



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
Postcode	M16 8HX

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 Nemec			Board of Trustees
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.

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

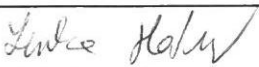
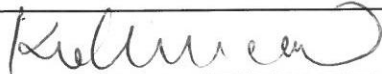
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Lenka Halova	Tereza Kokocinska
Position (eg Secretary, Chair, etc)	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	To	Period end date
	01/09/2020		31/08/2021

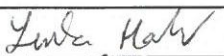
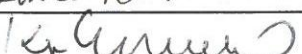
Section A Receipts and payments

	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 £
A1 Receipts					
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
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	32,484	-	-	32,484	17,329
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	32,484	-	-	32,484	17,329
A3 Payments					
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
Sub total	17,689	-	-	17,689	16,793
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	17,689	-	-	17,689	16,793
Net of receipts/(payments)	14,795	-	-	14,795	536
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	6,638	-	-	6,638	-
Cash funds this year end	21,433	-	-	21,433	536

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	20,761	-	-
	Petty cash	672	-	-
		-	-	-
	Total cash funds	21,433	-	-
	(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		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
B4 Assets retained for the charity's own use				
B5 Liabilities				

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

**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:

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

Section B	Disclosure
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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.

<p>We were given access to the accounting software and bank statements.</p> <p>We confirm the closing balance for each month equals to the closing balance on software including year end.</p> <p>We have looked through individual nominal accounts as shown on Trial Balance, Balance sheet and Profit & Loss account.</p> <p>The income consists of Fees, Grants and Donations, these are reflected in the cash in hand and bank.</p> <p>Direct costs to the school are made of tutor fees, studying materials and stationery.</p> <p>Further overheads have been scrutinised and all accounts seem to be in order.</p> <p>Journals for wages and balance due to HMRC on PAYE and NI is showing according to the last payroll submission.</p> <p>There was no balance on Accounts payable as all the supplier invoices have been settled.</p> <p>Accounts receivable have been either written off or settled in the following financial year.</p> <p>Historical adjustment represent opening balances in the bank and petty cash as of 31/08/2020.</p> <p>We see no issue with the accounts at this stage, everything seem in order.</p>
