

# Czech School & Community Manchester

England & Wales · Charity number 1170346

## Details

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Other names	CZECH AND SLOVAK SCHOOL & COMMUNITY MANCHESTER, CZECH SCHOOL AND COMMUNITY MANCHESTER
Status	Registered
Legal form	CIO
Registered	2016-11-24
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	4 Brindley Road - Suite 2 Old Trafford Manchester M16 9HQ
Phone	01616764151
Email	<a href="mailto:enquiries@czechschoolmanchester.org">enquiries@czechschoolmanchester.org</a>
Website	<a href="http://www.czechschoolmanchester.org">www.czechschoolmanchester.org</a>

## Activities

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**Objects:** TO ADVANCE EDUCATION FOR THE PUBLIC BENEFIT IN PARTICULAR BUT NOT EXCLUSIVELY IN THE LANGUAGE, HISTORY, GEOGRAPHY, THE ARTS, CULTURE AND HERITAGE OF THE CZECH REPUBLIC AND SLOVAKIA BY: • TEACHING THE CZECH AND SLOVAK LANGUAGE AND CZECH AND SLOVAK HISTORY AND GEOGRAPHY TO CHILDREN AND YOUNG PEOPLE; • TEACHING THE CZECH AND SLOVAK LANGUAGE TO ADULTS; • PROMOTING AND ORGANISING EVENTS THAT SUPPORT CZECH AND SLOVAK CULTURE, ART AND FOLKLORE; AND • ORGANISING EDUCATIONAL TRIPS FOR CHILDREN AND YOUNG PEOPLE.

**Activities:** Our mission is to create a welcoming and caring Saturday school that will provide children of Czech and Slovak origin with language lessons as well as an insight into the Czech and Slovak culture, traditions and heritage. We also offer English language, as well as Czech and Slovak language lessons for adults, support Czech and Slovak communities in Manchester and organise community events.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Economic/community Development/employment, Recreation
- **Who:** Children/young People, People Of A Particular Ethnic Or Racial Origin

## Geography

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- Throughout England

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-08-31	£76,180	£78,399	-	-
2023-08-31	£78,805	£71,097	-	-
2022-08-31	£67,344	£69,412	-	-
2021-08-31	£32,483	£16,419	-	-
2020-08-31	£18,471	£16,793	-	-

## Trustees

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Name	Role	Appointed
LENKA HALOVA PHD		2016-11-24
Patrik Krizek		2026-06-03
Petr Prause		2023-01-03
Petra Travnickova		2023-03-01
SYDNEY L BAILEY		2016-11-24
TEREZA KOKOCINSKA		2016-11-24

**Czech School & Community Manchester**

England & Wales - Charity number 1170346

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# Accounts

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# Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	09	2023	To	31	08	2024

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

4 Brindley Road	
Old Trafford	
Manchester	
<b>Postcode</b>	<b>M16 9HQ</b>

### 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	Tereza Kokocinska			Board of Trustees
2	Lenka Halova			Board of Trustees
3	Sydney Bailey			Board of Trustees
4	Petr Prause			Board of Trustees
5	Petra Travnickova			Board of Trustees
6				
7				
8				

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Charitable Incorporated Organisation
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointed by the charity trustees, members of our community are always welcome and invited to step forward to become trustees

### 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 organisation has adopted all required policies:

Health and Safety Policy  
Privacy Notice  
Safe Recruitment Policy  
Safeguarding and Child Protection Policy  
Fees policy

The trustees meet on a regular basis and manage all activities of the charity in accordance with the constitution.

Mrs Pavla Mataskova is employed as the Headteacher and Managing director of the charity. The charity also has another part-time employee managing the Czech Community Centre. Both also teach at the Saturday Supplementary School.

The charity also employs 6 teachers and 2 teaching assistants for the Saturday supplementary school.

The school cooperates with other Czech and Slovak Schools in the UK and is a member of the Association of Czech and Slovak Schools in the UK.

The charity also works closely with the Embassy of the Czech Republic in London and the Consulate General in Manchester.

The trustees identified as the major risk to our activities frequent lack or limited number of suitably qualified teaching staff, so we are on a constant look-out for new colleagues.

## Section C

## Objectives and activities

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

To advance education for the public benefit in particular but not exclusively in the language, history, geography, the arts, culture and heritage of the Czech Republic by:

- teaching the Czech language and Czech history and geography to children and young people;
- teaching the Czech language to adults;
- promoting and organising events that support Czech culture, art and folklore; and
- organising educational trips for children and young people

The promotion of social inclusion for the public benefit among people who are nationals of the Czech Republic settling in the North West region of England who are or feel they are socially excluded by providing:

- education and training in the English language;
- support and general advice; and
- social and recreational facilities and events involving the local community.

"Socially excluded" means being excluded from society or part of society.

**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)**

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

The main focus of our activities was on the education of classes for Czech speaking school-age children (Year 1 – 9 plus a class for children who learn Czech as a foreign language), and 3 pre-school classes for children age 3 – 5 years. In total, we had 58 children enrolled. We open the class for the smallest children (1.5 – 3 years) with their parents. All children lessons were held at St Teresa's RC Primary School in Old Trafford, Manchester on Saturdays term-time only, in total 36 sessions of 3 hours each.

For the whole Czech community, we organise a number of expats events, for children, whole families as well as Czech adult population. We've been able to renew our traditional events such as Cimbalom music evening, Saint Nicolas day for kids on December, Costume party before the Lent period or Czech is fun (theme educational games). We also organize some new events and make nice tradition of Easter eggs decoration or Christmas wreath making. In the end of the school year we had BBQ when we provided certificates to our kids.

We also run the Czech Community Centre in Manchester, where we provide evening adult courses, more workshops for children and families, cultural events for both children and adults, run our holiday club-like Czech language learning clubs for children, as well as provide the school with a solid base that would support the high quality of teaching and learning we are endeavouring to provide.

**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.

Volunteers participation on the planning, management and execution of our events is still below the level we would have liked. All our events as well as main activities are run by the trustees and two main employees. It is our current aim to try to involve more our community in the everyday running of the organisation. That said, we are very grateful to the parents of the children enrolled at the school who support our events with contributions to our food stalls or raffle and who help with some of our events.

**Summary of the main achievements of the charity during the year**

We have successfully completed first full year of running the Czech Community Centre which fulfils our charity objectives of Promoting and organising Czech culture, art, and folklore events and Providing support and general advice to nationals of the Czech Republic and Slovakia settling in the North West region of England.

Through careful financial management we have also almost doubled our net profit, stabilising thus the organisation in the post-covid environment.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Although we do not have an official policy on reserves, we monitor our cash flow very carefully and always have funds to cover the vitals costs during the year, such as rent and teachers' payments.

**Details of any funds materially in deficit**

Not applicable

### 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.

Main income of the school is from the school fees. We keep them to the bare minimum as we want the school to be affordable to the widest possible community. The fees have remained on the same level since the school opened in February 2011.

The fees are supplemented by our fundraising activities during our events, such as raffle, food donations to our food stalls, etc.

We are also recipients of grants from the Czech Ministry of Education and the Ministry of Foreign Affairs of the Czech Republic.

Following the contractual agreement with the Department of Education we will also be recipients of a regular subsidy based on number of pupils, teaching costs and a coefficient as set up by the DofE of the Czech Republic.

## Section F

## Other optional information

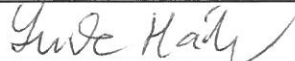
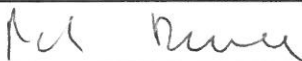
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## Section G

## Declaration

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Lenka Halova	Petr Prause
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	Trustee
<b>Date</b>	28/06/2024	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Czech School and Community Manchester

No 1170346

## Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2023	To	Period end date 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 £
<b>A1 Receipts</b>					
Charitable activities - Fees	19,944	-	-	19,944	19,174
Donations	1,248	-	-	1,248	3,049
Grants	46,554	-	-	46,554	51,050
Fundraising events	8,434	-	-	8,434	5,532
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>76,180</b>	<b>-</b>	<b>-</b>	<b>76,180</b>	<b>78,805</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>76,180</b>	<b>-</b>	<b>-</b>	<b>76,180</b>	<b>78,805</b>
<b>A3 Payments</b>					
Teaching salaries	17,575	-	-	17,575	19,002
Management and administrations	21,255	-	-	21,255	12,150
Rent	25,985	-	-	25,985	27,962
Other services (storage, web, postage, telephone, internet, printing, staff training)	4,308	-	-	4,308	5,210
Consumables and general expenses	6,229	-	-	6,229	3,164
Travel expenses	2,231	-	-	2,231	1,640
Books and materials	425	-	-	425	657
Insurance	352	-	-	352	352
Other	39	-	-	39	960
<b>Sub total</b>	<b>78,399</b>	<b>-</b>	<b>-</b>	<b>78,399</b>	<b>71,097</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>78,399</b>	<b>-</b>	<b>-</b>	<b>78,399</b>	<b>71,097</b>
<b>Net of receipts/(payments)</b>	<b>- 2,219</b>	<b>-</b>	<b>-</b>	<b>- 2,219</b>	<b>7,708</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>33,688</b>	<b>-</b>	<b>-</b>	<b>33,688</b>	<b>21,433</b>
<b>Cash funds this year end</b>	<b>31,469</b>	<b>-</b>	<b>-</b>	<b>31,469</b>	<b>29,141</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	29,213	-	-
	Petty cash	1,381	-	-
		-	-	-
	<b>Total cash funds</b>	<b>30,594</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK


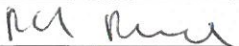
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Lenka Halova	
	Petr Prause	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Czech School & Community Manchester

**On accounts for the year  
ended**

31/08/2024

**Charity no  
(if any)**

1170346

**Set out on pages**

3 - 11

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2024**.

**Responsibilities and  
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

30/06/2025

**Name:**

ALICE MASON

**Relevant professional  
qualification(s) or body  
(if any):**

INSTUTE OF CERTIFIED BOOKKEEPERS

**Address:**

13 STONE PIT CLOSE

LOWTON

WA3 2TD

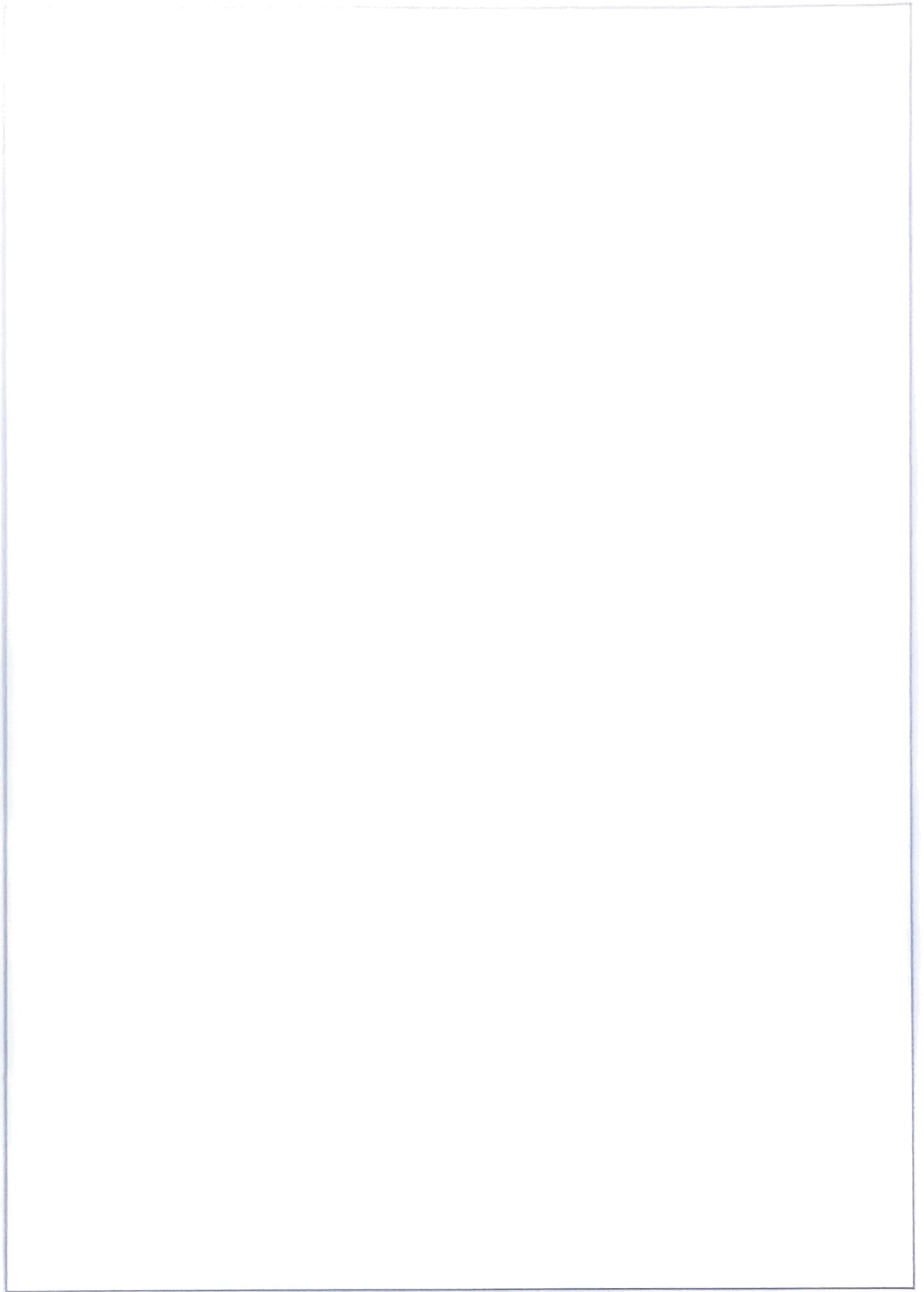
**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose**

n/a



**Czech School & Community Manchester**

England & Wales - Charity number 1170346

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# Accounts

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# Trustees' Annual Report for the period

Period start date			Period end date				
From	01	09	2022	To	31	08	2023

## Section A Reference and administration details

**Charity name** Czech School & Community Manchester

**Other names charity is known by** Czech School Manchester

**Registered charity number (if any)** 1170346

**Charity's principal address**

4 Brindley Road
Old Trafford
Manchester
<b>Postcode</b> M16 9HQ

### 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	Tereza Kokocinska			Board of Trustees
2	Lenka Halova			Board of Trustees
3	Sydney Bailey			Board of Trustees
4	Petr Prause		From 3 January 2023	Board of Trustees
5	Petra Travnickova		From 1 March 2023	Board of Trustees
6	Helena Wall		Till November 2022	Board of Trustees
7				
8				

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Charitable Incorporated Organisation
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointed by the charity trustees, members of our community are always welcome and invited to step forward to become trustees

### 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 organisation has adopted all required policies:

Health and Safety Policy  
Privacy Notice  
Safe Recruitment Policy  
Safeguarding and Child Protection Policy  
Fees policy

The trustees meet on a regular basis and manage all activities of the charity in accordance with the constitution.

Mrs Pavla Mataskova is employed as the Headteacher and Managing director of the charity. The charity also hires a manager for the Czech Community Centre

The charity also employs 10 teachers for the Saturday supplementary school.

The school cooperates with other Czech and Slovak Schools in the UK and is a member of the Association of Czech and Slovak Schools in the UK.

The charity also works closely with the Embassy of the Czech Republic in London and the Consulate General in Manchester.

The trustees identified as the major risk to our activities frequent lack or limited number of suitably qualified teaching staff, so we are on a constant look-out for new colleagues.

## Section C

## Objectives and activities

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

To advance education for the public benefit in particular but not exclusively in the language, history, geography, the arts, culture and heritage of the Czech Republic by:

- teaching the Czech language and Czech history and geography to children and young people;
- teaching the Czech language to adults;
- promoting and organising events that support Czech culture, art and folklore; and
- organising educational trips for children and young people

The promotion of social inclusion for the public benefit among people who are nationals of the Czech Republic settling in the North West region of England who are or feel they are socially excluded by providing:

- education and training in the English language;
- support and general advice; and
- social and recreational facilities and events involving the local community.

“Socially excluded” means being excluded from society or part of society.

**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)**

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

The main focus of our activities was on the education of classes for Czech speaking school-age children (Year 1 – 9 plus a class for children who learn Czech as a foreign language), and 3 pre-school classes for children age 3 – 5 years. In total, we had 55 children enrolled. We open the class for the smallest children (1.5 – 3 years) with their parents. All children lessons were held at St Bede's College Manchester on Saturdays term-time only, in total 36 sessions of 3 hours each.

For the whole Czech community, we organise a number of expats events, for children, whole families as well as Czech adult population. We've been able to renew our traditional events such as Cimbalom music evening, Saint Nicolas day for kids on December, Costume party before the Lent period or Czech is fun (theme educational games). We also organize some new events and make nice tradition of Easter eggs decoration or Christmas wreath making. In the end of the school year we had BBQ when we provided certificates to our kids.

We also run the Czech Community Centre in Manchester, where we provide evening adult courses, more workshops for children and families, cultural events for both children and adults, run our holiday club-like Czech language learning clubs for children, as well as provide the school with a solid base that would support the high quality of teaching and learning we are endeavouring to provide.

**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.

Volunteers participation on the planning, management and execution of our events is still below the level we would have liked. All our events as well as main activities are run by the trustees. It is our current aim to try to involve more our community in the everyday running of the organisation. That said, we are very grateful to the parents of the children enrolled at the school who support our events with contributions to our food stalls or raffle and who help with some of our events.

**Summary of the main achievements of the charity during the year**

We have successfully completed first full year of running the Czech Community Centre which fulfils our charity objectives of Promoting and organising Czech culture, art, and folklore events and Providing support and general advice to nationals of the Czech Republic and Slovakia settling in the North West region of England.

Through careful financial management we have also almost doubled our net profit, stabilising thus the organisation in the post-covid environment.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Although we do not have an official policy on reserves, we monitor our cash flow very carefully and always have funds to cover the vitals costs during the year, such as rent and teachers' payments.

### Details of any funds materially in deficit

Not applicable

### 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.

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The fees are supplemented by our fundraising activities during our events, such as raffle, food donations to our food stalls, etc.

We are also recipients of grants from the Czech Ministry of Education and the Ministry of Foreign Affairs of the Czech Republic.

Following the contractual agreement with the Department of Education we will also be recipients of a regular subsidy based on number of pupils, teaching costs and a coefficient as set up by the DofE of the Czech Republic.

## Section F

## Other optional information



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## 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)	Lenka Halova	Petr Prause
Position (eg Secretary, Chair, etc)	Trustee	Trustee

Date 19/07/2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Czech School and Community Manchester

No 1170346

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	9/1/2022		8/31/2023

### 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>					
Charitable activities - Fees	19,174	-	-	19,174	18,043
Donations	3,049	-	-	3,049	248
Grants	51,050	-	-	51,050	44,381
Fundraising events	5,532	-	-	5,532	4,673
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>78,805</b>	<b>-</b>	<b>-</b>	<b>78,805</b>	<b>67,345</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>78,805</b>	<b>-</b>	<b>-</b>	<b>78,805</b>	<b>67,345</b>
<b>A3 Payments</b>					
Teaching salaries	19,002	-	-	19,002	15,404
Management and administrations	12,150	-	-	12,150	10,300
Rent	27,962	-	-	27,962	21,295
Other services (storage, web, postage, telephone, internet, printing, staff training)	5,210	-	-	5,210	3,516
Consumables and general expenses	3,164	-	-	3,164	6,505
Travel expenses	1,640	-	-	1,640	2,925
Books and materials	657	-	-	657	1,363
Insurance	352	-	-	352	247
Other	960	-	-	960	960
<b>Sub total</b>	<b>71,097</b>	<b>-</b>	<b>-</b>	<b>71,097</b>	<b>62,515</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>71,097</b>	<b>-</b>	<b>-</b>	<b>71,097</b>	<b>62,515</b>
<b>Net of receipts/(payments)</b>	<b>7,708</b>	<b>-</b>	<b>-</b>	<b>7,708</b>	<b>4,830</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>6,638</b>	<b>-</b>	<b>-</b>	<b>6,638</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>14,346</b>	<b>-</b>	<b>-</b>	<b>14,346</b>	<b>4,830</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	33,234	-	-
	Petty cash	454	-	-
		-	-	-
	<b>Total cash funds</b>	<b>33,688</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

Agreement Error	OK	OK
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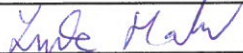

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Lenka Halova	19.7.2024
	Petr Prause	19.7.2024



Section A

Independent Examiner's Report

Report to the trustees/ members of

Czech School & Community Manchester

On accounts for the year ended

31/08/2023

Charity no (if any)

1170346

Set out on pages

3 - 11

Remember to include the page numbers of additional sheets.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Alice Mason

Date:

14/07/2024

Name:

ALICE MASON

Relevant professional qualification(s) or body (if any):

MICB - Member Institute of Certified Accountants

Address:

13 STONE PIT CLOSE, LOWTON, WA 3 2TD


**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A

**Czech School & Community Manchester**

England & Wales - Charity number 1170346

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# Accounts

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# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2021		31	08	2022

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

4 Brindley Road	
Old Trafford	
Manchester	
<b>Postcode</b>	<b>M16 9HQ</b>

### 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	Tereza Kokocinska			Board of Trustees
2	Lenka Halova			Board of Trustees
3	Helena Wall			Board of Trustees
4	Sydney Bailey			Board of Trustees
5	Marek Nemec		Ended 9.7.2022	Board of Trustees
6				
7				
8				

## 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
Trustee selection methods (eg. appointed by, elected by)	Appointed by the charity trustees, members of our community are always welcome and invited to step forward to become trustees

### 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 organisation has adopted all required policies:

Health and Safety Policy  
Privacy Notice  
Safe Recruitment Policy  
Safeguarding and Child Protection Policy  
Fees policy

The trustees meet on a regular basis and manage all activities of the charity in accordance with the constitution.

Therefore from October 2020, Mrs Pavla Mataskova has become the Headteacher and Managing director of the charity.

The charity employs 10 teachers and also cooperates with universities in the Czech Republic, providing teacher training via the Erasmus programme.

The school cooperates with other Czech and Slovak Schools in the UK and is a member of the Association of Czech and Slovak Schools in the UK.

The charity also works closely with the Embassy of the Czech Republic in London and the Consulate General in Manchester.

The trustees identified as the major risk to our activities frequent lack or limited number of suitably qualified teaching staff, so we are on a constant look-out for new colleagues.

## **Section C Objectives and activities**

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

To advance education for the public benefit in particular but not exclusively in the language, history, geography, the arts, culture and heritage of the Czech Republic by:

- teaching the Czech language and Czech history and geography to children and young people;
- teaching the Czech language to adults;
- promoting and organising events that support Czech culture, art and folklore; and
- organising educational trips for children and young people

The promotion of social inclusion for the public benefit among people who are nationals of the Czech Republic settling in the North West region of England who are or feel they are socially excluded by providing:

- education and training in the English language;
- support and general advice; and
- social and recreational facilities and events involving the local community.

“Socially excluded” means being excluded from society or part of society.

**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)**

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

The main focus of our activities was on the education of classes for Czech speaking school-age children (Year 1 – 9 plus a class for children who learn Czech as a foreign language), and 3 pre-school classes for children age 3 – 5 years. In total, we had 55 children enrolled. We open the class for the smallest children (1.5 – 3 years) with their parents. All children lessons were held at St Bede's College Manchester on Saturdays term-time only, in total 36 sessions of 3 hours each.

We also provided lessons to 1 looked after child of Czech origin.

For the whole Czech community, we usually organise a number of expats events, for children, whole families as well as Czech adult population. We've been able to renew our traditional events such as Cimbalom music evening, Saint Nicolas day for kids on December, Costume party before the Lent period or Czech is fun (theme educational games). We also organize some new events and make nice tradition of Easter eggs decoration or Christmas wreath making. On the end of the school year we had BBQ when we provided certificates to our kids.

**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.

Volunteers participation on the planning, management and execution of our events is still below the level we would have liked. All our events as well as main activities are run by the trustees. It is our current aim to try to involve more our community in the everyday running of the organisation. That said, we are very grateful to the parents of the children enrolled at the school who support our events with contributions to our food stalls or raffle and who help with some of our events.

**Summary of the main achievements of the charity during the year**

During the 2021/22 academic year we were very happy to start positive response and have signed the agreement between the DofE and us in August 2021. Czech School Manchester thus joined this 'premier league' of Czech schools abroad.

On the autumn 2021 we were delighted to open our new premises, Czech Community Centre. We can provide evening adult courses, more workshops for children and families, run our holiday club-like Czech language learning clubs for children, as well as provide the school with a solid base that would support the high quality of teaching and learning we are endeavouring to provide.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

Although we do not have an official policy on reserves, we monitor our cash flow very carefully and always have funds to cover the vitals costs during the year, such as rent and teachers' payments.

**Details of any funds materially in deficit**

Not applicable

### 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.

Main income of the school is from the school fees. We keep them to the bare minimum as we want the school to be affordable to the widest possible community. The fees have remained on the same level since the school opened in February 2011.

The fees are supplemented by our fundraising activities during our events, such as raffle, food donations to our food stalls, etc.

We are also recipients of grants from the Czech Ministry of Education and the Ministry of Foreign Affairs of the Czech Republic.

Following the contractual agreement with the Department of Education we will also be recipients of a regular subsidy based on number of pupils, teaching costs and a coefficient as set up by the DoFE of the Czech Republic.

## 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

<b>Signature(s)</b>		
<b>Full name(s)</b>	Lenka Halova	Tereza Kokocinska
<b>Position (eg Secretary, Chair, etc)</b>	Secretary	Secretary
<b>Date</b>	30/06/2023	



## Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2021	To	Period end date 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 £
<b>A1 Receipts</b>					
Charitable activities - Fees	18,043	-	-	18,043	10,302
Donations	248	-	-	248	83
Grants	44,381	-	-	44,381	22,099
Fundraising events	4,673	-	-	4,673	
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>67,344</b>	<b>-</b>	<b>-</b>	<b>67,344</b>	<b>32,484</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>67,344</b>	<b>-</b>	<b>-</b>	<b>67,344</b>	<b>32,484</b>
<b>A3 Payments</b>					
Teaching salaries	15,404	-	-	15,404	7,907
Management and administrations	10,300	-	-	10,300	5,430
Rent	21,295	-	-	21,295	1,560
Other services (storage, web, postage, telephone, internet, printing)	3,491	-	-	3,491	842
Consumables and general expenses	13,727	-	-	13,727	1,025
Travel expenses	2,925	-	-	2,925	
Books and materials	1,363	-	-	1,363	122
Insurance	247	-	-	247	258
Other	660	-	-	660	545
<b>Sub total</b>	<b>69,412</b>	<b>-</b>	<b>-</b>	<b>69,412</b>	<b>17,689</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>69,412</b>	<b>-</b>	<b>-</b>	<b>69,412</b>	<b>17,689</b>
<b>Net of receipts/(payments)</b>	<b>- 2,067</b>	<b>-</b>	<b>-</b>	<b>- 2,067</b>	<b>14,795</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>6,638</b>	<b>-</b>	<b>-</b>	<b>6,638</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>4,571</b>	<b>-</b>	<b>-</b>	<b>4,571</b>	<b>14,795</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	20,761	-	-
	Petty cash	672	-	-
		-	-	-
	<b>Total cash funds</b>	<b>21,433</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; padding: 5px;">Lenka Halova</div>	
		<div style="border: 1px solid black; padding: 5px;">Tereza Kokocinska</div>	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
**Czech School & Community Manchester**

**On accounts for the year  
ended**

**31/08/2022**

**Charity no  
(if any)**

**1170346**

**Set out on pages**

**3 - 11**

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2021**.

**Responsibilities and  
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below ~~\*) which gives me cause to believe that in~~, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

*Alice Mason*

**Date:**

**30/06/2023**

**Name:**

**Alice Mason (BIKING BOOKKEEPER LTD)**

**Relevant professional  
qualification(s) or body  
(if any):**

**Institute of Certified Bookkeepers**

**Address:**

**13 Stone Pit Close, Lowton, WA3 2TD**


**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**Czech School & Community Manchester**

England & Wales - Charity number 1170346

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# Accounts

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# Trustees' Annual Report for the period

Period start date			Period end date				
From	01	09	2020	To	31	08	2021

## Section A Reference and administration details

**Charity name** Czech School & Community Manchester

**Other names charity is known by** Czech School Manchester

**Registered charity number (if any)** 1170346

**Charity's principal address**

c/o St Bede's College Manchester	
Alexandra Park	
Manchester	
<b>Postcode</b>	<b>M16 8HX</b>

### 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	Tereza Kokocinska			Board of Trustees
2	Lenka Halova			Board of Trustees
3	Helena Wall			Board of Trustees
4	Sydney Bailey			Board of Trustees
5	Ivana Stajnarova		Until 2. 6. 2021	Board of Trustees
6	Marek Nemecek			Board of Trustees
7				
8				

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Charitable Incorporated Organisation
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointed by the charity trustees, members of our community are always welcome and invited to step forward to become trustees

### 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 organisation has adopted all required policies:

Health and Safety Policy  
Privacy Notice  
Safe Recruitment Policy  
Safeguarding and Child Protection Policy  
Fees policy

The trustees meet on a regular basis and manage all activities of the charity in accordance with the constitution.

With the end of the previous reporting period the founder and the chair of trustees Mrs Pavla Mataskova resigned as a trustee to enable her to work for the organisation in a more executive role. A request to allow her to become a paid member of staff was sent to the Charity Commission and was approved on 8. 10. 2020. Therefore from October 2020, Mrs Pavla Mataskova has become the Headteacher/Managing director of the charity.

On 2. 6. 2021 trustee Miss Ivana Stajnarova resigned as a trustee due to relocation abroad.

The charity employs 10 teachers and also cooperates with universities in the Czech Republic, providing teacher training via the Erasmus programme.

The school cooperates with other Czech and Slovak Schools in the UK and is a member of the Association of Czech and Slovak Schools in the UK.

The charity also works closely with the Embassy of the Czech Republic in London and the Consulate General in Manchester.

The trustees identified as the major risk to our activities frequent lack or limited number of suitably qualified teaching staff, so we are on a constant look-out for new colleagues.

## Section C

## Objectives and activities

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

To advance education for the public benefit in particular but not exclusively in the language, history, geography, the arts, culture and heritage of the Czech Republic by:

- teaching the Czech language and Czech history and geography to children and young people;
- teaching the Czech language to adults;
- promoting and organising events that support Czech culture, art and folklore; and
- organising educational trips for children and young people.

The promotion of social inclusion for the public benefit among people who are nationals of the Czech Republic settling in the North West region of England who are or feel they are socially excluded by providing:

- education and training in the English language;
- support and general advice; and
- social and recreational facilities and events involving the local community.

“Socially excluded” means being excluded from society or part of society.

**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)**

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

The main focus of our activities was on the education of classes for Czech speaking school-age children (Year 1 – 9 plus a class for children who learn Czech as a foreign language), and 2 pre-school classes for children age 3 – 5 years. In total, we had 58 children enrolled. Due to ongoing Covid restrictions, the number of pupils enrolled was lower and we did not open the class for the smallest children (1.5 – 3 years) with their parents.

All children lessons were held at St Bede's College Manchester on Saturdays term-time only, in total 36 sessions of 3 hours each.

We also provided lessons to 1 looked after child of Czech origin.

For the whole Czech community, we usually organise a number of expats events, for children, whole families as well as Czech adult population. Unfortunately, due to the Covid restrictions and the lockdowns we were unable to hold most of our regular events planned. The only event that did happen was the end of year BBQ, though without the previous open day aspect.

**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.

Volunteers participation on the planning, management and execution of our events is still below the level we would have liked. All our events as well as main activities are run by the trustees. It is our current aim to try to involve more our community in the everyday running of the organisation. That said, we are very grateful to the parents of the children enrolled at the school who support our events with contributions to our food stalls or tombolas and who help with some of our events.

**Summary of the main achievements of the charity during the year**

During the 2020/21 academic year we were eagerly awaiting the decision to include our school on the Czech Republic Department of Education's elite list of contractual schools. We were very happy to receive a positive response and have signed the agreement between the DofE and us in August 2021. Czech School Manchester thus joined this 'premier league' of Czech schools abroad.

During the spring and summer 2021 we were also trying to secure our own premises to enable us to provide evening adult courses, more workshops for children and families, run our holiday club-like Czech language learning clubs for children, as well as provide the school with a solid base that would support the high quality of teaching and learning we are endeavouring to provide.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Although we do not have an official policy on reserves, we monitor our cash flow very carefully and always have funds to cover the vitals costs during the year, such as rent and teachers' payments.

**Details of any funds materially in deficit**

Not applicable

**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.

Main income of the school is from the school fees. We keep them to the bare minimum as we want the school to be affordable to the widest possible community. The fees have remained on the same level since the school opened in February 2011. The fees are supplemented by our fundraising activities during our events, such as tombolas, food donations to our food stalls, etc. We are also recipients of grants from the Czech Ministry of Education and the Ministry of Foreign Affairs of the Czech Republic. Following the contractual agreement with the Department of Education we will also be recipients of a regular subsidy based on number of pupils, teaching costs and a coefficient as set up by the DofE of the Czech Republic.

## Section F

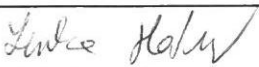
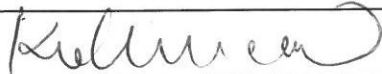
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Lenka Halova	Tereza Kokocinska
<b>Position (eg Secretary, Chair, etc)</b>	Secretary	Secretary

**Date**

25.6.2022



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Czech School and Community Manchester

No 1170346

## Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2020	To	Period end date 31/08/2021
---------------------	---------------------------------	----	-------------------------------

### 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>					
Charitable activities - Fees	10,302	-	-	10,302	7,361
Donations	83	-	-	83	1,599
Grants	22,099	-	-	22,099	6,487
Fundraising events	-	-	-	-	1,883
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>32,484</b>	<b>-</b>	<b>-</b>	<b>32,484</b>	<b>17,329</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>32,484</b>	<b>-</b>	<b>-</b>	<b>32,484</b>	<b>17,329</b>
<b>A3 Payments</b>					
Teaching salaries	7,907	-	-	7,907	6,328
Management and administrations	5,430	-	-	5,430	3,290
Rent	1,560	-	-	1,560	4,155
Other services (storage, web, postage)	842	-	-	842	668
Consumables	1,025	-	-	1,025	726
Artists fees	-	-	-	-	550
Books and materials	122	-	-	122	505
Insurance	258	-	-	258	284
Other	545	-	-	545	287
<b>Sub total</b>	<b>17,689</b>	<b>-</b>	<b>-</b>	<b>17,689</b>	<b>16,793</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>17,689</b>	<b>-</b>	<b>-</b>	<b>17,689</b>	<b>16,793</b>
<b>Net of receipts/(payments)</b>	<b>14,795</b>	<b>-</b>	<b>-</b>	<b>14,795</b>	<b>536</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>6,638</b>	<b>-</b>	<b>-</b>	<b>6,638</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>21,433</b>	<b>-</b>	<b>-</b>	<b>21,433</b>	<b>536</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	20,761	-	-
	Petty cash	672	-	-
		-	-	-
	<b>Total cash funds</b>	<b>21,433</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

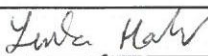
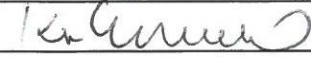
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Lenka Halova	25.6.2022
	Tereza Kokocinska	25.06.2022



Section A

Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Czech School & Community Manchester

**On accounts for the year  
ended**

31/08/2021	<b>Charity no (if any)</b>	1170346
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**Set out on pages**

3 - 11  
Remember to include the page numbers of additional sheets!

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2021.

**Responsibilities and  
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

\* Please delete the words in the brackets if they do not apply.

**Signed:** 

**Date:** 27/06/2022

**Name:** ALICE MASON

**Relevant professional  
qualification(s) or body  
(if any):**

INSTITUTE OF CERTIFIED BOOKKEEPERS - MICB

**Address:** 13 STONE PIT CLOSE LOWTON WA3 2TD


<b>Section B</b>	<b>Disclosure</b>
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Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

We were given access to the accounting software and bank statements.

We confirm the closing balance for each month equals to the closing balance on software including year end.

We have looked through individual nominal accounts as shown on Trial Balance, Balance sheet and Profit & Loss account.

The income consists of Fees, Grants and Donations, these are reflected in the cash in hand and bank.

Direct costs to the school are made of tutor fees, studying materials and stationery.

Further overheads have been scrutinised and all accounts seem to be in order.

Journals for wages and balance due to HMRC on PAYE and NI is showing according to the last payroll submission.

There was no balance on Accounts payable as all the supplier invoices have been settled.

Accounts receivable have been either written off or settled in the following financial year.

Historical adjustment represent opening balances in the bank and petty cash as of 31/08/2020.

We see no issue with the accounts at this stage, everything seem in order.

**Czech School & Community Manchester**

England & Wales - Charity number 1170346

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# Accounts

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# Trustees' Annual Report for the period

Period start date: **01 09 2019** To Period end date: **31 08 2020**  
 From To

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**   
  
  
**Postcode**

### 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	Pavla Mataskova	Chair & treasurer		Trustees themselves
2	Tereza Kokocinska	Secretary		Trustees themselves
3	Lenka Halova	Secretary		Trustees themselves
4	Helena Wall			Trustees themselves
5	Sydney Bailey			Trustees themselves
6	Ivana Stajnarova			Trustees themselves
7	Marek Nemecek			Trustees themselves
8				

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	Constitution
How the charity is constituted <i>(eg. trust, association, company)</i>	Charitable Incorporated Organisation
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Appointed by the charity trustees, members of our community are always welcome and invited to step forward to become trustees

### 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 organisation has adopted all required policies.  
The trustees meet on a regular basis and manage all activities of the charity in accordance with the constitution.  
The charity employs 10 teachers and also cooperates with universities in the Czech Republic, providing teacher training via the Erasmus programme.  
  
The school cooperates with other Czech and Slovak Schools in the UK and is a member of the Association of Czech and Slovak Schools in the UK.  
The charity also works closely with the Embassy of the Czech Republic in London and the Consulate General in Manchester.  
The trustees identified as the major risk to our activities frequent lack or limited number of suitably qualified teaching staff, so we are on a constant look-out for new colleagues.

## **Section C Objectives and activities**

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

To advance education for the public benefit in particular but not exclusively in the language, history, geography, the arts, culture and heritage of the Czech Republic by:

- teaching the Czech language and Czech history and geography to children and young people;
- teaching the Czech language to adults;
- promoting and organising events that support Czech culture, art and folklore; and
- organising educational trips for children and young people.

The promotion of social inclusion for the public benefit among people who are nationals of the Czech Republic settling in the North West region of England who are or feel they are socially excluded by providing:

- education and training in the English language;
- support and general advice; and
- social and recreational facilities and events involving the local community.

"Socially excluded" means being excluded from society or part of society.

**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)**

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

The main focus of our activities was on the education of 7 classes for Czech speaking school-age children (Year 1 – 7 plus a class for children who learn Czech as a foreign language), and 2 pre-school classes for children age 1.5 – 5 years. In total, we had 65 children enrolled. All children lessons were held at St Bede's College Manchester on Saturdays term-time only, in total 35 sessions of 3 hours each.

At our lessons and other activities we supported free of charge one foster family with a child of Czech origins.

For the whole Czech and Slovak community, we organised a number of expats events, for children, whole families as well as Czech adult population. To name but a few there were quiz nights, trips to the surrounding countryside to introduce new locations to people who have not yet had a chance to explore the UK, traditional folk events and a number of cultural events.

#### **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.

Volunteers participation on the planning, management and execution of our events is still below the level we would have liked. All our events as well as main activities are run by the trustees. It is our current aim to try to involve more our community in the everyday running of the organisation. That said, we are very grateful to the parents of the children enrolled at the school who support our events with contributions to our food stalls or tombolas and who help with some of our events.

**Summary of the main achievements of the charity during the year**

During the 2019/20 academic year continued our partnership with a dulcimer music band, a popular event on our calendar that has meanwhile established itself as one of the regular ones.

In December we hosted the annual St Nicholas Party for approx 80 children, which also included a theatre performance for the children and organised an indoor Czech Christmas market.

In February we celebrated 8th anniversary of the school opening in the beautiful hall of our host home. The event was very well received and representatives of the Czech Consulate General in London and visited the school.

Unfortunately, due to the Covid restrictions and the lockdown we were unable to hold all our events planned for spring and summer 2020. The teaching of the school continued online.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Although we do not have an official policy on reserves, we monitor our cash flow very carefully and always have funds to cover the vitals costs during the year, such as rent and teachers' payments.

**Details of any funds materially in deficit**

Not applicable

### 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.

Main income of the school is from the school fees. We keep them to the bare minimum as we want the school to be affordable to the widest possible community. The fees have remained on the same level since the school opened in February 2011. The fees are supplemented by our fundraising activities during our events, such as tombolas, food donations to our food stalls, etc. We are also recipients of grants from the Czech Ministry of Education and the Ministry of Foreign Affairs of the Czech Republic.

## Section F

## Other optional information

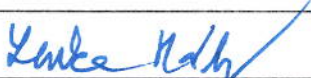

The trustees endeavour to continue the successful management of the school, which has grown significantly since its foundation and has established itself as a major Czech community in the North West. However, due to several practical and financial reasons the trustees first decided that from 1 September 2019, the school formally separated and the newly established Slovak School and Community Manchester is now separate from the Czech School and Community Manchester.

## 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)	Lenka Halova	Tereza Kokocinska
Position (eg Secretary, Chair, etc)	Secretary	Secretary

Date 25 June 2021

Czech School and Community Manchester									
Income and expenditure report for y/e 31.8.2020									
Income from:			Expenditure on:			Difference			
Detail	GBP			Detail	GBP			Difference	
	Cash	Bank	TOTAL		Cash	Bank	TOTAL		
Charitable activities/school fees	561,00	6800,00	7361,00	Teaching/staff cost	508,00	5820,00	6328,00		
Grant income ①	0,00	6786,77	6786,77	Services ⑤	370,00	3495,20	3865,20		
Fundraising events/entry ②	190,60	1692,13	1882,73	Rent (school)	0,00	2640,00	2640,00		
Donations ③	1583,80	14,79	1598,59	Books + materials	9,18	495,66	504,84		
Other ④	0,00	842,50	842,50	Insurance	0,00	283,82	283,82		
				Web	0,00	80,34	80,34		
				Postage	0,00	12,17	12,17		
				Mileage + travelling	43,40	222,04	265,44		
				Representation + marketing	32,00	168,34	200,34		
				Bank fees	0,00	0,94	0,94		
				Charitable activities/events ⑥	593,58	2018,46	2612,04		
<b>Total</b>	<b>2335,40</b>	<b>16136,19</b>	<b>18471,59</b>	<b>Total</b>	<b>1556,16</b>	<b>15236,97</b>	<b>16793,13</b>	<b>1678,46</b>	

**Notes:**

**① Grant income**

MZV	0,00	3518,00	3518,00
MSMT	0,00	3268,77	3268,77
			<b>6786,77</b>

**⑤ Services**

Communication and coordination	0,00	2400,00	2400,00
Accounting	170,00	520,00	690,00
Storage	0,00	468,00	468,00
School curriculum plan	200,00	0,00	200,00
CRB checks	0,00	107,20	107,20
			<b>3865,20</b>

**② Fundraising events/entry**

On the door entry	190,60	0,00	190,60
Ticketsource	0,00	1642,13	1642,13
Entry paid directly into the account	0,00	50,00	50,00
			<b>1882,73</b>

**⑥ Charitable activities/events**

Divadlo Viola	450,00	0,00	450,00
CZ dinner concert	0,00	100,00	100,00
Rent	0,00	1515,00	1515,00
Refreshments	143,58	341,21	484,79
Events	0,00	41,25	41,25
MCC Internet	0,00	21,00	21,00
			<b>2612,04</b>

**③ Donations**

Donations from events	1583,80	0,00	1583,80
Donations from Amazon	0,00	14,79	14,79
			<b>1598,59</b>

**④ Other**

Coldwell project refund		180,00	180,00
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Payments from SK school for:  
premises hire, Masopust entry/Masopust rent,  
bookkeeping for summer period for Sk school

		662,5	662,50
			<b>842,50</b>