

REGISTERED CHARITY NUMBER: 1172779

**REPORT OF THE TRUSTEES
AND RECEIPT AND PAYMENT ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2019
FOR EIFA PARENTS**



EIFA PARENTS

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EIFA PARENTS
(Parents Association for EIFA School)

TRUSTEES ANNUAL REPORT

Year Ended 31 August 2019

1. Reference and administrative details of the charity, its trustees and advisers

EIFA Parents is a charity registered with the Charity Commission for England and Wales under number 1172779.

The charity is an unincorporated association, registered on April 27, 2017. This Trustees Annual Report is therefore its first one. EIFA Parents is the parents' association linked to the EIFA international school (approximately 310 pupils).

Members of the association are the parents, guardians or carers of any pupil currently attending the school.

Its registered address is as follows:

EIFA Parents
c/o EIFA International School
36 Portland Place
London
W1B 1LS

Information about EIFA Parents can also be found on the internet:

<https://eifaschool.com/about-eifa/#eifa-parents-en>

At the date of the Annual General Meeting, the trustees are:

Calia Brencons-Van Dyk, President - Trustee

Nada Choueiter, Vice President - Trustee

Charlotte Grundman, Treasurer - Trustee

Maire Deslandes, Secretary - Trustee

Marilyn Le Cam, General - Trustee

Kinga Hollidge, General - Trustee

Vasilisa Aby, General - Trustee

Giuseppe Puccia, General - Trustee

For the period ending August 31, 2019, the trustees were:

Valerie Carrier: President - Trustee

Laura Cohn: Secretary - Trustee

Virginie Braud-Poncet: Treasurer - Trustee

Calia Brencons Van Dyk - Trustee

Laura Morosi - Trustee

Laurent Poncet - Trustee

Giuseppe Puccia - Trustee

Independent Examiner: Hanae Jabrani

2. Objective and Activities

In planning its activities for the year, EIFA Parents has kept in mind the Charity Commission's guidance on public benefit.

EIFA Parents work with the parents to create intra and extracurricular activities that promote creativity and foster a love of learning outside of activities provided by the school. It delivers a number of events and experiences for the children and help the school raising money for charities throughout the year.

EIFA Parents supports the school and the community in three different ways through various voluntary activities, including the following:

Developing effective relationships between the parents' community, the school and the local community through its participation to various activities, including the following:

- Creating a network of parents representatives for each grade to liaise with teachers and the school's administration,
- Assisting with the election to join the Board of Directors of EIFA International School,
- Liaising between parents, teachers, those running the school, and the local communities,
- Providing opportunities for parents to meet and discuss,
- Attending French Embassy meetings as needed.

Engaging in activities or providing equipment that support the school and advance the education of its pupils, by supporting its pupils through educational activities such as outings, art or music projects, or the purchase of equipment.

Offering a social life around the school to the pupil and parental communities:

- Distributing email communications to parents about school life and practical information,
- Organizing events for the parental community,
- Organizing fundraising actions, etc.

3. Organisation, governance and risk management

EIFA Parents' governing document is written in its constitution, dated 13 January 2014, which details its purpose, the power of its trustees, and its organization.

All trustees of EIFA Parents are members. Trustees (the 'Bureau') all work on a volunteer basis. Trustees of EIFA Parents are elected every year at the AGM based on a list proposed by the previous EIFA Parents' trustees. Trustees can then co-opt some additional trustees, while ensuring the number of trustees being co-opted is lower than the number of trustees being elected.

Out of the current bureau, all trustees but one were elected and one trustee was co-opted.

The list of trustees is revised on an annual basis.

New trustees can be recruited on the basis of arising needs for EIFA Parents and/or the result of trustees resignation.

Trustees volunteer for one year and mandate can be renewed.

The Bureau runs EIFA Parents with the help of various parents who volunteer in the organisation of specific activities and/or events ('the Committees'). The Bureau will meet at least every six weeks during school year. Committees will meet regularly and will feed back the Bureau in preparation for its regular meetings.

Key decisions are taken at meetings or by email based on majority of trustees. They are documented in minutes.

Furthermore there are written up procedures for the main aspects of the running of the Charity including managing events, updating bank mandates and maintaining the books.

Risk management:

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The charity trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks. EIFA Parents has a number of processes in place to ensure the smooth running of the charity and to minimise and resolve any potential risks.

4. Financial Review

This year the net contribution of fundraising events was 17,522.08 pounds provided mainly from Gala evening, the parents' pub night, donations, and other fundraising activities such as the sales of viennoiserie. The donation received totalled 3,641.97 pounds.

EIFA Parents board has contributed during the school year 2018-2019 for:

Pub night for the parents (October - social event and fundraiser)

Halloween celebrations for the children (October)

Hold (February)

World book day activities (March)

International week (May)

Gala night for the parents (June - social event and fundraiser)

End of year reception and election of new Trustees

During the 2018-2019 school year, we have funded for several school projects for a total amount of 6,232.71 pounds.

These outings includes invitation of writers, storytellers, dancers and musicians as well as plants.

The majority of the support has been given to activities that would not only benefit one class but the school as a whole.

The amount of cash for the period ending August 31, 2019 was 42,874.21 pounds.

For this prior period stemming from September 1st, 2018 to August 31, 2019, EIFA Parents managed similar activities as for the 2017-2018 school year, which included:

Halloween celebrations for the children (October)

International week (May)

Gala night for the parents (June).

The rest of funds is kept as a cash reserve for future school projects for the years to come.

ON BEHALF OF THE BOARD:

Calia Brencons-Van Dyk and Charlotte Grundman - Trustees

21 April 2020

Calia Brencons-Van Dyk



Independent Examiner's Report to The Trustees of EIFA Parents

I report on the accounts of the charity for the year ended 31 August 2019 which are set out on pages 1 to 6.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- Follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of Independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - a. to keep accounting records in accordance with section 130 of the 2011 Act; and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

(Independent Examiner)
Hanae Jabrani



CHARITY COMMISSION
FOR ENGLAND AND WALES

EIFA Parents

1172779

Receipts and payments accounts

CC16a

For the period
from

01/09/2018

To

31/08/2019

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations Income	3,641.97	-	-	3,641.97	-
Fundraising	36,930.33	-	-	36,930.33	-
Member's subscription	310	-	-	310.00	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	40,882.30	-	-	40,882.30	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	40,882.30	-	-	40,882.30	-
A3 Payments					
Payments for Generating Funds	19,408.25	-	-	19,408.25	-
Charitable Activities	6,232.71	-	-	6,232.71	-
Administrative costs	411.73	-	-	411.73	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	26,052.69	-	-	26,052.69	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	26,052.69	-	-	26,052.69	-
Net of receipts/(payments)	14,829.61	-	-	14,829.61	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	28,044.60	-	-	28,044.60	-
Cash funds this year end	42,874.21	-	-	42,874.21	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Balance at bank	42,874.21	-	-
		-	-	-
		-	-	-
	Total cash funds	42,874.21	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None		-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Calia Bencsons-Van Dyk		
		Charlotte Grundman		

Independent Examiner's Report to The Trustees of EIFA Parents

I report to the trustees on my examination of the accounts of the charity EIFA Parents for the year ended 31 August 2019.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Hanae Jabrani
21 Wimpole Street
W1G 8GG London
April 23th 2020

Signature:

