



Trustees' Annual Report for the period

		Period start date			Period end date			
From		01	09	2019	To	31	08	2020

Section A Reference and administration details

Charity name	Czech School & Community Manchester
Other names charity is known by	Czech School & Community Manchester
Registered charity number (if any)	1170346
Charity's principal address	c/o St Bede's College Manchester Alexandra Park Manchester Postcode M16 8HX

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	Pavla Mataskova	Chair & treasurer		Trustees themselves
2	Tereza Kokocinska	Secretary		Trustees themselves
3	Lenka Halova	Secretary		Trustees themselves
4	Helena Wall			Trustees themselves
5	Sydney Bailey			Trustees themselves
6	Ivana Stajnarova			Trustees themselves
7	Marek Nemec			Trustees themselves
8				

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)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by the charity trustees, members of our community are always welcome and invited to step forward to become trustees

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.

The organisation has adopted all required policies.

The trustees meet on a regular basis and manage all activities of the charity in accordance with the constitution.

The charity employs 10 teachers and also cooperates with universities in the Czech Republic, providing teacher training via the Erasmus programme.

The school cooperates with other Czech and Slovak Schools in the UK and is a member of the Association of Czech and Slovak Schools in the UK.

The charity also works closely with the Embassy of the Czech Republic in London and the Consulate General in Manchester.

The trustees identified as the major risk to our activities frequent lack or limited number of suitably qualified teaching staff, so we are on a constant look-out for new colleagues.

Section C

Objectives and activities

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

To advance education for the public benefit in particular but not exclusively in the language, history, geography, the arts, culture and heritage of the Czech Republic by:

- teaching the Czech language and Czech history and geography to children and young people;
- teaching the Czech language to adults;
- promoting and organising events that support Czech culture, art and folklore; and
- organising educational trips for children and young people.

The promotion of social inclusion for the public benefit among people who are nationals of the Czech Republic settling in the North West region of England who are or feel they are socially excluded by providing:

- education and training in the English language;
- support and general advice; and
- social and recreational facilities and events involving the local community.

"Socially excluded" means being excluded from society or part of society.

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)

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

The main focus of our activities was on the education of 7 classes for Czech speaking school-age children (Year 1 – 7 plus a class for children who learn Czech as a foreign language), and 2 pre-school classes for children age 1.5 – 5 years. In total, we had 65 children enrolled. All children lessons were held at St Bede's College Manchester on Saturdays term-time only, in total 35 sessions of 3 hours each.

At our lessons and other activities we supported free of charge one foster family with a child of Czech origins.

For the whole Czech and Slovak community, we organised a number of expats events, for children, whole families as well as Czech adult population. To name but a few there were quiz nights, trips to the surrounding countryside to introduce new locations to people who have not yet had a chance to explore the UK, traditional folk events and a number of cultural events.

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.

Volunteers participation on the planning, management and execution of our events is still below the level we would have liked. All our events as well as main activities are run by the trustees. It is our current aim to try to involve more our community in the everyday running of the organisation. That said, we are very grateful to the parents of the children enrolled at the school who support our events with contributions to our food stalls or tombolas and who help with some of our events.

Summary of the main achievements of the charity during the year

During the 2019/20 academic year continued our partnership with a dulcimer music band, a popular event on our calendar that has meanwhile established itself as one of the regular ones.

In December we hosted the annual St Nicholas Party for approx 80 children, which also included a theatre performance for the children and organised an indoor Czech Christmas market.

In February we celebrated 8th anniversary of the school opening in the beautiful hall of our host home. The event was very well received and representatives of the Czech Consulate General in London and visited the school.

Unfortunately, due to the Covid restrictions and the lockdown we were unable to hold all our events planned for spring and summer 2020. The teaching of the school continued online.

Section E

Financial review

Brief statement of the charity's policy on reserves

Although we do not have an official policy on reserves, we monitor our cash flow very carefully and always have funds to cover the vital costs during the year, such as rent and teachers' payments.

Details of any funds materially in deficit

Not applicable

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.

Main income of the school is from the school fees. We keep them to the bare minimum as we want the school to be affordable to the widest possible community. The fees have remained on the same level since the school opened in February 2011.

The fees are supplemented by our fundraising activities during our events, such as tombolas, food donations to our food stalls, etc. We are also recipients of grants from the Czech Ministry of Education and the Ministry of Foreign Affairs of the Czech Republic.

Section F

Other optional information

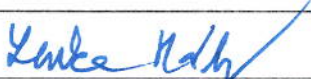
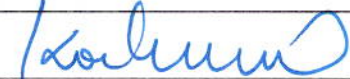
The trustees endeavour to continue the successful management of the school, which has grown significantly since its foundation and has established itself as a major Czech community in the North West. However, due to several practical and financial reasons the trustees first decided that from 1 September 2019, the school formally separated and the newly established Slovak School and Community Manchester is now separate from the Czech School and Community Manchester.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Lenka Halova	Tereza Kokocinska
Position (eg Secretary, Chair, etc)	Secretary	Secretary
Date	25 June 2021	

Czech School and Community Manchester								
Income and expenditure report for y/e 31.8.2020								
Income from:	GBP			Expenditure on:	GBP			Difference
Detail	Cash	Bank	TOTAL	Detail	Cash	Bank	TOTAL	
Charitable activities/school fees	561,00	6800,00	7361,00	Teaching/staff cost	508,00	5820,00	6328,00	
Grant income ①	0,00	6786,77	6786,77	Services ⑤	370,00	3495,20	3865,20	
Fundraising events/entry ②	190,60	1692,13	1882,73	Rent (school)	0,00	2640,00	2640,00	
Donations ③	1583,80	14,79	1598,59	Books + materials	9,18	495,66	504,84	
Other ④	0,00	842,50	842,50	Insurance	0,00	283,82	283,82	
				Web	0,00	80,34	80,34	
				Postage	0,00	12,17	12,17	
				Mileage + travelling	43,40	222,04	265,44	
				Representation + marketing	32,00	168,34	200,34	
				Bank fees	0,00	0,94	0,94	
				Charitable activities/events ⑥	593,58	2018,46	2612,04	
Total	2335,40	16136,19	18471,59	Total	1556,16	15236,97	16793,13	1678,46

Notes:

① Grant income

MZV	0,00	3518,00	3518,00
MSMT	0,00	3268,77	3268,77

6786,77

⑤ Services

Communication and coordination	0,00	2400,00	2400,00
Accounting	170,00	520,00	690,00
Storage	0,00	468,00	468,00
School curriculum plan	200,00	0,00	200,00
CRB checks	0,00	107,20	107,20

3865,20

② Fundraising events/entry

On the door entry	190,60	0,00	190,60
Ticketsource	0,00	1642,13	1642,13
Entry paid directly into the account	0,00	50,00	50,00

1882,73

⑥ Charitable activities/events

Divadlo Viola	450,00	0,00	450,00
CZ dinner concert	0,00	100,00	100,00
Rent	0,00	1515,00	1515,00
Refreshments	143,58	341,21	484,79
Events	0,00	41,25	41,25
MCC Internet	0,00	21,00	21,00

2612,04

③ Donations

Donations from events	1583,80	0,00	1583,80
Donations from Amazon	0,00	14,79	14,79

1598,59

④ Other

Coldwell project refund		180,00	180,00
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Payments from SK school for:
premises hire, Masopust entry/Masopust rent,
bookkeeping for summer period for Sk school

662,5 662,50

842,50