

# **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>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
<b>Total receipts</b>	<b>24,501</b>	<b>38,155</b>
<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
	30,617	39,371
<b>Asset purchases</b>	-	1,034
<b>Total payments</b>	<b>30,617</b>	<b>40,405</b>
<b>Net of payments over receipts</b>	<b>(6,116)</b>	<b>(2,250)</b>
Cash funds brought forward	45,066	47,316
<b>Cash funds carried forward</b>	<b>£ 38,950</b>	<b>£ 45,066</b>

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>