

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

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 2024. 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 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

	Unrestricted Funds	Unrestricted Funds
	Year to 31/03/2024 £	Year to 31/03/2023 £
Receipts		
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	-
Total receipts	34,204	24,501
Payments		
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
	33,809	30,617
Total payments	33,809	30,617
Net of receipts over payments/(payments over receipts)	395	(6,116)
Cash funds brought forward	38,950	45,066
Cash funds carried forward	£ 39,345	£ 38,950

The notes on page 8 form part of these accounts.

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

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

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:

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 2023	1,034
Additions	-
At 31 March 2024	<u>1,034</u>
Depreciation	
At 1 April 2023	372
Charge for the year	<u>133</u>
At 31 March 2024	<u>505</u>
Carrying amounts	
At 31 March 2024	<u><u>529</u></u>
At 31 March 2023	<u><u>662</u></u>