

PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	E Piera-Adamczyk	
	P Bielak	
	M Dembek	
	J Dancewicz	
	M Kut	
	L Ziolkowska	(Appointed 24 May 2020)
	A Kusiak	
	I Bienkowska	
	K Koterska	
	M Kozber	(Appointed 29 September 2020)
Charity number	1181738	
Registered office	Carter Lemons Camerons 10 Aldersgate Street London EC1A 4HJ	
Independent examiner	Darren Harding ACA FCCA DChA Richard Place Dobson Services Limited 1-7 Station Road Crawley West Sussex RH10 1HT	

PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL

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PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2020

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 constitution, 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

Objectives and aims

The objects of the CIO are to advance and further education for the public benefit in the Polish language, culture, religion and tradition, in particular, but not exclusively by:

- Providing a supplementary school, Mikolaj rej Polish School, teaching the Polish language, history and geography and providing social and religious education, and;
- Organising educational trips for pupils attending the school.

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

Significant activities

The Mikolaj Rej Polish School is a supplementary school and operates across 32 Saturdays a year teaching the Polish language, Polish history and geography. Children also learn about Polish Culture. They attend from Nursery until year 12 (from the age of 3 to 17), the school prepares pupils to sit GCSE and A' Level in Polish. The school is based in Chiswick. The School also undertakes fund raising activities to finance an enriched curriculum and activities

The school relies heavily on parent volunteers to help with playground duties, fundraising activities and staffing events.

Achievements and performance

Charitable activities

- a. Due to the pandemic the schools needed to adapt to lockdown rules and live classes had to be cancelled in March 2020. However, the school needed to change the way it operated and managed to mobilise on-line learning through Microsoft Teams in time for the third term. The school continued to offer a varied curriculum not only of the Polish language, but in geography, history, religious education and music.
- b. The school achieved excellent examination results in both Polish GCSE and A'levels through the assessment system carried out by the Polish Education Society.
- c. Fund raising activities were limited due to the Covid 19 Pandemic.
- d. The school carried out a major review of its policies.

Financial review

The School's Financial policy is to hold enough money in reserve to be able to run the school for a year should there be any problems with financing. During online learning, the school managed to save on rental costs. This together with the fact that the school has reserves meant it was possible to offer pupils a 50% discount for the third school term.

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.

Trustees have given consideration to the Charities SORP ('Statement of Recommended Practice') Committee's advice in its publication 'Implications of COVID-19 Control Measures and Charity Financial Reporting' and to the risks arising as a result of the coronavirus pandemic. The Charity is actively monitoring and managing the situation as it develops. We have adapted our operations and consider that the Charity has adequate reserves and committed future grants and donations from supportive and solvent funders.

PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Structure, governance and management

The charity registered with the charity commission on 24 January 2019, prior to becoming a charity the school ran as a non registered entity. On 1st September 2019 the school transferred its assets over to the registered charity.

The charity's strategic management is carried out by the Trustees together with the head teacher. The Trustees employ the head teacher, deputy head, teachers and classroom assistants to deliver the rich curriculum. Administrative staff (including accounts staff) assist in the running of the school. The Mikolaj Rej Polish School has good links with the Polish Educational Society (Polska Macierz Szkolna) and shares information about the administration and running of a Polish school with other similar schools in London. The charity also works with the Polish Scouting Association, and the St. Andrew Bobola Roman Catholic Church.

Charity constitution

Changes were made to the constitution on 19th June 2020 limiting the number of Trustees from 20 to 13 and allowing Trustees to serve for a three year period before having to be re-elected as opposed to just one. Trustees who wish to stand for the office of Chair, need to inform the secretary their intention in writing by the first Saturday in October before the AGM. The final change was that any person who has given notice or who has resigned as a trustee is only eligible for reappointment a full calendar year from the date they had ceased being a trustee.

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

E Piera-Adamczyk

P Bielak

M Dembek

J Danciewicz

M Kut

L Ziolkowska

(Appointed 24 May 2020)

A Kusiak

I Bienkowska

K Koterska

M Kozber

(Appointed 29 September 2020)

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

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Trustee

Dated:

PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL

I report to the trustees on my examination of the financial statements of Parents' Association of the Mikolaj Rej Polish 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.

Darren Harding ACA FCCA DChA

Richard Place Dobson Services Limited
1-7 Station Road
Crawley
West Sussex
RH10 1HT

Dated:

PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2020

		Unrestricted funds 2020 £	Total 2019 £
	Notes		
<u>Income from:</u>			
Donations	3	138,214	-
Charitable activities	4	84,203	-
Other trading activities	5	7,624	-
Investments	6	59	-
Other income	7	100	-
Total income		230,200	-
<u>Expenditure on:</u>			
Charitable activities	8	135,917	-
Net income for the year/ Net movement in funds		94,283	-
Fund balances at 1 September 2019		-	-
Fund balances at 31 August 2020		94,283	-

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

All income and expenditure derive from continuing activities.

PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL

BALANCE SHEET

AS AT 31 AUGUST 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	12		3,108		-
Current assets					
Debtors	13	2,194		-	
Cash at bank and in hand		125,683		-	
		<u>127,877</u>		<u>-</u>	
Creditors: amounts falling due within one year	14	<u>(32,742)</u>		<u>-</u>	
Net current assets			95,135		-
Total assets less current liabilities			<u>98,243</u>		<u>-</u>
Deferred income	15		<u>(3,960)</u>		<u>-</u>
Income funds					
Unrestricted funds			94,283		-
			<u>94,283</u>		<u>-</u>

The financial statements were approved by the Trustees on

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Trustee

PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution, 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 £.

1.2 Charitable funds

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

1.3 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.

Shop and fundraising income are recognised when the income is received.

School fees and text book income are recognised in the period to which they relate. Any fees received in advance will be deferred to the financial year that they relate to.

1.4 Expenditure

Resources expended are accounted for on an accruals basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

1.5 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	20% Straight Line
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1.6 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

(Continued)

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price including transaction costs. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are recognised at transaction price unless the arrangement constitutes a financing transaction. Financial liabilities classified as payable within one year are not amortised.

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 at transaction price.

1.8 Taxation

The charity is exempt from corporation tax on its charitable activities.

1.9 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

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 company 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.

PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

3 Donations

	Unrestricted funds	Total
	2020	2019
	£	£
Donations and gifts	10	-
Government grants	1,051	-
Donation from old entity	137,153	-
	<u>138,214</u>	<u>-</u>

4 Charitable activities

	Unrestricted funds	2019
	2020	
	£	£
School fees	71,586	-
Textbooks	12,617	-
	<u>84,203</u>	<u>-</u>

5 Other trading activities

	Unrestricted funds	Total
	2020	2019
	£	£
Fundraising events	967	-
Shop income	6,657	-
	<u>7,624</u>	<u>-</u>

PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

6 Investments

	Unrestricted funds	Total
	2020 £	2019 £
Interest receivable	59	-
	=====	=====

7 Other income

	Unrestricted funds	Total
	2020 £	2019 £
Other income	100	-
	=====	=====

PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

8 Charitable activities

	Unrestricted funds 2020 £	2019 £
Staff costs	91,980	-
School supplies	1,257	-
Gifts & Prizes	2,905	-
PR (Literature & Brochures)	192	-
Equipment	514	-
Donations	199	-
Textbooks	12,091	-
Training costs	555	-
Public Relations	723	-
Talent show	408	-
Newspapers	245	-
Nativity costs	121	-
Insurance	2,201	-
Rent	13,380	-
DBC Checks	852	-
Sundry expenses	488	-
	<hr/>	<hr/>
	128,111	-
Share of support costs (see note 9)	2,474	-
Share of governance costs (see note 9)	5,332	-
	<hr/>	<hr/>
	135,917	-
	<hr/>	<hr/>

PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

9 Support costs

	Support costs	Governance costs	2020	Support costs	Governance costs	2019
	£	£	£	£	£	£
Depreciation	1,157	-	1,157	-	-	-
Kitchen costs	189	-	189	-	-	-
Software costs	663	-	663	-	-	-
Subscriptions	465	-	465	-	-	-
Accountancy fees	-	3,750	3,750	-	-	-
Management fees	-	982	982	-	-	-
Legal fees	-	600	600	-	-	-
	<u>2,474</u>	<u>5,332</u>	<u>7,806</u>	<u>-</u>	<u>-</u>	<u>-</u>
Analysed between						
Charitable activities	<u>2,474</u>	<u>5,332</u>	<u>7,806</u>	<u>-</u>	<u>-</u>	<u>-</u>

10 Trustees

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

11 Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
	<u>57</u>	<u>-</u>
Employment costs	2020 £	2019 £
Wages and salaries	<u>91,980</u>	<u>-</u>

PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

12 Tangible fixed assets

	Fixtures and fittings £
Cost	
Transferred in at 1 September 2019	4,789
Additions	329
	<u>5,118</u>
At 31 August 2020	<u>5,118</u>
Depreciation and impairment	
Transferred in at 1 September 2019	853
Depreciation charged in the year	1,157
	<u>2,010</u>
At 31 August 2020	<u>2,010</u>
Carrying amount	
At 31 August 2020	<u><u>3,108</u></u>

13 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Trade debtors	2,093	-
Prepayments and accrued income	101	-
	<u>2,194</u>	<u>-</u>
	<u><u>2,194</u></u>	<u><u>-</u></u>

14 Creditors: amounts falling due within one year

	2020 £	2019 £
Other taxation and social security	1,932	-
Trade creditors	196	-
Other creditors	28,364	-
Accruals and deferred income	2,250	-
	<u>32,742</u>	<u>-</u>
	<u><u>32,742</u></u>	<u><u>-</u></u>

15 Deferred income

	2020 £	2019 £
Other deferred income	3,960	-
	<u><u>3,960</u></u>	<u><u>-</u></u>

PARENTS' ASSOCIATION OF THE MIKOLAJ REJ POLISH SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

16 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).