



Schola Europaea • Bruxelles I

Hightlights of Activity report 2013-2014

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Teresa Fernández-Gil
President of the Canteen Committee

Canteen

The start of the 2013-2014 school year saw a marked increase in canteen suscriptions within all ages of pupils:

- Nursery school pupils continued to have their whole meal provided at Berkendael after preparation in the kitchen at the Uccle site. Around 235 meals were served each day (25 more than the previous year).
- In the primary school, around 890 meals were prepared each day in Uccle (including those for the P1 pupils which were served at Berkendael). That was 90 more meals than in the previous year.
- In the secondary school, an average of 870 children per day (30 more than the year before) had a meal at one of the two shifts at the Van Houtte hall.

At Van Houtte a re-organisation of the service has taken place in September 2013 due to organisational reasons and to the rationalisation of the budget allocated to service at tables. Children from P2 to P5 were allocated (P2, P3, P4 and P5) each a different area of the Van Houtte Hall instead of assigned specific tables like previous years. This system was not very popular with the teachers and we developed more satisfactory arrangements in the course of the school year.

A trial salad bar for primary pupils (P4 and P5) was set up at the end of the school year and has been a great success.

At the last meeting on the canteen of the 2013-2014 school year, several decisions were taken to be implemented at the beginning of the 2014-2015 school year:

Primary, Uccle site

- **Return to set tables for each class**

- **Salad bar:** A salad bar buffet is available every lunchtime to pupils in P4 and P5, in addition to the set meal offered on the menu. It includes a freshly-made vegetable soup and a "vegetable of the day" as well as mixed raw vegetables and various prepared salads. And you can eat as much as you like of everything!
- **Hot buffet:** Pupils in P2 and P3 have also had new meal arrangements in September 2014. We provide a daily buffet which includes a freshly-made vegetable soup and a "vegetable of the day". Again, this is provided on an "all you can eat" basis!

Secondary

- **New access card for the canteen:** the former laminated (plasticised) card has been replaced by a user-friendly key-fob, which was given out at the start of term to all pupils registered with the canteen. It provides access to the cafeteria based on individual subscriptions.
- **Hot and cold buffet:** in addition to the set meal offered on the menu, pupils can enjoy the salad bar, which includes mixed raw vegetables, a range of salads and assorted vegetables. Since the start of the year, we have also provided a hot buffet including unlimited freshly-made soup and helpings of the "vegetable of the day".
- **Cafeteria:** the cafeterias provide cold and warm sandwiches, salads, fruit, soup, drinks and various snacks every day. There have been a few novelties since the start of the school year: Italian sandwiches, homemade toasted sandwiches ("croque-monsieur"), mini bio cakes and dried fruit. New drinks on offer include homemade smoothies, sparkling water, Bionina lemonade and a larger assortment of teas.

In the kitchen

There has been some staff re-organisation aimed at developing new projects and implementing the legal requirements concerning hygiene and detection of any allergens in our menus.

It is as important as ever to find new products and enhance the quality of the materials used, and one of our cooks, Danilo, has been following courses under the "Sustainable canteens in the Brussels Region" training programme.

The Self Service project was completed during the 2012-2013 school year and submitted to the competent authorities at the Belgian Buildings Agency, which is studying our dossier. We hope it can be implemented in the 2014-2015 school year.

The volunteer parents who run the Canteen service for our schools are Véronique Lesoile, Ariane Bourcieu, Gilbert Luciani and myself. We meet once a month with the Canteen Manager, Mr Dillen, and the APEEE Services Director, together with various invited stakeholders including directors, administrators and teacher and pupil representatives.

The Parents Association **The accounts of the**
APEEE Services



Pascale De Smedt
Coordination of APEEE Services

The accounts of the APEEE Services

Please find the accounts on pages 52 and 53.

Review of financial statements on 31/08/2014

Source: Jacques MAROY's report, chartered accountant and IEC Tax Advice of the accountancy firm Debroux. Brussels, 24 October 2014.

The annual accounts of the AISBL APEEE Services of Uccle were drawn for this year 2013-2014.

The accounts show that we have a positive income of € 262,304 with total revenues at € 5,672,587 and total expenses at € 5,410,283.

We find it useful to compare the year 2013-2014 figures with the budget and with the results of the previous year.

| | Actual 2012-2013 | Budget 2013-2014 | Actual 2013-2014 | Budget variance | Growth Actual 2012 / Actual 2013 |
|------------------------------|-----------------------------|-----------------------------|-----------------------------|----------------------------|---|
| Revenues | | | | | |
| Memberships | 5.242.462 | 5.463.547 | 5.438.131 | (-) 25.416 | +3.73 % |
| Other operating income | 232.984 | 205.855 | 213.929 | (+) 8.074 | -8.18 % |
| Recovery of goods & services | 21.664 | 13.169 | 12.741 | (-) 428 | -41.19 % |
| Investment income | 14.033 | 11.401 | 7.786 | (-) 3.615 | -44.52 % |
| Exceptional items | 289 | - | - | | -100 % |
| Total | 5.511.431 | 5.693.972 | 5.672.587 | (-) 21.385 | +2.92 % |
| Expenses | | | | | |
| Cost of services | 3.251.767 | 3.367.273 | 3.326.714 | (-) 40.559 | +2.30 % |
| Services and other goods | 835.670 | 847.772 | 841.980 | (-) 5.792 | +0.76 % |
| Remunerations | 1.167.950 | 1.227.952 | 1.117.666 | (-) 110.286 | -4.31 % |
| Depreciation | 6.760 | 2.700 | 8.564 | (+) 5.864 | +26.69 % |
| Various taxes | 2.862 | 3.192 | - | (-) 3.192 | -100 % |
| Other operating costs | 72 | 80 | - | (-) 80 | - 100 % |
| Financial charges | 6.045 | 3.546 | 4.604 | (+) 1.058 | -23.84 % |
| Non-recurring expenses | 521 | - | - | - | -100 % |
| Participation Coordination | 110.541 | 110.755 | 110.755 | - | +1.94 % |
| Total | 5.382.188 | 5.563.270 | 5.410.283 | (-) 152.987 | +0.52 % |
| | | | | | |
| Result | 129.243 | 130.702 | 262.304 | (+) 131.602 | +102.95% |

We note the following:

1. Revenues

- Memberships increased by 3.73 % compared to the previous budget year and were properly budgeted (4.65 % difference).
- Other revenues decreased by € 19,055 compared to the previous budget year but are still € 8,074 higher than what was budgeted.
- Recovery of goods and services decreased by 41.19 % compared to 2012-2013 and was anticipated in the budget (3.25 % difference).
- Investment income decreased by 44.52 % compared to the last budget year. This decrease was not properly budgeted (31.70 % difference) and is due to the very low interest rates offered by banks over several months.

Overall, revenues are € 21,385 below budget but increased by € 161,156 or 2.92 % from the previous year.

2. Expenses

- The cost of services, meaning all purchases of raw materials, equipment or various rentals, increased by € 74,947 compared to the previous budget year. However, this remained below the budgeted amount (1.20 % difference).
- Services and other goods, i.e. all administrative and management costs have increased by € 6,310. This increase was correctly forecasted.
- Remuneration and social costs are lower than in the previous year and vis- à-vis the budget (8.98 % difference).
- Depreciation: a few investments took place this year (mainly when it comes to the canteen and the lockers), which explains the increase.
- Financial charges: these decreased compared to last year and forecasted in the budget.
- Non-recurring expenses: there were no exceptional expenses in this budget year.

Overall, expenses for the year increased compared to last year (+ € 28,095) but this increase was more than adequately budgeted. The charges are € 152,987 lower than budgeted.

Conclusion

We can summarize the results of the 2013-2014 fiscal year as follows:

| | | |
|--------------------------------------|-----|----------------|
| Budgeted profit | (+) | 130,702 |
| Revenue shortfall compared to budget | (-) | 21,385 |
| Expense shortfall compared to budget | (+) | <u>152,987</u> |
| 2013-2014 fiscal year results | (+) | 262,304 |

Assets & liabilities of the Brussels I APEEE Services on 31.08.2014

We can summarize the situation on August 31, 2014 as follows:

| ASSETS | | LIABILITIES | |
|------------------------|------------------|--------------------------|------------------|
| Tangible assets | 26,657 | Own funds | 1,363,326 |
| Long-term investments | 34,687 | Short-term liabilities | 254,415 |
| Stocks | 11,333 | Adjustments accounts | <u>792,080</u> |
| Short-term receivables | 14,930 | | |
| Cash | <u>2,322,214</u> | | |
| Total assets | 2,409,821 | Total liabilities | 2,409,821 |

Comments

- **Assets**

Tangible assets: € 26,657

APEEE I made a few investments in this fiscal year.

Depreciation is entirely in the year of acquisition. Therefore, amortization charges have increased slightly this year.

Long-term investments: € 34,687

This is a loan to Berkendael for which a refund of € 937.50 was received in August 2014.

Stocks: € 11,333

The APEEE has dedicated stocks for the kitchen (€ 6,965) and the cafeteria (€ 4,368). This was less significant than for the previous budget year, respectively (-) 42.55 % and (-) 13.26 %.

Short-term receivables: € 14,930

The APEEE has an outstanding of € 14,930. This only concerns customer invoices settled in September.

Cash: € 2,322,214

Our cash increased compared to last year by about € 975,000. A majority (34.11 %) of it concerns membership fees collected in July and August and which relate to 2014-2015.

- **Liabilities**

Own funds: € 1,363,326

Own funds increased by the amount of profit for the year, or € 262,304.

Short-term liabilities: € 254,415

Trade payables of € 103,049 are liabilities for the running of the operation and for various goods and services. Suppliers are paid within 30 days from date of receipt of the invoice.

To this should be added salary and social security liabilities (withholding tax: € 17,374 - ONSS: € 22,443 - PV Provision: € 68,372); these debts are honored within the legal deadline.

Finally, there are the deposits for the lockers which amount to € 43,177.

Adjustment: € 792,080

This consists mainly of fees received before 31/08/2014 and which concern the 2014-2015 period.

APEEE Services - REALISE 2013/2014

| | TOTAL | Coordination | Cantine | Cafétéria | Transport | Act.Périsco | Garderie | Casiers | Equipe nat. |
|--------------------------------|---------------------|-------------------|---------------------|-------------------|---------------------|-------------------|------------------|------------------|------------------|
| Produits | | | | | | | | | |
| Cotisations | 5.438.130,63 | 0,00 | 1.546.893,04 | 211.233,25 | 3.186.047,32 | 374.991,50 | 56.729,61 | 32.095,00 | 30.140,91 |
| Autres recettes | 213.928,87 | 110.755,07 | 0,00 | 0,00 | 0,00 | 103.173,80 | 0,00 | 0,00 | 0,00 |
| Récupération biens et services | 12.741,17 | 1.149,32 | 5.355,10 | 866,19 | 3.233,61 | 1.840,64 | 296,31 | 0,00 | 0,00 |
| Produits financiers | 7.786,05 | 1.586,18 | 1.395,47 | 0,00 | 2.533,25 | 1.273,28 | 595,99 | 401,88 | 0,00 |
| Total produits | 5.672.586,72 | 113.490,57 | 1.553.643,61 | 212.099,44 | 3.191.814,18 | 481.279,22 | 57.621,91 | 32.496,88 | 30.140,91 |
| Charges | | | | | | | | | |
| Couts des Prestations | 3.326.713,81 | 0,00 | 453.238,51 | 106.958,27 | 2.736.707,88 | 28.375,75 | 0,00 | 0,00 | 1.433,40 |
| Biens et services | 841.980,07 | 34.907,11 | 499.642,44 | 0,00 | 70.110,64 | 191.326,91 | 1.673,19 | 21.941,73 | 22.378,05 |
| Rémunérations et charges | 1.117.665,90 | 66.781,85 | 383.229,30 | 125.965,97 | 272.594,83 | 224.720,77 | 44.373,18 | 0,00 | 0,00 |
| Amortissements | 8.564,26 | 464,28 | 3.311,64 | 0,00 | 0,00 | 390,33 | 0,00 | 4.398,01 | 0,00 |
| Participation Coordination | 110.755,07 | 0,00 | 34.293,14 | 0,00 | 66.195,77 | 7.865,77 | 925,41 | 674,98 | 800,00 |
| Charges financières | 4.604,09 | 1.879,44 | 553,29 | 0,00 | 754,51 | 553,03 | 187,21 | 395,03 | 281,58 |
| Taxes | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Total Charges | 5.410.283,20 | 104.032,68 | 1.374.268,32 | 232.924,24 | 3.146.363,63 | 453.232,56 | 47.158,99 | 27.409,75 | 24.893,03 |
| RESULTAT | 262.303,52 | 9.457,89 | 179.375,29 | -20.824,80 | 45.450,55 | 28.046,66 | 10.462,92 | 5.087,13 | 5.247,88 |

APEEE Services - BUDGET 2014/2015

| | TOTAL | Coordination | Cantine | Cafétéria | Transport | Act.Périsco | Garderie | Casiers | Equipe nat. |
|--------------------------------|---------------------|-------------------|---------------------|-------------------|---------------------|-------------------|------------------|------------------|------------------|
| Produits | | | | | | | | | |
| Cotisations | 5.882.580,60 | 0,00 | 1.671.494,60 | 215.669,00 | 3.500.607,00 | 368.000,00 | 67.060,00 | 33.000,00 | 26.750,00 |
| Autres recettes | 213.928,87 | 110.755,07 | 0,00 | 0,00 | 0,00 | 103.173,80 | 0,00 | 0,00 | 0,00 |
| Récupération biens et services | 11.769,10 | 474,00 | 6.069,54 | 877,56 | 3.000,00 | 1.152,00 | 196,00 | 0,00 | 0,00 |
| Produits financiers | 6.500,00 | 0,00 | 3.000,00 | 0,00 | 2.400,00 | 1.100,00 | 0,00 | 0,00 | 0,00 |
| Total produits | 6.114.778,57 | 111.229,07 | 1.680.564,14 | 216.546,56 | 3.506.007,00 | 473.425,80 | 67.256,00 | 33.000,00 | 26.750,00 |
| Charges | | | | | | | | | |
| Coûts des Prestations | 3.528.989,80 | 0,00 | 518.228,00 | 115.548,61 | 2.863.213,19 | 30.000,00 | 0,00 | 0,00 | 2.000,00 |
| Biens et services | 873.730,64 | 33.465,00 | 515.207,14 | 0,00 | 74.643,50 | 203.080,00 | 2.100,00 | 22.735,00 | 22.500,00 |
| Rémunérations et charges | 1.227.592,98 | 64.537,08 | 435.823,68 | 131.252,84 | 309.447,32 | 229.076,72 | 57.455,34 | 0,00 | 0,00 |
| Amortissements | 9.381,33 | 750,00 | 2.500,00 | 0,00 | 333,33 | 0,00 | 0,00 | 5.798,00 | 0,00 |
| Participation | | | | | | | | | |
| Coordination | 110.755,07 | 0,00 | 34.293,14 | 0,00 | 66.195,77 | 7.865,77 | 925,41 | 674,98 | 800,00 |
| Charges financières | 3.044,00 | 300,00 | 554,00 | 0,00 | 1.100,00 | 500,00 | 100,00 | 190,00 | 300,00 |
| Taxes | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Total Charges | 5.753.493,82 | 99.052,08 | 1.506.605,96 | 246.801,45 | 3.314.933,11 | 470.522,49 | 60.580,75 | 29.397,98 | 25.600,00 |
| RESULTAT | 361.284,75 | 12.176,99 | 173.958,18 | -30.254,89 | 191.073,89 | 2.903,31 | 6.675,25 | 3.602,02 | 1.150,00 |