

L'ATELIER DES PETITS FRANCOPHONES

(a Charitable Incorporated Organisation)

Report and Financial Statements
For the year ended 31 July 2024

Registered Charity no: 1198997

**Trustee Report and Financial Statements
For the year ended 31 July 2024**

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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
Bank Chambers
Main Street
Hawes
North Yorkshire
DL8 3QL

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 its amended versions: 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 2024

The Trustees of APF for purposes of charity law, present their report for the year ended 31 July 2024.

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 includes:

- A Saturday school for native French-speaking pupils
- An afterschool club with two sessions per week
- A library with over 1,000 references
- "L'Atelier en fête," a branch of the charity dedicated to providing cultural activities and events in French

L'Atelier works for the public benefit by minimizing the educational expenses of families, thereby maximizing APF's limited resources and enabling the continuation of activities and cultural programs.

Several measures were approved by APF's Trustees to alleviate the financial burden on families:

- **Emergency Fund:** In the first amendment to the constitution (Sept. 13, 2022), an emergency fund was established for parents facing financial hardship (e.g., loss of primary source of income). Depending on APF's finances and individual circumstances, it was agreed that free tuition could be offered to eligible families.

- **Sibling Fee Reductions:** APF also approved a reduction in fees for siblings. Initially, a 10% discount was offered for the second child enrolled. However, on October 31, 2022, this policy was revisited, and a majority vote resulted in a more tiered discount structure:
 - 10% for the second child,
 - 25% for the third child,
 - 50% for the fourth (or additional) child.
- **Support for Teachers and Trustees:** Finally, to support our teachers and trustees, a constitutional amendment was made on September 14, 2023. It was agreed that those actively involved in the charity's operations (teachers and trustees) would receive fee waivers as recognition for their contributions.

Achievements and performance

- The School:

In September 2023, the school started the year with 75 pupils, a significant increase compared to the same period in 2022, when we started with 50 pupils.

At that time, APF had 75 pupils, 6 classes, 6 teachers, and 3-4 assistants. We also offered 2 after-school classes for non-native French learners.

- The library:

During each session, children are given a book to take home to support their reading development. We have gathered and purchased a library with over 1,000 references.

- Educational events:

APF provided a wide range of events (partly or entirely subsidised to our pupils):

- 4 November 2023: Puppet show "Les aventures de Martin Avril"
- Romain Devaux (Attaché de coopération pour le français) from the French Embassy in London presented the role of the Ambassies to our children (20 January 2024)
- 4 February 2024 : Guided tour of the impressionists at the National Gallery, with myArtissimo
- May 2024: Yoga session with Follow the rainbow
- 19 May 2024: Institut français London, Cinéma Lumière: film Sirocco
- 6 June 2024: Ancient Egypt guided tour at British Museum with myArtissimo

Financial review of 2023-2024

£47,078 income of fees was received during the year ended 2023-24 (£38,673 in the year ended 2022-23) and £5,620 income was received for after-school education services. A total revenue of £53,299 comprised the above in addition to the fees, grants and donations income (£65) and other fundraising income (events etc with a total of £536).

The charity's main expenses relate to the location rental fees (£16,000); teachers and assistant payments (£16,744 and £3,290 respectively), events expenses (£2,702) and consultancy fees (£1,149) to provide support to the APF's services (see the mention below). The total of expenses was £44,851.

At the balance sheet date, the charity had total reserves of £23,909.09.

(Note: full disclosure of income and expenses, please see the spreadsheet document).

Emilie Geoffray-Jaunet's invoiced fees:

As per our previous Annual report, 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 for 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: seen 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 its work with families and diversifies its activities based on feedback gathered through informal surveys.

Plans for the future

APF plans to expand its educational offerings with additional activities. Currently, we are considering the following developments:

- Expanding the age range of our educational services, potentially including children aged 2-3 years.
- Developing a drama/theatre program.
- Providing assistance for DELF examinations.
- Expanding our French curriculum by offering History and Geography classes for children aged 6 and above.

Structure, governance and management

The Board of L'Atelier des petits francophones has 3 Director/ Trustees as set out below and in the year was managed on a daily basis by the School's Director.

APF's teachers, assistants or other professionals that may be contracted by the school to provide services to APF are only contractors to the Atelier. APF does not have, to the date, any permanent employee.

The Board meets quarterly or on special requests.

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
December 12, 2024



Emilie Geoffray-Jaunet

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 2024.

Responsibilities and basis of report

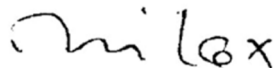
As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, 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
Counterculture Partnership LLP
Bank Chambers
Main Street
Hawes
North Yorkshire
DL8 3QL

February 4, 2025

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JULY 2024**

	Yearly actuals 2023/24
Income - School	47,078
Fees	47,078
Income - After School Club	5,620
Fees	5,620
Other Income	536
Events	521
Raffles	-
Library	15
Grants and Donations	65
Donation	65
Grants	-
Total Revenues	53,299
Expenses- School	-32,947
Enseignants	-14,455
Assistants	-3,290
Loyer	-14,080
Manuel scolaire	-1,122
Expenses - After School Club	-4,209
Enseignants	-2,289
Loyer	-1,920
Other Expenses	-3,851
Events	-2,702
Consultant	-1,149
Admin Expenses	-3,845
Insurance	-400
Website	-531
Autre materiel pedagogique	-474
FLAM	-173
Library	-1,428
Prints	-
Bank	4
Miscellaneous	-844
Mixed	-
Total Dépenses	-44,851
Solde - Total	8,448.42

**BALANCE SHEET
AS AT 31 JULY 2024**

We confirm the closing balance of £22,996 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
December 15, 2024

A handwritten signature in blue ink, appearing to read 'Emilie Geoffray-Jaunet', is written over a horizontal line.

NOTES OT THE FINANCIAL STATEMETNS FOR THE YEAR ENDING 31 JULY 2024

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>