

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

<i>Contents</i>	<i>Page</i>
Trustees' Annual Report	1 to 4
Independent Examiner's Report	5
Receipts and Payments Account	6
Statement of Assets and Liabilities	7
Notes to the Accounts	8

**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 meeting 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

	Unrestricted Funds	Unrestricted Funds
	Year to 31/03/2022 £	Year to 31/03/2021 £
Receipts		
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/>
Total receipts	38,155	41,209
	<hr/>	<hr/>
Payments		
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
Asset purchases	1,034	-
	<hr/>	<hr/>
Total payments	40,405	49,936
	<hr/>	<hr/>
Net of payments over receipts	(2,250)	(8,727)
Cash funds brought forward	47,316	56,043
	<hr/>	<hr/>
Cash funds carried forward	£ 45,066	£ 47,316
	<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

		Unrestricted Funds	
	Note	31 March 2022 £	31 March 2021 £
Cash funds			
Bank current accounts		10,061	36,851
Bank savings account		35,005	10,464
		<u>£ 45,066</u>	<u>£ 47,316</u>
Assets retained for the charity's own use			
Computer equipment	3	827	-
		<u>£ 827</u>	<u>£ -</u>
Other assets			
Debtors and prepayments of expenses		1,475	932
		<u>£ 1,475</u>	<u>£ 932</u>
Liabilities			
Creditors and accruals for expenses		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:

Asset class	Depreciation method and rate
Computer equipment	20% reducing balance

2. FUNDS

The charity only has unrestricted funds.

3. FIXED ASSETS

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