

ALLIANCE FRANCAISE DE YORK

*Registered Charity Number: 1171386
Company Number: CE008958*



TRUSTEES' ANNUAL REPORT AND RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

HPH, Chartered Accountants
54 Bootham
YORK
YO30 7XZ

ALLIANCE FRANCAISE DE YORK

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ALLIANCE FRANCAISE DE YORK
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2019

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 2019. 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 Francaise de York

Registered charity number: 1171386

Company number: CE008958

Charity's principal address: Bootham House
61 Bootham
York
YO30 7BT

Charity's contact and address: Christine Brown
61 Bootham
York
YO30 7BT

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

Nadine Tilbury - Chair

Trevor Julian - Honorary Treasurer

Carmel Jedry - Honorary Secretary (resigned 11 June 2018)

Suzanne Furey - Honorary Secretary (appointed 11 June 2018)

Elizabeth Greenwell (resigned 11 June 2018)

John Donovan

Anthony Ridge

Susan Carpenter (appointed 11 June 2018)

Olivia Doorn (appointed 11 June 2018)

Patricia Wilson (appointed 11 June 2018)

The names and addresses of the charity's advisers:

Independent Examiner: Robert William Woolley BA(Hons), 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 FRANCAISE DE YORK
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2019

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 all posts are filled. 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, an employee and native French speaker. She is also an experienced teacher and there are two 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 are fortunate to have trustees with legal, human resources and safeguarding expertise, but we continue to take outside legal, accounting and human resource advice when needed.

During the past year we have updated our Health and Safety, Pay Review and Safeguarding of Children and Adult policies. We organised a training day on safeguarding issues for all trustees and staff in February 2019.

We continue to belong to a wider UK network of Alliance Francaise organisations.

OBJECTIVES AND ACTIVITIES

Alliance Francaise 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 FRANCAISE DE YORK
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2019

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 – 7 weekly courses involving 68 people
2. Individual (1-2-1 and 2-2-1) courses held throughout the year.
3. Occasional family and taster classes
4. 8 monthly evening presentations on French topics, all open to the public.
5. Soirée cinema – showing French films under licence – 10 films shown.
6. Café Conversation – twice weekly conversation held throughout the year in a local café and led by native French speakers.
7. Café Débat – occasional more intense debate for more advanced learners.
8. Annual Fête des Rois lunch in January. This year we had 50 members and guests for the traditional French post-Christmas lunch.
9. In April 2018 we visited the British Library in Boston Spa for a tour given by a French speaking guide
10. In May 2018 we attended the Wetherby French Property Fair and various members and staff publicised our activities to a wide audience of people considering a move to France or wanting to increase their knowledge of France and its language.
11. In June 2018 we held a Charity Night at a local public house in aid of the charity Médecins Sans Frontières.
12. In addition to our regularly updated website, 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 very little this year in rent and rates when compared to previous years. This is part of the most recent lease with our landlord, which also means that we must vacate our current premises on 1st October 2019. We are currently negotiating for new premises.

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 £55,000, which has remained stable for the past few years.

ALLIANCE FRANCAISE DE YORK
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2019

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. The total receipts of £51,150 is down from last year only because last year's accounts include the £39,947 received from the old association, when the charity became a CIO.

Our overall balance has also improved because the latest and final lease with our landlord resulted in a return of some solicitors' fees and no rent or rates payments for most of the year.

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.

Approved on behalf of the board by:

Trevor Julian
Trustee and Honorary Treasurer

10 June 2019

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 2019.

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), FCA, MAAT, DChA MCMI
HPH, Chartered Accountants
54 Bootham
York
YO30 7XZ

11 June 2019

ALLIANCE FRANCAISE DE YORK
Registered Charity Number: 1171386
Company Number: CE008958
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019

	Unrestricted Funds	Unrestricted Funds
	Year to 31/03/2019 £	31/01/2017 to 31/03/2018 £
Receipts		
Transfer from Alliance Francaise De York (unincorporated charity)	-	39,947
Course fees	33,120	34,045
Membership fees	1,125	1,354
Social activities	3,345	2,048
Other receipt - repayment of legal costs	13,500	-
Bank interest received	60	14
Total receipts	51,150	77,408
Payments		
Salaries and pensions	14,726	11,974
Lecture costs	155	300
Activities and events	1,344	1,401
Rent and service charges	983	2,193
Subscriptions, including French Institute Delf-Dalf	36	678
Secretarial salary and pension	11,652	10,992
Insurance	706	697
Telephone and internet costs	466	366
IT equipment and costs	1,695	-
Stationery, postage and photocopying	424	166
Publicity and advertising	644	835
Legal and professional fees		
Accountancy and payroll fees	1,080	1,311
Independent examination fees	300	300
Legal fees	3,510	3,250
HR consultancy	-	670
Travel expenses	64	137
Total payments	37,785	35,270
Net of receipts over payments for the year	13,365	42,138
Cash funds brought forward	42,138	-
Cash funds carried forward	£ 55,503	£ 42,138

The notes on page 8 form part of these accounts.

ALLIANCE FRANCAISE DE YORK
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 MARCH 2019

	Unrestricted Funds	
	31 March 2019	31 March 2018
	£	£
Cash funds		
Bank current account	7,673	3,768
Bank savings account	47,830	38,370
	<hr/>	<hr/>
	£ 55,503	£ 42,138
	<hr/>	<hr/>
Other assets		
Prepayments	£ 571	£ -
	<hr/>	<hr/>
Liabilities		
Accrual: independent examination and accountancy fees	718	600
	<hr/>	<hr/>
	£ 718	£ 600
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The notes on page 8 form part of these accounts.

Approved by the board on 10 June 2019 and signed on its behalf by:

Trevor Julian
Trustee & Honorary Treasurer

ALLIANCE FRANCAISE DE YORK
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

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.