

<b>Trustees' Annual Report for the period</b>							
<b>From</b>		Period start date			Period end date		
		Day 01	Month Sept	Year 2021	<b>To</b>	Day 31	Month Aug

## Section A Reference and administration details

<b>Charity name</b>	The Polish Saturday School in Reading
<b>Other names charity is known by</b>	Polska Szkoła Sobotnia w Reading
<b>Registered charity number (if any)</b>	1170127
<b>Charity's principal address</b>	81 London Road
	Reading
	Berkshire
<b>Postcode</b>	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.

**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 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:

- 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	30/06/2023	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

The Polish Saturday School in Reading

No : 1170127

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2021

To

31/08/2022

### 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 £
<b>A1 Receipts</b>					
School Fees	46,158	0	0	46,158	0
Grant from "Wspolnota Polska" Association	3,559			3,559	
Donations	80	0	0	80	0
<b>Sub total (Gross income for AR)</b>	<b>49,796</b>	<b>0</b>	<b>0</b>	<b>49,796</b>	<b>0</b>
<b>A2 Asset and investment sales, (see table).</b>					
	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>49,796</b>	<b>0</b>	<b>0</b>	<b>49,796</b>	<b>0</b>
<b>A3 Payments</b>					
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
<b>Sub total</b>	<b>43,879</b>	<b>0</b>	<b>0</b>	<b>43,879</b>	<b>0</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	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>43,879</b>	<b>0</b>	<b>0</b>	<b>43,879</b>	<b>0</b>
<b>Net of receipts/(payments)</b>	<b>5,918</b>	<b>0</b>	<b>0</b>	<b>5,918</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>48,224</b>	<b>0</b>	<b>0</b>	<b>48,224</b>	<b>0</b>
<b>Cash funds this year end</b>	<b>54,142</b>	<b>0</b>	<b>0</b>	<b>54,142</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	54,142	0	0
		0	0	0
	<b>Total cash funds</b>	<b>54,142</b>	<b>0</b>	<b>0</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		0	0	0
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			0	0
		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	50	0	0
			0	0
		Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	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