



Trustees' Annual Report for the period

Period start date				Period end date			
Day	Month	Year		Day	Month	Year	
From	01	January	2020	To	31	December	2020

Section A

Reference and administration details

Charity name Association of Polish Engineers in Great Britain

Other names charity is known by STP

Registered charity number (if any) 1181306

Charity's principal address Building POSK

238-246 King Street

London

Postcode

W6 0RF

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	Piotr Swieboda	Chair		AGM
2	Malgorzata Kniecicka	Vice-Chair		AGM
3	Piotr Dudek	Vice-Chair		AGM
4	Marian Zastawny	Secretary		AGM
5	Ewelina Wachnicka	Treasurer		AGM
6	Alina Antonik		Appointed 27 Sep 2020	AGM
7	Teresa Bilinska			AGM
8	Ryszard Chmielowiec			AGM
9	Anna Izdebska			AGM
10	Anna Kopyto			AGM
11	Mirosława Michniewicz		Appointed 27 Sep 2020	AGM
12	Artur Pawlowski			AGM
13	Arkadiusz Piotrowski			AGM
14	Krzysztof Szweda		Appointed 23 June 2020	AGM
15	Kacper Wieckowski			AGM
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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by AGM or appointed by Board of Trustees subject to maximum number of Trustees defined in the Constitution not being exceeded.

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.

Procedure ref number	Document title
STP-001	Constitution
STP-002	Management Rules
STP-004	Code of Professional Conduct
STP-005	Disciplinary Procedure
STP-006	Technical Academy Management
STP-007	Finance Management
STP-008	Internal Audits
STP-009	Membership procedure
STP-010	Office & Administration
STP-011	Management of STP Awards
STP-012	Relations with Other Organisations
STP-013	IT Management
STP-014	Privacy Policy
STP-015	Data Protection Procedure

Section C Objectives and activities

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

Association of Polish Engineers in Great Britain organises lecturers, trainings, courses, workshops, seminars and conferences. Provides mentoring and coaching programs and a meeting forum for people interested in engineering, construction and science subjects.

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)

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

Mentoring programme – Expanding the programme by additional mentors in order to support members of the association in their career development and achievement of chartered engineer status in the relevant professional body institute.

Thursdays4U - The association kept organising monthly lecturers / talks under project "Thursdays4U". 7 events organised. Talks/ lecturers focused on technical / innovative subjects such as: 3D Visualisation and its growing impact on construction industry, process streamlining and automatization, BIM challenge, project management, Thameslink experience and what after etc. Thursdays4U are open to public without charge.

Open meetings (one face-to-face meeting in February 2020 and two online meetings) for members and volunteers of the Association. The meetings are a great opportunity to find out more about the activities of the association, how volunteers can get involved or they can ask questions directly to Trustees.

Tech Academy – organisational work on preparation of new management structure for the technical academy in order to carry out courses in online (hybrid) form in 2021.

Management system – finishing off and obtaining board approval for internal procedures regulating operational activities within the association.

Architectural Moments – periodic lecturers covering architectural topics. Event open to public without charge. In 2020 one event took place and was organised in online form via zoom platform.

Christmas meeting - organised in online form for all members and volunteers of the association.

Wikipedia - Wikipedia entry prepared and updated in order to include main activities of the association and its brief history.

Additional details of objectives and activities (Optional information)

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

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

Summary of the main achievements of the charity during the year

Organising planned events/activities - Successful organisation of events/activities listed in section C despite all the disruption and difficulties caused by COVID-19.

Formal Agreements – Association signed formal agreements with the DOIIB and University of Zielona Gora regarding promotion of Polish engineers in the UK, exchange of information and support for mentoring programmes.

New cooperation has been started with:

- Federation of Polish Student Societies in UK
- Association of Polish Engineers in Ireland
- Native Scientists UK

Section E Financial review

Brief statement of the charity's policy on reserves

The Association is to maintain a reserve fund. The reserve fund is created in order to encounter risk of unforeseen emergency or other unexpected need for funds, e.g. an unexpected large repair bill or finding 'seed-funding' for an urgent project. The reserve fund is to be included in the planned budget and should equate to 3 months average expenditure but not less than £2000.

Details of any funds materially in deficit

There are none.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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)	Piotr Swieboda	Marian Zastawny
Full name(s)	Piotr Swieboda	Marian Zastawny
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date		

ASSOCIATION OF POLISH ENGINEERS IN GREAT BRITAIN
CHARITY REGISTRATION NUMBER 1181306



INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2020

INCOME

Membership fees	£	2,715.00
Donations	£	5,085.63
Course fees	£	-
Other income	£	21.00
	£	7,821.63

EXPENSES

Advertising and Promotion	£	99.75
Bank charges	£	41.17
Internet and hosting	£	373.39
Software and computer running cost	£	40.84
General Admin expenses	£	55.69
Donations	£	510.20
Insurance	£	329.39
Tools and equipment	£	-
Teachers/ lecturers fees	£	2,168.00
Telephone cost	£	-
Training materials	£	-
Membership fees	£	40.00
Cost of materials	£	135.24
Purchases of food and beverages for attendees o	£	115.50
Interest receivable	£	-
Meals and entertainment	£	-
Contract services	£	108.00
Travel expenses	£	116.86
Other expenses	£	754.07
	£	4,888.10

Profit for the year	£	2,933.53
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STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2020

Opening balance	£	12,000.19
Profit for the year	£	2,933.53
Closing balance	£	14,933.72

Cash at bank	£	14,933.72
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Prepared by: Ewelina Wachnicka (Treasurer) 13-01-2021