

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	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
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 Incorporated 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 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 £
<b>A1 Receipts</b>					
School Fees	39722	0	0	39,722	0
Grant from "Wspolnota Polska" Association	2095	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
	0	0	0	0	0
<b>Sub total (Gross income for AR)</b>	<b>42,254</b>	<b>0</b>	<b>0</b>	<b>42,254</b>	<b>0</b>
<b>A2 Asset and investment sales, (see table).</b>					
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total receipts</b>	<b>42,254</b>	<b>0</b>	<b>0</b>	<b>42,254</b>	<b>0</b>
<b>A3 Payments</b>					
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
<b>Sub total</b>	<b>43,337</b>	<b>0</b>	<b>0</b>	<b>43,337</b>	<b>0</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total payments</b>	<b>43,337</b>	<b>0</b>	<b>0</b>	<b>43,337</b>	<b>0</b>
<b>Net of receipts/(payments)</b>	<b>-1,083</b>	<b>0</b>	<b>0</b>	<b>-1,083</b>	<b>0</b>
<b>A5 Transfers between funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>A6 Cash funds last year end</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cash funds this year end</b>	<b>-1,083</b>	<b>0</b>	<b>0</b>	<b>-1,083</b>	<b>0</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>	Bank Account Closing Balance	42,595	0	0
		0	0	0
	<b>Total cash funds</b>	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 £
<b>B2 Other monetary assets</b>	Details	0	0	0
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			0	0
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Laptop and other office equipment	500	0	0
			0	0
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	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 1<sup>st</sup> September 2019 – 31<sup>st</sup> 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.

I had a good look through the organisations documents and I cannot find any irregularities or mistakes than 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 claims
- Bank account statements
- Trial Balance



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.

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 it 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