 March 2021</b>
		<b>£</b>	<b>£</b>
<b>Cash funds</b>			
		10,061	36,851
		35,005	10,464
		<u>£ 45,066</u>	<u>£ 47,316</u>
<b>Assets retained for the charity's own use</b>			
	3	827	-
		<u>£ 827</u>	<u>£ -</u>
<b>Other assets</b>			
		1,475	932
		<u>£ 1,475</u>	<u>£ 932</u>
<b>Liabilities</b>			
		962	952
		<u>£ 962</u>	<u>£ 952</u>

The notes on page 8 form part of these accounts.

Approved by the board on 31 May 2022 and signed on its behalf by:



Suzi Bewell  
Trustee and Chair

**ALLIANCE FRANCAISE DE YORK**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**1. ACCOUNTING POLICY**

## a) Basis of Preparation

The accounts are prepared on the receipts and payment basis.

## b) Depreciation

Depreciation is charged so as to write off the cost of assets over their estimated useful lives, as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Computer equipment	20% reducing balance

**2. FUNDS**

The charity only has unrestricted funds.

**3. FIXED ASSETS**

	<b>Computer Equipment</b>
	<b>£</b>
<b>Cost or valuation</b>	
At 1 April 2021	-
Additions	1,034
At 31 March 2022	<u>1,034</u>
<b>Depreciation</b>	
At 1 April 2021	-
Charge for the year	207
At 31 March 2022	<u>207</u>
<b>Carrying amounts</b>	
At 31 March 2022	<u><u>827</u></u>
At 31 March 2021	<u><u>-</u></u>

**ALLIANCE FRANCAISE DE YORK**

England & Wales - Charity number 1171386

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# Accounts

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# **ALLIANCE FRANÇAISE DE YORK**

*Registered Charity Number: 1171386*

*Company Number: CE008958*



Alliance Française

*York*

**TRUSTEES' ANNUAL REPORT  
AND  
RECEIPTS AND PAYMENTS ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

HPH, Chartered Accounts  
54 Bootham  
YORK  
YO30 7XZ

**ALLIANCE FRANÇAISE DE YORK**  
**TRUSTEES' ANNUAL REPORT**  
**AND**  
**RECEIPTS AND PAYMENTS ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**ALLIANCE FRANÇAISE DE YORK  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2021**

The Trustees have pleasure in presenting their Annual Report together with the Receipts and Payments Account, and the Statement of Assets and Liabilities of the charity for the year ended 31 March 2021. The accounts have been prepared on the receipts and payments basis and comply with the charity's governing document and the Charities Act 2011.

**REFERENCE AND ADMINISTRATION INFORMATION**

Charity name: Alliance Française de York

Registered charity number: 1171386

Company number: CE008958

Charity's principal address: HPH  
Chartered Accountants  
54 Bootham  
York  
YO30 7XZ

Charity's contact and address: Christine Grimaud-Brown  
Director  
114 Eastgate  
Pickering  
North Yorkshire  
YO18 7DW

Names of the charity trustees who managed the charity during the year:

Suzi Bewell	Chair	Appointed 26 June 2020
Alison Smith	Honorary Treasurer	Appointed 26 June 2020
Nick Folkard	Honorary Secretary	Appointed 26 June 2020
Bryan Irving		Appointed 26 June 2020
Kim Loader		Appointed 9 November 2020
Gaëlle Claire-Marks		Resigned 24 August 2020
Nadine Tilbury	Chair/Treasurer	Resigned 26 June 2020
Patricia Wilson	Honorary Secretary	Resigned 26 June 2020
Susan Carpenter		Resigned 26 June 2020
Olivia Doorn		Resigned 26 June 2020
Jack Donovan		Resigned 26 June 2020
Clare Usher		Resigned 26 June 2020

The names and addresses of the charity's advisers:

Independent Examiner: Robert William Woolley BA(Hons), BFP, FCA, MAAT, DChA, MCFI  
HPH, Chartered Accountants  
54 Bootham, York, YO30 7XZ

Bankers: HSBC Bank plc, 13 Parliament Street, York, YO1 8XS  
CAF Bank, Kings Hill, West Malling, Kent, ME19 4JQ

Solicitors: Grays  
Duncombe Place  
York, YO1 7DY

## **ALLIANCE FRANÇAISE DE YORK TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity is constituted as a Charitable Incorporated Organisation (Association model) (CIO) and was registered with the Charity Commission on 31 January 2017. Prior to this it had been an unincorporated charitable association for over 20 years.

Our constitution allows for a maximum of 8 trustees and we currently have 5 in post. Trustees are selected at the AGM. Members are invited to apply before the AGM. Existing trustees may also co-opt members to become trustees if vacancies remain after the AGM.

The administration of the charity is carried out by the Director and an Administrator; both are employees and native French speakers. The Director is also an experienced teacher and there are three other part-time teaching staff. In addition, we have previously regularly had postgraduate French students visiting and studying as part of their university courses but this activity has been impossible this year due to Covid restrictions.

Wherever possible and in accordance with Government guidelines Trustees have continued to attend training seminars for small charities. We have been fortunate to have had trustees with legal, human resources and safeguarding expertise, but we continue to take outside legal, accounting and human resource advice as needed.

During the past year we have reviewed and updated various policies including our Health and Safety and our Safeguarding of Children and Adult policies.

We continue to belong to a wider UK network of Alliance Française organisations, working closely with the Institut Français.

### **OBJECTIVES AND ACTIVITIES**

Alliance Française de York (AfDY) is an educational charity whose aims are: -

To advance the education of the public of York and the surrounding region in French language and culture, in particular but not exclusively by:

- Organising courses in French language, civilisation and literature;
- Promoting social and cultural activities relating to France and for French speakers in York and the surrounding area (such as lectures, musical concerts, drama, exhibitions, film, shows);
- Collaborating with the cultural service of the French Embassy in London;
- Supporting French language teaching and the diffusion of French culture in schools, colleges, and universities.

The Trustees believe they have complied with the duty in Section 17 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission in respect of public benefit.

Volunteers play a significant role in delivering the objectives and activities of the charity. In addition, members volunteer to organise and assist at many of the activities listed further below.

## **ALLIANCE FRANÇAISE DE YORK TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021**

### **ACHIEVEMENTS AND PERFORMANCE**

In response to the coronavirus pandemic lockdown began on 23 March 2020. We immediately took steps to convert our activities, where possible, from physical gatherings to online delivery. For example, we moved to online classes and virtual cafés.

We continue to follow government guidance and to monitor the easing of restrictions, adjusting our processes as appropriate and thinking creatively about how we can deliver our services in new ways.

The current uncertainty obviously makes it difficult to plan ahead for the new academic year and to begin our usual summer marketing events, but we have been fortunate in having a business model that has meant no furlough/redundancies have been needed to date. In accordance with Government guidelines, staff have worked from home and all teaching has been moved onto the Zoom platform. During this time our Landlord informed us that the rental of the premises in which we were based was no longer viable for them and we, together with all other tenants, were given notice to quit. All physical assets were removed and put into storage until such time as the Trustees decide on a future operating model.

We had sufficient reserves to trade through the period and together with other UK Alliances Françaises we have benefited from a small financial grant from the Institut Français to purchase computer hardware/software and Zoom licences to enable us to provide our services online. There have been trading losses, however, our loss of booked income has not been significant, since classes form our main income and the fees for the 30-week courses are paid for at the beginning of the academic year; and a loyal learner base has indicated a willingness to continue with online classes, if this proves to be necessary in the next academic year.)

The charity continued to provide language classes to a wide range of student abilities, and supplemented the tuition with lectures and social events dealing with French culture and life, including the following: -

1. Annual French language and culture courses over 30 weeks – 8 weekly courses involving just under 70 learners.
2. Individual (1-2-1) and small group (1-2-2/3/4) courses held throughout the year.
3. Summer classes between June and July: we will be running 4 such regular courses this summer 2021.
4. Free Open sessions on Zoom: successful sessions for a number of people wishing to discuss their situation and options directly with the course Director.
5. Six conferences in French: online, free, and open to all with an average of maybe 15 people attending.
6. Café Conversation – Free to members and led by native French speakers, twice weekly. This year, they did run online; we've had 102 such sessions since our last AGM with an average of 6 people per session.
7. York-Dijon Twinning. We are actively preparing the 70th anniversary of the twinning (in 2023) with other local partners (Twinning association, City of York) and partners in France. Various events are already taking place, all of them free.
8. In addition to our regularly updated website, and social media postings, we produce a monthly email newsletter with news of our activities and articles on French culture.

**ALLIANCE FRANÇAISE DE YORK  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2021**

**POLICY ON RESERVES**

The charity's policy is to ensure that there are sufficient funds to cover liabilities in the event of closure. The charity has no debt and no significant future liabilities following the closure of the office in November 2020. Our annual accounts include the cost of the office closure and storage of property. We anticipate costs for meeting rooms going forward once it is possible to meet in person again.

**FINANCIAL REVIEW**

**Income**

Classes were quickly moved online in response to the pandemic lockdown with the result that the course fee income has remained fairly constant at £37,078, with just a small decrease of £805 from the year to 31 March 2020. We have not been able to run many social activities and events with the result that income from these has fallen to less than 20% of the previous year's figure, however, expenditure has also fallen, albeit not by the same percentage.

We are very grateful to the Institut Francaise in London for 2 grants, £603 received early in April to cover the cost of IT equipment used for online classes, and £1,818 received in November towards running costs. We also received £510 to fund the development of a pop video to be used in schools.

**Expenditure**

By far the largest running cost for AfDY are staff costs, both for the course tutors and administration. Our grateful thanks go to Christine, Mina, Kristell and all of the tutors for keeping AfDY active through the year.

The office in the Railway Institute was closed at the start of lockdown and as we had no access no rent was due. We were given notice to move out in September 2020 when they decided to close the building. All of the furniture and paperwork was put into storage and remains there as we wait to see how things develop.

Approved on behalf of the board by:



Suzi Bewell  
Trustee and Chair

17 May 2021

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ALLIANCE FRANCAISE DE YORK**

I report to the trustees on my examination of the accounts of Alliance Francaise De York ("the charity") for the year ended 31 March 2021.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

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

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

I report in respect of my examination of the charity's accounts 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 2011 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 accounts do not accord with those records.

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

*Robert Woolley*

Robert W Woolley BA(Hons), BFP, FCA, MAAT, DChA MCMI  
HPH, Chartered Accountants  
54 Bootham  
York  
YO30 7XZ

1 June 2021

**ALLIANCE FRANCAISE DE YORK**  
**Registered Charity Number: 1171386**  
**Company Number: CE008958**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	Unrestricted Funds	Unrestricted Funds
	Year to 31/03/2021 £	Year to 31/03/2020 £
<b>Receipts</b>		
Course fees	37,078	37,883
Membership fees	1,045	865
Events and social activities	535	2,886
Other receipts	106	-
Grants from Institut Francais	2,421	-
Other receipt - landlord settlement	-	6,205
Bank interest received	25	108
<b>Total receipts</b>	<b>41,209</b>	<b>47,947</b>
<b>Payments</b>		
Tutors' salaries and pensions	17,093	11,825
Lecture costs	535	150
Activities and events	914	1,375
Rent and service charges	-	4,829
Subscriptions, including French Institute Delf-Dalf	-	31
Administration salary and pensions	26,874	23,758
Insurance	710	750
Telephone and internet costs	671	591
IT equipment and website costs	188	1,337
Stationery, postage and photocopying	93	249
Office relocation	1,455	575
DBS check	23	-
Publicity and advertising	-	557
Legal and professional fees:		
Accountancy and payroll fees	1,130	1,130
Independent examination fees	250	250
<b>Total payments</b>	<b>49,936</b>	<b>47,407</b>
<b>Net of (payments over receipts) / receipts over payments for the year</b>	<b>(8,727)</b>	<b>540</b>
Cash funds brought forward	56,043	55,503
<b>Cash funds carried forward</b>	<b>£ 47,316</b>	<b>£ 56,043</b>

The notes on page 8 form part of these accounts.

**ALLIANCE FRANCAISE DE YORK**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31 MARCH 2021**

	<b>Unrestricted Funds</b>	
	<b>31 March 2021 £</b>	<b>31 March 2020 £</b>
<b>Cash funds</b>		
Bank current accounts	36,851	3,105
Bank savings account	10,464	52,938
	<u>£ 47,316</u>	<u>£ 56,043</u>
<b>Other assets</b>		
Debtors and prepayments of expenses	932	789
	<u>£ 932</u>	<u>£ 789</u>
<b>Liabilities</b>		
Creditors and accruals for expenses	952	2,524
	<u>£ 952</u>	<u>£ 2,524</u>

The notes on page 8 form part of these accounts.

Approved by the board on 17 May 2021 and signed on its behalf by:

*Alison Smith*

Alison Smith  
*Trustee & Treasurer*

**ALLIANCE FRANCAISE DE YORK**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**1. ACCOUNTING POLICY**

a) Basis of Preparation

The accounts are prepared on the receipts and payment basis.

**2. FUNDS**

The charity only has unrestricted funds.