



# Trustees' Annual Report for the period

Period start date  
**From** 01 August 2021 **To** 31 July 2022  
 Period end date

2

## Section A Reference and administration details

Charity name **Polish Saturday School Milford / Polska Szkola Sobotnia Milford im. Tadeusza Czuchnickiego**

Other names charity is known by

Registered charity number (if any) **1175719**

Charity's principal address **Weydon School, Language Block,  
 Weydon Lane, Wrecclesham,  
 FARNHAM, Surrey  
 Postcode: GU9 8UG**

### 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  | Dr Zofia Luklinska       | Chair           |                                   |   |
| 2  | Dr Wojciech Machowski    | Co-Chair        |                                   |   |
| 3  | Antonina Machowska       | Vice-Chair      |                                   |   |
| 4  | Dr Ewa Jakubczyk         | Secretary       |                                   |   |
| 5  | Malgorzata Wojtynka-Sims | Treasurer       |                                   |   |
| 6  | Renata Pater - Kozłowska | Administrator   |                                   |   |
| 7  | Iwona Blaszczyk-Brooks   | Trustee         |                                   |   |
| 8  |                          |                 |                                   |   |
| 9  |                          |                 |                                   |   |
| 10 |                          |                 |                                   |   |
| 11 |                          |                 |                                   |   |
| 12 |                          |                 |                                   |   |
| 13 |                          |                 |                                   |   |
| 14 |                          |                 |                                   |   |
| 15 |                          |                 |                                   |   |
| 16 |                          |                 |                                   |   |
| 17 |                          |                 |                                   |   |
| 18 |                          |                 |                                   |   |
| 19 |                          |                 |                                   |   |

**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)**

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

**Description of the charity's trusts**

|   |   |
|---|---|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution                            |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Un-incorporated Organisation |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Appointed by Charity Members            |

**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.

Charity Members consist of Trustees, School Staff and Parents Committee's Members

The Charity has the following officers:

- (a) A Chair,
- (b) A Co-Chair,
- (c) A Vice-Chair,
- (d) A Secretary,
- (e) A Treasurer.
- (f) An Administrator
- (g) An additional Trustee

All the above persons have been appointed Trustees of the Charity

The Charity works closely with their Umbrella Organisation, the Polish Educational Society (PES) in London (Polska Macierz Szkolna) as well as with various Polish institutions supporting Polish education abroad (Polish Embassy, Upper House of Polish



## Section C Objectives and activities

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

To advance education of young people between the ages of 3 to 18 years old in Surrey and North Hampshire 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 Polish language, literature, history, geography, culture, tradition and Christian values. Preparation for Exams: GCSE and A-Level in Polish as a foreign language. 32 Saturdays during the school year.

Celebrations of Polish patriotic events: Independence Day; Constitution Day, Flag Day, All Saints Day.

Participation in events organised by Charity's umbrella organisation, PES. Events have been organised both online and in person.

Organisation of Annual General Meeting for Parents and Guardians – online event

Participation of Teachers (Charity Members) in various training courses and conferences organised by PES – hybrid style (online and in person) courses.

### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Participation of some teaching staff in Safeguarding Course, organised by PMS (online).

Participation of teaching staff in Bi-annual Teaching Conference organised by Polish Educational Society (online).

Participation of teaching staff in numerous training sessions organised by Polish Educational Society in London (online).

Obtaining students' School ID for all pupils and students via cooperation with Polish Consulate.

## Section D Achievements and performance

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

Results of Exams in summer 2022 session:

**GCSE Exam:** 4 students. Marks: 9 – 3 student; 8 – 1 student

**A Level Exam:** 3 students. Marks: B – 1 student and unknown - 2 students

The School's performance and results are well known in the local Polish Community, so there is a waiting list of prospective pupils and students.

The number of students at the School increased from 202 students in academic year 2020/21 to 238 in academic year 2021/22.

19 March 2022 – Internal Competition for entry for Poetry Competition "Wierszowisko 2022", organised by Polish Educational Society

26 June 2022 Finals of "Wierszowisko 2022" in London (School entries: a team one and an individual - 1 student received an individual distinction)

Internal School competitions in poetry, reading, art and spelling - throughout the School Year.

Due to retirement of the School Director and resignation of School Administrator, the School Board – from 1 January 2022 - looks as follows:

- Headteacher: mgr Justyna Borucka
- Chairman: dr inż. Wojciech Machowski
- Deputy Headteacher: mgr Antonina Machowska
- Accountant: mgr Małgorzata Wojtyńska - Sims
- Secretary: dr inż. Ewa Jakubczyk
- Chair of Parents' Association: Stefan Błaszczak
- Honorary Headteacher: dr inż. Zofia Łuklińska
- Child Protection Officer – mgr Justyna Borucka

## 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's operational costs for at least the next 24 months period.

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;

The Charity's funding is principally derived from School fees. Usually it is supplemented by various fundraising activities, which have been still quite limited in academic year 2021/22 due to post Covid-19 regulations and tendency to limit the gatherings.

The main expenditure is for the hire of the premises, for the expenses incurred by the volunteering staff and for books and materials necessary in education process.



- investment policy and objectives including any ethical investment policy adopted.

## 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)                        | <i>Zofia Luklinska</i> | <i>M. Wojtyńska-Sims</i> |
| Full name(s)                        | Dr Zofia Luklinska     | Malgorzata Wojtynka-Sims |
| Position (eg Secretary, Chair, etc) | Chair                  | Treasurer                |
| Date                                | 14/05/2023             |                          |



## Receipts and payments accounts

CC16a

| For the period from | Period start date | To | Period end date |
|---------------------|-------------------|----|-----------------|
|                     | 01/08/2021        |    | 31/07/2022      |

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |                                      |                                     |                                 |                               |
| School fees   | 56,617                                 | -                                    | -                                   | 56,617                          | 35,955                        |
| Grants/Donations                                      | -                                      | 4,902                                | -                                   | 4,902                           | 2,073                         |
| Fundraising Events                                    | -                                      | -                                    | -                                   | -                               | -                             |
| Sundry Receipts                                       | 4,732                                  | -                                    | -                                   | 4,732                           | 4,678                         |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>61,349</b>                          | <b>4,902</b>                         | <b>-</b>                            | <b>66,251</b>                   | <b>42,706</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>61,349</b>                          | <b>4,902</b>                         | <b>-</b>                            | <b>66,251</b>                   | <b>42,706</b>                 |
| <b>A3 Payments</b>                                    |  |                                      |                                     |                                 |                               |
| Volunteers' Costs                                     | 29,290                                 | -                                    | -                                   | 29,290                          | 24,540                        |
| Premises Rent   | 2,068                                  | 4,902                                | -                                   | 6,970                           | 1,981                         |
| Training /Books & Other materials                     | 6,595                                  | -                                    | -                                   | 6,595                           | 6,423                         |
| Admin expenses  | 2,099                                  | -                                    | -                                   | 2,099                           | 1,263                         |
| Other payments  | 4,266                                  | -                                    | -                                   | 4,266                           | 12,137                        |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>44,318</b>                          | <b>4,902</b>                         | <b>-</b>                            | <b>49,220</b>                   | <b>46,344</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>44,318</b>                          | <b>4,902</b>                         | <b>-</b>                            | <b>49,220</b>                   | <b>46,344</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>17,030</b>                          | <b>0</b>                             | <b>-</b>                            | <b>17,031</b>                   | <b>3,639</b>                  |
| <b>A5 Transfers between funds</b>                     | -                                      | -                                    | -                                   | -                               | -                             |
| <b>A6 Cash funds last year end</b>                    | <b>65,038</b>                          | <b>-</b>                             | <b>-</b>                            | <b>65,038</b>                   | <b>68,677</b>                 |
| <b>Cash funds this year end</b>                       | <b>82,069</b>                          | <b>0</b>                             | <b>-</b>                            | <b>82,069</b>                   | <b>65,038</b>                 |

### Section B Statement of assets and liabilities at the end of the period

| Categories                      | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Restricted funds<br>to nearest £ |
|---------------------------------|--|------------------------------------|----------------------------------|----------------------------------|
| <b>B1 Cash funds</b>            | Cash in bank   | 81,959                             | 0                                | -                                |
|                                 | Cash in hand   | 110                                | -                                | -                                |
|                                 |  | -                                  | -                                | -                                |
|                                 | <b>Total cash funds</b>                                | <b>82,069</b>                      | <b>0</b>                         | <b>-</b>                         |
|                                 | (agree balances with receipts and payments account(s)) |                                    |                                  |                                  |
| <b>B2 Other monetary assets</b> |  |                                    |                                  |                                  |
|                                 |  | -                                  | -                                | -                                |
|                                 |  | -                                  | -                                | -                                |
|                                 |  | -                                  | -                                | -                                |
|                                 |  | -                                  | -                                | -                                |
|                                 |  | -                                  | -                                | -                                |
| <b>B3 Investment assets</b>     |  |                                    |                                  |                                  |
|                                 |  |                                    |                                  |                                  |
|                                 |  |                                    |                                  |                                  |
|                                 |  |                                    |                                  |                                  |
|                                 |  |                                    |                                  |                                  |

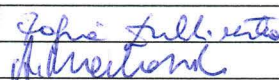
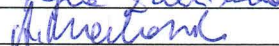
**B4 Assets retained for the charity's own use**

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|-----------------------------|-----------------|--------------------------|
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |

**B5 Liabilities**

| Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|---------|---------------------------------|-----------------------|---------------------|
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |

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

| Signature   | Print Name   | Date of approval |
|---|--------------|------------------|
|  | Z. Lukinska  | 19/5/23          |
|  | A. MACHOWSKA | 19/05/23         |





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Polish Saturday School Milford

On accounts for the year  
ended

31<sup>st</sup> July 2022

Charity no  
(if any)

1175719

Set out on pages

3 and 4

(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 31/07/2022.

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:

21/05/2023

Name:

D J Bond

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

FCA

Address:

20 Marston Drive, Farnborough, Hants. GU14 8JL



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|  |
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**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.**

|  |
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|  |
|--|



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Polish Saturday School Milford

## Receipts and payments accounts

CC16a

For the period  
from

01/08/2021

To

31/07/2022

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
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| Fundraising Events                                    | -                                      | -                                    | -                                   | -                               | -                             |
| Sundry Receipts                                       | 4,732                                  | -                                    | -                                   | 4,732                           | 4,678                         |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>61,349</b>                          | <b>4,902</b>                         | <b>-</b>                            | <b>66,251</b>                   | <b>42,706</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>61,349</b>                          | <b>4,902</b>                         | <b>-</b>                            | <b>66,251</b>                   | <b>42,706</b>                 |
| <b>A3 Payments</b>                                    |  |                                      |                                     |                                 |                               |
| Volunteers' Costs                                     | 29,290                                 | -                                    | -                                   | 29,290                          | 24,540                        |
| Premises Rent   | 2,068                                  | 4,902                                | -                                   | 6,970                           | 1,981                         |
| Training /Books & Other materials                     | 6,595                                  | -                                    | -                                   | 6,595                           | 6,423                         |
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| Other payments  | 4,266                                  | -                                    | -                                   | 4,266                           | 12,137                        |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>44,318</b>                          | <b>4,902</b>                         | <b>-</b>                            | <b>49,220</b>                   | <b>46,344</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>44,318</b>                          | <b>4,902</b>                         | <b>-</b>                            | <b>49,220</b>                   | <b>46,344</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>17,030</b>                          | <b>0</b>                             | <b>-</b>                            | <b>17,031</b>                   | <b>3,639</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>65,038</b>                          | <b>-</b>                             | <b>-</b>                            | <b>65,038</b>                   | <b>68,677</b>                 |
| <b>Cash funds this year end</b>                       | <b>82,069</b>                          | <b>0</b>                             | <b>-</b>                            | <b>82,069</b>                   | <b>65,038</b>                 |

### Section B Statement of assets and liabilities at the end of the period

| Categories                      | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Restricted funds<br>to nearest £ |
|---------------------------------|--|------------------------------------|----------------------------------|----------------------------------|
| <b>B1 Cash funds</b>            | Cash in bank   | 81,959                             | 0                                | -                                |
|                                 | Cash in hand   | 110                                | -                                | -                                |
|                                 |  | -                                  | -                                | -                                |
|                                 | <b>Total cash funds</b>                                | <b>82,069</b>                      | <b>0</b>                         | <b>-</b>                         |
|                                 | (agree balances with receipts and payments account(s)) |                                    |                                  |                                  |
| <b>B2 Other monetary assets</b> |  |                                    |                                  |                                  |
|                                 |  | -                                  | -                                | -                                |
|                                 |  | -                                  | -                                | -                                |
|                                 |  | -                                  | -                                | -                                |
|                                 |  | -                                  | -                                | -                                |
|                                 |  | -                                  | -                                | -                                |
| <b>B3 Investment assets</b>     |  |                                    |                                  |                                  |
|                                 |  | -                                  | -                                | -                                |
|                                 |  | -                                  | -                                | -                                |
|                                 |  | -                                  | -                                | -                                |
|                                 |  | -                                  | -                                | -                                |

**B4 Assets retained for the charity's own use**

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|-----------------------------|-----------------|--------------------------|
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |

**B5 Liabilities**

| Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|---------|---------------------------------|-----------------------|---------------------|
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |

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

| Signature             | Print Name   | Date of approval |
|-----------------------|--------------|------------------|
| <i>John Fullerton</i> | Z. Luklinska | 19/5/23          |
| <i>A. Machowska</i>   | A. MACHOWSKA | 19/05/23         |