

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

Page	Contents
2 - 4	Trustees' annual report
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	2	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			2022
£	Cash assets	Note	£
<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	6756
	<u>16088</u>

3. Creditors

	£
Independent examination	738
Wages, NI & Pension	144
	<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

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Nottingham
NG1 5GL

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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