

WATFORD POLISH SATURDAY SCHOOL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

WATFORD POLISH SATURDAY SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	A Clarke	
	A Siuciak	
	M Dzianott	
	A Giemza	
	M Salaga	(Appointed 1 December 2022)
	E Konopnicka	(Appointed 24 June 2023)
Charity number	1179631	
Principal address	Holywell Community Centre	
	Chaffinch Lane	
	Tolpits Lane	
	Watford	
	Hertfordshire	
	WD18 9QD	
Independent examiner	John Wilson FCA ATII	
	Howard Wilson Chartered Accountants	
	36 Crown Rise	
	Watford	
	Hertfordshire	
	WD25 0NE	

WATFORD POLISH SATURDAY SCHOOL

CONTENTS

	Page
Trustees' report	1 - 2
Statement of trustees' responsibilities	3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7 - 15

WATFORD POLISH SATURDAY SCHOOL

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2023

The trustees present their annual report and financial statements for the year ended 31 August 2023.

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.

The activities include:

- taking part in the local Watford Celebration events
- 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
- Acting workshop with actors from Poland
- Children's Carnival ball
- Trips to Polish Cultural Centre in Hammersmith, London
- Trips to Polish theatre
- 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.

Achievements and performance

- Retained the same number of students
- 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 and teaching assistants
- All staff attended number of complementary training sessions organised by the school.
- Low staff turnover, 2 teachers left at the end of school year, vacancies were filled
- Due to closure of Watford UTC on 31st August school moved to the new location from September 2023. The new lease has been agreed with Cherry Tree Primary School in Watford, which is better suited to the younger children.
- The school budgets appropriately
- Parents engagement in School's life have increased
- Younger children were able to attend Polish theatre, older students took part in acting/drama workshop which they found very interesting
- Fun Fair at the end of summer term was a great success

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.

WATFORD POLISH SATURDAY SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Financial review

During the year the charity made a deficit of £3,621 (2022 - surplus £21,379). The balance on reserves at 31 August 2023 was £20,356 of which £135 was restricted, (2022 - £23,977 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 Clarke

A Siuciak

M Dzianott

A Giemza

M Salaga

(Appointed 1 December 2022)

E Konopnicka

(Appointed 24 June 2023)

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

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

Agnieszka Giemza

A Giemza

Trustee

Dated: 26 June 2024

WATFORD POLISH SATURDAY SCHOOL

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 AUGUST 2023

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 2023.

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.

Campbell Wilson

John Wilson FCA ATII

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

Dated: 26 June 2024

WATFORD POLISH SATURDAY SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<u>Income and endowments from:</u>							
Donations and legacies	3	-	498	498	-	23,160	23,160
Provision of educational services	4	91,907	-	91,907	90,119	-	90,119
Other trading activities	5	16,449	3,478	19,927	6,099	1,294	7,393
Other income	6	80	-	80	-	-	-
Total income		<u>108,436</u>	<u>3,976</u>	<u>112,412</u>	<u>96,218</u>	<u>24,454</u>	<u>120,672</u>
<u>Expenditure on:</u>							
Raising funds	7	<u>11,700</u>	<u>1,881</u>	<u>13,581</u>	<u>6,632</u>	<u>1,436</u>	<u>8,068</u>
Provision of educational services	8	<u>85,221</u>	<u>17,231</u>	<u>102,452</u>	<u>83,291</u>	<u>7,934</u>	<u>91,225</u>
Total expenditure		<u>96,921</u>	<u>19,112</u>	<u>116,033</u>	<u>89,923</u>	<u>9,370</u>	<u>99,293</u>
Net incoming/(outgoing) resources before transfers		11,515	(15,136)	(3,621)	6,295	15,084	21,379
Gross transfers between funds		(45)	45	-	(142)	142	-
Net income/(expenditure) for the year/							
Net movement in funds		11,470	(15,091)	(3,621)	6,153	15,226	21,379
Fund balances at 1 September 2022		<u>8,751</u>	<u>15,226</u>	<u>23,977</u>	<u>2,598</u>	<u>-</u>	<u>2,598</u>
Fund balances at 31 August 2023		<u>20,221</u>	<u>135</u>	<u>20,356</u>	<u>8,751</u>	<u>15,226</u>	<u>23,977</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 2023

	Notes	2023 £	£	2022 £	£
Current assets					
Cash at bank and in hand		47,971		51,452	
Creditors: amounts falling due within one year	12	<u>(27,615)</u>		<u>(27,475)</u>	
Net current assets			20,356		23,977
Income funds					
Restricted funds	15		135		15,226
Unrestricted funds			20,221		8,751
			<u>20,356</u>		<u>23,977</u>

The financial statements were approved by the Trustees on 26 June 2024

Agnieszka Giemza

A Giemza
Trustee

WATFORD POLISH SATURDAY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023

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 2023

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 2023

3 Donations and legacies

	Restricted funds	Restricted funds
	2023	2022
	£	£
Grants	498	23,160
	<u>498</u>	<u>23,160</u>
Grants receivable for core activities		
Polish Government Grant	-	23,160
Watford Community Trust	498	-
	<u>498</u>	<u>23,160</u>

4 Provision of educational services

	Provision of educational services	Provision of educational services
	2023	2022
	£	£
Fees receivable	91,907	90,119
	<u>91,907</u>	<u>90,119</u>

5 Other trading activities

	Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022
	£	£	£	£	£
Fundraising events	5,387	3,478	8,865	873	2,167
Bakery income	11,062	-	11,062	5,226	5,226
	<u>16,449</u>	<u>3,478</u>	<u>19,927</u>	<u>6,099</u>	<u>7,393</u>

WATFORD POLISH SATURDAY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

6 Other income

	Unrestricted funds	Total
	2023 £	2022 £
Other income	80	-
	<u>80</u>	<u>-</u>

WATFORD POLISH SATURDAY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) **FOR THE YEAR ENDED 31 AUGUST 2023**

7 Raising funds	Unrestricted funds		Restricted funds		Total		Unrestricted funds		Restricted funds		Total	
	2023	2023	2023	2023	2023	2023	2022	2022	2022	2022	2022	2022
	£	£	£	£	£	£	£	£	£	£	£	£
Fundraising and publicity												
Bakery costs	10,553	-			10,553		6,632	-			6,632	
Other fundraising costs	1,147	1,881			3,028		-	1,436			1,436	
Fundraising and publicity	11,700	1,881			13,581		6,632	1,436			8,068	
	11,700	1,881			13,581		6,632	1,436			8,068	

WATFORD POLISH SATURDAY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

8 Provision of educational services

	2023 £	2022 £
Staff costs	48,898	43,147
Training	1,096	1,409
Premises costs	36,000	37,993
Insurance costs	399	314
Office costs	12,196	4,284
Computer costs	2,217	2,578
Travel and subsistence costs	527	442
Bank charges and other finance costs	202	223
Governance costs	917	835
	<u>102,452</u>	<u>91,225</u>
Analysis by fund		
Unrestricted funds	85,221	83,291
Restricted funds	17,231	7,934
	<u>102,452</u>	<u>91,225</u>

Governance costs comprise independent examiner's fee of £917 (2022 - £835).

9 Trustees

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

10 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Education services	<u>28</u>	<u>29</u>
Employment costs	2023 £	2022 £
Wages and salaries	<u>48,898</u>	<u>43,147</u>

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

WATFORD POLISH SATURDAY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

11 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.

12 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Deferred income	13	26,696	26,556
Accruals and deferred income		919	919
		<u>27,615</u>	<u>27,475</u>

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

13 Deferred income

	2023 £	2022 £
Other deferred income	26,696	26,556
	<u>26,696</u>	<u>26,556</u>

Deferred income is included in the financial statements as follows:

	2023 £	2022 £
Deferred income is included within:		
Current liabilities	26,696	26,556
	<u>26,696</u>	<u>26,556</u>
Movements in the year:		
Deferred income at 1 September 2022	26,556	27,439
Released from previous periods	(26,556)	(27,439)
Resources deferred in the year	26,696	26,556
	<u>26,696</u>	<u>26,556</u>
Deferred income at 31 August 2023	26,696	26,556
	<u>26,696</u>	<u>26,556</u>

14 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.

WATFORD POLISH SATURDAY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

15 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			Transfers	Movement in funds			Transfers	Balance at 31 August 2023
	Incoming resources	Resources expended	£	Incoming resources	Resources expended	£		Incoming resources	Resources expended	£		
Secret Santa Fund	1,294	(1,436)	142	-	-	1,843	-	1,843	(1,881)	38	-	-
Polish Government Grants	23,160	(7,934)	-	15,226	-	-	-	-	(15,226)	-	-	-
Watford Community Trust	-	-	-	-	-	498	-	498	(505)	7	-	-
Memorial Plaque Fund	-	-	-	-	-	1,635	-	1,635	(1,500)	-	-	135
	24,454	(9,370)	142	15,226	-	3,976	45	3,976	(19,112)	45	135	

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.

The grant from Watford Community Trust is to fund the purchase of sensory toys for autistic and ADHD pupils.

The Memorial Plaque Fund is for a remembrance plaque for the Polish community in Watford.

WATFORD POLISH SATURDAY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

16 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total Unrestricted funds 2023 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 August 2023 are represented by:					
Current assets/(liabilities)	20,221	135	20,356	8,751	23,977
	<u>20,221</u>	<u>135</u>	<u>20,356</u>	<u>8,751</u>	<u>23,977</u>

17 Related party transactions

There were no disclosable related party transactions during the year.