



Charity No: 1151158
Company No: 7323697

**ANNUAL REPORT &
ACCOUNTS
31/03/2022**

Report of the Trustees for the year ended 31/03/2022

Reference and administrative details of charity

Charity name: **Czech School Without Borders, London**

Other names the charity is known by: **Czech School**

Registered charity number: **1151158**

Company registration number: **7323697**

Charity's registered office: **CZECH CENTRE LONDON, Embassy of the Czech Republic in London, 30 Kensington Palace Gardens, London W8 4QY**

Names of the charity trustees who manage the charity:

March 21 – November 2021

Jana Ernoult, Chair

Lucie Wenigerova, Treasurer

Dasha Kraft, Secretary

Kazi Cisarova, Member

November 21 – March 2022

Jana Ernoult, Chair

Lucie Wenigerova, Treasurer

Dasha Kraft, Secretary

Kazi Cisarova, Member

Marek Friedel, Member

Names of senior staff members:

Zuzana Jungmanova, Co-Director

Ivona Klemensova, Co-Director

Adela Herbsova, Assistant

Veronika Prokopová, Co-Ordinator

Structure, governance and management

The charity is governed by its Articles of Association dated 14th July 2010 and is constituted as a company limited by guarantee.

The charity currently has five trustees, who are also Directors, and who are responsible for the overall management and control of the charity. The senior staff are responsible for running the school together with its teachers, assistant teachers, and volunteers whose purpose is to provide a Czech education to our children. The charity uses the services of a bookkeeper and a speech therapist. New trustees are appointed in accordance with the charity's governing document by ordinary resolution if the person is willing to act as a trustee/director. All trustees are appointed annually at the AGM by the members. All parents and carers automatically become members. Trustees meet on a regular basis at least six times per academic year; the meetings are properly minuted. Urgent matters are dealt with via normal communications channels (voice, video or written) and notarised as required.

The charity has adopted the following policies and procedures which are reviewed on a yearly basis:

Safeguarding and Child Protection Policy

Data Protection Policy

Health and Safety Policy

Financial Policy

Report of the Trustees for the year ended 31/03/2022 – cont

Equal Opportunity Policy
Volunteer Policy
Confidentiality Policy
Conflict of Interest Policy
Off Site Visits Policy
Complaint Procedure
Disciplinary Procedure
Debit Card Policy
Online Safety best Practice Policy
Reserves Policy

The trustees identified the major risks to the school as follows:

- dependency on one set of rental premises;
- cost of rental premises;
- decrease in the number of pupils due to Brexit or due to consequences connected with the Covid-19 pandemic;
- potential shortage of volunteers, due to possible Brexit related impacts to the Erasmus program;
- departure of senior teachers;
- partial dependency on grants and a change of law.

The major risks are being reviewed on a regular basis by trustees, and systems and procedures have been established in order to manage those risks.

Financial Review

The Trustees regularly review the finances together with a half-term cash flow analysis as a part of the effective stewardship of the school.

Net Income for this financial year show a deficit of £13,911. This is due to the fact that our main annual contribution from the Ministry of Education for the financial year 2021-2022 arrived earlier than usual (before the end of the Financial Year 2020-2021) and has therefore been accounted for in the financial year 2020-2021. The 2020-2021 statement shows an income of £38,000.

I refer you to page 11 of this 2020-2021 report, where you can see that the "Grant from Ministry of Education" in FY 20-21 amounts to almost £70,000, while in the FY 21-22 report it shows that we received £0. In reality, in both years we received £35,000 from the Ministry of Education and therefore we have ended with Net Income of cca £12,000 each year. As every year, the trustees took a number of measures throughout the year to ensure the optimum financial result at the end of the financial year, which will help the school to continue to operate (maintain current activities and training of staff) and support those families, in desperate financial need, to continue with the Czech education of their children at our school.

A new policy on reserves has been introduced, which details how any available surplus is set aside as a reserve to meet unforeseen expenditure. The organisation held £84K in cash reserves at 31/03/2022.

The charity is mainly funded from the fees collected from its members, approximately 62%. The rest is funded by the following grants:

Ministry of Foreign Affairs of the Czech Republic
Ministry of Education, Youth and Sport of the Czech Republic

Report of the Trustees for the year ended 31/03/2022 – cont.

Public benefit statement

The school exists to provide further education for its pupils in Czech language, history and culture. The trustees have considered the Charity Commission's Guidance on public benefit and consider that they have fulfilled their duties in the light of that guidance.

Objectives and activities

Charity objectives are, as specified in the governing document, to advance education for the public benefit in the language, history, geography, art, culture and heritage of the Czech Republic.

The charity's key objective is to provide a quality education in Czech language and to maintain and enhance the academic success of the school. The charity achieves its objectives through the energy and devotion of its trustees, senior staff, teachers, assistant teachers and volunteers.

Our volunteers form an important part of our school and thanks to the dedication of their own time our charity can flourish and develop. The trustees are volunteers who run the charity. We also have volunteers who assist in our classes, usually university graduates who want to gain experience of living and working abroad, coming through the Erasmus program or who live in Britain and are interested in helping in our school. We have been lucky to find fantastic volunteers amongst our parents who run our library, music club, help with reading with our children and assist in other ways. By volunteering all volunteers receive professional experience which they can use to enhance their work record.

Our other objectives for the year included:

- (1) to broaden our academic curriculum, including developing educational materials for our pupils
- (2) to improve efficiency in running the charity
- (3) to provide continuing support for our pupils already in receipt of assistance with fees
- (4) to provide necessary training to our staff
- (5) to continue strategic planning for the growth of the school
- (6) to continue strengthening our relationships with other supplementary schools and organisations in the Borough of Islington
- (7) to continue strengthening our relationship with other organisations providing a Czech education in Great Britain and abroad and other Czech bodies in the UK.

Achievements and performance

The Charity has an open and constructive relationship with its teachers, assistant teachers, volunteers and parents who are encouraged to actively contribute to school life. The trustees communicate with members mainly through senior staff and have at least two meetings with members a year including an AGM. The relationships with funders are strong and enduring.

The main school activities take place on Saturday for more than 200 students. The school provides an education from pre-school to Year 9 (the equivalent of Year 10 in the English education system). Traditionally, classes are conducted in-person at Tufnell Park Primary School in the London Borough of Islington, for years 6, 7, 8, and 9 there are lessons in person every other Saturday and lessons on line in between. Due to the pandemic the school moved to a fully online model in 2020, which was maintained until July 2021.

There are additional on-line only groups for years 2, 3, and 4, which enable access to education to the more remote students, we have some students from Sweden for example.

Report of the Trustees for the year ended 31/03/2022 – cont.

Our school also provides Wednesday language workshop classes on-line for those that either miss a lesson due to sickness or are unable to travel for a live lesson to Tufnell Park. These lessons focus on expansion of vocabulary and communication skills.

Some 10 students attend regular individual online classes, either following the same curriculum or focusing on vocabulary and communication skills. The school library is open every Saturday, each class takes turns in visiting the library and borrowing Czech books. Our fantastic librarians provide advice and encourage students to borrow new books. They also organize a free book exchange three times a year for students and parents.

We are proud to provide many other activities throughout our academic year. In spring 2021, as usual, we organised 'A Night with Andersen', this time solving a murder mystery. The same week, we joined a special interactive online performance by the National Theatre in Prague called "Free as birds".

Due to the ease of the pandemic restrictions later in the academic year we were able to organise in person Holiday Clubs for our pupils, which took place during school holidays in museums, parks and other open spaces. We have held a few workshops online also.

We motivate our students in many ways, taking part in local and international competitions. Our students took part in an international competition of translation of English fiction to Czech language.

Our teachers also arranged cross borders friendships with students from the Czech Republic, writing and receiving letters in Czech and English language, and exchanging experiences from both countries.

In October, we held our traditional four-day Autumn Camp at Cudham Environmental Activity Centre on the outskirts of London. The students took part in Olympics and Heroes activities.

In December, we arranged for St Nicolas to join us personally and virtually in all classes. We also took part in "Krajane zpivaji koledy" (Countrymen sing carols).

In April-May some of our pupils took part in the fourth annual Czech Language Olympics, organised by the international branches of Czech Schools without Borders.

This school year 2021/22, Czech School Without Borders, London, provided an after school drama/art club at Tufnell Park Primary School,

We provide a robust and dynamic syllabus to our students. This is thanks to our excellent teachers and teaching assistants, brilliant parent/carer helpers and our dedicated management team. All the events detailed here, held over 2021/22, have helped us strengthen and maintain our parent/student relationships and continue to deliver our core objective: the teaching of the Czech language, culture and heritage to our local and internationally based families.

Plans for the future

The trustees of the school intend to continue the current strategy, with a focus on maintaining the quality of education while looking to improve the efficiency of the Charity. The trustees will also look to strengthen our relationships with our current grant providers to help ensure the financial position of the Charity.

The trustees will continue to develop strong relationships with other schools and organisations in the Borough of Islington, where the main school is based, and other Czech organizations in the UK.

Written by
Czech School Without Borders, London

Independent Examiner's Report to the Trustees

I report on the accounts of Czech School Without Borders for the year ended 31/03/2022, which are set out on pages 7 to 14.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) Which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Matthew Kadel
Independent Examiner
Matthew Kadel Accountancy
8 Mount Pleasant Villas
London
N4 4HD

18th July 2022

Statement of Financial Activities for year ended March 2022
(including Income Statement)

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies		-	-	--	
Charitable activities	5	124,167	17,463	141,630	164,619
Investments	6	7	-	7	18
Other		-	-	--	
		124,174	17,463	141,637	164,637
Expenditure on:					
Raising funds		-	-	--	
Charitable activities	7	102,790	52,758	155,548	126,531
Other		-	-	--	
		102,790	52,758	155,548	126,531
Net gains/(losses) on investments		-	-	--	
Net income/(expenditure)		21,384	(35,295)	(13,911)	38,106
Transfers between funds		-	-	--	
Other recognised gains/(losses):		-	-	--	
Net movement in funds		21,384	(35,295)	(13,911)	38,106
Reconciliation of funds:	11				
Total funds brought forward		62,826	36,475	99,301	61,195
Total funds		84,210	1,180	85,390	99,301

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

Balance Sheet as at 31/03/2022
(including Statement of Financial Position)

	Note	2022 £	2021 £
Current assets:			
Debtors		-	-
Cash at bank and in hand		91,790	99,991
		<u>91,790</u>	<u>99,991</u>
Liabilities:			
Creditors: Amounts falling due within one year	10	(600)	(690)
Deferred income		(5,800)	-
Net current assets or liabilities		85,390	99,301
Total assets less current liabilities		85,390	99,301
Creditors: Amounts falling due after more than one year		--	
Provisions for liabilities		--	
Defined benefit pension scheme asset or liability		--	
Total net assets or liabilities		85,390	99,301
The funds of the charity:	11		
Restricted income funds		1,180	36,475
Unrestricted funds		84,210	62,826
		<u>85,390</u>	<u>99,301</u>

For the year ending 31/03/2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476; the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts; these accounts have been prepared in accordance with the provisions of FRS 102 Section 1A – small entities

These financial statements were approved and authorised for issue by the Board on 1st October 2022

Signed on behalf of the Board of Trustees:


Jana Ernoutl, Chair

The notes on pages 9 through 14 form part of these accounts.

Notes to the Accounts

(1) Statutory information

Czech School Without Borders is a private charitable company, limited by guarantee, domiciled in England and Wales, Company Number 07323697, Charity No: 1151158. The registered office is 26-30 Kensington Palace Gardens, W8 4QY London.

(2) Compliance with Accounting Standards

The accounts have been prepared in accordance with the provisions of FRS 102 Section 1A - small entities. There were no material departures from that standard.

(3) Accounting policies

(3.1) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Czech School Without Borders meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The presentation currency is £ sterling, which is the functional currency of Czech School Without Borders.

(3.2) Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items or of an opening balance of an asset or liability was needed. No restatements were required.

(3.3) Going concern

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

(3.4) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. The charity has a single (general) unrestricted fund.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Trust's work. Over the course of the year the Trust received funds from the Czech Embassy, MSMT and Islington Council for the provision of its core educational services.

Further details of each fund are disclosed in note 14.

Notes to the Accounts (cont.)

(3.5) Incoming resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from grants, whether 'capital' grants or 'revenue' grants, is recognised only when any conditions for entitlement have been met. The "Performance Model" is used for recognition of grant income.

Donations, are recognised by the Trust on receipt. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are met.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by our investment advisor of the dividend yield of the investment portfolio.

Other income is recognised on an accruals basis.

(3.6) Donated professional services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised and refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

(3.7) Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

All expenses are allocated or apportioned to the applicable activity (including support costs and governance costs). For more information see note 3.9.

(3.8) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

(3.9) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Trusts core programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The basis on which support costs have been allocated are set out in note 9.

(3.10) Tangible Fixed Assets

The Trust holds no current or historic assets of a value greater than £1,000.

Notes to the Accounts (cont.)

(3.11) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(3.12) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

(3.13) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(3.14) Financial instruments

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

(3.15) Pensions

The charity has fulfilled its obligations for auto-enrolment. Its currently has no employees.

(4) Related party transactions and trustees' expenses and remuneration

Lucie Wenigovera (Trustee) was remunerated for work on the Drama Club project. Unconnected to her work as Trustee. She was paid £600.

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2020-21: £0). No expenses were paid to the trustees (2020-21: £0).

(5) Income from charitable activities

	2022 £	2021 £
Fees	123,848	81,336
Fundraising	319	265
Grant - Czech Ministry of Foreign Affairs	8,003	6,078
Grant - Czech Ministry of Education	-	69,913
Grant - London Borough of Islington (Fun Fairy Tales)	4,000	4,000
Grant - Czech Ministry of Education, Extra Curriculum	5,461	3,027
	<u>141,630</u>	<u>164,619</u>

(6) Income from investments

	2022 £	2021 £
Bank interest	7	18
	<u>7</u>	<u>18</u>

Notes to the Accounts (cont.)

(7) Analysis of expenditure on charitable activities

	Main School £	Trips & other £	Total £
Staff costs	88,170	7,618	95,788
Rent	18,753	-	18,753
Books	317	82	399
Printing & materials	1,148	892	2,040
Refreshments	722	24	745
Website	1,825	-	1,825
Insurance	1,009	-	1,009
Other	2,289	66	2,355
Support & governance costs	24,790	4,375	29,165
	139,351	16,198	155,548

An analysis of support & governance costs can be found in note 8.

Expenditure on charitable activities was £155,548 (2020-21: £145,262) of which £102,790 was unrestricted (2020-21: £92,303) and £52,578 was restricted (2020-21: £34,299).

(8) Analysis of support & governance costs

The Trust has identified the costs related to governance functions and to other support functions. The costs have been apportioned between key charitable activities undertaken (see note 7) in the year. Refer to the table below for the basis for apportionment and the analysis of support and governance costs.

	General Support £	Governance Support £	Total Support £	Basis of apportionment
Staff costs	23,430	-	23,430	use of support
Refreshments	-	-	-	use of support
Administration	913	-	913	use of support
Postage	254	-	254	use of support
Travel	175	-	175	use of support
Volunteer travel	442	-	442	use of support
Bank charges	41	-	41	use of support
DBS checks	-	951	951	use of governance
Memberships	-	194	194	use of governance
Independent Examination	-	600	600	use of governance
	27,420	1,745	29,165	

Notes to the Accounts (cont.)

(9) Analysis of staff costs and key management personnel

	2022 £	2021 £
Salaries & wages	119,217	116,558
Social security costs	-	-
Pension costs	-	-
	<u>119,217</u>	<u>116,558</u>

The average number of employees during the year was 0 (2019-20: 0). Salary costs includes payments to self-employed persons,

No employees had employee benefits in excess of £60,000 (2019-20: none).

The Trust considers its key management personnel comprise the trustees and the Director. The total employment benefits including employer pension contributions of the key management personnel were £0.

(10) Creditors: amount falling due within one year

	2022 £	2021 £
Trade creditors	600	690
	<u>600</u>	<u>690</u>

(11) Analysis of charitable funds

Analysis of movement in unrestricted funds – current year

	Balance 31/03/2021 £	Income £	Expenditure £	Transfers £	Balance 31/03/2022 £
General funds	62,826	124,174	(102,790)	-	84,210
	<u>62,826</u>	<u>124,174</u>	<u>(102,790)</u>	<u>-</u>	<u>84,210</u>

Analysis of movement in unrestricted funds – previous year

	Balance 31/03/2020 £	Income £	Expenditure £	Transfers £	Balance 31/03/2021 £
General funds	59,862	81,619	(92,303)	13,648	62,826
	<u>59,862</u>	<u>81,619</u>	<u>(92,303)</u>	<u>13,648</u>	<u>62,826</u>

Notes to the Accounts (cont.)

Analysis of movement in restricted funds – current year

	Balance 31/03/2021 £	Income £	Expenditure £	Transfers £	Balance 31/03/2022 £
LBi (Fun Fairy Tales)	963	4,000	(3,783)	-	1,180
Czech Min. Foreign Affairs	35,512	-	(35,512)	-	-
Czech Min. of Education	-	8,003	(8,003)	-	-
MSMT Extra Curriculum	-	5,461	(5,461)	-	-
	36,475	17,463	(52,758)	-	1,180

Analysis of movement in restricted funds – previous year

	Balance 31/03/2020 £	Income £	Expenditure £	Transfers £	Balance 31/03/2021 £
Taking Flight	1,334	4,000	(4,371)	-	963
Czech Min. Foreign Affairs	-	69,913	(25,366)	(9,035)	35,512
Czech Min. of Education	-	6,078	(1,907)	(4,171)	-
Fun Fairy Tales	-	3,027	(2,585)	(442)	-
	1,334	83,018	(34,229)	(13,648)	36,475

Analysis of net assets between funds – current year

	General Fund £	Restricted Funds £	Total £
Cash at bank and in hand	90,610	1,180	91,790
Other net current assets/(liabilities)	(6,400)	-	(6,400)
	84,210	1,180	85,390

Analysis of net assets between funds – previous year

	General Fund £	Restricted Funds £	Total £
Cash at bank and in hand	63,516	36,475	99,991
Other net current assets/(liabilities)	(690)	-	(690)
	62,826	36,475	99,301