

Charity registration number 1179631

**WATFORD POLISH SATURDAY SCHOOL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022**

WATFORD POLISH SATURDAY SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	A Clarke A Siuciak M Dzianott A Giemza M Salaga	(Appointed 1 September 2021) (Appointed 1 September 2021) (Appointed 1 December 2022)
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Charity number	1179631
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Principal address	The Watford UTC 18 Colonial Way Watford Hertfordshire WD24 4PT
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Independent examiner	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 2022

The trustees present their annual report and financial statements for the year ended 31 August 2022.

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 culture, traditions and history.

This aim is furthered mainly, but not exclusively, through the running of a supplementary school to prepare children and young people for GCSE exams. Classes are held in Watford, during term time, on Saturday mornings and run from 9am to 1 pm. Most beneficiaries are children, young people and families from this local area. The Trustees may also advance the object through other means as they decide, such as educational activities in the wider community.

Teaching and Educational activities of the School

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

1. To teach children and young people Polish language, customs and traditions, elements of Polish history and geography.
2. To support, assist and prepare pupils for the GCSE exam.
3. To systematically monitor and evaluate the progress of all students.
4. To prepare students for their participation in various competitions.
6. To promote Polish culture to families from mixed backgrounds to allow bringing communities together.

The activities include:

- taking part in the local Watford Celebration events
- inviting local Police to visit the School
- inviting Mayor of Watford to School and organising Q&A session with pupils
- organising picnics for school families and friends as well as the local community.
- Assembly to celebrate the Polish Independence Day
- Nativity with teachers and children as actors
- Children's Carnival ball
- Easter workshop
- After school activities: arts club, history club, dance club

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 2022

Achievements and performance

- Increased number of students compared to previous academic year from 261 to 275
- Increased number of brand new families who want their children to attend Polish Saturday School, parents reported that the School has been recommended to them
- New Trustees
- Increased numbers of volunteers
- Return to face-to-face lessons
- Able to retain most teachers, 3 teachers left at the end of school year, vacancies were filled immediately
- The co-operation with the host school continues to be beneficial for both parties
- The school budgets appropriately, the amount fundraised by the parents and School supporters allowed for the funds to be distributed amongst other charities too
- Parents engagement in School's life have increased
- Parents supported organising collection of clothes later sent to the orphanage in Kenya
- Make Cakes Not War- fundraiser to collect money for people affected by the conflict in Ukraine, was supported by parents but also many people not directly involved with school, over £5,000 has been raised
- Fun Fair at the end of summer term was a great success, it was the first post-pandemic gathering for parents and children

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 sixteen.

The School employs 18 teachers and 3 teaching assistants to teach children and young people of different ages and ensuring high standards of teaching to enable the young people to take their GCSE examination. In addition, the School has a library open to all students and parents.

Financial review

During the year the charity made a surplus of £21,379 (2021 - £1,203). The balance on reserves at 31 August 2022 was £23,977 (2021 - £2,597) of which £15,226 was restricted funds.

The trustees have 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.

Structure, governance and management

The charity was 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 Dychton	(Resigned 31 August 2022)
A Clarke	
A Siuciak	
M Dzianott	(Appointed 1 September 2021)
A Giemza	(Appointed 1 September 2021)
D Perkowska	(Appointed 3 November 2021 and resigned 31 August 2022)
M Salaga	(Appointed 1 December 2022)

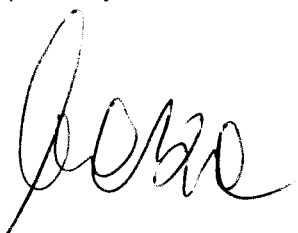
None of the trustees has any beneficial interest in the charity.

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

A Giemza

Trustee

Dated: 29 April 2023



WATFORD POLISH SATURDAY SCHOOL

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 AUGUST 2022

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

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 2022.

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 FCA ATII

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

Dated: 29 April 2023

WATFORD POLISH SATURDAY SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes						
Income from:							
Donations and legacies	3	-	23,160	23,160	1,586	-	1,586
Provision of educational services	4	90,119	-	90,119	85,810	-	85,810
Other trading activities	5	6,099	1,294	7,393	1,043	2,495	3,538
Total income		<u>96,218</u>	<u>24,454</u>	<u>120,672</u>	<u>88,439</u>	<u>2,495</u>	<u>90,934</u>
Expenditure on:							
Raising funds	6	6,632	1,436	8,068	-	2,495	2,495
Provision of educational services	7	83,291	7,934	91,225	87,236	-	87,236
Total expenditure		<u>89,923</u>	<u>9,370</u>	<u>99,293</u>	<u>87,236</u>	<u>2,495</u>	<u>89,731</u>
Net incoming resources before transfers		6,295	15,084	21,379	1,203	-	1,203
Gross transfers between funds		(142)	142	-	-	-	-
Net income for the year/ Net movement in funds		6,153	15,226	21,379	1,203	-	1,203
Fund balances at 1 September 2021		2,598	-	2,598	1,395	-	1,395
Fund balances at 31 August 2022		<u>8,751</u>	<u>15,226</u>	<u>23,977</u>	<u>2,598</u>	<u>-</u>	<u>2,598</u>

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

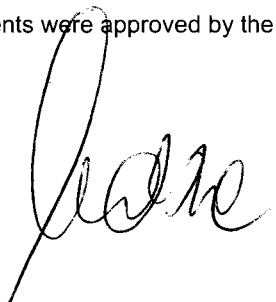
BALANCE SHEET

AS AT 31 AUGUST 2022

	Notes	2022 £	£	2021 £	£
Current assets					
Cash at bank and in hand		51,452		32,882	
Creditors: amounts falling due within one year	11	<u>(27,475)</u>		<u>(30,284)</u>	
Net current assets			<u>23,977</u>		<u>2,598</u>
Income funds					
Restricted funds	14		15,226		-
Unrestricted funds			<u>8,751</u>		<u>2,598</u>
			<u>23,977</u>		<u>2,598</u>

The financial statements were approved by the Trustees on 29 April 2023

A Giemza
Trustee



WATFORD POLISH SATURDAY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2022

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, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 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. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

Restricted funds are funds received which can only be used for the specific purpose as laid out by the donor. Expenditure which meets this criteria is identified to the fund. The aim and use of each restricted fund is set out in the note to the financial statements.

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 2022

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 2022

3 Donations and legacies

	Restricted funds	Unrestricted funds
	2022 £	2021 £
Donations and gifts	-	100
Grants	23,160	1,486
	<u>23,160</u>	<u>1,586</u>
Grants receivable for core activities		
Government Furlough Grant	-	1,486
Polish Government Grant	23,160	-
	<u>23,160</u>	<u>1,486</u>

4 Provision of educational services

	Provision of educational services 2022 £	Provision of educational services 2021 £
Fees receivable	<u>90,119</u>	<u>85,810</u>

5 Other trading activities

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total Unrestricted funds 2022 £	Restricted funds 2021 £	Total 2021 £
Fundraising events	873	1,294	2,167	1,043	3,538
Bakery income	<u>5,226</u>	<u>-</u>	<u>5,226</u>	<u>-</u>	<u>-</u>
Other trading activities	<u>6,099</u>	<u>1,294</u>	<u>7,393</u>	<u>2,495</u>	<u>3,538</u>

WATFORD POLISH SATURDAY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

6 Raising funds

	Unrestricted funds	Restricted funds	Total	Restricted funds
	2022 £	2022 £	2022 £	2021 £
<u>Fundraising and publicity</u>				
Bakery costs	6,632	-	6,632	-
Other fundraising costs	-	1,436	1,436	2,495
	<u>6,632</u>	<u>1,436</u>	<u>8,068</u>	<u>2,495</u>
Fundraising and publicity	6,632	1,436	8,068	2,495
	<u>6,632</u>	<u>1,436</u>	<u>8,068</u>	<u>2,495</u>

7 Provision of educational services

	2022 £	2021 £
Staff costs	43,147	38,513
Training	1,409	107
Premises costs	37,993	32,093
Insurance costs	314	299
Office costs	4,284	11,635
Computer costs	2,578	3,371
Travel and subsistence costs	442	-
Bank charges and other finance costs	223	134
Governance costs	835	1,084
	<u>91,225</u>	<u>87,236</u>
Analysis by fund		
Unrestricted funds	83,291	87,236
Restricted funds	7,934	-
	<u>91,225</u>	<u>87,236</u>

Governance costs comprise independent examiner's fee of £835 (2021 - £1,084).

8 Trustees

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

WATFORD POLISH SATURDAY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

9 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Education services	29	30

Employment costs

	2022 £	2021 £
Wages and salaries	43,147	38,513

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

10 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

11 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Deferred income	12	26,556	27,439
Other creditors		-	997
Accruals and deferred income		919	1,848
		27,475	30,284

Deferred income relates to fees received in advance of the next academic year.

12 Deferred income

	2022 £	2021 £
Other deferred income	26,556	27,439

Deferred income is included in the financial statements as follows:

	2022 £	2021 £
Deferred income is included within:		
Current liabilities	26,556	27,439

Movements in the year:

WATFORD POLISH SATURDAY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

12 Deferred income (Continued)

Deferred income at 1 September 2021	27,439	9,699
Released from previous periods	(27,439)	(9,699)
Resources deferred in the year	26,556	27,439
	<u>26,556</u>	<u>27,439</u>
Deferred income at 31 August 2022	<u>26,556</u>	<u>27,439</u>

13 Retirement benefit schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			Balance at 31 August 2022
	Incoming resources	Resources expended	Balance at 1 September 2021	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£	£	£
Secret Santa Fund	2,495	(2,495)	-	1,294	(1,436)	142	-
Polish Government Grants	-	-	-	23,160	(7,934)	-	15,226
	<u>2,495</u>	<u>(2,495)</u>	<u>-</u>	<u>24,454</u>	<u>(9,370)</u>	<u>142</u>	<u>15,226</u>

The Secret Santa Fund is funds received for the purchase of gifts for pupils.

The grants from the Polish Government were to fund salaries and classroom expenses.

15 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021
	£	£	£	£	£
Fund balances at 31 August 2022 are represented by:					
Current assets/(liabilities)	8,751	15,226	23,977	2,598	2,598
	<u>8,751</u>	<u>15,226</u>	<u>23,977</u>	<u>2,598</u>	<u>2,598</u>

WATFORD POLISH SATURDAY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) ***FOR THE YEAR ENDED 31 AUGUST 2022***

16 Related party transactions

There were no disclosable related party transactions during the year.