



Polish Saturday School in Belfast



## **Trustees annual report**

**Financial year 1st September 2017 to 31st August 2018**

### **ADMINISTRATIVE DETAILS**

***Charity Name:*** Polish Educational and Cultural Association

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

***Registered charity in Northern Ireland:*** charity number - 103717

***Charity trustee's as of 16<sup>th</sup> June 2018:***

Ewa Kolakowska- chair

Dorota Pardo- treasurer

Magdalena Laszcz- secretary

Agnieszka Kucala - board member

Tomasz Cieslar - board member

Beata Dabrowska – Principal of Polish Saturday School in Belfast

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



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## **TRUSTEES:**

We started our new financial year 01/09/2017-31/08/2018 with some changes to the new panel of board members who were elected on Annual Board meeting held on 11<sup>th</sup> March 2017. Before beginning of financial year 2017/2018 a few members of the Board gave their resignation, so board members that started our new Financial year 2017-2018 were as follows:

Ewa Kolakowska- chair, Piotr Bohlen- treasurer, Magdalena Laszcz- secretary, Agnieszka Kucala - board member, Tomasz Cieslar - board member.

In March however board members decided unanimously to add Dorota Pardo as a new member to the board to help with financial matters according to our recruiting procedures. And after Piotr Bohlen gave his resignation she was voted on his place as a treasurer.

As to our procedure we needed to hold our Annual Board meeting which took place on the 16<sup>th</sup> June 2018 and the same panel of Board members were elected for another term of office. So as the financial year 2017-2018 ended board members were as follows:

Ewa Kolakowska- chair, Dorota Pardo- treasurer, Magdalena Laszcz- secretary, Agnieszka Kucala - board member, Tomasz Cieslar - board member.

## **HIGHLIGHTS:**

Financial year 1st September 2017 to 31st August 2018 was Our second successful financial year as a registered charity in Northern Ireland 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 still maintaining and running of Polish Saturday School in Belfast as a supplementary school for Polish children as well as bilingual children to learn Polish culture, traditions and language. And as for this financial year we started on the 9<sup>th</sup> September 2017 with 121 children enrolled and finished the year on the 16<sup>th</sup> June 2018 with almost 150 children.

Board members had a number of meetings in full panel as well as in smaller group where decisions were made about the ongoing activities. Based on the trustees report PECA's/PSSB Board responsibilities and achieved goals included:

\*Preparing, approving and overseeing the budget of PECA/PSS Belfast as well as maintaining and adjusting tuition fees so they would stay at an affordable level;





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\* continue to run and improve our and our project which is PSSB website- [www.pecan-i.org](http://www.pecan-i.org) and [www.pssbelfast.com](http://www.pssbelfast.com) as well as facebook – Polish Educational and Cultural Association and Polish Saturday School in Belfast

\* appart from online presence we prepared materials and articles for Nasz Express- Polish magazine in Northern Ireland

\*assisting in organizations of the School and the Association's events.

\*Actively developing volunteering program with Volunteer Now project

|\*Purchasing equipment and materials needed for PSSB and gaining funding for this.  
No expenditure were made before all board members approval

\*applying for grants and other funding for the School and Association's statutory activities

\*Registration in Education Authority as Youth Group and receiving funding for financial year 2017/2018 .

\*Board members as an employer took part in a recruitment interviews for teachers according to our recruitment procedures.

\*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, preparing for GDPR

We tried to actively be involved in projects that are directly related to our aims and objectives and go outside our community to be a part of DiverseCity and make good relations with local communities, learn about other cultures as well as introduce Our culture and traditions. Those actions included:

\*co-operation with other Polish organizations and local institutions and organizations

\*representing the Association in contacts with statutory bodies and local organizations like, Racial Equality Subgroup, Migrant Forum as well as support work during events (Polish Independence Day, family Christmas day in Skainos, International Children's Day and others)

\*Advertising statutory goals of the association to promote polish language, culture and traditions.

We took part in '**East Belfast Families and Cultures**' project. There were four community groups taking part in that project from different background including Protestants, Catholics,



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Muslim and Polish. It was a pleasure to learn about some historical facts about Belfast, differences between cultures and meet other communities and together cooperate in this project.

Another project was **“The Talking Shop project”** in cooperation with Chinese Welfare Association. The aim was to meet different Community Centres which were interested to learn more about Poland’s culture, traditions and give them a visit to Polish shop and tell more about Polish food and finish everything with a nice traditional dish to taste. It was a great experience and a very welcoming groups that we met.

### CO-OPERATION

During the course of the year we were contacting and co-operating with many institutions/organizations/groups, and from this place we would like to thank all and each one from the organizations for co-operation throughout the hole year and have hope to many more before us. These organizations include:

Polish Consulate General in Edinburgh- GC Dariusz Adler

Honorary Consul of Poland in Northern Ireland Jerome Mullen

Polish Consulate General in Belfast

Polish Community Centre ‘Cooltura’

Polish Abroad

Bangor PL

Migrant Centre

Polish School in Banbridge

STEP/ Language Clubs w Dungannon .

Polish Society Belfast

Belfast City Council

NICEM (NICRE)

Housing Executive

Quins University Belfast

Barnardos

Children Law Centre

Chinese Welfare Association NI

Stronger Together Network

Henry Mohammad BCC

Ballynafeigh Community Development Agency

Belfast Islamic Centre

East Belfast Community Development Agency

Markets Community Centre





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## **MEMBERSHIP IN OTHER GROUPS:**

Polish Educational Forum in NI

Racial Equality Subgroup

Migrant Forum

## **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.

### **Income**

Total income for the financial year ending 31 August 2018 was £67,090.

The Polish Saturday School Belfast tuitions, admin fees and workshops income at the end 31<sup>st</sup> of August 2018 was £53,047, which was 22% lower on previous year due to decreased number of pupils attending the school in 2017/2018 academic year.

### **Grants**

PECA has received £2,500 grant from Polish Consulate Edinburgh (£1,400 previous year), £3,763 from Association Wspolnota Polska (£7,563 previous year) and £1,350 from Education Authority.



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## **Other Income**

At 31<sup>st</sup> August 2018 money raised from fundraising activities and donations were £1,783 (£1,928 previous year). New source of income was Transfer Test course which generated £798 in the financial year. Other miscellaneous income received was £3,849 (£1,044 previous year).

## **Expenditure**

Total expenditure for the financial year ended 31<sup>st</sup> of August 2018 was £69,083, 22% decrease on last year expenditure, which is in line with the decrease of the income.

Staff salaries at the end of financial year were £45,085 , which was nearly £14.5k lower on the last year cost.

Premises and insurance costs were £10,781, which was 9% higher comparing to the last year. This unfavourable variance was due to the higher rent paid for the new location of PSSB.

At 31<sup>st</sup> August 2018 school books expense was £3,892 (£4,099 previous year). During the financial year £714 has been refunded for the tuition fees. School trips expenditure was £5,177 (1,812 previous year). Memberships cost was £519 and postage, stationery and canteen hospitality cost was £340.

Transfer Test course relevant expenses were £572 and other workshops cost was £501.

General expenses for the financial year ended 31<sup>st</sup> August were £1,504.

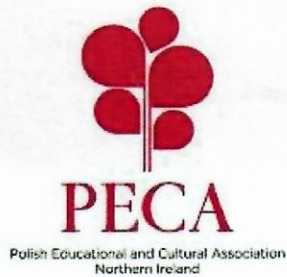
The full receipts and payments accounts report as well as statement of assets and liabilities at the end of the financial 2017-2018 period is attached in Annex1 of this report.

## **Trustee's Expenditure**

No expenses has been made to Board Members during the financial year 2017-2018 except of the ones to reimburse them for purchases made on behalf of PECA or PSSB and previously accepted by all Trustee's of PECA.



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## 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 Kolakowska – Chairperson

*Ewa Kolakowska* .....Date *08.06.2019* .....

Dorota Pardo – Treasurer

*Dorota Pardo* .....Date *08.06.2019* .....

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WWW.PECA-NI.ORG  
info@peca.org.uk

www.pssbelfast.com  
Polska Szkoła Sobotnia | Polish Saturday School



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## **Annex1**



Charity Name

Charity No.

Polish Educational And Cultural Association

103717

## Receipts and payments accounts y/e 31 Aug 2018

For the period from	01.09.2017	To	31.08.2018	
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>Receipts</b>					
PSS Belfast tuitions, admin fees and workshops	-	53 047	-	53 047	68 196
Nasz Express Magazine	-	-	-	-	7 815
Grant from Polish Consulate Edinburgh		2 500	-	2 500	1 400
Grant from Association "Wspolnota Polska"		3 763	-	3 763	7 563
Donations/ fundraising	663	1 120	-	1 783	1 928
Volunteer Small Grant	-	-	-	-	945
Education Authority Grant		1 350		1 350	-
Transfer Test course		798		798	
Other(trips, bank interest, etc.)	928	2 920	-	3 849	1 044
<b>Sub total</b> (Gross income for the Annual Return)	<b>1 591</b>	<b>65 499</b>	<b>-</b>	<b>67 090</b>	<b>88 891</b>
<b>Total receipts</b>	<b>1 591</b>	<b>65 499</b>	<b>-</b>	<b>67 090</b>	<b>88 891</b>

### Payments

Staff Salaries		45 085	-	45 085	59 570
PSSB premises running costs		8 994	-	8 994	9 223
PECA premises running costs	605	-		605	689
Nasz Express Magazine		-		-	9 439
School books	-	3 892	-	3 892	4 099
PSSB fees refunded	-	714	-	714	709
School trips & events	-	5 177	-	5 177	1 812
Volunteers cost	-	-	-	-	1 026
Membership costs	-	519	-	519	397
Postage/ Stationery/ Canteen & Hospitality	340	-	-	340	561
Insurance	-	1 182		1 182	-
Transfer Test Course expenditure		572		572	-
Workshops		501		501	-
General expenses	808	696	-	1 504	739
<b>Sub total</b>	<b>1 753</b>	<b>67 330</b>	<b>-</b>	<b>69 083</b>	<b>88 263</b>
<b>Total payments</b>	<b>1 753</b>	<b>67 330</b>	<b>-</b>	<b>69 083</b>	<b>88 263</b>
<b>Net of receipts/(payments)</b>	<b>- 162</b>	<b>- 1 831</b>	<b>-</b>	<b>- 1 993</b>	<b>628</b>
Transfers between funds	-	-	-	-	-
Cash funds last year end	362	3 404	-	3 766	3 138
<b>Cash funds this year end</b>	<b>200</b>	<b>1 574</b>	<b>-</b>	<b>1 774</b>	<b>3 766</b>



**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	23	1 554	-	1 577	3 145
	PECA current account	177	-	-	177	612
	Cash (inc. €)		20	-	20	9
	<b>Total cash funds</b>	<b>200</b>	<b>1 574</b>	<b>-</b>	<b>1 774</b>	<b>3 766</b>

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	Last year
Assets retained for the charity's own use	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 received	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
	<b>Total</b>		<b>3 783</b>	<b>-</b>	<b>3 783</b>

	Details	Fund to which liability relates	When due (optional)	Amount due (optional)	Last year
Liabilities	o2 bill Aug 2017	restricted			33
	School Fees overpayment 2016/2017	restricted			20
	Polish Association in Co. Down -August 2017	restricted			20
	AD Media House August 2017	restricted			154
	Staff Salaries & Expenses August 2019	restricted	by 5th of Sep 18	800	-
	School Fees overpayment 2017/2018	restricted		55	-
	Perfect Solutions - school books	restricted		719	-
	<b>Total</b>			<b>1 574</b>	<b>227</b>

Signature


Print Name


Date of approval


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 2018.

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 B72 5 1 DT

Date: 26/06/2019