

**WATFORD POLISH SATURDAY SCHOOL**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

# **WATFORD POLISH SATURDAY SCHOOL**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	A Falek A Dychton A Clarke A Siuciak	(Appointed 1 January 2021) (Appointed 1 January 2021)
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<b>Charity number</b>	1179631
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<b>Principal address</b>	The Watford U T C 18 Colonial Way Watford Hertfordshire WD24 4PT
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<b>Independent examiner</b>	John Wilson FCA ATII Howard Wilson Chartered Accountants 36 Crown Rise Watford Hertfordshire WD25 0NE
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# **WATFORD POLISH SATURDAY SCHOOL**

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# **WATFORD POLISH SATURDAY SCHOOL**

## **TRUSTEES' REPORT**

### ***FOR THE YEAR ENDED 31 AUGUST 2020***

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The trustees present their report and financial statements for the year ended 31 August 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The object of the charity is the advancement of education for the public benefit in particular but not exclusively in the subjects of the Polish language and Polish culture, traditions, and history.

This aim will be furthered mainly, but not exclusively, through the running of a supplementary school for children and young people in Watford and its environs. The trustees may also advance the object through other means as they decide, such as educational activities in the wider community.

The activities include:

- taking part in the local Watford Celebration events
- inviting local Police to visit the School
- inviting Major of Watford to School and organising Q&A session with pupils
- organising picnics for school families and friends as well as the local community.
- Patriotic song concert
- Academy to celebrate the jubilee of Polish Independence Day (regaining country's independence)
- Nativity scene in the School
- Children's Carnival balls
- Easter workshop (this year did not happen due to the pandemic)
- reading contest on Mother Language Day (this year did not happen due to the pandemic).

The School finished the school year 2019/2020 with an online celebration and sent children's reports by email or post.

The aims and objectives of the educational plan are achieved by shaping ethical attitudes. Different situations are utilised in developing the student's personality aspects of which include personal culture, work discipline, appropriate behaviour towards colleagues and school employees, respect for the School's property and equipment, tolerance and respect for other people's opinions, a sense of self-respect and dignity, patriotic and civic attitudes.

#### **Teaching and educational activities of the School**

The School's academic plan has the following aims and objectives:

1. To provide each student with an education tailored to his or her individual needs.
2. To systematically monitor and evaluate the progress of all students.
3. To prepare students for their participation in various competitions

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

# **WATFORD POLISH SATURDAY SCHOOL**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 AUGUST 2020**

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A year ago, we would never have imagined we would be facing a global pandemic to the scale of what we have witnessed. All of us needed to adapt and assess the situation from all angles and allocate strategies accordingly. The coronavirus pandemic has given many of us severe heartache and pain. This virus has tested everyone's resilience to the maximum. Bearing in mind all these unforeseen circumstances, the Watford Polish Saturday School has continued to support the children, adults, and vulnerable families to the best of its ability. Together we have remained strong and positive to steer us through the crisis.

The Watford Polish Saturday School team has recruited a new trustee to the board who brought excellent knowledge and experience running the supplementary School. We want to thank the trustee who is no longer with the Watford Polish Saturday School for their hard work and effort over the past few years. The Watford Polish School continues to grow effectively and robustly. Once again, the School funds have been incredibly challenging. The fundraising events that School organises during the year are particularly important for us. Our main planned event in 2019/20 was the 10th Anniversary of Watford Polish Saturday School, which did not occur alongside two additional events. It left School with a gap in sustainable funding for the future. However, we have managed to support students and families in need, through the online learning and provide as much help as possible. The Watford Polish Saturday School will continue to evolve with the incredible team which has come together. We want to thank the Watford UTC for the support during this difficult and challenging time. We would also like to thank all the trustees, teachers and volunteers who have made the Watford Polish Saturday School a place within the heart of the community.

#### **Achievements and performance**

The Charity activities during the year were the provision of Supplementary Education and encouragement to learning for young people between the ages of three to eighteen. Supplementary education all year round targeting young people and children for four hours a week in the morning session reaching 311 children at the Watford UTC College site before the coronavirus pandemic and adapted to an online platform during the coronavirus pandemic for the year three and above.

The School welcomes children from all backgrounds, especially families of Polish heritage, who wish their children to learn the Polish language, promote Polish culture and traditions and bring the community of Watford together. The idea has proven to be hugely successful and families from the Watford area have signed their children to attend. There is currently a waiting list for students in the younger age groups as school lacks physical space to accommodate all interested families. In the academic year 2019-2020 the number of pupils reached 311, amongst them a group of students were preparing to take GCSE exams.

The Trustees are grateful for massive support from the parents and their ability to stand by the organisation and represent us. Their extended support the organisation gets made it possible for us to reach our present stage of development. We are incredibly grateful to all our children, parents, carers, families, and friends. Volunteers make an outstanding contribution. We are thankful for the hours volunteers have spent working with young people and children. Without this valuable contribution of time, energy, and expertise, we would not have supported children that need it.

The School employs 22 teachers and two teaching assistants. Employing qualified teaching staff to teach children and young people of different ages and ensuring high standards of teaching to enable the young people to take their GCSE and A-Level examination. In addition, the School has a librarian for students and the parents.

#### **Financial review**

During the period the charity made a surplus of £1,374 (2019 - £21), The balance on reserves at 31 August 2020 was £1,395 (2019 - £21).

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

# WATFORD POLISH SATURDAY SCHOOL

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2020**

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### **Structure, governance and management**

The charity is a charitable incorporated organisation established on 21 August 2018.

The trustees who served during the year and up to the date of signature of the financial statements were:

A Falek

M Duda

(Appointed 2 December 2019 and resigned 31 December 2020)

A Dychton

A Clarke

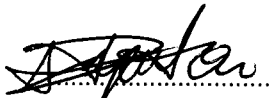
(Appointed 1 January 2021)

A Siuciak

(Appointed 1 January 2021)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees' report was approved by the Board of Trustees.



A Dychton

Trustee

Dated: 26.05.2021

# **WATFORD POLISH SATURDAY SCHOOL**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 AUGUST 2020***

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The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# WATFORD POLISH SATURDAY SCHOOL

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF WATFORD POLISH SATURDAY SCHOOL

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I report to the trustees on my examination of the financial statements of Watford Polish Saturday School (the charity) for the year ended 31 August 2020.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

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

#### **Independent examiner's statement**

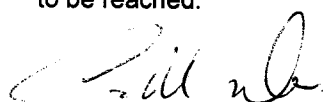
Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do 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 financial statements to be reached.



John Wilson FCAATII

Howard Wilson Chartered Accountants  
36 Crown Rise  
Watford  
Hertfordshire  
WD25 0NE

Dated: 10/6/2021



# WATFORD POLISH SATURDAY SCHOOL

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2020

	Notes	Unrestricted funds 2020 £	Unrestricted funds 2019 £
<b><u>Income from:</u></b>			
Donations and legacies	3	2,082	150
Provision of educational services	4	83,852	52,716
Other trading activities	5	420	-
<b>Total income</b>		<b>86,354</b>	<b>52,866</b>
<b><u>Expenditure on:</u></b>			
Provision of educational services	6	84,980	52,845
<b>Net income for the year/ Net movement in funds</b>		<b>1,374</b>	<b>21</b>
Fund balances at 1 September 2019		21	-
<b>Fund balances at 31 August 2020</b>		<b>1,395</b>	<b>21</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

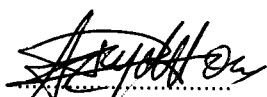
# WATFORD POLISH SATURDAY SCHOOL

## BALANCE SHEET

AS AT 31 AUGUST 2020

	Notes	2020 £	£	2019 £	£
<b>Current assets</b>					
Cash at bank and in hand		13,114		2,665	
<b>Creditors: amounts falling due within one year</b>	9	(11,719)		(2,644)	
Net current assets			1,395		21
<b>Income funds</b>					
Unrestricted funds			1,395		21
			1,395		21

The financial statements were approved by the Trustees on 26.05.2021

  
A Dychon  
Trustee

# **WATFORD POLISH SATURDAY SCHOOL**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020**

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### **1 Accounting policies**

#### **Charity information**

Watford Polish Saturday School is an unincorporated charity.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

As at 31 December 2019 China had alerted the World Health Organisation (WHO) of several cases of an unusual form of pneumonia in Wuhan. Substantive information about what has now been identified as Coronavirus (or COVID-19) came to light in early 2020.

In the opinion of the Trustees, despite the potential effects of the COVID-19 outbreak, it is nonetheless considered that the Going Concern basis of the preparation of the financial statements remains appropriate. Similarly, in the opinion of the Trustees, no adjustments are required to the results or carrying values of assets or liabilities declared in these financial statements, and none have been made.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

#### **1.5 Expenditure**

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of VAT.

# WATFORD POLISH SATURDAY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

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### 1 Accounting policies

(Continued)

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.7 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# WATFORD POLISH SATURDAY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

### 3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Donations and gifts	2,082	150

### 4 Provision of educational services

	Provision of educational services	Provision of educational services
	2020	2019
	£	£
Fees receivable	79,375	52,716
Ancillary trading income	4,477	-
	83,852	52,716

### 5 Other trading activities

	Unrestricted funds	Total
	2020	2019
	£	£
Fundraising events	420	-

# WATFORD POLISH SATURDAY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

### 6 Provision of educational services

	2020 £	2019 £
Staff costs	36,829	37,927
Training	431	134
Bakery costs	4,737	-
Premises costs	28,987	10,431
Insurance costs	707	-
Office costs	10,416	1,618
Computer costs	1,848	2,051
Travel and subsistence costs	30	-
Legal and professional costs	-	64
Bank charges and other finance costs	83	-
Governance costs	912	620
	<u>84,980</u>	<u>52,845</u>
	<u>84,980</u>	<u>52,845</u>

Governance costs comprise independent examiner's fee of £912 (2019 - £620).

### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 8 Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Education services	<u>31</u>	<u>29</u>
<b>Employment costs</b>	<b>2020 £</b>	<b>2019 £</b>
Wages and salaries	<u>36,829</u>	<u>37,927</u>

There were no employees whose annual remuneration was £60,000 or more.

# WATFORD POLISH SATURDAY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

**9 Creditors: amounts falling due within one year**

	Notes	2020 £	2019 £
Other taxation and social security		488	2,024
Deferred income	10	9,699	-
Accruals and deferred income		1,532	620
		<u>11,719</u>	<u>2,644</u>

**10 Deferred income**

	2020 £	2019 £
Other deferred income	<u>9,699</u>	<u>-</u>

**11 Related party transactions**

There were no disclosable related party transactions during the year.

