

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 2020

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 2020

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**ALLIANCE FRANÇAISE DE YORK
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2020**

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 2020. 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: Room 3
The Railway Institute
22 Queen Street
York, YO24 1AD

Charity's contact and address: Christine Grimaud-Brown
Room 3
The Railway Institute
22 Queen Street
York, YO24 1AD

Names of the charity trustees who managed the charity during the year:

Nadine Tilbury	Chair	
Trevor Julian	Honorary Treasurer	Resigned 28 October 2019
Elizabeth Greenwell	Honorary Treasurer	Resigned 1 February 2020
David Smith	Honorary Treasurer	Appointed 1 February 2020; Resigned 6 February 2020
Suzanne Furey	Honorary Secretary	Resigned 6 November 2019
Patricia Wilson	Honorary Secretary	
Susan Carpenter		
Olivia Doorn		
John Donovan		
Anthony Ridge		Resigned 10 June 2019
Clare Usher		Appointed 21 November 2019
Gaëlle Claire-Marks		Appointed 10 June 2019

The names and addresses of the charity's advisers:

Independent Examiner: Robert William Woolley BA(Hons), BFP, FCA, MAAT, DChA, MCMI
HPH, Chartered Accountants
54 Bootham, York, YO30 7XZ

Bankers: HSBC Bank plc.
PO Box
Parliament Street
York YO1 8XS

Solicitors: Grays
Duncombe Place
York, YO1 7DY

**ALLIANCE FRANÇAISE DE YORK
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2020**

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 7 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 carried out by the Director and an Administrator; both are employees and native French speakers. The Director is also an experienced teacher and there are three other part-time teaching staff. In addition, we regularly have post-graduate French students visiting and studying as part of their university courses.

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.

During the past year we have reviewed and updated various policies including our Health and Safety and our Safeguarding of Children and Adult policies. We held a training event on safeguarding issues for all trustees and staff in March 2020.

We continue to belong to a wider UK network of Alliance Française organisations, working closely with the Institut Français.

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 below.

**ALLIANCE FRANÇAISE DE YORK
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2020**

ACHIEVEMENTS AND PERFORMANCE

The charity continued to provide language classes to a wide range of student abilities, and supplemented the tuition with lectures and social events dealing with French culture and life, including the following;

1. Annual French language and culture courses over 30 weeks – 8 weekly courses involving 77 people.
2. Summer classes between June and July. Individual (1-2-1) and small group (1-2-2/3/4) courses held throughout the year involving 12 people.
3. Occasional family and taster classes.
4. Eight monthly evening presentations on French topics, all open to the public.
5. Soirée cinema – showing French films under licence – 8 films shown.
6. Café Conversation – twice weekly conversation held throughout the year in a local café and led by native French speakers. 81 sessions with an average of 10 people per session.
7. Après-midi ludique – Christmas games festivity involving 15 people.
8. Fool dans un pull – Xmas jumpers. We raised money for the local hospice, St Leonards.
9. Annual Fête des Rois lunch in January. This year we had 42 members and guests for the traditional French post-Christmas lunch.
10. Fête de la Musique – we held a charity French music quiz at a local public house in aid of a local children's hospice, Martin House.
11. Bastille day – we held a widely publicised and well-attended piquette in a local park to celebrate the 14th July.
12. In addition to our regularly updated website, and social media postings, we produce a monthly email newsletter with news of our activities and articles on French culture.

POLICY ON RESERVES

The charity's policy is to ensure that there are sufficient funds to cover liabilities in the event of closure. The charity has no debt, and our only future financial commitments relate to office rent. Our annual accounts show that we paid substantially more this year in rent when compared to previous years. This is due to having to vacate our former low-rent premises by September 2019 and having to find a new location which, necessarily, involved higher, more commercial rents.

In the event of the charity ceasing activities, the current redundancy cost would be approximately £8,600. This is well within our current bank balance of £56,000, which has remained stable for the past few years.

FINANCIAL REVIEW

The charity raises funds only by membership subscription (£25 per year) and payment by individuals for the various activities detailed above. Our income from these sources has remained stable.

Our overall balance was slightly improved by a final payment received from our former landlord in respect of refunded solicitors' fees.

Total receipts in the year amounted to £47,947 (2019 - £51,150) and total payments amounted to £47,407 (2019 - £37,785) giving rise to a net excess of receipts over payments of £540 (2019 - £13,365).

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.

**ALLIANCE FRANÇAISE DE YORK
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2020**

IMPACT OF COVID-19

Lockdown began on 23 March 2020. We immediately took steps to convert our activities, where possible, from physical gatherings to online delivery. For example, we moved to online classes and virtual cafés.

The current uncertainty obviously makes it difficult to plan ahead for the new academic year and to begin our usual summer marketing events, but we have been fortunate in having a business model that has meant no furlough/redundancies have been needed to date; we have sufficient reserves; together with other UK Alliances Françaises we have benefited from a small financial grant from the Institut Français to purchase computer hardware/software and Zoom licences to enable us to provide our services online; our loss of income has not been significant, since classes form our main income and the fees for the 30-week courses are paid for at the beginning of the academic year; and a loyal learner base has indicated a willingness to continue with online classes, if this proves to be necessary in the next academic year.

We continue to follow government guidance and to monitor the easing of restrictions, adjusting our processes as appropriate and thinking creatively about how we can deliver our services in new ways.

Approved on behalf of the board by:

Nadine Tilbury
Trustee and Chair

21 June 2020

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 2020.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 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.

Robert W Woolley BA(Hons), BFP, FCA, MAAT, DChA MCMI
HPH, Chartered Accountants
54 Bootham
York
YO30 7XZ

22 June 2020

ALLIANCE FRANCAISE DE YORK

Registered Charity Number: 1171386

Company Number: CE008958

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

	Unrestricted Funds	Unrestricted Funds
	Year to 31/03/2020 £	Year to 31/03/2019 £
Receipts		
Course fees	37,883	33,120
Membership fees	865	1,125
Events and social activities	2,886	3,345
Other receipt - repayment of legal costs	-	13,500
Other receipt - landlord settlement	6,205	-
Bank interest received	108	60
Total receipts	47,947	51,150
Payments		
Tutors salaries and pensions	11,825	14,726
Lecture costs	150	155
Activities and events	1,375	1,344
Rent and service charges	4,829	983
Subscriptions, including French Institute Delf-Dalf	31	36
Administration salary and pensions	23,758	11,652
Insurance	750	706
Telephone and internet costs	591	466
IT equipment and website costs	1,337	1,695
Stationery, postage and photocopying	249	424
Office relocation	575	-
Publicity and advertising	557	644
Legal and professional fees:		
Accountancy and payroll fees	1,130	1,080
Independent examination fees	250	300
Legal fees	-	3,510
Travel expenses	-	64
Total payments	47,407	37,785
Net of receipts over payments for the period	540	13,365
Cash funds brought forward	55,503	42,138
Cash funds carried forward	£ 56,043	£ 55,503

The notes on page 8 form part of these accounts.

ALLIANCE FRANCAISE DE YORK
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 MARCH 2020

	Unrestricted Funds	
	31 March 2020 £	31 March 2019 £
Cash funds		
Bank current account	3,105	7,673
Bank savings account	52,938	47,830
	<hr/>	<hr/>
	£ 56,043	£ 55,503
	<hr/>	<hr/>
Other assets		
Debtors and prepayments of expenses	789	571
	<hr/>	<hr/>
	£ 789	£ 571
	<hr/>	<hr/>
Liabilities		
Creditors and accruals for expenses	2,524	3,364
	<hr/>	<hr/>
	£ 2,524	£ 3,364
	<hr/>	<hr/>

The notes on page 8 form part of these accounts.

Approved by the board on 21 June 2020 and signed on its behalf by:

Nadine Tilbury
Trustee & Acting Treasurer

ALLIANCE FRANCAISE DE YORK

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

1. ACCOUNTING POLICY

a) Basis of Preparation

The accounts are prepared on the receipts and payment basis.

2. FUNDS

The charity only has unrestricted funds.