

# 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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## **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;

## **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.

## 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

## **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	£
	<b>Receipts</b>		
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>	<b>Total receipts</b>		<u>198964</u>
	<b>Payments</b>		
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>	<b>Total payments</b>		<u>195190</u>
(5692)	<b>Net receipts/(payments)</b>		3774
<u>101159</u>	Cash funds at start of this period		<u>95467</u>
<u>95467</u>	<b>Cash funds at end of this period</b>		<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>
£	<b>Cash assets</b>	£
<u>95467</u>	Bank accounts	<u>99241</u>
<u>95467</u>		<u>99241</u>
	<b>Other monetary assets</b>	
<u>117</u>	Prepayment - insurance	<u>9</u>
<u>117</u>		<u>9</u>
	<b>Assets retained for the charity's own use</b>	
	General equipment including furniture.	
	<b>Liabilities</b>	
<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.