



ÉTABLISSEMENT
CONVENTIONNÉ



aefe

Agence pour
l'enseignement français
à l'étranger

MINUTES: LFIA SCHOOL BOARD

Meeting organised by : The President of the Board

DATE: 11 October 2023

TIME: 15h05

PLACE: LFIA Conference Room + Zoom Video Call

ATTENDANCE LIST			
EX OFFICIO MEMBERS	PARTICIPATION	ELECTED MEMBERS	PARTICIPATION
Ms. Cécile MERLE Cooperation Attaché (standing in for the COCAC)	Present	Mr. Jean-Louis FEGHALI President	Present
Mr. Aliou-Joseph BAH Consul	Present	Mr. Thomas LE GUEVEL Vice-President	Present
Ms. Catherine DAUER Principal	Present	Ms. Enyonam DAGADU Treasurer	Absent
Ms. Emmanuelle ALLIES Headmistress	Present	Mr. Alexis DUMAZ Vice-Treasurer	(via Zoom)
Mr. Mohamed SIDIBE CFO	Present	Ms. Inez RANDOLPH Rapporteur	Present
STAFF REPRESENTATIVES		Ms. Mirna ABEL MASSIH Member	Absent
Ms. Valérie FELGINES Teacher	Present	Ms. Emma TARRANT TAYOU Member	Absent
Ms. Angela ADJAKWA Teacher	Absent		



ÉTABLISSEMENT
CONVENTIONNÉ



aefe

Agence pour
l'enseignement français
à l'étranger

AGENDA

1. GENERAL REPORT

Adoption of the Minutes of the Board of Directors
Report on actions from the previous meeting
Back-to-school review

2. FINANCE

Financial Reports
Implementation of the External Auditor's recommendations

3. HR REVIEW

Infrastructure Commission
Summer Facilities Management Report

4. COMPOSITION OF THE DIFFERENT SCHOOL COUNCILS

5. OTHER BUSINESS

Subject to vote only



Mr. Feghali, Chairman of the Board of Directors, opened the meeting at 3:05 p.m. by thanking the members of the Board of Directors for their presence and presented the Agenda.

Approval of the minutes of 29 June 2023

The last Minutes of the meeting of 29 June 2023 will be adopted at a later date as they could not be circulated in time. Ms. Felgines, who had not received it, asked that it be redistributed. The President agreed.

1. GENERAL REPORT

Back-to-school Review

Mr. Sidibé presented the results of the start of the school year for the year 2023 and addressed the following elements:

Total number of student enrollment as at 10/10/2023	
	704
In-coming	139
Out-going	137

Implementation of the External Auditor's Recommendations

Department of the Registrar General

Mr Sidibé referred to the tax audit that took place. During the audit, it was found that no annual report had been completed at the Office of the Registrar for Enterprises for the 2021 financial report. The Directorate must file returns as soon as possible to avoid further penalties.

Exemption from Corporate Income Tax

Mr. Stephen Omane, Tax Expert, made a presentation via Zoom regarding the income tax exemption. The school is waiting for the final report of the GRA in order to apply for this status with retroactive effect to ensure continuity. The services of the French Embassy will be requested, if necessary.

Department of Social Welfare

A new law came into force in 2014. The issue was raised during the internal audit. Contact has been established with the authorities of the department to update our administrative situation.

2. FINANCE

Financial Report

Mr. Sidibé presented the financial and budgetary reports to update the members.



ÉTABLISSEMENT
CONVENTIONNÉ



aefe

Agence pour
l'enseignement français
à l'étranger

Registration, billing and collection table as of 9/10/2023

<u>1st Semester (2023-2024)</u>	
Bills	€ 2,648,039
Receipts	€ 1,221,892

Cashflow Table

<u>BANK BALANCES</u>	GHC	Euro	<u>Euro (rate at 12.45%)</u>
Banque Transatlantique (Euro)		563 718,44 €	563 718,44 €
Société Générale (Euro)		18 450,68 €	18 450,68 €
Société Générale (Euro-Foreign)		375,03 €	375,03 €
Ecobank (Euro)		136 801,97 €	136 801,97 €
Access Bank (Euro)		579 291,57 €	579 291,57 €
Ecobank (GHC)	1 304 189,33 GHC		104 754,16 €
Société Générale (GHC)	59 577,13 GHC		4 785,31 €
Access Bank (GHC)	4 135 323,64 GHC		332 154,51 €
Access Bank (GHC) CALL A/C	16,43 GHC		1,32 €
Société Générale (USD)-\$102.89		97,53 €	97,53 €
MTN Mobile Money #0246259543	478,68 GHC		38,45 €
MTN Mobile Money #0245959768	71 500,00 GHC		5 742,97 €
<u>FIXED DEPOSIT</u>			
ACCESS BANK (Euro)		32 199,00 €	32 199,00 €
Total	5 571 085,21 GHC	1 330 934,22 €	1 778 410,94 €



ÉTABLISSEMENT
CONVENTIONNÉ



aefe

Agence pour
l'enseignement français
à l'étranger

Budget implementation table as at 30/09/2023 (Expenses)

BUDGET EXECUTION as at 30th September 2023 (75%)						
ACCOUNT WORDING – AEFE CHART OF ACCOUNTS	Account numbers	Budget 2023	Engagement	Execution au 30-Sep-23	%age execution vs Budget	Budget Balance
Expenses						
Total non-stocked supply purchases 60	60	€ 276 180	€ 67 326	€ 185 142	67%	€ 91 038
Total of other work, services, external expenses 61	61	€ 330 379	€ 1 925	€ 146 021	44%	€ 184 358
Total of other work, services, external expenses 62	62	€ 265 254	€ 10 448	€ 125 742	47%	€ 139 512
Total taxes 63	63	€ 505 634	€ -	€ 363 648	72%	€ 141 986
Total remunerations and social security expenses 64	64	€ 2 070 286	€ -	€ 1 495 178	72%	€ 575 108
Total participation and management expenses 65	65	€ 1 309 593	€ -	€ 907 313	69%	€ 402 280
Total interest on borrowings 66	66	€ -	€ -	€ -		€ -
Total depreciations, amortisation and provisions 68	68	€ 372 209	€ 241 256	€ 241 256	65%	€ 130 954
TOTAL expenses		€ 5 129 535	€ 319 029	€ 3 318 278	65%	€ 1 811 257

Budget implementation table as at 30/09/2023 (Products)

BUDGET EXECUTION as at 30th September 2023 (75%)						
ACCOUNT WORDING – AEFE CHART OF ACCOUNTS	Account numbers	Budget 2023	Engagement	Execution at 30-Sep-23	%age execution vs Budget	Budget Balance
PRODUCTS						
Total services 706	706	€ 4 860 753	€ -	€ 3 013 085	62%	€ 1 847 668
Total Merchandise sales 707	707	€ 141 329	€ -	€ 19 410	14%	€ 121 919
Total ancillary activities 708	708	€ 19 000	€ -	€ 9 578	50%	€ 9 422
Total AEFÉ and other subsidies 74	74	€ -	€ -	€ -		€ -



ÉTABLISSEMENT
CONVENTIONNÉ



aefe

Agence pour
l'enseignement français
à l'étranger

Total managed income. 76	76	€ 9 000	€ -	€ 16 586	184%	-€ 7 586
Total managed income 77 & 78	77 & 78	€ 100 442	€ -	€ -	0%	€ 100 442
TOTAL REVENUE		€ 5 130 524	€ -	€ 3 042 072	59%	€ 2 079 452
TOTAL EXPENDITURE		€ 5 129 535	€ 319 029	€ 3 318 278	65%	€ 1 811 257
FINAL BALANCE OF INCOME & EXPENDITURE		€ 989		€ (276 206)		

Finance

Mr. Sidibé announced that the recommendations for the last audit would be implemented.

According to the audit, the directive on the management of non-profit organisations (NPOs) must be complied with to avoid any sanctions from the regulator. In addition, obtaining this license will help the school to benefit from a continuous tax exemption for corporate taxes and value-added taxes (VAT). In the past, all companies with guaranteed limited liability were automatically excluded from corporate tax and value-added tax (VAT) payments. However, currently, to qualify for an exemption, the company is required to make a formal application to the Commissioner General of the Ghana Revenue Authority. After an in-depth study of the file, it qualifies the nature of the activities and grants or does not grant tax exemptions.

School Supplies

Mr. Sidibé highlights the difficulty of ordering school supplies in France. This difficulty is induced, since the change, which means the school will no longer be able to order school supplies under the cover of the French Embassy.

This year, the transport and customs clearance of school supplies represents an additional cost in the budget of more than €21,000.

TITLE	TITLE	Budget 2023	Execution at 30/09/2023	%age execution vs Budget	Budget Balance
Purchases of resold school supplies	Sale of school supplies	51 308,00 €	54 628,89 €	6,47%	- 3 320,89 €
Transport of reinvoiced goods + Customs clearance	Carriage of goods for sale (Stationery and Other) and Customs Clearance Charges – Import Duty	29 304,00 €	48 924,01 €	66,95%	- 19 620,01 €



ÉTABLISSEMENT
CONVENTIONNÉ



aefe

Agence pour
l'enseignement français
à l'étranger

It is envisaged to set up a working group of management and staff representatives (more personnel if necessary) to prepare the next campaign for the purchase of school supplies.

3. HR REVIEW

Human Resources

Mr. Sidibé made an inventory of the current situation of employment contracts under local law.

Total number of staff: 111 including 24 seconded (AEFE)

State of employment contracts under local law:

1. Total number of local law contracts = 81;
2. Contracts notified = 78 (3 not notified, staff did not come to collect their contracts);
3. Contracts signed by both parties = 55;
4. Contracts awaiting signature = 25;
5. Other

6 part-time workers and interns (reinforcement of school life).

To date, 25 contracts are still awaiting signature.

Infrastructure Commission

The president spoke about the UG's proposal to acquire land at the university level in exchange for the construction of student housing. This five-acre parcel of land will be for a period of 25 years. This provision of land will take the form of a partnership with LFIA. He said negotiations were still ongoing with the Vice-Chancellor and his committee, LFIA, EPA and COCAC. The school is waiting for a letter from the University to be able to make a concrete decision and formalise the contract. To do this, LFIA requested an official visit to the proposed site from the University of Ghana for evaluation.

A contribution has been requested from the AEFÉ. This will be discussed at their next meeting in January 2024.

LFIA also placed an advertisement in the Daily Graphic newspaper asking for bids for available land. With regards to the church-owned site, the church has set up a committee to meet with LFIA in the coming week.

Report on the Facilities Management Work done in the Summer (see Annex 1).

Mr. Sidibé presented a report on the work carried out during the summer holidays. The document outlining the type of facilities management work done is attached.

4. COMPOSITION OF THE DIFFERENT SCHOOL COMMITTEES

Mr. Le Guevel presented the composition of the Councils. There will be five:

- Committee on Human Resources and Social Dialogue;
- Committee on Finance;
- Committee on Communication;
- Committee on Acquisitions/Purchases and Contracts;
- Infrastructure Committee;



He spoke briefly about the work of each of the Committees, the length of their mandates and the composition of the members who will make up each committee.

Composition of the Board (new members)

The President announced that there will be a recruitment for an Assistant to the Board who will be responsible for organising meetings, taking Minutes and ensuring the flow of information. This person will also work with the other Commissions.

He also announced that the Board is planning an Extraordinary General Meeting (EGM) to take place soon to onboard additional Board Members.

5. OTHER BUSINESS

Payment of All Salaries in Ghana Cedis

Mr. SIDIBE presented a measure that should be implemented as soon as possible. It stems from the letter (**see Annex 2**) from the Bank of Ghana (BoG), which exceptionally authorises LFIA to invoice and receive foreign currency.

This waiver also authorises LFIA to pay salaries to a category of staff on temporary contracts, in foreign currency. In this case, the duration of the Contract must not exceed six months.

Therefore, this BoG derogation does not apply to staff on contracts under local law whose duration exceeds six months.

In order to comply with Ghana's banking legislation, Mr. SIDIBE proposes to implement this measure within three months to allow the staff concerned to adapt. The staff concerned will be informed by letter signed by the President.

The measure will come into force on January 1, 2024.

Tuition Benefits

Mr. Sidibé reminded the participants of the scheme – this concerns benefits relating to tuition fees granted to LFIA staff. This benefit allows a reduction in tuition fees of up to 5% of the annual salary. The school has received two requests from LFIA staff for their children's school fees, which until now have been covered by the spouses' company.

It is therefore proposed that these two families complete and have the forms signed by the spouses' companies. This practice is common within the AEFÉ. This benefit cannot have a retroactive effect on fees already paid.

Setting up a Group for the Purchase of School Supplies

Mr. Le Guevel stated that there are too many orders. In the end, some items are not even used. Due to this, Ms. Allies suggested the importance of rethinking the use of textbooks.

She mentioned that she had noticed the excess of photocopies lying around in the classrooms and the teachers' room.

Ms. Felgines proposes, as part of the school's "Education for Sustainable Development" labeling project, to reflect on the choice of teaching materials (exercise book, digital book, interactive whiteboard, photocopies, etc.). A personal photocopy card would allow the teacher to know and



ÉTABLISSEMENT
CONVENTIONNÉ



aefe

Agence pour
l'enseignement français
à l'étranger

manage his or her number of copies and to come and pick them up whenever he or she wants so that they do not lie around in the teachers' room or at the Centre for Information & Documentation (CDI).

Mr. Sidibé announced that the meeting on the Sustainable Development Axis will take place in November and will address this and other topics.

Recruitment of Fixed-term Personnel to make an Inventory of the School's Assets

Mr. Sidibé talked about the recruitment of two part-time workers to carry out an inventory of the school's assets.

The new system includes a module that makes it possible to list the physical assets of the school by description and photos.

This is to be implemented before the end of the year and corresponds to the implementation of one of the many recommendations of the Auditor (INCOMPLETE FIXED ASSET REGISTER) in his letter to Management. See below.

LYCEE FRANCAIS INTERNATIONAL D'ACCRA MANAGEMENT LETTER YEAR-ENDED DECEMBER 2022

1. INCOMPLETE FIXED ASSET REGISTER

OBSERVATION

We noted during our audit that the fixed asset register is incomplete and the values in them are inconsistent with the prior year financial statement, especially the accumulated depreciation values.

Circulation of the Minutes

Ms. Merle, Policy Officer, suggested that a summary of the minutes should be circulated and made available to the public.

The meeting ended at 4.45 p.m.

Annexes: BoG Letter to LFIA Management

Table of Facilities Management Work done During the Summer

Accra, 17 October 2023

President of the Board

Rapporteur