



Association for the Polish Family  
PYZA

---

*Annual Report*

*2021/2022*

## INDEX

Index	2
Chair of Trustees report	3
Board of Trustees and Staff	4
Aim and objectives	6
Programme of activities	7
Financial information	10
Independent Examiner's Report	12

## **Our Chair of Trustees report**

*For so many who had to bear the direct challenges of the pandemic in their lives, it will always be difficult to put Covid-19 behind us. Covid-19 has left a nasty legacy of issues that our clients are still dealing with.*

*The 2022 it's been a year which has been totally dominated by the Ukrainian war and cost of living crisis.*

*In the headlines we've read and listened to the news of war and price hikes. It's affected the way we live, the way we learn, the way we connect with one another, the way we look after each other, the way we work, the way we shop, the way we travel, and sadly the way we die and say goodbye as so many Ukrainian guests in UK learned that the hard way. It's been a year that was impossible to imagine beforehand.*

*At the start of this year, we knew Polish Family Association had an incredibly important job to do and that we could not let Ukrainian people down. We knew we had to rise to the challenge to support those people who needed us the most. You helped us to do that. But we know we've still got a long way to go as hundreds of people struggle to 'bounce back' in the aftermath of the pandemic, war and the cost-of-living crisis.*

*We'll continue to be there and to rise to that challenge and thank you for your continued support. We also realised that the whole charity is at its best when working with others and when we look for opportunities. There are now many opportunities for us to help those clients who need us the most and we will grasp them now with renewed energy.*

*Please think about volunteering, or fundraising for us, or perhaps making a donation to our food bank or the Ukrainian Hub, to carry on supporting community and help us all to put crisis behind us.*

**Kamila Dyczko**

Association for Polish Family PYZA  
Chair

## **1. REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY AND ITS TRUSTEES**

Association for Polish Family PYZA presents the following report and accounts with the independent examiner's report for the financial year ending 05 April 2022.

### **1.1 THE ORGANISATIONAL AND DECISION MAKING STRUCTURE**

#### **Management Committee**

PYZA's trustees for the period 2021/22 were:

Kamila Dyczko Chair  
Andrzej Adameczek Treasures  
Francesca Godding Secretary  
Gillian Naomi Martin

Trustees are elected at the Annual General Meeting. The Management Committee can co-opt members.

### **1.2 REGISTERED OFFICE**

#### **Registered Office Address**

Association for Polish Family PYZA  
66-72 High Street,  
SW19 2BY, Colliers Wood

#### **Co-ordinator**

S Szczepanski

**Website** [www.polishfamily.org.uk](http://www.polishfamily.org.uk)



### **1.3 CHARITY STATUS & PUBLIC BENEFIT**

Association for Polish Family PYZA is a registered charity (No. 1143505).

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charities Commission.

### **1.4 ADVISORS AND STAFF**

**Coordinator;** Slawek Szczepanski

**Family Support:** Aneta Olszewska, Milena Rosa, Julia Gorytska,

**Accountants:** Toppoint24 Accounting Services Ltd, 74 High Street Colliers Wood, SW19 2BY, London.

**Bankers:** Cooperative Bank

**Partners:**

- Merton Council
- Home Office
- Wimbledon Foundation
- London Community Foundation
- ICS Merton and Wandsworth
- South West London St Georges NHS Trust
- Merton Connected
- Commonsides Development Trust
- WeAreDigital
- Sustainable Merton

## **2. STRUCTURE, GOVERNANCE AND MANAGEMENT**

PYZA's governing document is its Constitution.

The governing body of the Charity is the Management Committee, which comprises of 6 trustee members. Trustees are from voluntary organisations based in, and/or offering a service in Merton, whose membership or area of service is targeted towards Polish community in Merton.

All members of the Management Committee retire together at the end of the Annual General Meeting but are legally entitled to be re-elected or re-appointed.

The Committee receives regular reports on all aspects of PYZA's work and meets formally at least three times a year. A General Purposes Sub-Committee meeting is called at any time to consider urgent matters of business. The main responsibility of the Management Committee is to formulate PYZA's business and strategic plans along with the annual budget and regular financial monitoring.

### **Internal Controls**

The Trustees have overall responsibility for ensuring that PYZA has an appropriate system of controls, and also responsible for ensuring that the funds belonging to the Charity are applied only in furthering the objectives of PYZA. During the year the Management Committee have received regular financial and management reports from the Co-ordinator and an annual review of PYZA's policies and procedures.

## **3. Aim & Objectives**

Association for Polish Family aims are: 'to promote the benefit of the inhabitants of the London Borough of Merton and surrounding area, in particular but not exclusively Polish citizens, by the advancement of education and training and the provision of recreational facilities in the interests of social welfare, financial hardship or social circumstances with the object of improving their conditions of life'



## 4. General Performance

### Program of Activities

- General advice and support
- Community Fridge
- Children & Family Clubs
- Home Office EU Settlement Scheme
- Ukrainian Hub
- Community Champions

### *Activities throughout year*

**Family celebrations** – Easter, Mother's Day, Halloween, Mikolajki, Christmas, Orthodox New Year

**General advice & information** - we provide advice and support in the fields of wellbeing, education, health, social and economic deprivation. We offer a full range of services with the overall aim of preventing the worsening of members' circumstance and to enable self-sufficiency.

**Practical support** – we help to ease some of the stress that our members may experience by offering to undertake tasks that they find difficult for example phone calls, writing letters, help with transport. We also providing access to resources that would otherwise be difficult to access due to language barrier, such as playgroups, children activities and family events.

**Community Fridge** – in partnership with Sustainable Merton and Commonsides Development Trust we offer Community Fridges spaces where anyone can access free, quality food that would otherwise go to waste, connect with others, learn about the environmental impact of food, and share knowledge and skills. Our fridge mainly supports Polish and EE members experiencing financial difficulties or crisis, and offer access to food provision over a period of up to 6 or 8 weeks.

**Ukrainian Hub** – Polish Family Association (PFA) and Commonsides Trust set up the Ukraine Refugee Hub based in the New Horizon Centre, in the east of the borough in Pollards Hill. PFA advisers provide face to face and telephone support in key areas, to help settle in, four days a week with at telephone service on Fridays. The most frequent requests at the Ukraine Refugee Hub have been for help with obtaining a National Insurance Number, opening a Bank account in the UK, acquiring the Biometric Card from the Home Office, help with food and English classes (ESOL). Over 50 people are enrolled on English (ESOL) Classes, held two days a week at the Hub and run in partnership with Merton Libraries. There is a weekly programme of activities in addition to the advice service, details are in the Merton Ukraine Refugee Hub Leaflet we have created.



**Health Community Champions – Merton & Wandsworth** - with PH Merton and PH Wandsworth we run champions programme with the aims to address and promote healthy living and well-being by building on the skills, experience and knowledge within local community. Volunteers from Polish and EE community are recruited to become Community Champions. Champions benefit from the opportunity to undertake free accredited training in topics such as Understanding Health Improvement and Mental Health First Aid, as well as the opportunity to develop skills and experience and have fun. Community Champions play a vital role in supporting and also connecting local people with local healthcare services and much more.

**Health Inequalities programme – Merton & Wandsworth** – with PH Merton and PH Wandsworth we run a community development activities that facilitate community dialogue with the health services and provide a channel for statutory services to hear, understand and respond adequately to the health needs of Eastern European communities. Our pilot received recommendation and endorsement for future funding from Mark Creelman, Executive Locality Director Merton and Wandsworth, and Dr Dagmar Zeuner, Director of Public Health London Borough of Merton, to continue the engagement with Polish/EE community on health care matters, to give the communities an opportunity to voice their opinions on the areas of health care that matter to them, it also allow health care providers/facilitators to gain a deeper understanding of cultural issues and practices.

**Hate Crime surgeries and 3<sup>rd</sup> party reporting centre for Eastern Europeans** – we are integral part of Hate Crime Strategy which sets out our commitment to tackling perpetrators of hate crime and identifies how we can support victims. Our advice surgery offers a safe space to discuss hate crime and guide members how to report it anonymously. Members of the Polish and EE communities can get free advice with no appointment necessary. The surgeries are being held over the phone on the second Tuesday of every month, midday to 1pm.

**European Settlement Scheme – Home Office** - we are providing, on behalf of Home Office and WeAreDigital, immigration service following a Brexit referendum in 2016, all EU/EEA citizens or their family members, to continue living, working, and studying in the UK after it leaves the EU, must apply to the EU Settlement Scheme (EUSS). The service is available Monday to Friday, appointment through Home Office call centre is necessary.

**HM Court & Tribunal Service** – this service provides Digital Support to users who are facing barriers in accessing digital platforms to fill out online forms for HMCTS's justice services. This service supports those who are not confident filling out online forms or may not have access to online services. The Digital Support service aims to resolve the barriers that prevent people from accessing HMCTS online, enabling them to receive an experience equivalent to those who do not encounter these barriers.



## **5. Financial review**

The Committee receives quarterly financial reports for the purpose of ensuring that there is proper monitoring and control of finances.

### **5.1 Accounting Policies**

#### **Accounting convention**

These accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the SORP (Statement of Recommended Practice: "Accounting by Charities"), revised in 2005.

#### **Incoming resources**

Income resources from grants, donations and contributions represent the amounts receivable in respect of the year. Grant income is deferred where it has been received in the current year, but relates to a project which takes place in the following year.

#### **Charitable expenditure**

This relates to expenditure made for the achievement of the objects of the organisation. Expenditure includes an apportionment of staff and office expenses where it is appropriate to do so.

#### **Grants**

The charity administers grants on behalf of public bodies or other agencies and is not itself a grant making body.

#### **Fixed Assets**

The only fixed assets held by PYZA are IT equipment as shown in the financial report.

#### **Governance costs**

These include all expenditure not directly attributable to the charitable expenditure accounts in the financial statements.

#### **Voluntary Help**

A considerable amount of time is expended on the charity's activities which is donated free of charge. It is not possible to quantify the value of time given and accordingly it is neither recorded as donated income nor as an expense in the accounts.

#### **Restricted Funds**

Where income has been received with conditions attached, which are more specific than the general objectives of the charity, it is allocated to a restricted fund. Subsequent expenditure of this income is charged to the restricted fund as it is incurred.

#### **Financial report**

The overall budget for our organisation for the financial year 2021 – 2022:

	Unrestricted funds £	Restricted funds £	Total funds £	Last year £
<b><u>Incoming Resources</u></b>				
Charitable activities	46,238	106,780	153,018	93,354
Individual Donations	-	-	-	-
<b>Total income</b>	<b>46,238</b>	<b>106,780</b>	<b>153,018</b>	<b>93,354</b>
<b><u>Resources Expended</u></b>				
Charitable expenditure	14,493	89,252	103,745	79,059
Asset and investment purchase	-	-	-	1,860
<b>Total resources expended</b>	<b>14,493</b>	<b>89,252</b>	<b>103,745</b>	<b>80,919</b>
<b>Net incoming resources</b>	<b>31,745</b>	<b>17,528</b>	<b>49,273</b>	<b>12,435</b>
Funds brought forward	3,490	46,175	49,665	37,230
Funds carried forward at 5th of April 2022	<b>35,235</b>	<b>63,703</b>	<b>98,938</b>	<b>49,665</b>



## Approval

This report, which has been prepared in accordance with the General Direction given by the Charity Commission, has been considered by Committee and signed by the Chair on its behalf



Kamila Dyczko (Chair, Trustee)

26 January 2023







CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
ASSOCIATION FOR THE POLISH FAMILY "PYZA"

No (if any)  
1143505

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	06/04/2021		05/04/2022

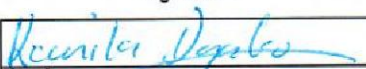

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Community Fridge	-	11,752	-	11,752	7,240
Crowdfunding	46,238	-	-	46,238	-
LB Merton	-	50,500	-	50,500	52,833
London Community Foundation	-	9,600	-	9,600	26,103
Merton Giving	-	12,750	-	12,750	4,500
NHS	-	2,178	-	2,178	2,678
Trust for London	-	-	-	-	-
Wimbledon Foundation	-	20,000	-	20,000	-
<b>Sub total (Gross income for AR)</b>	<b>46,238</b>	<b>106,780</b>	<b>-</b>	<b>153,018</b>	<b>93,354</b>
<b>A2 Asset and investment sales</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>46,238</b>	<b>106,780</b>	<b>-</b>	<b>153,018</b>	<b>93,354</b>
<b>A3 Payments</b>					
Administration	-	2,294	-	2,294	1,835
EUSS Advisor	-	-	-	-	18,000
Insurance	-	255	-	255	450
Marketing & Publicity	-	-	-	-	-
Office equipment	-	3,743	-	3,743	-
Rent	-	1,470	-	1,470	1,700
Staff costs	6,275	81,490	-	87,765	57,074
Ukrainian Appeal	8,218	-	-	8,218	-
<b>Sub total</b>	<b>14,493</b>	<b>89,252</b>	<b>-</b>	<b>103,745</b>	<b>79,059</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Computer equipment	-	-	-	-	1,860
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,860</b>
<b>Total payments</b>	<b>14,493</b>	<b>89,252</b>	<b>-</b>	<b>103,745</b>	<b>80,919</b>
<b>Net of receipts/(payments)</b>	<b>31,745</b>	<b>17,528</b>	<b>-</b>	<b>49,273</b>	<b>12,435</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>3,490</b>	<b>46,175</b>	<b>-</b>	<b>49,665</b>	<b>37,230</b>
<b>Cash funds this year end</b>	<b>35,235</b>	<b>63,703</b>	<b>-</b>	<b>98,938</b>	<b>49,665</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current account at bank	35,235	63,703	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>35,235</b>	<b>63,703</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	N/A	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	N/A			
<b>B4 Assets retained for the charity's own use</b>	IT equipment (PC, monitor)	Restricted funds	1,860	1,178
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>				

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		KAMILA DYCZKO	26.01.23
		ANDRZEJ ADAMECZEK	26/01/2023



## **Independent Examiner's Report to the Trustees of the Association for Polish Family PYZA**

I report to the trustees on my examination of the accounts of Association for Polish Family PYZA for the year ended 5 April 2022.

### **Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust'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 material 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 Trust 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:



Name:

PAMELA LACHOWSKI

**AMELIA (GB) LTD**

76 HIGH STREET COLLIERS WOOD  
LONDON, SW19 2BY

30 January 2023