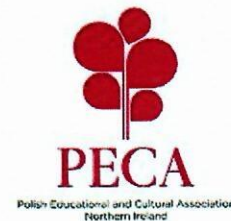




Polska Szkoła Sobotnia w Belfaście
im. Marii Skłodowskiej-Curie



Trustee annual report

Financial year 1st September 2016 to 31st August 2017

Charity Name: Polish Educational and Cultural Association

Principal address: Holy Rosary Primary School,
Sunnyside Crescent,
BT7 3DB, Belfast

Charity number: 103717

For the purpose of this report Polish Educational and Cultural Association will be referred as PECA and Polish Saturday School in Belfast will be referred as PSSB.

Trustees:

During the financial year 2016/2017 whole panel of charity board members changed on the second part of the Annual General Meeting held on 11th March 2017.

Previous trustees: Barbara Snowarska – chairperson, Artur Kaczorowski – vice-chairperson, **Małgorzata Komander - secretary and Mariusz Kłeczek – treasurer, Grzegorz Skibiński – board members and Ewa Jadczak – board member.**

New Trustees elected were: Ewa Kolakowska- chair, Grzegorz Bartosiewicz- v-ce chair, Piotr Bohlen- treasurer, Oliwia Garow – secretary, Magdalena Laszcz - board member, Agnieszka Kucala - board member, Tomasz Cieslar - board member, Marlena Sekula - board member, Ewa Watson - board member.

Before the end of financial year few members of the Board gave their resignation. They were: Ewa Watson, Marlena Sekula, Oliwia Garow oraz Grzegorz Bartosiewicz.

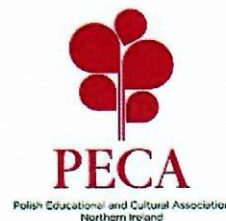
Purpose of the charity:

Financial year 1st September 2016 to 31st August 2017 was our first full financial year as a registered charity in Northern Ireland.

It was a successful year for PECA. We were involved in different projects and events which have been directly related to our aims and objectives as well as the public benefit of the organisation. Our main purpose was running Polish Saturday School as a supplementary school.



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Based on the previous trustees report presented at the first part of the AGM held on 4th March 2017 PECA's/PSSB Board responsibilities and achieved goals included:

- No agreement to continue to rent premises from St.Michaels PS. Moving to new location in Euston Street PS;
- Adjusting tuition fees;
- Preparing, approving and overseeing the budget of PECA/PSS Belfast;
- **assisting in organization of the School and the Association's events;**
- Actively developing volunteering program with Volunteer Now project and gain funding from Small Volunteer Grant ;
- Purchase of equipment and materials needed for PSSB;
- Change of bank account from HSBC to Danske Bank according to recommendations by OFMDFM(now TEO);
- Registration in Education Authority as Youth Group and receiving funding for financial year 2016/2017;
- Board members as an employer took part in recruitment interviews for teachers according to our recruitment procedures;
- Advertising statutory goals of the association to promote polish language, culture and traditions – Bilingual Belfast project;
- **Taking part in 'B.Me' project together with Chinese Welfare Association;**
- co-operation with other Polish organizations and local institutions;
- **applying for grants and other funding for the School and Association's statutory activities;**
- During the course of the year, the Board members, PECA/PSS Belfast employees and volunteers took part in a numbers of training sessions,including: governance and finances, Risk Assessment, First Aid, Child Protection, Health and Safety, Open Data in a Day
- **publication and distribution of the magazine „Nasz Express”- polish magazine promoting cultural events;**
- representing the Association in contacts with statutory bodies and local organizations, support work during events (Mela festival, Polish Independence Day, Award Ceremony of the Gold Cross of Merit to Jerome Mullen- Honorary Consul of the Republic of Poland in NI, family Christmas day in Skainos).

After the change of the boards members, new trustees focus on the main project of the association which was PSSB and had to face a few challenges:

- In April, because of the termination of the lease agreement we had to change our premises of the PSSB to new location to Holy Rosary PS
- Preparing, approving and overseeing the budget of PECA/PSS Belfast
- Joining Polish Educational Forum in NI – Organisation to support all Polish Schools in NI
- Board members as an employer took part in recruitment interviews for teachers according to our recruitment procedures



- During the course of that time the Board members, PECA/PSS Belfast employees and volunteers took part in a numbers of training sessions, including: governance and finances, Risk Assessment, Child Protection, Health and Safety, preparing for the GDPR
- Started procedures to prepare new website for PSSB and improving Facebook page
- Talking part in Stronger Together Conference in May 2017
- Representing PECA in Racial Equality Suroup meeting
- Representong PECA on Diversity and Equality Gala Awards held in Belfast City Hall

During the course of the year we were contacting and co-operating with many institutions/organizations/groups, including:

- Polish Council - PECA participated in the meetings convened by Consul General of the Republic of Poland in Edinburgh
- Polish Consulate General in Edinburgh – GC Dariusz Adler and Honorary Consul of Poland in Northern Ireland - Jerome Mullen
- **Polish Community Centre 'Cooltura**
- Polish Educational Forum in NI
- **Polfolk o Konrad's Cut-Outs**
- Polish Abroad
- Bangor PL
- Polish School in Banbridge
- STEP/ Language Clubs w Dungannon
- Polish Society Belfast o Belfast City Council
- NICEM
- Housing Executive
- Alternatives
- CraicNI
- QUB
- Stranmillis University College
- University of Ulster
- Barnardos
- Children Law Centre
- Chinese Welfare Association NI
- Russian-Speaking Community in NI
- Stronger Together Network
- Unite Against Hate

PUBLIC BENEFIT:

The trustees have had regard to the Charity Commission in NI Public benefit requirement statutory guidance and also to document regarding accounting and reporting regulations around the Trustees Annual Report.

FINANCIAL REVIEW

We would like to attach receipts and payment accounts report for year ending on 31st August 2017, together with statement of assets and liabilities at the end of the period as well as independent examiner's report.

Receipts and payments accounts y/e 31 Aug 2017

For the period
from

01/09/2016

To

31/08/2017

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
Receipts					
PSSB school/ admin /workshop/ book fees	-	68,196	-	68,196	49,516
Nasz Express Magazín	-	7,815	-	7,815	9,367
Grant from Polish Consulate Edinburgh	-	1,400	-	1,400	4,775
Grant from Association "Wspólnota Polska "	-	7,563	-	7,563	5,980
Donations/ fundraising	1,516	412	-	1,928	1,703
Volunteer Small Granta	-	945	-	945	-
Other(trips,bank interest , etc.)	-	1,044	-	1,044	1,560
Sub total (Gross income for the Annual Return)	1,516	87,375	-	88,891	72,901
Total receipts	1,516	87,375	-	88,891	72,901
Payments					
Staff Salaries	252	59,319	-	59,570	46,463
PSSB premises running costs	-	9,223	-	9,223	10,674
PECA premises running costs	689	-	-	689	-
Nasz Express Magazín	-	9,439	-	9,439	11,085
School books	-	4,099	-	4,099	5,425
PSSB fees refunded	-	709	-	709	322
School trips & events	-	1,812	-	1,812	1,258
Volunteers cost	-	1,026	-	1,026	-
Mebership costs	-	397	-	397	357
Postage/ stationery	-	561	-	561	459
General expenses	214	526	-	739	-
Sub total	1,154	87,109	-	88,263	76,042
	0				
Total payments	1,154	87,109	-	88,263	76,042
Net of receipts/(payments)	362	265	-	628	3,141
Transfers between funds	-	-	-	-	-
Cash funds last year end	-	3,138	-	3,138	6,279
Cash funds this year end	362	3,404	-	3,766	3,138

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
Cash funds	PSS current account	-	3,145	-	3,145	564
	NE current account	-	-	-	-	1,627
	PECA current account	362	250	-	612	918
	Cash (inc. €)	-	9	-	9	29
	Total cash funds	362	3,404	-	3,766	3,138

Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	Last year
	2* Lenovo laptops	Restricted funds	752	TBC	752
	5*Radio/cassette/CD player	Restricted funds	275	TBC	275
	Vivitek projector – gifted item	Restricted funds	-	TBC	-
	Fujifilm FinePix Digital Bridge Camera + flash card	Restricted funds	273	TBC	273
	3 *Flipchart/whiteboard	Restricted funds	180	TBC	180
	InFocus IN112 projector	Restricted funds	220	TBC	220
	Acer Aspire laptop - grant recived	Restricted funds	-	TBC	-
	Samsung Galaxy S3 MINI mobile phone	Restricted funds	105	TBC	105
	Brother A3 inkjet colour printer	Restricted funds	73	TBC	73
	Alto Professional mixer & adapter	Restricted funds	60	TBC	60
	Sony DVD player	Restricted funds	27	TBC	27
	ProSound wireless microphone set	Restricted funds	140	TBC	140
	LG 42" TV	Restricted funds	369	TBC	369
	Hp all in one printer	Restricted funds	90	TBC	90
	2* Motorola XT1541 mobile phone	Restricted funds	260	TBC	260
	2*Alto 800W speaker	Restricted funds	559	TBC	559
	Asus S200E-CT2 16H laptop	Restricted funds	400	TBC	400
	Total		3,783	-	3,783

Liabilities	Details	Fund to which liability relates	When due (optional)	Amount due (optional)	Last year
	o2 bill	restricted		33	-
	School Fees overpayment	restricted		20	-
	Polish Association in Co. Down	restricted		20	-
	AD Media House	restricted		154	-
	Total			227	-

Signature

[Signature]

Print Name

DOROTA PARDO

Date of approval

16.06.2018

Independent examiner's report to the charity trustees of Polish Educational And Cultural Association
I report on the accounts of the company for the year ended 31 August 2017.

Respective responsibilities of Charity trustees and examiner.

As the charity trustees you are responsible for the preparation of the accounts in accordance with Charities Act (Northern Ireland).

It is my responsibility to:

- examine the accounts under section 65 of the Charities Act
- follow the procedures laid down in the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act
- state whether particular matters have come to my attention.

Basis of independent examiner's report

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.

My independent examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 386 of the Companies Act 2006
2. That the accounts do not accord with those accounting records
3. That the accounts do not comply with the accounting requirements of the Charities Act
4. That there is further information needed for a proper understanding of the accounts to be reached.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.



Name: Natalia Murray

Occupation: Accounting Technician

Address: 33 Ballynahinch Road, Dromore, County Down

Date: 27/06/2018



Polska Szkoła Sobotnia w Belfaście
im. Marii Skłodowskiej-Curie



DECLARATION:

The Charity is governed by Constitution dated 26th May 2012.

The Trustees declare that they have approved the Trustees report above.

Signed on behalf of the Trustees

..... Ewa Kólańska - Chairperson Date 20.06.2018

..... Spadek - Treasurer Date 20.06.2018