

THE POLISH LANGUAGE AND CULTURAL CENTRE IN NOTTINGHAM

England & Wales · Charity number 1139846

Details

Other names POLSKA SZKOLA PRZEDMIODTOW IM. SW KAZIMIERZA

Status Registered

Legal form Other

Registered 2011-01-14

Register [View on the Charity Commission register](#)

Contact

Address 12 Treegarth Square
Nottingham
NG5 5QZ

Phone 07816487971

Email office@polishschoolnottingham.org

Website <http://www.polishschoolnottingham.org>

Activities

Objects: THE OBJECTS OF THE SCHOOL SHALL BE TO PROVIDE EDUCATION IN THE POLISH LANGUAGE, LITERATURE, CULTURE AND TRADITIONS FOR CHILDREN AND YOUNG PEOPLE AND PROVIDE A RANGE OF OPPORTUNITIES FOR GREATER INTEGRATION WITHIN THE ENGLISH COMMUNITY.

Activities: Teaching Polish Language and Polish Culture to students from the age of 4 to 18 years. Leading to GCSE and A Level qualifications in the Polish Language/Literature.

Classification

- **How:** Provides Services
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science
- **Who:** Children/young People

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL
- Nottingham City

Finances

Period end	Income	Expenditure	Assets	Employees
2024-04-05	£198,964	£195,190	-	-
2023-04-05	£127,143	£132,835	-	-
2022-04-05	£120,310	£82,505	-	-
2021-04-05	£53,329	£55,927	-	-
2020-04-05	£104,587	£103,943	-	-

Trustees

Name	Role	Appointed
Karolina Kossendowska	Chair	2016-11-26
Aldona Wesolowska		2022-11-19
Aleksandra Krzystowska		2026-03-07
Edyta Wronka		2026-03-07
Jolanta Kaur Nanda		2016-11-26
Magdalena Guca		2026-03-07
Magdalena Szeremeta		2024-06-22
Pawel Gminski		2016-11-26

THE POLISH LANGUAGE AND CULTURAL CENTRE IN NOTTINGHAM

England & Wales - Charity number 1139846

Accounts

DRAFT

The Polish Language and Cultural Centre in Nottingham
(Registered charity, number 1139846)
Financial statements
for the period from 6 April 2023 to 31 August 2024

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5	Independent examiner's report
6	Receipts & payments account
7	Statement of assets & liabilities
8	Notes to the accounts

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The Polish Language and Cultural Centre in Nottingham Trustees' annual report for the period from 6 April 2023 to 31 August 2024

Full name The Polish Language and Cultural Centre in Nottingham

Other names by which the charity is known

Polska Szkoła Przedmiotów Ojczystych im. św. Kazimierza

Organisation type Charitable incorporated organisation

Registered charity number 1139846

Principal address 12 Treegarth Square, Nottingham, NG5 5QZ

Trustees

Karolina Kossendowska, Chairperson

Pawel Gminski

Magdalena Szeremeta, from 22/06/24

Malgorzata Michalak, until 02/11/23

Jolanta Nanda, Treasurer

Aldona Wesolowska

Lukasz Wieczorek, until 03/09/24

Independent examiner

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41 Talbot Street, Nottingham, NG1 5GL

Governance and management

The charity is operated under the rules of its constitution adopted 22 November 2008.

Prospective trustees can be nominated by the other trustees or charity's members and they are elected at the Annual General Meeting.

They are a trustee by virtue of a post which they occupy, such as a head teacher of a school or his/her nominee and the Polish Roman Catholic Chaplain; such trustees are known as 'ex officio' trustees.

Objectives and activities

The objects of the school shall be to provide education in the Polish language, literature, culture and traditions for children and young people and provide a range of opportunities for greater integration within the English community.

Summary of the main activities undertaken for the public benefit

- Renting appropriate premises for children to learn in safe and comfortable conditions;
- Employing qualified teaching staff to teach children and young people of different ages;
- Ensuring high standards of teaching to enable the young people to take their GCSE and A Level examinations;
- Working with local universities and other education organisations;
- Organising subsidised educational trips;

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The Polish Language and Cultural Centre in Nottingham

- Taking part in national poetry competitions;
- Encouraging parental involvement in their children's education;
- Employing appropriate administrative staff;
- Raising the local profile of the school and helping Polish children and parents to integrate with the English community;
- Raising funds;
- Working with Nottingham City Council to ensure high quality of teaching and maximise the safety of the students;
- Co-operating with other Polish government and cultural organisations in the UK and in Poland;
- Basic and advanced First Aid training for the employees and volunteers.

Children are taught their background and roots which then they can relay to their colleagues at English schools to help integrate and get to know each other's culture. At the same time keep their own identity.

Performed activities allow the teachers to maintain their personal development. Activities enable us to keep the language alive through reading, writing and communicating.

Children are taught in a safe environment, kept out of the streets for 3-4 hours for 36 Saturdays a year. Reading and writing in their native language allows them to keep the tradition and bond with their peers.

Students are constantly improving their GCSE and A-Level results through a range of activities in the classroom and through new strategies and methodologies in teaching.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Summary of the main achievements during the period

- We have kept employing highly skilled teachers to deliver our vision;
- We have applied for various grants to keep school finances in a good shape;
- We have organised after school clubs for over a hundred pupils;
- We have taken part in a Polish Remembrance Day in Newark;
- Our teachers took part in competitions and participated in training to improve their skills;
- We have worked closely with other Polish organisations in the UK and in Poland;
- We have kept high safeguarding policy standards by submitting DBS checks for our staff;
- We have organised a Santa Grotto for all the pupils in the school and a Christmas market open to parents and friends of our school;
- We have organised a Carnival Ball which brought children and parents from outside the school community;
- We have organised Polish Heritage Days to promote and celebrate Polish Culture, Heritage of past generations, and Polish contribution to the cultural, economic and social life of Nottingham City.

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The Polish Language and Cultural Centre in Nottingham

Financial Review

The financial position of the school at the end of the reporting period was satisfying, although this year we have faced a significant increase in the minimum wage and lower than in previous years support from the funders. Funds raised in the reporting period tightly ensured business continuity and we have managed to increase teachers salaries in line with the national increase of the minimum wage. Price for the premises lease has also increased significantly and this overall contributed to the closure of our accounts in the reporting period with a profit.

The charity's policy on reserves

Our status remarks about £35,000 reserves that should be kept in the account at the end of the financial year to maintain the school's financial stability. We have exceeded that amount with a sum of £99,241.

Financial risks

With the Cost of Living constantly increasing it will be hard for Polish families to choose between what's important and where to spend money first. We still haven't regained the number of pupils attending the school from before the pandemic. It is unlikely that we will ever do so. Decrease in funds available from the local and national governments means those who are volunteering for this organisation have to work harder to secure the funds from other sources.

Our governing body - Committee is actively looking for alternative sources of income in terms of grants.

We are revising our fees year on year to ensure financial stability of our charity.

Funds held for 3rd parties

Funds were raised at an event for another charity, WOSP, during the period and we banked the cash and transferred it directly to their account.

Opening Balance £0
Money in £10,668
Money out £10,668
Closing Balance at year end £0

Signed on behalf of the charity's trustees:

Signed _____ Date _____
Karolina Kossendowska, Trustee

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Independent examiner's report to the trustees of The Polish Language and Cultural Centre in Nottingham for the period from 6 April 2023 to 31 August 2024

I report to the trustees on my examination of the accounts of The Polish Language and Cultural Centre in Nottingham (the charity) for the period ended 31 August 2024.

Responsibilities and basis of report

As the trustees of the charity 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 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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.

Signed _____ Date _____

John O'Brien MSc, FCCA, FCIE
Employee of Community Accounting Plus

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The Polish Language and Cultural Centre in Nottingham Receipts & payments account for the period from 6 April 2023 to 31 August 2024

<i>To 05 April 2023</i>		<i>To 31 August 2024 (17 months)</i>
£	Note	£
	Receipts	
23590	Grants & donations 2	33787
85806	School fees	129459
9900	Parental contributions	20258
2948	Sales - Sklepik	12077
4802	Activities & events	3383
97	Sundry receipts	-
<u>127143</u>	Total receipts	<u>198964</u>
	Payments	
63114	Wages, NI & pension	99105
11462	Activities & trips	14173
403	Advertising & promotion	2515
-	Bank charges	673
8130	Donations made	-
2634	Equipment, repairs & renewals	8922
516	Freelance staff	80
4682	Gifts & prizes	3731
738	Independent examination	738
271	Insurance	370
1759	Photocopying	1644
3528	Professional fees	4011
26	Publications & subscriptions	1676
25671	Rent	36967
2060	Shop supplies	2713
478	Telephone, postage & website	410
7047	Text books & stationery	9810
201	Training	189
69	Travel expenses	7463
46	Web hosting & multi media	-
<u>132835</u>	Total payments	<u>195190</u>
(5692)	Net receipts/(payments)	3774
<u>101159</u>	Cash funds at start of this period	<u>95467</u>
<u>95467</u>	Cash funds at end of this period	<u>99241</u>

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The Polish Language and Cultural Centre in Nottingham Statement of assets and liabilities for the period from 6 April 2023 to 31 August 2024

<i>5 April 2023</i>		<i>31 August 2024</i>
£	Cash assets	£
<u>95467</u>	Bank accounts	<u>99241</u>
<u>95467</u>		<u>99241</u>
	Other monetary assets	
<u>117</u>	Prepayment - insurance	<u>9</u>
<u>117</u>		<u>9</u>
	Assets retained for the charity's own use	
	General equipment including furniture.	
	Liabilities	
<u>(738)</u>	Creditors - Independent examination	<u>(816)</u>
<u>(738)</u>		<u>(816)</u>

These financial statements are accepted on behalf of the charity by:

Signed _____ Dated _____
Jolanta Nanda, Trustee

The Polish Language and Cultural Centre in Nottingham
Notes to the accounts
for the period from 6 April 2023 to 31 August 2024

1. Receipts & payments accounts

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

2. Grants & donations

	£
Wspolnota Polska	30908
Fundacja Wolnosc	2443
Sundry donations	436
	<u>33787</u>

3. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.

4. Related party transactions

There were no related party transactions during the period.

5. Glossary of terms

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Prepayments: These are services that the charity has paid for in advance, but not used during the accounting period.

THE POLISH LANGUAGE AND CULTURAL CENTRE IN NOTTINGHAM

England & Wales - Charity number 1139846

Accounts

Information required for your annual report

This is for Charities not subject to full Audit

This information is required in order for you to comply with reporting requirements under the Charities Act. Please write your responses exactly as you want them to appear in your accounts. Use your mouse or tab key to move from grey box to grey box to complete this form. Once completed, save it and email it back to us. This is your chance to tell people what you do. Feel free to write as much as you like and we will put this into the report and accounts.

Group's full name: The Polish Language and Cultural Centre in Nottingham
Other names by which you are known: Polska Szkoła Przedmiotów Ojczystych im. św. Kazimierza
The main contact address for the organisation: 9 Lindum Road Nottingham NG9 0QR
Your charity registration number: 1139846 And (if applicable) Your company registration number:

Names of all current trustees, (directors)

Name	Start date if not serving since the start of this accounting period dd/mm/yy	Office held (if applicable)
Karolina Kossendowska		Chairperson
Jolanta Nanda		Treasurer
Pawel Gminski		Member
Lukasz Wieczorek		Member
Malgorzata Michalak		Member
Aldona Wesołowska		Member

Names of other trustees, (directors) who have served during the period covered by the accounts but are not currently serving. (Continue on a separate sheet if necessary)

Name	Date of resignation/departure dd/mm/yy
Marta Zarzycka	02/07/2022

The names, job titles and remuneration & benefits paid to your senior management staff

Monika Bernat Headteacher £3439.37 after Tax

The methods adopted for the recruitment and appointment of new trustees (How are your trustees appointed?):

At the Annual General Meeting

Objectives and activities

What are the formal purposes (objectives) of your charity, as set out in your governing document?

The main objectives of the school shall be to provide education in the Polish language, literature, history, geography, culture and traditions for children and young people and provide a range of opportunities for greater integration within the English community.

What are your main activities? (the things you do in order to achieve the objectives)

Renting appropriate premises for children to learn in safe and comfortable conditions
Employing qualified teaching staff to teach children and young people of different ages
Ensuring high standards of teaching to enable the young people to take their GCSE and A Level examinations
Working with local universities and other education organisations.
Organising subsidised educational trips.
Taking part in national poetry competitions
Encouraging parental involvement in their children's education
Employing appropriate administrative staff
Raising the local profile of the school and helping Polish children and parents to integrate with the English community
Raising funds
Working with Nottingham City Council to ensure high quality of teaching and maximise the safety of the students
Co-operating with other Polish government and cultural organisations in the UK and in Poland
Basic and advanced First Aid training for the employees and volunteers.

How do these activities benefit the public?

Children are taught their background and roots which then they can relay to their colleagues at English schools to help integrate and get to know each other's culture. At the same time keep their own identity.

Performed activities allow the teachers to maintain their personal development.

Activities enable us to keep the language alive through reading, writing and communicating.

Children are taught in a safe environment, kept out of the streets for 3-4 hours for 35 Saturdays a year. Reading and writing in their native language allows them to keep the tradition and bond with their peers.

Students are constantly improving their GCSE and A Level results through a range of activities in the classroom and through new strategies and methodologies in teaching.

Please confirm that you have considered the charity Commission's guidance on 'public benefit'.

[Click here](#) for a link to this guidance.

Summary of the main achievements during the period

What did you actually do? (You could add some statistics if you like, and give more detail of your activities):

We have kept employing highly skilled teachers to deliver our vision.

We have applied for various grants to keep school finances in a good shape.

We have organised after school clubs for over a hundred pupils.

We have taken part in a Polish Remembrance Day in Newark

Our teachers took part in competitions and participated in training to improve their skills.

We have worked closely with other Polish organisations in the UK and in Poland.

We have kept high standards of the Safeguarding policies by submitting DBS checks for our staff.

We have organised Santa Grotto for all the pupils in the school, a Christmas market open to parents and friends of our school.

We have organised carnival ball, which brought children and parents from outside the school community

Financial review

Please comment on your financial position at the end of the reporting period (You might for example, refer to the surplus or deficit you've made, or the movement in the fund balances. Are you happy? – the choice is yours.)

The financial position of the school at the end of the reporting period was satisfying. Funds raised in the reporting period ensured business continuity and we have managed to increase teachers salaries. We are also preparing for the price increase of the premises leased, which might happen next year.

What is your policy on reserves? (Your policy should include: why you need reserves, the target level, your current position, your plans to increase or use your reserves and how often you review this policy. If you do not need reserves you should explain the reason.)

Our status remarks about £35K reserves that should be kept in the account at the end of the financial year to maintain the school's financial stability. We have exceeded that amount with a sum of £108,740.00

What financial risks do you face?

With the Cost of Living increase it will be hard for Polish families to choose between what's important and where to spend money first. We still haven't regained the number of pupils attending the school from before the pandemic. It is unlikely that we will ever do so. Decrease in funds available from the local and national governments means those who are volunteering for this organisation have to work harder to secure the funds from other sources.

If any of your funds are in deficit, what are you planning to do about it?

Our governing body - Committee is actively looking for alternative sources of income in terms of grants.

We are revising our fees year on year to ensure financial stability of our charity.

Detailed information if you hold funds for 3rd parties (other groups or individuals): names and their main objects, a description of the assets held, opening balances/ in/ out/ closing balances

Funds

If your accounts include any designated or restricted funds, the notes to the accounts need to include a short explanation of the purpose and of each fund.

For example:

Name of fund: *"The vehicle replacement fund"*

Purpose: *"To build up sufficient funds to replace vehicles on a 5 year schedule"*

For each fund you hold, please give the details:

Additional information

This is a chance to add any other information to your report.

For example: if you give grants, what is your policy? Do you want to say anything about your funders or supporters?

The Polish Language and Cultural Centre in Nottingham
(Registered charity, number 1139846)
Financial statements
for the year ended 05 April 2023

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**The Polish Language and Cultural Centre in Nottingham
Trustees' annual report
for the year ended 05 April 2023**

Full name The Polish Language and Cultural Centre in Nottingham

Other names by which the charity is known

Polska Szkoła Przedmiotów Ojczystych im. św. Kazimierza

Organisation type Charitable incorporated organisation

Registered charity number 1139846

Principal address

9 Lindum Road, Nottingham, NG6 0QR

Trustees

Karolina Kossendowska, Chairperson

Jolanta Nanda, Treasurer

Pawel Gminski

Lukasz Wieczorek, from 19/11/22

Malgorzata Michalak, from 19/11/22

Aldona Wesolowska, from 19/11/22

Independent examiner

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41 Talbot Street, Nottingham, NG1 5GL

Governance and management

The charity is operated under the rules of its constitution adopted 22 November 2008.

New trustees are usually recruited as part of the AGM or during the year with the agreement (vote) of the trustees.

Objectives and activities

The objects of the school shall be to provide education in the Polish language, literature, culture and traditions for children and young people and provide a range of opportunities for greater integration within the English community.

Summary of the main activities undertaken for the public benefit

- Renting appropriate premises for children to learn in safe and comfortable conditions;
- Employing qualified teaching staff to teach children and young people of different ages;
- Ensuring high standards of teaching to enable the young people to take their GCSE and A Level examinations;
- Working with local universities and other education organisations such as IntoUniversity;
- Organising subsidised educational trips;

The Polish Language and Cultural Centre in Nottingham

- Taking part in national poetry competitions;
- Encouraging parental involvement in their children's education;
- Employing appropriate administrative staff;
- Raising the local profile of the school and helping Polish children and parents to integrate with the English community;
- Raising funds;
- Working with Nottingham City Council to ensure high quality of teaching and maximise the safety of the students;
- Co-operating with other Polish organisations in the UK and in Poland;
- Basic and advanced first aid training for the employees and volunteers.

Children are taught their background and roots which then they can relay to their colleagues at English schools to help integrate and get to know each other's culture. At the same time keep their own identity.

Performed activities allow the teachers to maintain their personal development. Activities enable us to keep the language alive through reading, writing and communicating.

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Students are constantly improving their GCSE and A-Level results through a range of activities in the classroom and through new strategies and methodologies in teaching.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Summary of the main achievements during the period

- We kept employing highly skilled teachers to deliver our vision;
- We have applied for various grants to keep school finances in a good shape;
- We have organised after-school clubs for over a hundred pupils;
- We have taken part in a Polish Remembrance Day in Newark;
- Our teachers took part in competitions and participated in training to improve their skills;
- We have worked closely with other Polish organisations in the UK and in Poland;
- We have kept high safeguarding policy standards by submitting DBS checks for our staff;
- We have organised a Santa Grotto for all the pupils in the school and a Christmas market open to parents and friends of our school;
- We have organised a Carnival Ball which brought children and parents from outside the school community.

The Polish Language and Cultural Centre in Nottingham

Financial Review

The financial position of the school at the end of the reporting period was satisfactory. Funds raised in the reporting period ensured business continuity and we have managed to increase teachers' salaries. We are also preparing for the price increase of the premises leased, which might happen next year.

The charity's policy on reserves

We aim to keep a reserve of around £35,000 to maintain the school's financial stability. We have exceeded that amount with a sum of £95,468.

Financial risks

With the cost of living increase, it will be hard for Polish families to choose between what's important and where to spend money first. We still haven't regained the number of pupils attending the school from before the pandemic. It is unlikely that we will ever do so. Decrease in funds available from the local and national governments means those who are volunteering for this organisation have to work harder to secure the funds from other sources.

Signed on behalf of the charity's trustees:

Signed _____ Date _____
Karolina Kossendowska, Trustee

**Independent examiner's report to the trustees of
The Polish Language and Cultural Centre in Nottingham
for the year ended 05 April 2023**

I report to the trustees on my examination of the accounts of The Polish Language and Cultural Centre in Nottingham (the charity) for the year ended 05 April 2023.

Responsibilities and basis of report

As the trustees of the charity 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 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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.

Signed _____ Date _____

John O'Brien MSc, FCCA, FCIE
Employee of Community Accounting Plus

The Polish Language and Cultural Centre in Nottingham
Receipts & payments account
for the year ended 05 April 2023

2022		Note	2023
£			£
	Receipts		
16088	Grants & donations	2	23590
100301	School fees		85806
607	Parental contributions		9900
43	Sales		2948
3271	Activities & events		4802
-	Sundry receipts		97
<u>120310</u>	Total receipts		<u>127143</u>
	Payments		
44800	Wages, NI & pension		63114
3653	Activities & trips		11462
-	Advertising & promotion		403
-	Donations made		8130
2721	Equipment, repairs & renewals		2634
2483	Freelance staff		516
4065	Gifts & prizes		4682
720	Independent examination		738
271	Insurance		271
873	Photocopying		1759
3273	Professional fees		3528
-	Publications & subscriptions		26
14564	Rent		25671
-	Shop supplies		2060
415	Telephone, postage & website		478
3941	Text books & stationery		7047
616	Training		201
110	Travel expenses		69
-	Web hosting & multi media		46
<u>82505</u>	Total payments		<u>132835</u>
37805	Net receipts/(payments)		(5692)
<u>63354</u>	Cash funds at start of this period		<u>101159</u>
<u>101159</u>	Cash funds at end of this period		<u>95467</u>

**The Polish Language and Cultural Centre in Nottingham
Statement of assets and liabilities
at 05 April 2023**

2022		2023
£	Cash assets	£
<u>101159</u>	Bank accounts	<u>95467</u>
<u>101159</u>		<u>95467</u>
Other monetary assets		
<u>117</u>	Prepayment - insurance	<u>117</u>
<u>117</u>		<u>117</u>
Assets retained for the charity's own use		
Copier purchased in November 2017, cost £2,430.		
3 Dell laptops purchased in October 2017, total cost £1,748.		
General equipment including furniture.		
Liabilities		
<u>(882)</u>	Creditors - Independent examination	<u>(738)</u>
<u>(882)</u>		<u>(738)</u>

These financial statements are accepted on behalf of the charity by:

Signed _____ Dated _____
Jolanta Nanda, Trustee

The Polish Language and Cultural Centre in Nottingham
Notes to the accounts
for the year ended 05 April 2023

1. Receipts & payments accounts

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

2. Grants & donations

	£
Polish Consulate	1000
Wspolnota Polska	13287
Sundry grants & donations	9303
	<u>23590</u>

3. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.

4. Related party transactions

There were no related party transactions during the period.

5. Glossary of terms

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Prepayments: These are services that the charity has paid for in advance, but not used during the accounting period.

The Polish Language and Cultural Centre in Nottingham
(Registered charity, number 1139846)
Financial statements
for the year ended 05 April 2023

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**The Polish Language and Cultural Centre in Nottingham
Trustees' annual report
for the year ended 05 April 2023**

Full name The Polish Language and Cultural Centre in Nottingham

Other names by which the charity is known

Polska Szkoła Przedmiotów Ojczystych im. św. Kazimierza

Organisation type Charitable incorporated organisation

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9 Lindum Road, Nottingham, NG6 0QR

Trustees

Karolina Kossendowska, Chairperson

Jolanta Nanda, Treasurer

Pawel Gminski

Lukasz Wieczorek, from 19/11/22

Malgorzata Michalak, from 19/11/22

Aldona Wesolowska, from 19/11/22

Independent examiner

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41 Talbot Street, Nottingham, NG1 5GL

Governance and management

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New trustees are usually recruited as part of the AGM or during the year with the agreement (vote) of the trustees.

Objectives and activities

The objects of the school shall be to provide education in the Polish language, literature, culture and traditions for children and young people and provide a range of opportunities for greater integration within the English community.

Summary of the main activities undertaken for the public benefit

- Renting appropriate premises for children to learn in safe and comfortable conditions;
- Employing qualified teaching staff to teach children and young people of different ages;
- Ensuring high standards of teaching to enable the young people to take their GCSE and A Level examinations;
- Working with local universities and other education organisations such as IntoUniversity;
- Organising subsidised educational trips;

The Polish Language and Cultural Centre in Nottingham

- Taking part in national poetry competitions;
- Encouraging parental involvement in their children's education;
- Employing appropriate administrative staff;
- Raising the local profile of the school and helping Polish children and parents to integrate with the English community;
- Raising funds;
- Working with Nottingham City Council to ensure high quality of teaching and maximise the safety of the students;
- Co-operating with other Polish organisations in the UK and in Poland;
- Basic and advanced first aid training for the employees and volunteers.

Children are taught their background and roots which then they can relay to their colleagues at English schools to help integrate and get to know each other's culture. At the same time keep their own identity.

Performed activities allow the teachers to maintain their personal development. Activities enable us to keep the language alive through reading, writing and communicating.

Children are taught in a safe environment, kept out of the streets for 3-4 hours for 35 Saturdays a year. Reading and writing in their native language allows them to keep the tradition and bond with their peers.

Students are constantly improving their GCSE and A-Level results through a range of activities in the classroom and through new strategies and methodologies in teaching.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Summary of the main achievements during the period

- We kept employing highly skilled teachers to deliver our vision;
- We have applied for various grants to keep school finances in a good shape;
- We have organised after-school clubs for over a hundred pupils;
- We have taken part in a Polish Remembrance Day in Newark;
- Our teachers took part in competitions and participated in training to improve their skills;
- We have worked closely with other Polish organisations in the UK and in Poland;
- We have kept high safeguarding policy standards by submitting DBS checks for our staff;
- We have organised a Santa Grotto for all the pupils in the school and a Christmas market open to parents and friends of our school;
- We have organised a Carnival Ball which brought children and parents from outside the school community.

The Polish Language and Cultural Centre in Nottingham

Financial Review

The financial position of the school at the end of the reporting period was satisfactory. Funds raised in the reporting period ensured business continuity and we have managed to increase teachers' salaries. We are also preparing for the price increase of the premises leased, which might happen next year.

The charity's policy on reserves

We aim to keep a reserve of around £35,000 to maintain the school's financial stability. We have exceeded that amount with a sum of £95,468.

Financial risks

With the cost of living increase, it will be hard for Polish families to choose between what's important and where to spend money first. We still haven't regained the number of pupils attending the school from before the pandemic. It is unlikely that we will ever do so. Decrease in funds available from the local and national governments means those who are volunteering for this organisation have to work harder to secure the funds from other sources.

Signed on behalf of the charity's trustees:

Signed _____ Date _____
Karolina Kossendowska, Trustee

**Independent examiner's report to the trustees of
The Polish Language and Cultural Centre in Nottingham
for the year ended 05 April 2023**

I report to the trustees on my examination of the accounts of The Polish Language and Cultural Centre in Nottingham (the charity) for the year ended 05 April 2023.

Responsibilities and basis of report

As the trustees of the charity 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 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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.

Signed _____ Date _____

John O'Brien MSc, FCCA, FCIE
Employee of Community Accounting Plus

The Polish Language and Cultural Centre in Nottingham
Receipts & payments account
for the year ended 05 April 2023

2022		Note	2023
£			£
	Receipts		
16088	Grants & donations	2	23590
100301	School fees		85806
607	Parental contributions		9900
43	Sales		2948
3271	Activities & events		4802
-	Sundry receipts		97
<u>120310</u>	Total receipts		<u>127143</u>
	Payments		
44800	Wages, NI & pension		63114
3653	Activities & trips		11462
-	Advertising & promotion		403
-	Donations made		8130
2721	Equipment, repairs & renewals		2634
2483	Freelance staff		516
4065	Gifts & prizes		4682
720	Independent examination		738
271	Insurance		271
873	Photocopying		1759
3273	Professional fees		3528
-	Publications & subscriptions		26
14564	Rent		25671
-	Shop supplies		2060
415	Telephone, postage & website		478
3941	Text books & stationery		7047
616	Training		201
110	Travel expenses		69
-	Web hosting & multi media		46
<u>82505</u>	Total payments		<u>132835</u>
37805	Net receipts/(payments)		(5692)
<u>63354</u>	Cash funds at start of this period		<u>101159</u>
<u>101159</u>	Cash funds at end of this period		<u>95467</u>

The Polish Language and Cultural Centre in Nottingham
Statement of assets and liabilities
at 05 April 2023

2022		2023
£	Cash assets	£
<u>101159</u>	Bank accounts	<u>95467</u>
<u>101159</u>		<u>95467</u>
Other monetary assets		
<u>117</u>	Prepayment - insurance	<u>117</u>
<u>117</u>		<u>117</u>
Assets retained for the charity's own use		
Copier purchased in November 2017, cost £2,430.		
3 Dell laptops purchased in October 2017, total cost £1,748.		
General equipment including furniture.		
Liabilities		
<u>(882)</u>	Creditors - Independent examination	<u>(738)</u>
<u>(882)</u>		<u>(738)</u>

These financial statements are accepted on behalf of the charity by:

Signed _____ Dated _____
 Jolanta Nanda, Trustee

The Polish Language and Cultural Centre in Nottingham
Notes to the accounts
for the year ended 05 April 2023

1. Receipts & payments accounts

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

2. Grants & donations

	£
Polish Consulate	1000
Wspolnota Polska	13287
Sundry grants & donations	9303
	<u>23590</u>

3. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.

4. Related party transactions

There were no related party transactions during the period.

5. Glossary of terms

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Prepayments: These are services that the charity has paid for in advance, but not used during the accounting period.

THE POLISH LANGUAGE AND CULTURAL CENTRE IN NOTTINGHAM

England & Wales - Charity number 1139846

Accounts

Information required for your annual report

This is for Charities not subject to full Audit

This information is required in order for you to comply with reporting requirements under the Charities Act. Please write your responses exactly as you want them to appear in your accounts. Use your mouse or tab key to move from grey box to grey box to complete this form. Once completed, save it and email it back to us. This is your chance to tell people what you do. Feel free to write as much as you like and we will put this into the report and accounts.

Group's full name: The Polish Language and Cultural Centre in Nottingham
Other names by which you are known: Polska Szkoła Przedmiotów Ojczystych im. św. Kazimierza
The main contact address for the organisation: 9 Lindum Road Nottingham NG9 0QR
Your charity registration number: 1139846 And (if applicable) Your company registration number:

Names of all current trustees, (directors)

Name	Start date if not serving since the start of this accounting period dd/mm/yy	Office held (if applicable)
Karolina Kossendowska		Chairperson
Jolanta Nanda		Treasurer
Pawel Gminski		Member

Names of other trustees, (directors) who have served during the period covered by the accounts but are not currently serving. (Continue on a separate sheet if necessary)

Name	Date of resignation/departure dd/mm/yy
Marta Zarzycka	02/07/2022

The names, job titles and remuneration & benefits paid to your senior management staff

Monika Bernat Headteacher £2753.58 after Tax

The methods adopted for the recruitment and appointment of new trustees (How are your trustees appointed?):

At the Annual General Meeting

Objectives and activities

What are the formal purposes (objectives) of your charity, as set out in your governing document?

The main objectives of the school shall be to provide education in the Polish language, literature, history, geography, culture and traditions for children and young people and provide a range of opportunities for greater integration within the English community.

What are your main activities? (the things you do in order to achieve the objectives)

Renting appropriate premises for children to learn in safe and comfortable conditions
Employing qualified teaching staff to teach children and young people of different ages
Ensuring high standards of teaching to enable the young people to take their GCSE and A Level examinations
Working with local universities and other education organisations.
Organising subsidised educational trips.
Taking part in national poetry competitions
Encouraging parental involvement in their children's education
Employing appropriate administrative staff
Raising the local profile of the school and helping Polish children and parents to integrate with the English community
Raising funds
Working with Nottingham City Council to ensure high quality of teaching and maximise the safety of the students
Co-operating with other Polish organisations in the UK and in Poland
Basic First aid classes for the employees and volunteers.

How do these activities benefit the public?

Children are taught their background and roots which then they can relay to their colleagues at English schools to help integrate and get to know each other's culture. At the same time keep their own identity.

Performed activities allow the teachers to maintain their personal development.

Activities enable us to keep the language alive through reading, writing and communicating.

Children are taught in a safe environment, kept out of the streets for 3-4 hours for 35 Saturdays a year. Reading and writing in their native language allows them to keep the tradition and bond with their peers.

Students are constantly improving their GCSE and A Level results through a range of activities in the classroom and through new strategies and methodologies in teaching.

Please confirm that you have considered the charity Commission's guidance on 'public benefit'.

[Click here](#) for a link to this guidance.

Summary of the main achievements during the period

What did you actually do? (You could add some statistics if you like, and give more detail of your activities):

Committee Members managed to secure a new building for the school, closer to Nottingham.

We kept employing highly skilled teachers to deliver our vision.

We have applied for various grants to keep school finances in a good shape.

We have organised after school clubs for over a hundred pupils.

We have taken part in a Polish Remembrance Day in Newark

Our teachers took part in competitions and participated in training to improve their skills.

We have worked closely with other Polish organisations in the UK and in Poland.

We have kept high standards of the Safeguarding policies by submitting DBS checks for our staff.

We have organised Santa Grotto for all the pupils in the school, a Christmas market open to parents and friends of our school.

Financial review

Please comment on your financial position at the end of the reporting period (You might for example, refer to the surplus or deficit you've made, or the movement in the fund balances. Are you happy? – the choice is yours.)

The financial position of the school at the end of the reporting period was satisfying. Funds raised in the reporting period ensured business continuity with the plans to increase teachers salaries and be prepared for the increased price of the premises leased.

What is your policy on reserves? (Your policy should include: why you need reserves, the target level, your current position, your plans to increase or use your reserves and how often you review this policy. If you do not need reserves you should explain the reason.)

Our status remarks about £35K reserves that should be kept in the account at the end of the financial year to maintain the school's financial stability. We have exceeded that amount with a sum of £101,159.00

What financial risks do you face?

Many Polish families are going back to Poland after Brexit. Those families who stayed, are facing a hard choice between sending their children to Saturday school or providing for the basics with the constant increase in cost of living. After the pandemic our school hasn't recovered to the numbers from before the pandemic and it doesn't look like it will happen any time soon. Decrease in funds available from the local and national government means those who are volunteering for this organisation have to work harder to secure the funds from other sources.

If any of your funds are in deficit, what are you planning to do about it?

Our governing body - Committee is actively looking for alternative sources of income in terms of grants.

We are revising our fees year on year to ensure financial stability of our charity.

Detailed information if you hold funds for 3rd parties (other groups or individuals): names and their main objects, a description of the assets held, opening balances/ in/ out/ closing balances

Funds

If your accounts include any designated or restricted funds, the notes to the accounts need to include a short explanation of the purpose and of each fund.

For example:

Name of fund: *"The vehicle replacement fund"*

Purpose: *"To build up sufficient funds to replace vehicles on a 5 year schedule"*

For each fund you hold, please give the details:

Additional information

This is a chance to add any other information to your report.

For example: if you give grants, what is your policy? Do you want to say anything about your funders or supporters?

The Polish Language and Cultural Centre in Nottingham
(Registered charity, number 1139846)
Financial statements
for the year ended 05 April 2022

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5	Independent examiner's report
6	Receipts & payments account
7	Statement of assets & liabilities
8	Notes to the accounts

**The Polish Language and Cultural Centre in Nottingham
Trustees' annual report
for the year ended 05 April 2022**

Full name The Polish Language and Cultural Centre in Nottingham

Other names by which the charity is known

Polska Szkoła Przedmiotów Ojczystych im. św. Kazimierza

Organisation type Charitable incorporated organisation

Registered charity number 1139846

Principal address

9 Lindum Road, Nottingham, NG6 0QR

Trustees

Karolina Kossendowska, Chairperson

Jolanta Nanda, Treasurer

Pawel Gminski

Marta Zarzycka, until 02/07/22

Independent examiner

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41 Talbot Street, Nottingham, NG1 5GL

Governance and management

The charity is operated under the rules of its constitution adopted 22 November 2008.

New trustees are usually recruited as part of the AGM or during the year with the agreement (vote) of the trustees.

Objectives and activities

The objects of the school shall be to provide education in the Polish language, literature, culture and traditions for children and young people and provide a range of opportunities for greater integration within the English community.

Summary of the main activities undertaken for the public benefit

- Renting appropriate premises for children to learn in safe and comfortable conditions;
- Employing qualified teaching staff to teach children and young people of different ages;
- Ensuring high standards of teaching to enable the young people to take their GCSE and A Level examinations;
- Working with local universities and other education organisations such as IntoUniversity;
- Organising subsidised educational trips;
- Taking part in national poetry competitions;

The Polish Language and Cultural Centre in Nottingham

- Encouraging parental involvement in their children's education;
- Employing appropriate administrative staff;
- Raising the local profile of the school and helping Polish children and parents to integrate with the English community;
- Raising funds;
- Working with Nottingham City Council to ensure high quality of teaching and maximise the safety of the students;
- Co-operating with other Polish organisations in the UK and in Poland;
- Basic first aid classes for the whole school provided by St. Johns Ambulance.

Children are taught their background and roots which then they can relay to their colleagues at English schools to help integrate and get to know each other's culture. At the same time keep their own identity.

Performed activities allow the teachers to maintain their personal development. Activities enable us to keep the language alive through reading, writing and communicating.

Children are taught in a safe environment, kept out of the streets for 3-4 hours for 35 Saturdays a year. Reading and writing in their native language allows them to keep the tradition and bond with their peers.

Students are constantly improving their GCSE and A-Level results through a range of activities in the classroom and through new strategies and methodologies in teaching.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Summary of the main achievements during the period

- Committee Members managed to secure a new building for the school, closer to Nottingham;
- We kept employing highly skilled teachers to deliver our vision;
- We have applied for various grants to keep school finances in a good shape;
- We have organised after-school clubs for over a hundred pupils;
- We have taken part in a Polish Remembrance Day in Newark;
- Our teachers took part in competitions and participated in training to improve their skills;
- We have worked closely with other Polish organisations in the UK and in Poland;
- We have kept high safeguarding policy standards by submitting DBS checks for our staff;
- We have organised a Santa Grotto for all the pupils in the school and a Christmas market, open to parents and friends of our school.

The Polish Language and Cultural Centre in Nottingham

Financial Review

The financial position of the school at the end of the reporting period was satisfactory. Funds raised in the reporting period ensured business continuity with plans to increase teachers' salaries and be prepared for the increased price of the premises leased.

The charity's policy on reserves

We aim to keep a reserve of around £35,000 to maintain the school's financial stability. We have exceeded that amount with a sum of £101,159.

Financial risks

Many Polish families are going back to Poland after Brexit. Those families who have stayed, are facing a hard choice between sending their children to Saturday school or providing for the basics with the constant increase in the cost of living. Since the pandemic, our school hasn't recovered to the numbers from before the pandemic and it doesn't look like it will happen any time soon. A decrease in funds available from the local and national government means those who are volunteering for this organisation have to work harder to secure the funds from other sources.

Signed on behalf of the charity's trustees:

Signed _____ Date _____
Karolina Kossendowska, Trustee

**Independent examiner's report to the trustees of
The Polish Language and Cultural Centre in Nottingham
for the year ended 05 April 2022**

I report to the trustees on my examination of the accounts of The Polish Language and Cultural Centre in Nottingham (the charity) for the year ended 05 April 2022.

Responsibilities and basis of report

As the trustees of the charity 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 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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.

Signed _____ Date _____

John O'Brien MSc, FCCA, FCIE
Employee of Community Accounting Plus

The Polish Language and Cultural Centre in Nottingham
Receipts & payments account
for the year ended 05 April 2022

2021 £	Note	2022 £
	Receipts	
14711	Grants & donations	16088
33626	School fees	100301
646	Parental contributions	607
4333	Sales	43
-	Activities & events	3271
13	Sundry receipts	-
<u>53329</u>	Total receipts	<u>120310</u>
	Payments	
46041	Wages, NI & pension	44800
14	Activities & trips	3653
2333	Equipment, repairs & renewals	2721
1383	Freelance staff	2483
1347	Gifts & prizes	4065
720	Independent examination	720
-	Insurance	271
567	Photocopying	873
1550	Professional fees	3273
-	Rent	14564
1241	Telephone, postage & website	415
711	Text books & stationery	3941
20	Training	616
-	Travel expenses	110
<u>55927</u>	Total payments	<u>82505</u>
(2598)	Net receipts/(payments)	37805
<u>65952</u>	Cash funds at start of this period	<u>63354</u>
<u>63354</u>	Cash funds at end of this period	<u>101159</u>

**The Polish Language and Cultural Centre in Nottingham
Statement of assets and liabilities
at 05 April 2022**

2021		Note	2022
£	Cash assets		£
<u>63354</u>	Bank accounts		<u>101159</u>
<u>63354</u>			<u>101159</u>
Other monetary assets			
<u>673</u>	Prepayment - insurance		<u>117</u>
<u>673</u>			<u>117</u>
Assets retained for the charity's own use			
Copier purchased in November 2017, cost £2,430.			
3 Dell laptops purchased in October 2017, total cost £1,748.			
General equipment including furniture.			
Liabilities			
<u>(1091)</u>	Creditors	4	<u>(882)</u>
<u>(1091)</u>			<u>(882)</u>

These financial statements are accepted on behalf of the charity by:

Signed _____ Dated _____
Jolanta Nanda, Trustee

The Polish Language and Cultural Centre in Nottingham
Notes to the accounts
for the year ended 05 April 2022

1. Receipts & payments accounts

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

2. Grants & donations

	£
HMRC: Job Retention Scheme	2266
Wspolnota Polska	7066
Sundry grants & donations	<u>6756</u>
	<u>16088</u>

3. Creditors

	£
Independent examination	738
Wages, NI & Pension	<u>144</u>
	<u>882</u>

4. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.

5. Related party transactions

There were no related party transactions during the period.

6. Glossary of terms

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Prepayments: These are services that the charity has paid for in advance, but not used during the accounting period.

**Annual accounts 5th April 2022
report to the management committee**

Polish Language and Cultural Centre
9 Lindum Rd,
Nottingham
NG6 0QR

Please reply to Juliet Brain

01/02/23

Dear Board Members,

We are pleased to supply final copies of your accounts for the period ending as above. Please either print a copy, sign and date in black ink, and return to us by post or, email a signed pdf back to your Accountant. You should already have received our invoice for the work. Once we have confirmed receipt of your payment, we will then sign and return the final accounts to you.

On completion of the work, we would like to make the following recommendations for you to consider with regard to the financial management of your organisation:

- All charities are encouraged to have their financial procedures agreed and written down. We can provide a free template which can be adapted to suit your situation.

If you need further advice or explanations, please do not hesitate to contact us.

Finally, we would be most grateful if you would complete the enclosed monitoring/feedback form and return it to us.

Yours faithfully,



John O'Brien MSc FCCA FCIE FAIA

Community Accounting Plus
Units 1 and 2, North West
41 Talbot Street
Nottingham
NG1 5GL

Tel: 0115 947 0839
Fax: 0115 958 8779
General email: caplus@caplus.org.uk
Payroll email: payroll@caplus.org.uk
www.caplus.org.uk

Community Accounting Plus

Monitoring & Feedback Form

This Form is to cover the accounts work done by Juliet

It would greatly assist Community Accounting Plus both to monitor and improve its services if you would kindly complete this form by ticking the various spaces and returning it to John O'Brien or by email to support@caplus.org.uk

Organisation - Polish Language and Cultural Centre

Timing

Please indicate your assessment of whether the work was carried out at the expected time, whether appointments were kept, etc.

Excellent ___ Good ___ Average ___ Poor ___ Bad ___

Explanations

Please indicate whether the work carried out by Community Accounting Plus was explained clearly, both during the process and the finished product.

Excellent ___ Good ___ Average ___ Poor ___ Bad ___

General

Please indicate your overall satisfaction with the services you have received from Community Accounting Plus.

Excellent ___ Good ___ Average ___ Poor ___ Bad ___

Comments

Please give below any comments you may have on each of the services you receive, improvements we could make and any other services you think Community Accounting Plus could or should provide.

Are you interested in knowing more about other services CA Plus offers? Please let us have your contact details and we will be in touch.

Payroll__ Online Quickbooks ___ Training ___ Consultancy___ Bookkeeping___

Name:

Email Address:

Thank you

THE POLISH LANGUAGE AND CULTURAL CENTRE IN NOTTINGHAM

England & Wales - Charity number 1139846

Accounts

The Polish Language and Cultural Centre in Nottingham
(Registered charity, number 1139846)
Financial statements
for the year ended 05 April 2021

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6	Receipts & payments account
7	Statement of assets & liabilities
8 - 9	Notes to the accounts

**The Polish Language and Cultural Centre in Nottingham
Trustees' annual report
for the year ended 05 April 2021**

Full name The Polish Language and Cultural Centre in Nottingham

Other names by which the charity is known

Polska Szkoła Przedmiotów Ojczystych im. św. Kazimierza

Registered charity number 1139846

Principal address

9 Lindum Road, Nottingham, NG6 0QR

Trustees

Marta Zarzycka, Chairperson

Pawel Gminski

Jolanta Nanda, Treasurer

Krzysztof Burczynski, until 08/06/21

Karolina Kossendowska

Independent examiner

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41 Talbot Street, Nottingham, NG1 5GL

Governance and management

The charity is operated under the rules of its constitution adopted 22 November 2008.

New trustees are usually recruited as part of the AGM or during the year with the agreement (vote) of the trustees.

Objectives and activities

The objects of the school shall be to provide education in the Polish language, literature, culture and traditions for children and young people and provide a range of opportunities for greater integration within the English community.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Summary of the main activities undertaken for the public benefit

- Renting appropriate premises for children to learn in safe and comfortable conditions;
- Employing qualified teaching staff to teach children and young people of different ages;
- Ensuring high standards of teaching to enable the young people to take their GCSE and A Level examinations;
- Working with local universities and other education organisations such as IntoUniversity;

The Polish Language and Cultural Centre in Nottingham

- Organising subsidised educational trips;
- Taking part in national poetry competitions;
- Encouraging parental involvement in their children's education;
- Employing appropriate administrative staff;
- Raising the local profile of the school and helping Polish children and parents to integrate with the English community;
- Raising funds;
- Working with Nottingham City Council to ensure high quality of teaching and maximise the safety of the students;
- Co-operating with other Polish organisations in the UK and in Poland;
- Basic first aid classes for the whole school provided by St. Johns Ambulance.

Children are taught their background and roots which then they can relay to their colleagues at English schools to help integrate and get to know each other's culture. At the same time keep their own identity.

Performed activities allow the teachers to maintain their personal development. Activities enable us to keep the language alive through reading, writing and communicating.

Children are taught in a safe environment, kept out of the streets for 3-4 hours for 35 Saturdays a year. Reading and writing in their native language allows them to keep the tradition and bond with their peers.

Students are constantly improving their GCSE and A-Level results through a range of activities in the classroom and through new strategies and methodologies in teaching.

Summary of the main achievements during the period

The year 2020-21 was one of the most challenging years for us due to the ongoing Covid-19 pandemic.

Although we couldn't go back to the premises for face to face teaching, and many of our staff have been sent on furlough, we have continued our mission using online platforms. It wasn't for everyone; hence the number of students have significantly dropped from 555 to 356.

We still employed highly skilled teachers to deliver our vision.

We have applied for various grants to keep school finances in a good shape.

We have organised a project in partnership with the Police to deliver various workshops aimed at appropriate age levels in relation to crimes by teenagers, hate crime, online crime.

We took part in international Polish language lessons via virtual classrooms. We have integrated with Polish students based in the USA and Ukraine.

We took part in an inter school competition in writing a screenplay, "Polish inventions that changed the world" and we have secured 2nd place.

We have also taken part in the international board game tournament Miś Wojtek and came fifth.

We have organised a Day of National Language during which students wrote an essay, 'School of the Future'

The Polish Language and Cultural Centre in Nottingham

Women's Day promoted the project with the City Council, in which meetings were held online. Among the invited guests there were women who have their business in Nottingham and help the Polish community - raised funds during this event which will help to purchase a banner for the school.

We have integrated with other schools and organised GCSE and A-Level exams. Our teachers have organised standardised workshops on how to get students focused and interested in lessons online. For the teaching assistants, teachers have organised workshops on how to better integrate with the teachers during lessons. We cooperated with the Institute of the National Remembrance and our students benefited from knowledge presented to them by a teacher.

We've actively encouraged parents to get involved in their children's education. Our teachers took part in competitions and participated in training to improve their skills.

We have worked closely with other Polish organisations in the UK and in Poland. We have kept high standards of the Safeguarding policies by submitting DBS checks for our staff.

We have used grants received to upgrade our IT equipment.

Financial Review

The situation with the pandemic and the fact we were unable to continue with the face to face teaching meant we have lost a number of students and we've had to decrease the school's fee. As a result, we have overspent this year by £2,500. It is not a significant increase in spending taking into account the current circumstances and we are happy with an overall picture of our finances at the end of the fiscal period.

In recent years we have lost many grants we were receiving from local and central governments.

The outbreak of the pandemic contributed to the loss in numbers of our students. School fees are our main income.

We were unable to go back to the premises we used to rent at a reasonable price and were forced to look for another place to teach, which we have found, but at expense.

Our governing body - Committee actively looking for alternative sources of income in terms of grants.

We have increased school fees for the academic year 2021-22.

The charity's policy on reserves

We aim to keep a reserve of around £30,000. This can vary depending on the grants received. We have exceeded that amount with a sum of £63,354.06.

Signed on behalf of the charity's trustees:

Signed  Date 05/11/2021
Marta Zarzycka, Trustee

**Independent examiner's report to the trustees of
The Polish Language and Cultural Centre in Nottingham
for the year ended 05 April 2021**

I report to the trustees on my examination of the accounts of The Polish Language and Cultural Centre in Nottingham (the charity) for the year ended 05 April 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

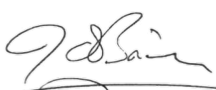
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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.

Signed  _____ Date 08/11/21
John O'Brien MSc, FCCA, FCIE
Employee of Community Accounting Plus

The Polish Language and Cultural Centre in Nottingham
Notes to the accounts
for the year ended 05 April 2021

1. Receipts & payments accounts

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

2. Grants & donations

	Unrestricted £	Restricted £	Total £
Nottinghamshire Police & Crime Commissioner	-	5000	5000
HMRC: Job Retention Scheme	7568	-	7568
Wspolnota Polska	2143	-	2143
	<u>9711</u>	<u>5000</u>	<u>14711</u>

3. Funds analysis

	Opening balance £	Receipts £	(Payments) £	Closing balance £
Restricted funds				
Building Confidence and Trust in the Police	-	5000	(5000)	-
	<u>-</u>	<u>5000</u>	<u>(5000)</u>	<u>-</u>
Unrestricted funds				
General fund	65952	48329	(50927)	63354
	<u>65952</u>	<u>48329</u>	<u>(50927)</u>	<u>63354</u>

4. Debtors

	£
Grants & donations	673
	<u>673</u>

The Polish Language and Cultural Centre in Nottingham

5. Creditors

	£
Independent examination	720
Professional fees	369
Wages, NI & Pension	<u>2</u>
	<u>1091</u>

6. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.

7. Related party transactions

There were no related party transactions during the period.

8. Glossary of terms

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Debtors: These are amounts owed to the charity, but not received in the accounting period.

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

The Polish Language and Cultural Centre in Nottingham
(Registered charity, number 1139846)
Financial statements
for the year ended 05 April 2021

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2 - 4	Trustees' annual report
5	Independent examiner's report
6	Receipts & payments account
7	Statement of assets & liabilities
8 - 9	Notes to the accounts

**The Polish Language and Cultural Centre in Nottingham
Trustees' annual report
for the year ended 05 April 2021**

Full name The Polish Language and Cultural Centre in Nottingham

Other names by which the charity is known

Polska Szkoła Przedmiotów Ojczystych im. św. Kazimierza

Registered charity number 1139846

Principal address

9 Lindum Road, Nottingham, NG6 0QR

Trustees

Marta Zarzycka, Chairperson

Pawel Gminski

Jolanta Nanda, Treasurer

Krzysztof Burczynski, until 08/06/21

Karolina Kossendowska

Independent examiner

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41 Talbot Street, Nottingham, NG1 5GL

Governance and management

The charity is operated under the rules of its constitution adopted 22 November 2008.

New trustees are usually recruited as part of the AGM or during the year with the agreement (vote) of the trustees.

Objectives and activities

The objects of the school shall be to provide education in the Polish language, literature, culture and traditions for children and young people and provide a range of opportunities for greater integration within the English community.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Summary of the main activities undertaken for the public benefit

- Renting appropriate premises for children to learn in safe and comfortable conditions;
- Employing qualified teaching staff to teach children and young people of different ages;
- Ensuring high standards of teaching to enable the young people to take their GCSE and A Level examinations;
- Working with local universities and other education organisations such as IntoUniversity;

The Polish Language and Cultural Centre in Nottingham

- Organising subsidised educational trips;
- Taking part in national poetry competitions;
- Encouraging parental involvement in their children's education;
- Employing appropriate administrative staff;
- Raising the local profile of the school and helping Polish children and parents to integrate with the English community;
- Raising funds;
- Working with Nottingham City Council to ensure high quality of teaching and maximise the safety of the students;
- Co-operating with other Polish organisations in the UK and in Poland;
- Basic first aid classes for the whole school provided by St. Johns Ambulance.

Children are taught their background and roots which then they can relay to their colleagues at English schools to help integrate and get to know each other's culture. At the same time keep their own identity.

Performed activities allow the teachers to maintain their personal development. Activities enable us to keep the language alive through reading, writing and communicating.

Children are taught in a safe environment, kept out of the streets for 3-4 hours for 35 Saturdays a year. Reading and writing in their native language allows them to keep the tradition and bond with their peers.

Students are constantly improving their GCSE and A-Level results through a range of activities in the classroom and through new strategies and methodologies in teaching.

Summary of the main achievements during the period

The year 2020-21 was one of the most challenging years for us due to the ongoing Covid-19 pandemic.

Although we couldn't go back to the premises for face to face teaching, and many of our staff have been sent on furlough, we have continued our mission using online platforms. It wasn't for everyone; hence the number of students have significantly dropped from 555 to 356.

We still employed highly skilled teachers to deliver our vision.

We have applied for various grants to keep school finances in a good shape.

We have organised a project in partnership with the Police to deliver various workshops aimed at appropriate age levels in relation to crimes by teenagers, hate crime, online crime.

We took part in international Polish language lessons via virtual classrooms. We have integrated with Polish students based in the USA and Ukraine.

We took part in an inter school competition in writing a screenplay, "Polish inventions that changed the world" and we have secured 2nd place.

We have also taken part in the international board game tournament Miś Wojtek and came fifth.

We have organised a Day of National Language during which students wrote an essay, 'School of the Future'

The Polish Language and Cultural Centre in Nottingham

Women's Day promoted the project with the City Council, in which meetings were held online. Among the invited guests there were women who have their business in Nottingham and help the Polish community - raised funds during this event which will help to purchase a banner for the school.

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Our governing body - Committee actively looking for alternative sources of income in terms of grants.

We have increased school fees for the academic year 2021-22.

The charity's policy on reserves

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Signed on behalf of the charity's trustees:

Signed  Date 05/11/2021
Marta Zarzycka, Trustee

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The Polish Language and Cultural Centre in Nottingham
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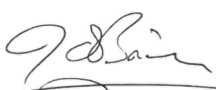
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Signed  _____ Date 08/11/21
John O'Brien MSc, FCCA, FCIE
Employee of Community Accounting Plus

The Polish Language and Cultural Centre in Nottingham
Notes to the accounts
for the year ended 05 April 2021

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The Polish Language and Cultural Centre in Nottingham

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Trustees received no expenses, remuneration or benefits in this period.

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**Annual accounts 5th April 2021
report to the management committee**

Polish Language and Cultural Centre
9 Lindum Rd,
Nottingham
NG6 0QR

Please reply to Juliet Brain

05/11/21

Dear Board Members,

We are pleased to supply final copies of your accounts for the period ending as above. Please either print a copy, sign and date in black ink, and return to us by post or, email a signed pdf back to your Accountant. You should already have received our invoice for the work. Once we have confirmed receipt of your payment, we will then sign and return the final accounts to you.

On completion of the work, we would like to make the following recommendations for you to consider with regard to the financial management of your organisation:

- We suggest you use separate expenditure categories for freelance and pay rolled staff.

If you need further advice or explanations, please do not hesitate to contact us.

Finally, we would be most grateful if you would complete the enclosed monitoring/feedback form and return it to us.

Yours faithfully,



John O'Brien MSc FCCA FCIE FAIA

Community Accounting Plus
Units 1 and 2, North West
41 Talbot Street
Nottingham
NG1 5GL

Tel: 0115 947 0839
Fax: 0115 958 8779
General email: caplus@caplus.org.uk
Payroll email: payroll@caplus.org.uk
www.caplus.org.uk

Community Accounting Plus

Monitoring & Feedback Form

This Form is to cover the accounts work done by Juliet

It would greatly assist Community Accounting Plus both to monitor and improve its services if you would kindly complete this form by ticking the various spaces and returning it to John O'Brien or by email to support@caplus.org.uk

Organisation - Polish Language and Cultural Centre

Timing

Please indicate your assessment of whether the work was carried out at the expected time, whether appointments were kept, etc.

Excellent ___ Good ___ Average ___ Poor ___ Bad ___

Explanations

Please indicate whether the work carried out by Community Accounting Plus was explained clearly, both during the process and the finished product.

Excellent ___ Good ___ Average ___ Poor ___ Bad ___

General

Please indicate your overall satisfaction with the services you have received from Community Accounting Plus.

Excellent ___ Good ___ Average ___ Poor ___ Bad ___

Comments

Please give below any comments you may have on each of the services you receive, improvements we could make and any other services you think Community Accounting Plus could or should provide.

Are you interested in knowing more about other services CA Plus offers? Please let us have your contact details and we will be in touch.

Payroll__ Online Quickbooks ___ Training ___ Consultancy___ Bookkeeping___

Name:

Email Address:

Thank you

THE POLISH LANGUAGE AND CULTURAL CENTRE IN NOTTINGHAM

England & Wales - Charity number 1139846

Accounts

The Polish Language and Cultural Centre in Nottingham
(Registered charity, number 1139846)
Financial statements
for the year ended 05 April 2020

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**The Polish Language and Cultural Centre in Nottingham
Trustees' annual report
for the year ended 05 April 2020**

Full name The Polish Language and Cultural Centre in Nottingham

Other names by which the charity is known

Polska Szkoła Przedmiotów Ojczystych im. św. Kazimierza

Registered charity number 1139846

Principal address

9 Lindum Road, Nottingham, NG6 0QR

Trustees

Marta Zarzycka, Chairperson

Jolanta Nanda, Treasurer

Krzysztof Burczynski, from 19/10/19

Karolina Kossendowska

Pawel Gminski

Monika Iwan-Adefolaju, until 5/4/20

Independent examiner

John O'Brien, employee of Community Accounting Plus, Units 1 & 2, North West, 41 Talbot Street, Nottingham, NG1 5GL

Governance and management

The charity is operated under the rules of its constitution adopted 22 November 2008.

New trustees are usually recruited as part of the AGM or during the year with the agreement (vote) of the trustees.

Objectives and activities

The objects of the school shall be to provide education in the Polish language, literature, culture and traditions for children and young people and provide a range of opportunities for greater integration within the English community.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Summary of the main activities undertaken for the public benefit

- Renting appropriate premises for children to learn in safe and comfortable conditions;
- Employing qualified teaching staff to teach children and young people of different ages;
- Ensuring high standards of teaching to enable the young people to take their GCSE and A Level examinations;
- Working with local universities and other education organisations such as IntoUniversity;

The Polish Language and Cultural Centre in Nottingham

- Organising subsidised educational trips;
- Taking part in national poetry competitions;
- Encouraging parental involvement in their children's education;
- Employing appropriate administrative staff;
- Raising the local profile of the school and helping Polish children and parents to integrate with the English community;
- Raising funds;
- Working with Nottingham City Council to ensure high quality of teaching and maximise the safety of the students;
- Co-operating with other Polish organisations in the UK and in Poland;
- Organising workshops for parents and teachers, "Bilingualism connects and empowers – practical ways to support bilingual child development";
- Basic first aid classes for the whole school provided by St. Johns Ambulance.

Summary of the main achievements during the period

- Renting appropriate premises for children to learn in safe and comfortable conditions. The school has 537 students from 4 to 18 years of age. Through the years, they are prepared for the GCSE and A-Level exams;
- Investment in multi-media platforms alongside an updated website;
- Applying for various grants to help keep the school fees down;
- Employing qualified teaching staff to teach children and young people of different ages;
- Providing further training for our teachers via special conferences;
- Employment of volunteers;
- Working with local universities and other education organisations such as IntoUniversity. IntoUniversity provided a visit to a local university so that students would get a feel for the types of courses available and what university life may be like, as well as the costs involved. This was backed up by a visit to a local university;
- Taking part in a national poetry competition;
- Encouraging parental involvement in their children's educations;
- Raising funds by running school fairs and Christmas dances organised by parents;
- Organising extracurricular activities to promote Polish culture (e.g. Polish folk dancing, arts and crafts class).

The Polish Language and Cultural Centre in Nottingham

Our school encourages not only parents to organise special events for the school but also has 5 to 9 volunteers a year helping on a regular basis in the classrooms. We also have parent groups organising fund raising activities within the school and outside of the school.

Covid restrictions.

The lockdowns and tier restrictions have had an impact on the centre. We are supporting our students remotely during these difficult times.

The charity's policy on reserves

We aim to keep a reserve of around £30,000. This can vary depending on the grants received.

Signed on behalf of the charity's trustees:

Signed  Date 01/03/2021
Marta Zarzycka, Trustee

**Independent examiner's report to the trustees of
The Polish Language and Cultural Centre in Nottingham
for the year ended 05 April 2020**

I report to the trustees on my examination of the accounts of The Polish Language and Cultural Centre in Nottingham (the charity) for the year ended 05 April 2020.

Responsibilities and basis of report

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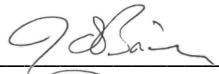
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Independent examiner's statement

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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.

Signed  Date 1/3/2021
John O'Brien MSc, FCCA, FCIE
Employee of Community Accounting Plus

The Polish Language and Cultural Centre in Nottingham
Receipts & payments account
for the year ended 05 April 2020

2019			2020
£		Note	£
	Receipts		
21797	Grants & donations	2	12320
69145	School fees		83149
6839	Parental contributions		2540
1083	Sales		-
4511	Activities & events		4540
2114	Trip contributions		1438
1080	Sundry receipts		600
<u>106569</u>	Total receipts		<u>104587</u>
	Payments		
4957	Activities & trips		4301
-	Web hosting & multi media		7111
490	Equipment, repairs & renewals		237
2417	Freelance staff		2262
4594	Gifts & prizes		2514
696	Independent examination		720
1203	Photocopying		804
1711	Professional fees		2488
537	Publications & subscriptions		-
25370	Rent		19186
55347	Salaries & NI		54741
4	Sundry payments		-
744	Telephone, postage & website		468
10065	Text books & stationery		9071
850	Training & conferences		40
161	Travel expenses		-
<u>109146</u>	Total payments		<u>103943</u>
(2577)	Net receipts/(payments)		644
<u>67885</u>	Cash funds at start of this period		<u>65308</u>
<u>65308</u>	Cash funds at end of this period		<u>65952</u>

The Polish Language and Cultural Centre in Nottingham
Notes to the accounts
for the year ended 05 April 2020

1. Receipts & payments accounts

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

2. Grants & donations

	£
Nottingham City Council	8501
Wspolnota Polska	3819
	<u>12320</u>

3. Creditors

	£
Independent examination	720
Salaries & NI (HMRC)	1878
	<u>2598</u>

4. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.

5. Glossary of terms

Advance receipts: These are amounts received by the charity in the accounting period, for use in a future period.

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

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