

ANNEXE D

OFFICIAL FORMS

<https://www.service-public.fr/associations>

The above is a website with a wealth of official information as to what an association can and cannot do and how to go about the various administrative obligations. There is a lot of information on there.

Form Cerfa 13971

After an AGM this is the form that has to be sent to the Sous Prefecture in Grasse with a copy of the (French) AGM minutes when the Board changes. This has to be done within 2 months of the AGM.

Form Cerfa 13972

If the Statutes are amended, or the name of the association changes etc this form has to be sent to the sous prefecture with a copy of the AGM minutes showing the decision and if it is a statutes change an updated copy of the (French) statutes must also be attached.

This can now be done on line and both these forms can be accessed through the way of reporting online on the service publique associations website.

Form Cerfa 11823

For a tombola this is the form

Form Cerfa 13939

For a sale this is the form for the Mairie

For a sale an example of the list of stallholders is found here

<https://www.legifrance.gouv.fr/affichTexteArticle.do?idArticle=LEGIARTI000020722103&cidTexte=LEGITEXT000006079581>

and

declaration sur l honneur made by sellers if they are not commercants example here

<https://www.service-public.fr/associations/vosdroits/R10959>

IWCR FORMS

Expense Form (copy attached)

Managing the Finances – putting on an event - available from the Treasurer

INTERNATIONAL WOMEN'S CLUB OF THE RIVIERA

EXPENSES FORM

To submit to Treasurer with receipts

NAME : _____

For travel, reason, details of trip. Toll receipts required. Mileage reimbursed at €0.25/km

Date	Details	Amount
TOTAL		

Date of payment :

Bank Transfer :

Cheque N° :