

L'ATELIER DES PETITS FRANCOPHONES (a Charitable Incorporated Organisation)

Report and Financial Statements For the year ended 31 July 2023

Registered Charity no: 1198997

**Trustee Report and Financial Statements
For the year ended 31 July 2023**

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REFERENCE AND ADMINISTRATIVE DETAILS

Directors and Trustees

Emilie Geoffray-Jaunet (Director & Chair)
Anna Barberà Aresté
Timothy Rochu

Registered address

8 Manor road
London SW20 9AE
W: <https://www.atelierdespetitsfrancophones.com>

Independent Examiner

Tom Wilcox
Counterculture Partnership LLP
Ducie Street
Manchester
M1 2JW

Bankers

IBAN GB07 TRWI 2314 7085 1087 48
Account number 85108748
UK sort code 23-14-70

Wise Payments Limited,
56 Shoreditch High Street,
London, E1 6JJ

Status

L'Atelier des petits francophones (APF) is a charity registered in England number 1198997

APF is governed by Articles of Constitution dated February 28, 2022 and amended v1 (September 13, 2022), v2 (October 2, 2022 due to the resignation of one of the trustees) and v3 (September 14, 2023).

L'ATELIER DES PETTIS FRANCOPHONES

Trustees' Report

For the year ended 31 July 2023

The Trustees of APF for purposes of charity law, present their report for the year ended 31 July 2023.

Public benefit, objectives and activities

The Trustees confirm that have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission on determining the activities undertaken by a charity. The trustees are satisfied that the aims and objectives of the charity and the activities reported, achieve the aims and principles of public benefit.

APF's main charitable objectives are to offer quality French education to children (3 to 12 years old) residing in London (South West area) by providing a bespoke academic program alongside a wide range of cultural and creative activities.

L'Atelier was founded in 2022 and comprises:

- A Saturday school with native French pupils
- An afterschool club of 2 sessions per week
- A library with 800+ references
- "L'Atelier en fête", a section of the charity entirely dedicated to provide cultural and social activities in French.

L'Atelier works for the public benefit by ensuring that the expenditure of families on education is as reduced as possible, thereby stretching APF's limited resources and enabling activities and cultural programs.

Several measures were approved by APF's Trustees in order to mitigate the economic distress to families:

- In a first amendment to the constitution (Sept. 13, 2022) to the Constitution, an emergency fund for parents encountering financial difficulties (e.g. main source of parental revenues affected etc). It was approved that depending on the APF's finances and personal situations free tuitions could be offered. In this sense, a family was offered free tuition during the January-April 2023 term.
- APF's also approved to reduce the fees for siblings. It was first adopted to offer a 10% reduction from the second child enrolled at the school. However, On October 31, 2022 this point was discussed again and APF approved by majority to increase the options of discounts to our families. 10% will be offered from the second child, 25% of reduction will be offered from the third child and finally, for four (or plus) child we will offer a reduction of 50% of the fees.

- Finally, we also applied important measures to support our teachers and trustees with an amendment to the Constitution (14/09/23) which states that fees will be discounted by 100% to those participating actively to the good functioning of the charity.

Achievements and performance

- The School:

On September 2022, we launched the school services with 50 pupils. During 2022 our activities increased leading to the current enrolment of 75 pupils in Q1 2023.

To date (November 2023), APF has 75 pupils, 6 classes, 6 teachers, 3-4 assistant and we also provide 2 after-school classes to non-native French learners.

- Library:

Every session, children are offered a book for home reading. We collected and purchased books to open a functioning library with more than 800 references.

- Educational events:

Since the creation of the charity to the end of this financial year. APF has organised a wide range of events (partly or entirely subsidised for our pupils):

- Launch party (11/06/2022) with educational activities and a market of French products, followed by some fundraising activities
- Gastronomic activities: pancake day, La galette des rois etc. where children were offered these French products
- Christmas and Summer school fairs where children presented a show to their parents
- Exchange theatre show at the library of Wimbledon with a program of classic French tales (26/11/2022)
- French art at the Wallace collection: a tour delivered by MyArtissimo to our children (12/03/2022)
- French classic composers' piano concert with some French readings delivered by a professional French pianist (11/06/2022)

Financial review of 2022-2023

£38,673 income of fees was received during 2022 and £9,900 income was received for after-school education services. A total revenue of £56,917 comprised the above in addition to the fees, grants and donations income (£6,040) and other fundraising income (events etc with a total of £2,304).

The charity's main expenses relate to the location rental fees (£12,600); teachers and assistant payments (£12,530 and £2,765 respectively), events expenses (£2,467) and consultancy fees (£3,366) to provide support to the APF's services (see the mention below). The total of expenses was £41,456.

At the balance sheet date, the charity had total reserves of £15,460.

Emilie Geoffray-Jaunet's fees:

Emilie Geoffray-Jaunet receives payments from APF as stated in the financial accounts but we want to confirm that those are not received as a retribution to her function as a trustee but as:

- Teaching fees that only French native speakers with appropriate formation can provide;
- And as consultancy specialist services delivered to the Atelier consisting in:
 - o administrative work organising or facilitating events and workshop
 - o developing teaching and learning materials
 - o training of new teachers/ assistants and creating new teaching and assessment strategies, education and career plans
 - o delivering materials to a group or individual that needs particular support.

Those payments were clearly stated in our first amendment to the Constitution that was voted by the board in her absence. We also provided some conditions on the consultancy fees (depending on the needs of the term) and more particularly that the consultancy/advisory work will only be requested whenever we can ensure that the APF next term's accounts are sufficient to afford all our all costs. We confirm that the board agreed that this decision was in the best interests of the charity. Ms Greoffray-Jaunet has proved her capacities to develop an education program of quality and understands the particular needs of our pupils.

Additional comment: given the particular nature of our charity needs (native French teachers), this procedure is a regular practice within the federation of French charities providing school services that we adhere as a member:

<https://parapluieflam.org>

Key lessons learned

L'Atelier continues to learn from interacting with families. We diversify our activities based on suggestions from families.

Plans for the future

To enlarge the educational provision with some additional activities. APF is currently consider to increase our services with:

- enlarge our education age and potentially provide educational services for children aged 2-3 years
- To develop a drama/theatre provision
- To further develop our curriculum by offering History and Geography classes for children 6+.

Structure, governance and management

The Board of L'Atelier des Petits Francophones currently has 3 Director/ Trustees as set out below.

During the 2022 Q1, Trustee Anne-Laure Bourbon left l'Atelier and we did not substitute this trustee as her functions were not essential in the well-functioning of the structure of the charity. Anna Barbera Aresté is now also in charge of the social and cultural events which were Ms Bourbon's exclusive functions.

APF's teachers, assistants or other professionals that may be requested by the school to provide services to APF are external contractors. APF does not have, to the date, any permanent employees.

The Board meets officially at least once per year but is in weekly contact for the good organisation of the Atelier.

Directors and trustees

Emilie Geoffray-Jaunet (Chair of the Board, School Director)

Anna Barberà Aresté (Secretary, Events & Library Director)

Timothy Rochu (Treasurer)

Statement of trustees' responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with applicable law.

Charity law requires the trustees to prepare financial statement for each financial year which give a true and fair view of the state of affairs of the charitable company

and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

The trustees are responsible for keeping proper accounting record that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements are compliant. They are also responsible of safeguarding the assets for the charity and hence for taking responsible steps for the prevention and detection of fraud and other regularities.

These financial statements were approved and authorised for issue by the trustees and Director and were signed on its behalf by:

Emilie Geoffray-Jaunet
Director and Chair
October 25, 2023



Emilie Geoffray-Jaunet

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JULY 2023**

	2022/23
Income - School	38,673
Fees	38,673
Income - After School Club	9,900
Fees	9,900
Other Income	2,304
Events	1,973
Raffles	292
Library	30
Grants and Donations	6,040
Donation	42
Grants	5,998
Total Income	56,917
Expenses- School	-28,519
Teachers	-12,530
Assistants	-2,765
Location Rent	-12,600
Handbooks	-624
Expenses - After School Club	-4,290
Teachers	-2,310
Location Rent	-1,980
Other	
Other Expenses	-5,833
Events	-2,467
Consultant	-3,366
Admin Expenses	-2,813
Insurance	-204
Website	-55
Teaching materials	-830

FLAM	-
Library	-436
Prints	-
Bank	-52
Miscellaneous	-765
Mixed	-471
Total Expenses	-41,456
Result - Total	15,461

**BALANCE SHEET
AS AT 31 JULY 2023**

We confirm the closing balance of £15,428 in our Wise account and £32 is held in cash. There is no other items in the balance sheet.

The charity is exempt from the requirements relating to preparing audited accounts in accordance to Charity law.

The directors acknowledge their responsibilities form complied with the law with respect to accounting records and the preparation of accounts.

The financials statements were approved and authorised for issue by the Board of trustees and signed on its behalf by:

Emilie Geoffray-Jaunet
Director and Chair
October 25, 2023



Emilie Geoffray-Jaunet

NOTES OT THE FINANCIAL STATEMETNS FOR THE YEAR ENDING 31 JULY 2023

General information

L'Atelier des petits francophones is a charitable organisation registered with the Charity Commission (registration no. 1198997). It is incorporated in the United Kingdom and domiciled in England.

The registered address is:

8 Manor road
London SW20 9AE

W: <https://www.atelierdespetitsfrancophones.com>

Independent examiner's report to the trustees of l'Atelier des petits francophones

I report to the charity trustees on my examination of the accounts of APF for the year ended 31 July 2023.

Responsibilities and basis of report

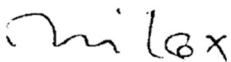
As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



Tom Wilcox
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M1 2JW

December 07, 2023