

Trustees' Annual Report for the period							
From		Period start date			Period end date		
		Day 01	Month Sept	Year 2023	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 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)

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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 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	



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Polish Saturday School in Reading

No : 1170127

Receipts and payments accounts

CC16a

For the period
from

01/09/2023

To

31/08/2024

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	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.