



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

Apeb (Associaton Parents d'eleves de l'Ecole Bilingue)

No (if any)

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01-Jul-15		30-Jun-16



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					
After School Activites	30,699	-	-	30,699	10809
Friday bake sale	7,561	-	-	7,561	7,893
Events (Christmas Fair)	2,530	-	-	2,530	2,768
Fund raising	984	-	-	984	810
School Supplies	-	-	-	-	181
Merchandise	1,301	-	-	1,301	2,397
Membership and Insurance	2,105	-	-	2,105	975
Sub total (Gross income for AR)	45,180	-	-	45,180	25,734
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	45,180	-	-	45,180	25,734
A3 Payments					
After School Activites	30,333	-	-	30,333	18422.66
Friday bake sale	4,185	-	-	4,185	4,405
Christmas Fair	888	-	-	888	1,255
School Suppliers	-	-	-	-	180
Merchandise	691	-	-	691	1,040
Insurance costs	1,096	-	-	1,096	785
Cost other events	359	-	-	359	148
Asset donation to school	11,967	-	-	11,967	7,886
Solidarity fund	660	-	-	660	227
Sub total	50,180	-	-	50,180	32,347
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	50,180	-	-	50,180	32,347
Net of receipts/(payments)	- 5,000	-	-	- 5,000	- 6,613
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	10,396	-	-	10,396	17,009
Cash funds this year end	5,396	-	-	5,396	10,396

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
B1 Cash funds	Current Account	5,371	-	-
	Petty Cash	25	-	-
		-	-	-
	Total cash funds	5,396	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
B4 Assets retained for the charity's own use				
B5 Liabilities				

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	VALERIE BESANCON	21/04/2017
	Camille ANDERSON	21/04/2017



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
APEB

On accounts for the year
ended

June 30th 2016

Charity no
(if any)

1152406

Set out on pages

1

(remember to include the page numbers of additional sheets)

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:

19.09.2017

Name:

FRANCK LAURANS

Relevant professional qualification(s) or body (if any):

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Address:

ST DAVID'S VICARAGE
ST MARY'S TERRACE
LONDON - W2 1SS

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.

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Trustees' Annual Report for the period

Period start date
From Day 01 Month 07 Year 2015
Period end date
To Day 30 Month 06 Year 2016

Section A Reference and administration details

Charity name

Apeb

Other names charity is known by

Association des Parents d'Eleves 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
Trustee selection methods	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 was held in September 2016.

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/DBS 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, and receiving information and summaries of meetings where Apeb is represented (Plan Ecole meetings....).

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

The object of the Association is to promote 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 secondary schools in the French and English system in London
- Fundraising to provide goods and services to support the School and the education of the pupils
- Organizing social and educational 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 up to 70 pupils. They take place between 4 pm and 5.10 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 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 and merchandise. The latter include tea towels made by the children, foldable polyester bags, sweatshirts, and swimming caps with the school logo.

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 talks on education and schools. They are free and open to all Apeb members, taking place at school during the evening. This year a coach from the Centre for NonViolent Communications was our

host. A conference was also held with alumnis and their parents to discuss their experience across various secondary schools in London. This was particularly useful for parents still hesitating on the destination of their child after l'Ecole Bilingue.

Additional details of objectives and activities (Optional information)

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

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

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.

Summary of the main achievements of the charity during the year

June 2015 : 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 2015 : APEB organised a wine tasting session in the City, a chance for new parents to meet existing families from the school.

September 2015 to June 2016: Apeb set up and ran 9 different clubs: football, art, science, ukulele, drama, lego, streetdance, chess and a homework club. Those clubs were attended up to 70 children. Apeb hired professionals to run each club. 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 2015 to June 2016: Friday bread and pastries sales. Apeb has partnered with the same company who provides fresh bread and pastries to many 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 2015: 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 tea towels with drawings made by all the pupils of the school. This is one of the main fundraising events.

January 2016: Parents conference on secondary education in London, with presentations made by young former alumnis of the school coming from five different secondary schools in the French and English system. APEB produced handouts with comparative information on various French and bilingual secondary schools to all parents, based on APEB committee's school visits and presentations.

March 2016: Parents talk on "nonviolent communication": APEB invited a certified coach for an interactive and informative talk on this educational model. Approximately 15 families participated.

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 £11,967 this year were allocated to

- 1/ the purchase of 18 ipads and associated hardware equipment to be used during class for educational purposes (£10,369)
- 2/ the acquisition of a new soundsystem and new instruments for music classes and school concerts (£1,310)
- 3/ the purchase of new French books for the school library (£187)
- 4/ the PTA membership (£101)

In addition, donations of £660 were made as part of the Association's solidarity fund to cover the travel costs of a school trip for three 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.

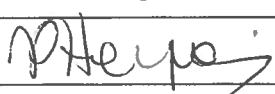
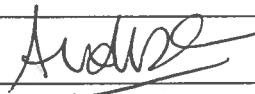
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

		
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Full name(s)

Valerie Besancenon	Camille Andersen	
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Position (eg
Secretary, Chair,
etc)

President	Treasurer	
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Date

21/04/17	21/04/17	
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