

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

Page	Contents
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

Jolanta Nanda, Treasurer

Karolina Kossendowska

Pawel Gminski

Krzysztof Burczynski, until 08/06/21

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').

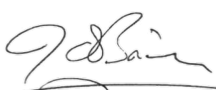
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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
Receipts & payments account
for the year ended 05 April 2021

<i>2020</i>				<i>2021</i>
Total		Unrestricted	Restricted	Total
Funds		Funds	Funds	Funds
£	Note	£	£	£
	Receipts			
12320	Grants & donations	2	9711	5000
83149	School fees		33626	-
2540	Parental contributions		646	-
-	Sales		4333	-
4540	Activities & events		-	-
1438	Trip contributions		-	-
600	Sundry receipts		13	-
<u>104587</u>	Total receipts		<u>48329</u>	<u>5000</u>
	Payments			
54741	Wages, NI & pension		43891	2150
4301	Activities & trips		14	-
7111	Web hosting & multi media		-	-
237	Equipment, repairs & renewals		483	1850
2262	Freelance staff		1183	200
2514	Gifts & prizes		1347	-
720	Independent examination		720	-
804	Photocopying		567	-
2488	Professional fees		1550	-
19186	Rent		-	-
468	Telephone, postage & website		891	350
9071	Text books & stationery		261	450
40	Training		20	-
<u>103943</u>	Total payments		<u>50927</u>	<u>5000</u>
644	Net receipts/(payments)		(2598)	-
65308	Cash funds at start of this period		65952	-
<u>65952</u>	Cash funds at end of this period		<u>63354</u>	<u>-</u>

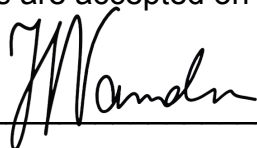
The Polish Language and Cultural Centre in Nottingham
Statement of assets and liabilities
at 05 April 2021

<i>2020</i>			<i>2021</i>
£	Cash assets	Note	£
<u>65952</u>	Bank accounts		<u>63354</u>
<u>65952</u>			<u>63354</u>
	Other monetary assets		
<u>1438</u>	Debtor	4	<u>673</u>
<u>1438</u>			<u>673</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>(2598)</u>	Creditors	5	<u>(1091)</u>
<u>(2598)</u>			<u>(1091)</u>

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

Signed _____

Jolanta Nanda, Trustee



Date

05/11/2021

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.

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The Polish Language and Cultural Centre in Nottingham

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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**

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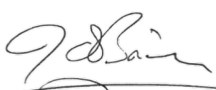
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1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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 08/11/21
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 2021

2020				2021	
Total			Unrestricted	Restricted	Total
Funds			Funds	Funds	Funds
£		Note	£	£	£
	Receipts				
12320	Grants & donations	2	9711	5000	14711
83149	School fees		33626	-	33626
2540	Parental contributions		646	-	646
-	Sales		4333	-	4333
4540	Activities & events		-	-	-
1438	Trip contributions		-	-	-
600	Sundry receipts		13	-	13
<u>104587</u>	Total receipts		<u>48329</u>	<u>5000</u>	<u>53329</u>
	Payments				
54741	Wages, NI & pension		43891	2150	46041
4301	Activities & trips		14	-	14
7111	Web hosting & multi media		-	-	-
237	Equipment, repairs & renewals		483	1850	2333
2262	Freelance staff		1183	200	1383
2514	Gifts & prizes		1347	-	1347
720	Independent examination		720	-	720
804	Photocopying		567	-	567
2488	Professional fees		1550	-	1550
19186	Rent		-	-	-
468	Telephone, postage & website		891	350	1241
9071	Text books & stationery		261	450	711
40	Training		20	-	20
<u>103943</u>	Total payments		<u>50927</u>	<u>5000</u>	<u>55927</u>
644	Net receipts/(payments)		(2598)	-	(2598)
<u>65308</u>	Cash funds at start of this period		<u>65952</u>	-	<u>65952</u>
65952	Cash funds at end of this period		63354	-	63354

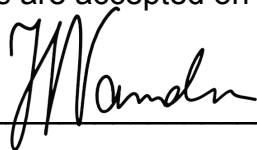
The Polish Language and Cultural Centre in Nottingham
Statement of assets and liabilities
at 05 April 2021

<i>2020</i>			<i>2021</i>
£	Cash assets	Note	£
<u>65952</u>	Bank accounts		<u>63354</u>
<u>65952</u>			<u>63354</u>
	Other monetary assets		
<u>1438</u>	Debtor	4	<u>673</u>
<u>1438</u>			<u>673</u>
	Assets retained for the charity's own use		
	Copier purchased in November 2017, cost £2,430.		
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	General equipment including furniture.		
	Liabilities		
<u>(2598)</u>	Creditors	5	<u>(1091)</u>
<u>(2598)</u>			<u>(1091)</u>

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

Signed _____

Jolanta Nanda, Trustee



Date

05/11/2021

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.

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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