

Trustees' Annual Report for the period							
From		Period start date			Period end date		
		Day 01	Month Sept	Year 2020	To	Day 31	Month Aug

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 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

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For the period
from

01/09/2020

To

31/08/2021

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	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	Details	0	0	0
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			0	0
	Details	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
	Details	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 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 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 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