

THE POLISH SATURDAY SCHOOL IN READING

England & Wales · Charity number 1170127

Details

Other names POLSKA SZKOŁA SOBOTNIA W READING

Status Registered

Legal form CIO

Registered 2016-11-11

Register [View on the Charity Commission register](#)

Contact

Address 81 London Road
Reading
RG1 5BY

Phone 07367337285

Email kontakt@polskaszkolawreading.co.uk

Activities

Objects: TO ADVANCE EDUCATION OF YOUNG PEOPLE BETWEEN THE AGES OF 4 AND 20 IN READING AND THE SURROUNDING AREAS, IN POLISH LANGUAGE, LITERATURE, HISTORY, GEOGRAPHY, CULTURE, TRADITION AND CHRISTIAN VALUES.

Activities: The object of The Polish Saturday School in Reading is to advance education of young people between the ages of 4 and 20 in Reading and in surrounding areas, in Polish language, literature, history, geography, culture, tradition and Christian values.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People

Geography

- Reading
- West Berkshire
- Wokingham

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£55,995	£53,138	-	-
2023-08-31	£60,630	£45,363	-	-
2022-08-31	£49,796	£43,879	-	-
2021-08-31	£50,639	£45,010	-	-
2020-08-31	£42,254	£43,337	-	-

Trustees

Name	Role	Appointed
OLIWIA MILEK-RICHARDS	Chair	2016-11-11
JOANNA DADEJ		2016-11-11
MALGORZATA NIEDBALO		2016-11-11
Rev RAFAL JAROSLAWSKI		2016-11-11

THE POLISH SATURDAY SCHOOL IN READING

England & Wales - Charity number 1170127

Accounts

Trustees' Annual Report for the period

From		Period start date			To			Period end date			
	Day	Month	Year		Day	Month	Year		Day	Month	Year
	01	Sept	2023		31	Aug	2024				

Section A Reference and administration details

Charity name

The Polish Saturday School in Reading

Other names charity is known by

Polska Szkoła Sobotnia w Reading

Registered charity number (if any)

1170127

Charity's principal address

81 London Road

Reading

Berkshire

Postcode

RG1 5BY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ms Oliwia Miłek-Richards	Chair		
2	Mrs Małgorzata Niedbało	Vice-Chair		
3	Mrs Joanna Dadej	Treasurer		
4	Fr Rafał Jarosławski			
5	Mrs Małgorzata Świeżyńska			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO) foundation model
Trustee selection methods (eg. appointed by, elected by)	Appointed

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Polish Saturday School in Reading since its conception in 1953 acted as an Unincorporated Association (stowarzyszenie). In November 2016 the Polish Saturday School in Reading fulfilled all the requirements of the Charity Commission and become registered charity, as a Charitable Incorporate Organisation, CIO.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The object of The Polish Saturday School in Reading is to advance education of young people between the ages of 4 and 20 in Reading and the surrounding areas, in Polish language, literature, history, geography, culture, tradition and Christian values.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Teaching children and young people from the ages of 4 up to 16 with a curriculum closely aligned to the one recommended by Polish Ministry of Education (in relation to Polish language and literature)

Exposing students to Polish culture and traditions through, for example arts, drama, music and dance. Encouraging students to share knowledge of Polish heritage with other students in their mainstream schools through presentations and exhibitions on, for example, International Days.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The Charity supports one of the biggest Polish Saturday Schools outside London. In the school year 2023/24 (which corresponds with the school's financial year period) there were 230 pupils regularly attending school sessions.

The Polish Saturday School in Reading celebrated its Platinum Jubilee to mark 70 years of its establishment.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity's reserve policy ensures that sufficient capital is available to cover the school operational costs for at least the next academic year.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's funding is principally derived from school fees. The main expenditure is for teaching staff remuneration, expenses incurred for books and teaching materials and insurance costs.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	OLIWIA MIŁEK-RICHARDS	MAŁGORZATA NIEDBAŁO
Position (eg Secretary, Chair, etc)	Chair	Vice-Chair
Date	25/06/2025	



Receipts and payments accounts

CC16a

For the period from	01/09/2023	To	31/08/2024
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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 £
A1 Receipts					
School Fees	55,905			55,905	0
Donations	90			90	0
Sub total (Gross income for AR)	55,995	0	0	55,995	0
A2 Asset and investment sales, (see table).					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	55,995	0	0	55,995	0
A3 Payments					
Staff Remuneration	31,074	0	0	31,074	0
HMRC PAYE/NIC	4,738	0	0	4,738	0
Accountancy services	1,508	0	0	1,508	0
Expenses Books	5,460	0	0	5,460	0
Expenses Office Supplies	1,312	0	0	1,312	0
Membership fees	770	0	0	770	0
Premises hire	2,400	0	0	2,400	0
School's Platinum Jubilee	4,955	0	0	4,955	0
School mobile monthly payment	267	0	0	267	0
School bank account fee	60	0	0	60	0
School fee refund	500	0	0	500	0
School website domain	93	0	0	93	0
Sub total	53,138	0	0	53,138	0
A4 Asset and investment purchases, (see table)					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total payments	53,138	0	0	53,138	0
Net of receipts/(payments)	2,857	0	0	2,857	0
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	69,408	0	0	69,408	0
Cash funds this year end	72,265	0	0	72,265	0

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 £
B1 Cash funds	Bank Account Closing Balance	72,265	0	0
		0	0	0
	Total cash funds	72,265	0	0
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		0	0	0
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			0	0
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Laptop and other office equipment	50	0	0
			0	0
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Staff Remuneration		3,231	Sept 2024
	HMRC PAYE/NIC		555	Sept 2024
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
	Oliwia Milek-Richards	OLIWIA MILEK-RICHARDS		25/06/2025
	Malgorzata Nidbalo	MALGORZATA NIDBALO		25/06/2025

26 June 2025

Independent Examiner's Report on the Accounts of
THE POLISH SATURDAY SCHOOL IN READING

Charity Commission Registration No. 1170127

For the financial year ended 31st August 2024

Respective Responsibilities of Trustees and Examiner

The responsibility for preparing the financial statements rests with the charity's trustees. They have determined that, under Section 144(2) of the Charities Act 2011, the charity is exempt from a full audit and instead requires an independent examination.

As the appointed independent examiner, my role is to:

- Review the financial statements under Section 145 of the 2011 Act
- Adhere to the guidance set out by the Charity Commission
- Report any issues or irregularities that arise during the examination

Scope of the Examination

My review involved evaluating the accounting records and comparing them with the financial statements produced by the charity. I assessed any unusual transactions and sought clarification where necessary. Please note, this process is distinct from an audit and does not involve detailed verification of all accounting evidence.

26 June 2025

Independent Examiner's Statement

After conducting my review, I am satisfied that:

- The charity has maintained proper and consistent records throughout the year
- No anomalies or breaches of accounting practice were identified
- Financial documentation — including income and expenditure records, payroll data, and bank reconciliations — has been kept in an orderly and transparent manner

The school continues to provide educational services for Polish children residing in the UK, and the management demonstrates appropriate qualifications and oversight in this area.

Operational practices include:

- Pre-approval of expenses by leadership before any payments are processed
- A sales ledger to monitor tuition fee collection
- An integrated accounting system used for real-time tracking of financial activities

From a compliance and procedural standpoint, all requirements have been met. I found no matters requiring further comment or concern. In my view, *The Polish Saturday School in Reading* remains well-managed and financially stable.

Signed,



Lukasz Gancarz

Lucas Prestige Accountants Ltd.

THE POLISH SATURDAY SCHOOL IN READING

England & Wales - Charity number 1170127

Accounts

Trustees' Annual Report for the period

	Period start date			Period end date			
From	Day 01	Month Sept	Year 2022	To	Day 31	Month Aug	Year 2023

Section A Reference and administration details

Charity name The Polish Saturday School in Reading

Other names charity is known by Polska Szkoła Sobotnia w Reading

Registered charity number (if any) 1170127

Charity's principal address

81 London Road
Reading
Berkshire
Postcode RG1 5BY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ms Oliwia Miłek-Richards	Chair		
2	Mrs Małgorzata Niedbało	Vice-Chair		
3	Mrs Joanna Dadej	Treasurer		
4	Fr Rafał Jarosławski			
5	Mrs Małgorzata Świeżyńska			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO) foundation model
Trustee selection methods (eg. appointed by, elected by)	Appointed

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
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- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

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Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

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- policy programme related investment;
- contribution made by volunteers.

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The Charity supports one of the biggest Polish Saturday Schools outside London. In the school year 2022/23 (which corresponds with the school's financial year period) there were 230 pupils regularly attending school sessions.

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Brief statement of the charity's policy on reserves

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Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
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The charity's funding is principally derived from school fees. The main expenditure is for teaching staff remuneration, expenses incurred for books and teaching materials and insurance costs.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	OLIWIA MIŁEK-RICHARDS	MAŁGORZATA NIEDBAŁO
Position (eg Secretary, Chair, etc)	Chair	Vice-Chair
Date	15/06/2024	



Receipts and payments accounts

CC16a

For the period from	01/09/2022	To	31/08/2023
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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 £
A1 Receipts					
School Fees	60395	0	0	60,395	0
Donations	110	0	0	110	0
Expenses school office supplies refund	125	0	0	125	0
Sub total (Gross income for AR)	60,630	0	0	60,630	0
A2 Asset and investment sales, (see table).					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	60,630	0	0	60,630	0
A3 Payments					
Staff Remuneration	35,090	0	0	35,090	0
HMRC PAYE/NIC	3,504	0	0	3,504	0
Accountancy services	1,428	0	0	1,428	0
Expenses Books	2,325	0	0	2,325	0
Expenses Office Supplies	741	0	0	741	0
Membership fees	648	0	0	648	0
School Insurance	840	0	0	840	0
School mobile monthly payment	259	0	0	259	0
School bank account fee	60	0	0	60	0
School fee refund	336	0	0	336	
School website domain	134	0	0	134	0
Sub total	45,363	0	0	45,363	0
A4 Asset and investment purchases, (see table)					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total payments	45,363	0	0	45,363	0
Net of receipts/(payments)	15,267	0	0	15,267	0
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	54,142	0	0	54,142	0
Cash funds this year end	69,408	0	0	69,408	0

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 £
B1 Cash funds	Bank Account Closing Balance	69,408	0	0
		0	0	0
	Total cash funds	69,408	0	0
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		0	0	0
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			0	0
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Laptop and other office equipment	50	0	0
			0	0
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Staff Remuneration		3,476	Sept 2023
	HMRC PAYE/NIC		544	Sept 2023
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
	Oliwia Milek-Richards	OLIWIA MILEK-RICHARDS		15/06/2024
	Malgorzata Nidbalo	MALGORZATA NIDBALO		15/06/2024

19 June 2024

**This independent examiner's report relates to the accounts of
THE POLISH SATURDAY SCHOOL IN READING**

Charity Commission Registered No. 1170127

Accounts are prepared for the year ended 31st August 2023

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

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 2011 Act;
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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.

19 June 2024

Independent examiner's statement

I had a good look through the organisation's documents, and I cannot find any irregularities or mistakes that might have been made. All records have been made in accordance with current regulations.

The organisation keeps a good record of:

- revenue;
- expenditure;
- teachers' expenses;
- bank account statements;
- trial balance.

The organisation is providing teaching services to Polish children living in the UK. Organisations' senior management has relevant qualifications to provide those kinds of services to general public.

From procedural aspect there are number of measures that are met in order to keep records as accurate as possible:

- all invoices have to be accepted by the managements before they are authorised for payment;
- sales book is kept in order to collect fees from parents;
- accounting system is implemented in order to keep track of all activities.

As my personal opinion, the organisation meets all the obligations and keeps its records accurate.

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.

I am also pleased to conclude that The Polish School in Reading is self-sufficient and managed perfectly.

Yours sincerely



Lukasz Gancarz

THE POLISH SATURDAY SCHOOL IN READING

England & Wales - Charity number 1170127

Accounts

Trustees' Annual Report for the period

	Period start date				Period end date		
From	Day 01	Month Sept	Year 2021	To	Day 31	Month Aug	Year 2022

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Other names charity is known by Polska Szkoła Sobotnia w Reading

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3	Mrs Joanna Dadej	Treasurer		
4	Fr Rafał Jarosławski			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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The Charity supports one of the biggest Polish Saturday Schools outside London. In the school year 2021/22 (which corresponds with the school's financial year period) there were 240 pupils regularly attending school sessions.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity's reserve policy ensures that sufficient capital is available to cover the school operational costs for at least the next academic year.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

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- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's funding is principally derived from school fees. The main expenditure is for teaching staff remuneration, expenses incurred for books and teaching materials and insurance costs.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	OLIWIA MIŁEK-RICHARDS	MAŁGORZATA NIEDBAŁO
Position (eg Secretary, Chair, etc)	Chair	Vice-Chair
Date	30/06/2023	



Receipts and payments accounts

CC16a

For the period from	01/09/2021	To	31/08/2022
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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 £
A1 Receipts					
School Fees	46,158	0	0	46,158	0
Grant from "Wspolnota Polska" Association	3,559			3,559	
Donations	80	0	0	80	0
Sub total (Gross income for AR)	49,796	0	0	49,796	0
A2 Asset and investment sales, (see table).					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	49,796	0	0	49,796	0
A3 Payments					
Staff Remuneration	30,432	0	0	30,432	0
HMRC PAYE/NIC	3,937	0	0	3,937	0
Accountancy services	1,464	0	0	1,464	0
Premises Hire	1,000	0	0	1,000	0
Expenses Books	1,670	0	0	1,670	0
Expenses Office Supplies	637	0	0	637	0
Expenses Postage	33	0	0	33	0
Expenses Travel	2,611	0	0	2,611	0
Membership fees	834	0	0	834	0
School Insurance	896	0	0	896	0
School mobile monthly payment	199	0	0	199	0
School bank account fee	40	0	0	40	0
School website domain	125	0	0	125	0
Sub total	43,879	0	0	43,879	0
A4 Asset and investment purchases, (see table)					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total payments	43,879	0	0	43,879	0
Net of receipts/(payments)	5,918	0	0	5,918	0
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	48,224	0	0	48,224	0
Cash funds this year end	54,142	0	0	54,142	0

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 £
B1 Cash funds	Bank Account Closing Balance	54,142	0	0
		0	0	0
	Total cash funds	54,142	0	0
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		0	0	0
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			0	0
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Laptop and other office equipment	50	0	0
			0	0
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Staff Remuneration		3,505	Sept 2022
	HMRC PAYE/NIC		556	Sept 2022
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Oliwia Milek-Richards	OLIWIA MILEK-RICHARDS	20/06/2023	
	Malgorzata Nidbalo	MALGORZATA NIDBALO	20/06/2023	

Ref No: Financial Report for the period 1st September 2021 – 31st August 2022

My name is Lukasz Gancarz, and I am a director of Lucas Prestige Accountants Ltd. My company has been appointed by Mrs Oliwia Milek – Richards who is a Head of Trustees at The Polish Saturday School in Reading.

I had a good look through the organisation's documents, and I cannot find any irregularities or mistakes that might have been made. All records have been made in accordance with current regulations.

The organisation keeps a good record of the following:

- Revenue (Income from school fees)
- General Expenditure
- Operational Expenditure
- Teachers' expenses claim
- Bank account statements
- Trial Balance

The organisation is providing teaching services to Polish children living in UK. Organisations senior management has relevant qualifications to provide those kinds of services to general public.

From procedural aspect there are number of measures that are met in order to keep records as accurate as possible. Please find below a list of procedures:

- All invoices have to be accepted by the managements before they are authorised for payment.
- Sales book is kept in order to collect fees from parents.
- Accounting system is implemented in order to keep track of all activities.

As my personal opinion, the organisation meets all the obligations to keep its records accurate. I could not find any errors in the organisations financial system. I am also pleased to conclude that The Polish School in Reading is self-sufficient and managed perfectly.

Yours sincerely



Lukasz Gancarz

THE POLISH SATURDAY SCHOOL IN READING

England & Wales - Charity number 1170127

Accounts

Trustees' Annual Report for the period

	Period start date				Period end date		
From	Day 01	Month Sept	Year 2020	To	Day 31	Month Aug	Year 2021

Section A Reference and administration details

Charity name The Polish Saturday School in Reading

Other names charity is known by Polska Szkoła Sobotnia w Reading

Registered charity number (if any) 1170127

Charity's principal address

81 London Road
Reading
Berkshire
Postcode RG1 5BY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ms Oliwia Miłek-Richards	Chair		
2	Mrs Małgorzata Niedbało	Vice-Chair		
3	Mrs Joanna Dadej	Treasurer		
4	Fr Rafał Jarosławski			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO) foundation model
Trustee selection methods (eg. appointed by, elected by)	Appointed

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Polish Saturday School in Reading since its conception in 1953 acted as an Unincorporated Association (stowarzyszenie). In November 2016 the Polish Saturday School in Reading fulfilled all the requirements of the Charity Commission and become registered charity, as a Charitable Incorporate Organisation, CIO.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The object of The Polish Saturday School in Reading is to advance education of young people between the ages of 4 and 20 in Reading and the surrounding areas, in Polish language, literature, history, geography, culture, tradition and Christian values.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Teaching children and young people from the ages of 4 up to 16 with a curriculum closely aligned to the one recommended by Polish Ministry of Education (in relation to Polish language and literature)

Exposing students to Polish culture and traditions through, for example arts, drama, music and dance. Encouraging students to share knowledge of Polish heritage with other students in their mainstream schools through presentations and exhibitions on, for example, International Days.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The demand for the school places is still high. A waiting list exists as the Polish Saturday School in Reading cannot offer places to all who want to enrol. Due to the fact that the school is constrained by the premises space available. However, the Trustees have regular discussions with the landlord to identify if additional class room spaces could be created within the landlord's current estate portfolio. Equally, the waiting list is constantly being reviewed. As soon as a place becomes available those from the waiting list are informed and offered it, submission date of the registration form is used to determine order of offers.

Summary of the main achievements of the charity during the year

The Charity supports one of the biggest Polish Saturday Schools outside London. In the school year 2020/21 (which corresponds with the school's financial year period) there were 250 pupils regularly attending school sessions.

The school resumed non-pandemic teaching, i.e. lessons delivered in class rooms rather than virtually. Due to ongoing risk of re-occurrence of virus spread the school events such as nativity play or 3rd of May celebration didn't go ahead.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity's reserve policy ensures that sufficient capital is available to cover the school operational costs for at least the next academic year.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's funding is principally derived from school fees. The main expenditure is for teaching staff remuneration, expenses incurred for books and teaching materials and insurance costs.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	OLIWIA MIŁEK-RICHARDS	MAŁGORZATA NIEDBAŁO
Position (eg Secretary, Chair, etc)	Chair	Vice-Chair
Date	30/06/2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Polish Saturday School in Reading

No : 1170127

Receipts and payments accounts

CC16a

For the period from	01/09/2020	To	31/08/2021
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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 £
A1 Receipts					
School Fees	50558	0	0	50,558	0
Donations	80	0	0	80	0
Bank interests	1	0	0	1	0
Sub total (Gross income for AR)	50,639	0	0	50,639	0
A2 Asset and investment sales, (see table).					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	50,639	0	0	50,639	0
A3 Payments					
Staff Remuneration	32,510	0	0	32,510	0
HMRC PAYE/NIC	3,200	0	0	3,200	0
Books	3,354	0	0	3,354	0
Accountancy services	1,654	0	0	1,654	0
School fee refund	419	0	0	419	0
Premises Hire	1,000	0	0	1,000	0
Expenses First Aid box	17	0	0	17	0
Expenses Office Supplies	374	0	0	374	0
Expenses Postage	35	0	0	35	0
Expenses Travel	720	0	0	720	0
Expenses Bakery	395	0	0	395	0
Membership fee	270	0	0	270	0
School Insurance	828	0	0	828	0
School mobile monthly payment	233	0	0	233	0
Bank interests correction	1	0	0	1	0
Sub total	45,010	0	0	45,010	0
A4 Asset and investment purchases, (see table)					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total payments	45,010	0	0	45,010	0
Net of receipts/(payments)	5,629	0	0	5,629	0
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	0	0	0	0	0
Cash funds this year end	5,629	0	0	5,629	0

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 £
B1 Cash funds	Bank Account Closing Balance	48,224	0	0
		0	0	0
	Total cash funds	48,224	0	0
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		0	0	0
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			0	0
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Laptop and other office equipment	150	0	0
			0	0
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Staff Remuneration		2,986	Sept 2021
	HMRC PAYE/NIC		361	Sept 2021
			0	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
	Oliwia Milek-Richards	OLIWIA MILEK-RICHARDS		23/06/2022
	Malgorzata Nidbalo	MALGORZATA NIDBALO		23/06/2022



Ref No: Financial Report for the period 1st September 2020 – 31st August 2021

My name is Lukasz Gancarz, and I am a director of Lucas Prestige Accountants Ltd. My company has been appointed by Mrs Oliwia Milek – Richards who is a Head of Trustees at The Polish Saturday School in Reading

I had a good look through the organisation's documents, and I cannot find any irregularities or mistakes that might have been made. All records have been made in accordance with current regulations.

The organisation keeps a good record of the following:

- Revenue (Income from school fees)
- General Expenditure
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- Trial Balance

The organisation is providing teaching services to Polish children living in UK. Organisations senior management has relevant qualifications to provide those kinds of services to general public.

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Yours sincerely



Lukasz Gancarz

THE POLISH SATURDAY SCHOOL IN READING

England & Wales - Charity number 1170127

Accounts

Trustees' Annual Report for the period

From		Period start date			To			Period end date			
	Day	Month	Year		Day	Month	Year		Day	Month	Year
	01	Sept	2019		31	Aug	2020				

Section A Reference and administration details

Charity name

The Polish Saturday School in Reading

Other names charity is known by

Polska Szkoła Sobotnia w Reading

Registered charity number (if any)

1170127

Charity's principal address

81 London Road

Reading

Berkshire

Postcode

RG1 5BY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ms Oliwia Milek-Richards	Chair		
2	Mrs Małgorzata Niedbało	Vice-Chair		
3	Mrs Joanna Dadej	Treasurer		
4	Fr Rafał Jarosławski			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
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Trustee selection methods (eg. appointed by, elected by)	Appointed

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Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Teaching children and young people from the ages of 4 up to 20 with a curriculum focused on preparation for national GCSE, AS and A-level examination in Polish language.

Exposing students to Polish culture and traditions through, for example arts, drama, music and dance. Encouraging students to share knowledge of Polish heritage with other students in their mainstream schools through presentations and exhibitions on, for example, International Days.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The demand for the school places is very big. A long waiting list exists as the Polish Saturday School in Reading cannot offer places to all who want to enrol. Due to the fact that the school is constrained by the premises space available. However, the Trustees have regular discussions with the landlord to identify if additional class room spaces could be created within the landlord's current estate portfolio. Equally, the waiting list is constantly being reviewed. As soon as a place becomes available those from the waiting list are informed and offered it, submission date of the registration form is used to determine order of offers.

Summary of the main achievements of the charity during the year

The Charity supports one of the biggest Polish Saturday Schools outside London. In the school year 2019/20 (which corresponds with the school's financial year period) there were 230 pupils regularly attending school sessions.

The School's students continue to achieve excellent scores in the GSCE examination in Polish language.

The school's academic year was significantly different from the previous years due to the COVID-29 pandemic and introduction of national lockdown. From April 2020 the school's curriculum was delivered virtually.

The teachers rapidly adjusted into the new situation and all the effort was made to ensure that the Polish school routine was maintained albeit at slightly reduced number of hours.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity's reserve policy ensures that sufficient capital is available to cover the school operational costs for at least the next academic year.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's funding is principally derived from school fees. The main expenditure is for teaching staff remuneration, expenses incurred for books and teaching materials and insurance costs.

The school's management was successful in securing a grant, £2095, from the "Wspolnota Polska" Association, Polish organisation supporting Polish schools outside of Poland.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	OLIWIA MIŁEK-RICHARDS	MAŁGORZATA NIEDBAŁO
Position (eg Secretary, Chair, etc)	Chair	Vice-Chair
Date	30/06/2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Polish Saturday School in Reading

No : 1170127

Receipts and payments accounts

CC16a

For the period
from

01/09/2019

To

31/08/2020

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 £
A1 Receipts					
School Fees	39,722	0	0	39,722	0
Grant from "Wspolnota Polska" Association	2,095	0	0	2,095	0
Polish Educational Society transport cost subsidy	438	0	0	438	0
Bank interests	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
Sub total (Gross income for AR)	42,254	0	0	42,254	0
A2 Asset and investment sales, (see table).					
	0	0	0	0	0
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	42,254	0	0	42,254	0
A3 Payments					
Staff Remuneration	28,879	0	0	28,879	0
HMRC PAYE/NIC	2,697	0	0	2,697	0
Office Supplies/Expenses	2,100	0	0	2,100	0
Fees / Courses	552	0	0	552	0
Coach Hire	875	0	0	875	0
Books	4,838	0	0	4,838	0
Accountancy services	1,284	0	0	1,284	0
School Insurance	828	0	0	828	0
School fee refund	285	0	0	285	0
Premises Hire	1,000	0	0	1,000	0
Sub total	43,337	0	0	43,337	0
A4 Asset and investment purchases, (see table)					
	0	0	0	0	0
	0	0	0	0	0
Sub total	0	0	0	0	0
Total payments	43,337	0	0	43,337	0
Net of receipts/(payments)	-1,083	0	0	-1,083	0
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	0	0	0	0	0
Cash funds this year end	-1,083	0	0	-1,083	0

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 £
B1 Cash funds	Bank Account Closing Balance	42,595	0	0
		0	0	0
	Total cash funds	42,595	0	0
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		0	0	0
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			0	0
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Laptop and other office equipment	500	0	0
			0	0
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Staff Remuneration		3,298	Sept 2020
	HMRC PAYE/NIC		395	Sept 2020
			0	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		OLIWIA MILEK-RICHARDS		24/06/2021
		MALGORZATA NIEDBALO		24/06/2021

Ref No: Financial Report for the period 1st September 2019 – 31st August 2020

My name is Lukasz Gancarz and I am a director of Lucas Prestige Accountants Ltd. My company has been appointed by Mrs Oliwia Milek – Richards who is a Head of Trustees at The Polish Saturday School in Reading.

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- Revenue (Income from school fees)
- General Expenditure
- Operational Expenditure
- Teachers expenses claims
- Bank account statements
- Trial Balance

LUCAS PRESTIGE
ACCOUNTANTS

The organisation is providing a teaching services to Polish children living in UK. Organisations senior management has a relevant qualifications to provide those kind of services to general public.

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Yours sincerely



Lukasz Gancarz