



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Client Name  
APEB

On accounts for the year  
ended

June 30<sup>th</sup> 2015

Charity no  
(if any)

1152406

Set out on pages

1

**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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with 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 the 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 (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

18.04.2016

Name:

FRANCK LAURANS

Relevant professional  
qualification(s) or body

(if any):

Address: L'ECOLE BILINGUE, ST DAVID'S WELSH CHURCH  
ST MARY'S TERRACE - LONDON - W2 1SJ

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	07	2014		30	06	2015

## Section A Reference and administration details

Charity name	Apeb
Other names charity is known by	Association des Parents d'Elevés de l'Ecole Bilingue
Registered charity number (if any)	1152406
Charity's principal address	Apeb Ecole Bilingue St Davids Welsh Church St Mary's terrace London  Postcode W2 1SJ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Valerie Besancon	President	Appointed June 2014	
2	Stephanie Gabillon	Vice - President	Appointed June 2014	
3	Camille Anderson	Treasurer	Appointed June 2014	

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document	Constitution adopted 22nd June 2011
How the charity is constituted	Parent's association gathering parents of Ecole Bilingue who pay an annual membership to become member and benefit from the services and activities organised by the Association

Trustees are elected for 2 years (and re-elected) by the majority of parents during the Annual general assembly held in June every year.

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Annual General meeting is held at the end of the year in June.

The members of the executive committee have control over the Association and its funds.

Bank account operates on a signature basis by the trustees.

The association is a member of PTA (Parents Teachers Association) and its liability is covered by the insurance contracted with PTA.

All teachers employed by Apeb for After school clubs must provide a CRB check and a public liability insurance.

All members of the Apeb committees are volunteers and receive no remuneration or any other benefit. Any parent can apply to become a member of a committee if it has less than 5 members.

Parents must pay a reasonable fee at the beginning of each year to become member of Apeb. Membership is compulsory for applying to the After school clubs, receiving invitations to events organised by Apeb, logging on the Apeb website and receiving information and summaries of meetings where Apeb is represented (Plan Ecole meetings....).

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The object of the Association is to advance the education of students in the School by:

- Allowing parents to discuss together all topics that involve the interests of their children at School
- Developing effective relationships between school management, staff, parents and others associated with the School by ensuring parent's views are represented
- Informing parents of any educational issues regarding the School as well as informing them of the teaching projects being instituted and allow them to weigh in on these matters
- Fundraising to provide goods and services to support the School and advance the education of the pupils
- Organizing social events for parents and pupils to build and maintain the school community

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The aim of the association's activities is to benefit as many children as possible in the school. We make sure that each class can benefit from the Apeb investment.

Our main activities running throughout the school years are the after school clubs, the weekly bread and pastries sales, the annual Christmas fair and the school supplies orders.

The after school clubs enable children to engage in sports and arts activities thus advancing their education and complementing the school's curriculum. Clubs are attended every week by over 65 pupils. They take place between 4 and 5 pm just after the end of the school day. The clubs are run at the lowest possible costs. After school club fees cover the costs of hiring the premises (for football only) and the teachers fees. All the children attending a club need to be covered by a French insurance policy called CGEA and selected by Apeb.

The weekly bread and pastries sales are an important fund raising event. It is also a service very much appreciated by the families. They take place on Friday at the end of the day in the school yard where parents and children gather to enjoy the end of the week and enjoy their Friday treat.

The Christmas fair takes place every year within the school the first Saturday of December. It is organised by Apeb and parents with the help of the school's management. The entire school attends this event for a fun and sociable afternoon. Children participate in various activities and games. Parents can buy food, drinks, lottery tickets and merchandise such as aprons made by the children, sweatshirts, sport bags, small toys and presents.

Apeb also organises the school supplies orders for parents. All the school supplies required by the French teachers are made in France. Parents have to source them from France or from a few shops in London where they are much more expensive. Apeb has partnered with one of them, the "Librairie la Page" and negotiated a "wholesale" discount so that parents can benefit from a better price. All the school supplies orders are gathered by Apeb, then transmitted to "Librairie la page" which prepares and delivers them at school the day before the going back to school. This is a huge benefit for parents who can save money and time.

Finally, Apeb organises some parents talks on education and schools. They are free and open to all Apeb members, taking place at school during the evening.

## Additional details of objectives and activities (Optional information)

Apeb can only survive thanks to the contribution of its committees' members who set up and run the various activities for the benefit of the school's pupils. They bring their expertise and knowledge for the benefit of the Association which was able to run smoothly and raise money every year thanks to their help and energy.

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

**June 2014 :** School supplies negotiated at a discount by Apeb with the shop "Librairie la Page" in South Kensington. Parents simply processed the order directly with the shop which delivered them to school beginning of September.

**October 2014 :** APEB organised welcome drinks for all parents, a chance for new parents to meet existing families from the school.

**September 2014 to June 2015:** Apeb set up and ran 5 different clubs: football, street dance, singing, and art. Those clubs were attended by 66 children. Apeb hired professionals to run each club. The maximum capacity of each club is 10 children. Each club is one hour long and gives the children the chance to learn, have fun and improve their skills in activities complementing the school's curriculum.

**September 2014 to June 2015:** Friday bread and pastries sales. Apeb has partnered with ex school parents who provide fresh bread and pastries to all French schools in London. The breads and pastries are sold with a reasonable margin but below the market price. It is a very popular event very much appreciated by French and non-French families before the week end.

**December 2014:** Parents talk on "positive discipline": APEB invited a certified coach for an interactive and informative talk on this educational model. Approximately 20 families participated.

**December 2014:** School Christmas fair: attended by 90% of families. It is a fun event where children can enjoy games and activities whilst parents can socialise with other parents. A marquee is rented by Apeb and set up in the school courtyard. In addition to money raised by the various games and activities, APEB sells food, drinks and merchandised goods, including aprons with drawings made by all the pupils of the school. This is one of the main fundraising events.

**January - March 2015:** Publication of comparative information on various French and bilingual secondary schools to all parents, based on APEB's committee' school visits and presentations.

**June 2015:** APEB sold some merchandise during the School's annual play on the theme 1920s (1920s accessories and other merchandise). APEB also organised a picnic in the park for all parents to celebrate the end of the school year.

## Section D Section E

## Achievements and performance Financial review

### Brief statement of the charity's policy on reserves

The association keeps a reserve of minimum £1000 every year for unexpected spendings and late payments of clubs teachers.

### Details of any funds materially in deficit

Not applicable

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The funds raised during the year are presented to parents during the Annual general assembly. The allocation of the funds is discussed before the AGM with the school management to decide together which are the most urgent investments. The recommended investments are then presented to parents during the AGM who will vote to approve them.

The funds of £7,886 this year were allocated to  
1/ the acquisition of 2 electronic white boards for 2 classrooms together with the necessary equipment (cables..) for a net cash outflow of £4,218  
2/ purchase of new equipment for the maternelle classes (ages 3 to 6): new tables and chairs, benches, coat hooks, carpet and beds  
Total cost: £3,668  
Donations of £227 were made as part of the Association's solidarity fund, mainly to cover the travel costs of a school trip for families in need.

## Section F Other optional information

A "solidarity fund" is offered to parents who cannot afford to pay their child's school trip.

The solidarity fund is made of 10% of the money raised per year by the Association.

It can be split between different beneficiaries.

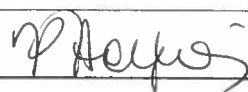


The amount allocated to each family is discussed between the family and the Apeb president, with the approval of the Apeb Treasurer.

The beneficiaries of this solidarity funds remain anonymous and is only known by the Apeb president and treasurer and the school management.

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

### Signed on behalf of the charity's trustees

Signature(s)			
Full name(s)	V. Besancon	John How	Camille Andrieu
Position (eg Secretary, Chair, etc)	President	Vice President	Treasurer
Date	21/4/16	24/4/16	21/4/16



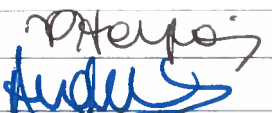



Charity Name		APEB		Registered charity number		1152406	
Financial Accounts							
From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	07	2014		30	06	2015

# Section A Receipts and Payments Account

	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 £
<b>A1 Receipts</b>					
After School Activities	10,909	-	-	10909	20,865
Friday bake sale	7,693	-	-	7,693	6,602
Events (Christmas Fair, end of year show)	2,769	-	-	2,769	3,865
Fund raising	810	-	-	-	-
School donation from Sports day fund raising	0	-	-	0	2,469
School Supplies	181	-	-	181	749
Merchandise	2,397	-	-	2,397	223
Membership and Insurance	975	-	-	975	1,995
<b>Sub total (Gross income for AR)</b>	<b>25,734</b>	<b>-</b>	<b>-</b>	<b>25,734</b>	<b>36,768</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>25,734</b>	<b>-</b>	<b>-</b>	<b>25,734</b>	<b>36,768</b>
<b>A3 Payments</b>					
After School Activities	16,423	-	-	16422.55	18,601
Friday bake sale	4,405	-	-	4,405	3,541
Christmas Fair	1,255	-	-	1,255	599
School Supplies	180	-	-	180	3,700
Merchandise	1,040	-	-	1,040	646
Insurance costs	785	-	-	785	1,097
Running costs	146	-	-	146	180
Asset donation to school	7,886	-	-	7,886	14,832
Solidarity fund	227	-	-	227	87
	-	-	-	0	0
<b>Sub total</b>	<b>32,347</b>	<b>-</b>	<b>-</b>	<b>32,347</b>	<b>43,283</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>32,347</b>	<b>-</b>	<b>-</b>	<b>32,347</b>	<b>43,283</b>
<b>Net of receipts/payments</b>	<b>-6,613</b>	<b>-</b>	<b>-</b>	<b>-6612.79</b>	<b>-6,515</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>17,009</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,500</b>
<b>Cash funds this year end</b>	<b>10,396</b>	<b>-</b>	<b>-</b>	<b>10,396</b>	<b>18,984</b>

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	Current Account	10,371		16,984
	Petty Cash	25		25
		-		
	<b>Total cash funds</b> (agree balances with receipts and payments account(s))	10,396		17,009
		OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets	Details			
	None	-	-	
		-	-	
		-	-	
		-	-	
		-	-	
B3 Investment assets	Details			
	None	-	-	
		-	-	
		-	-	
		-	-	
		-	-	
B4 Assets retained for the charity's own use	Details			
	None	-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
B5 Liabilities	Details			
	None	-	-	
		-	-	
		-	-	
		-	-	
		-	-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Valerie Besancon – President	21/4/16	
		Camille Anderson – Treasurer	21/4/16	