

ANNUAL GENERAL MEETING

23 Nov 2022 19:00-21:00

Via a ZOOM online meeting

DRAFT MINUTES

Number of votes: 34 present and 2 proxy votes = 36 votes in total.

The meeting opened at 19:00.

Mr Wedel, school director, also attended the meeting.

Adoption of the agenda

The agenda was adopted.

Approval of the minutes of the Annual General Meeting & Extraordinary General Meeting both held on 24 November 2021

There were no objections to the minutes. The minutes were approved.

Election of Tellers

This is to ensure, that in case of elections, that the votes are counted independently.

Wanda TROSZCZYNSKA-VAN GENDEREN and Fabio BENCIVENGA volunteered.

Presentation and approval of the annual report 2021-22

Report available to everyone on line for consultation. No comments or objections. The Annual report 2021-22 was approved.

Presentation and approval of the audited accounts 2021-22

Audit presented by Tania Kohn, auditor.

The first 2 pages of the report demonstrate the procedures. Opening balances compared to bank balances are checked.

Non-payroll items- a significant sample is taken and traced to invoices/bank statements:

Income of 611K€- agreed to supporting documentation (94% of total income sampled)

Expenses 74K€ agreed to supporting documentation (12% of total expenses sampled) .

The main part of expenses is payroll and the review was conducted separately: 430K€ (72% of total expense was sampled) and agreed to either the salary (provided by payroll)/ monthly CCSS or tax declaration.

The balance sheet, income statement are consistent to the general ledger and the trial balance.

Board minutes and Management Committee minutes are also reviewed to see if decisions have an impact on the accounts and whether they have been taken into account and are consistent.

A sample of expenses was taken and verified to ensure that approvals required as per internal rules of the Association are completed properly.

[Budget vs actuals Summary of 2021-22 by Eric Albert, treasurer:](#)

Our accounts have been audited and no major findings have been found.

No comments will be made on items where the budget vs actuals were below or equal.

Fete and events are considered budget neutral and no fete took place.

We made 2 plans for the year:

The first was to invest into a new website (30K) but unfortunately due to lack of resources the task could not be completed and will have to be done in the future. This explains why we came from a loss situation of 30K which is normal as we wanted to invest in the future. As we are a cash based Association, we have to incur all of the costs on the year that the activity takes place/paid.

Activity:

Budgeted income for periscolaire and summer camps, we continued in the same budgetary trend as the previous year ie last year we expected 15% loss due to covid, this year we decreased this expected loss to 7.5% as we slowly got back to normal; but in fact we did better than expected (550K€ vs 500K€). From an expenses point of view we bore the full costs of the activities as we needed to hold the activities with less children, this translated to a little bit less of expenses due to some lack of take up on some activities.

Salaries and permanent staff. Increase of 35K€. 20K€ is explained by in order to provide a greater offering (secondary pupils, summer camp) we had to use more of our staff: more hours translating to greater cost. The balance was increases of salary and catch up of a salary position.

Donations, participatory budget and social fund. We budgeted for 15K. The social fund helps family in need fund school trips and IT equipment, which was not spent at all due to the absence of school trips. The only expense in this section was the Interparents expense, which was 50% of the budget due to some online meetings.

Office and administration costs went from 54K€ to 19K€, due to the fact that we did not revamp the website.

Francesca thanked Eric for his time as Treasurer. This year he will be replaced by Tunde Szabo.

There was a question regarding the Guards cost: is it a lump sum or is it related to real costs?

It was confirmed that it is a lump sum agreed by the convention with the school. This has changed from 35K€ last year to 37K€ this year.

Another question was asked: do parents of Luxembourgish schools have to pay for periscolaire activities ? It's shocking that APEEEL1 have to pay so much for use the school facilities when other schools do not have to pay.

APEEEL1 replied that we do not know so much about Luxembourgish schools. We should look at the other European schools and see what they pay vs the rules.

There were no further questions

The report was approved.

[Presentation and approval of the budget for 2022-23](#)

Presented by Tunde SZABO, APEEEL1 Treasurer.

The budget has the same format as the previous year.

Income

This year we are budgeting a loss of 57K€, partially due to less membership income; but we also need to recognise that many families are running into financial difficulties, even in Luxembourg.

The membership fees are less ambitious than last year down to 46K€ from 57K€. We need to see if we can make membership more popular for families who have Secondary pupils. Families with children in Primary are more likely to be members as they have access to periscolaire.

The School fete has taken as a neutral event ie no profit or loss.

Periscolaire activities & summer camp have been factored in, based on what we had in the previous year. Group and private activities are based on actual figures that we have at the moment.

The CAS subsidises the secretariat so that it is sustainable. We would like to try and get more money this year. We have budgeted 55K€ but we will see if actually happens.

Expenditure

The percentage indicated in the second column goes to secretariat vs Periscolaire.

Salaries and costs of monitors all indicated.

Lump sum cost of the guards 37K€, these are the same guards as the school uses but specifically for the periscolaire activities.

8K€ income for events is the same as income.

Social fund was not spent last year; but so far this year we have currently spent at least 4K€ for families struggling to fund the ski trip and IT equipment.

Interparents travel costs, last year was much less (1K€) this year we are back up to 3K€ as travel is necessary again.

Photocopy, printing and IT costs is 22,700 €, last year was 7K€. This is to carry out the modernisation of our IT system, including the introduction of Voice over IP, which makes

the work of the staff more efficient and easier, and provides a better quality and more timely service to parents. These are mostly one off IT costs.

The Periscolaire website running costs continues to be 9K€

Total expenditure is just a little less than 700K€ which leads to a 57K€ loss. We have had surplus in the past years (our account has approx. 450K€) and we have to recognise that this loss reflects the current economic situation. We are still safe but need to be careful.

No questions. Budget adopted.

Appointment of the auditor for the 2021-22 administrative year

Proposal to continue with Tania Kohn.

It was questioned how long has she been our auditor? We answered that we are not sure, she has been there the last 4 years. She is very efficient and independent. We need to investigate how long we can keep the auditor for. It is important to ensure that there is competitiveness amongst the vendors, we should discuss at the next Management Committee how to check the market to see what is out there.

No objections. Adopted. Tania will audit again next year.

Approval of the annual membership fee

The proposal is to remain at the level of 50€, until we can make it easier for our members to be able to change the fee amounts. This is because members mostly pay by standing order and it is very laborious for parents and APEEEL1 to change the fee amounts. The last change was 2012 so it will be envisaged to change soon.

No objections. Adopted.

There were no formal motions proposed by our members

The formal meeting ended at 19:42

The meeting was opened up to Non-members for a general discussion regarding APEEEL1's activities.

36 people attended.

Meeting closed 20:45