

Charity Number  
1127089

**Parents Association of Maria Konopnicka Polish Saturday  
School Willesden**

**Report and Accounts**

**31 August 2018**

**Parents Association of Maria Konopnicka Polish Saturday School Willesden**  
**Legal and administrative Information**

**Trustees**

Mrs. Agnieszka Grzybowska – Chairman  
Mrs Justyna Stefanska  
Mr. Dariusz Ludwinski  
Ms Katarzyna Bubieniec  
Mrs Dorota Kucharska  
Mr. Arkadiusz Jakubczyk  
Mrs. Malgorzata Woods  
Mrs. Wioletta Gnys  
Mrs. Marzena Boguszewicz

**Head**

Mrs G.Ross

**Accountants**

Borucki & Co  
42 Radnor Road  
Harrow Middlesex  
HA1 1RZ

## **Parents Association of Maria Konopnicka Polish Saturday School Willesden Trustees Report**

The trustees present their report and accounts for the year ended 31 August 2018.

### **Introduction**

The Charity is governed by a constitution adopted on 26 April 2008 as amended on 25 October 2008 and is registered with the Charity Commission, Charity Registration No 1127089

### **Objectives**

The charity's objectives are to advance the education of children attending the Polish school of Maria Konopnicka in Willesden Green by maintaining and developing the school and providing resources and teaching facilities within it.

### **Trustees**

The trustees who served in the year are listed on page 1.

### **Review of the Year**

Pupil numbers and fees

Our educational activities are carried out from nursery up to A Level. Pupil numbers at our school lower than our target and totalled 520.

We have managed to keep our fees at the same level for the consecutive year and they were:

- Family with one child £280 per academic year
- Family with two children £420 per academic year
- Family with three children £460 per academic year
- Family with four children £500 per academic year
- Family with five children £540 per academic year

### **Achievements and Performance**

The school is very proud of its excellent levels of academic success but equally proud of its outstanding pastoral care, the wide range of extra-curricular opportunities available through the commitment of Governing Body as well as teaching staff and volunteers.

The school in the last year has provided lots of services:

- \* Mainly teaching the Polish language, History and Geography
- \* Religious studies (Christian)
- \* Art and Music lessons for our younger pupils
- \* Cultural activities: - Visits to Polish Theatre in the Polish Social & Cultural Centre in Hammersmith.
- \* Organising the trip to Gdansk for our A1 level students
- \* Working together with the Polish Scouting Association (1.00 - 2.30m each Saturday)

### **Results**

The school is delighted with the results in Polish which are exceptional, a testament to the efforts and hard work of the students coupled with the dedication and commitment of the staff.

At GCSE 18 pupils achieved A\*, 6-A and 1-C

At AS 15 pupils achieved A and 1-A

At AL 4 pupils achieved A\*, 8 -A, 1-B

One of the aims of the school is to provide the best education possible, offer the widest range of opportunities and work within the balanced budget.

The financial position of the school as presented in the accounts is considered satisfactory

### **Reserves Policy**

The trustees policy is to maintain reserves at a level which will allow the charity to operate for the foreseeable future while endeavouring to set aside funds in a building fund.

### **Public benefit**

The trustees have consulted the guidance made available by the Charity Commission for England and Wales on the Public Benefit requirement of the Charities Act 2011.

The trustees are confident that they have complied with their duty under the Charities Act 2011 in that they have had due regard to public benefit guidance published by the Commission.

### **Risk assessment**

The major risks to which the Charity is exposed, as identified by the trustees, have been reviewed and systems have been established to mitigate those risks. The Trustees continue to carry out their duties in respect of CRB checks.

### **Statement of Trustees' Responsibilities**

## **Parents Association of Maria Konopnicka Polish Saturday School Willesden Trustees Report**

Under charity law, the trustees are responsible for preparing the Trustees' Annual Report and the financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of the excess of income over expenditure for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustees:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements;
- prepare financial statements on the going concern basis unless it is inappropriate to presume the charity will continue its activities.

The trustees are required to act in accordance with the trust deed of the charity, within the framework of trust law. They are responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the trustees to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

### **Future developments**

The trustees will endeavour to maintain the both the standards of teaching and the pupil numbers in future years.

Approved by the Trustees on 04/12/2018 and signed on their behalf by:

K Bubieniec  
Trustee

## **Parents Association of Maria Konopnicka Polish Saturday School Willesden**

### **Independent Examiners' Report**

#### **Report of the Independent Examiner**

##### **to the Trustees of Parents Association of Maria Konopnicka Polish Saturday School Willesden**

I report on the accounts of the Charity for the year ended 31 August 2017 which are set out on pages 5 to 8 appended to this report.

#### **Respective responsibilities of trustees and examiners**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiners' statement**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiners' statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

J I Borucki FCA  
Borucki & Co  
Chartered Accountants  
42 Radnor Road  
Harrow Middlesex HA1 1RZ

4 December 2018

**Parents Association of Maria Konopnicka Polish Saturday School Willesden**  
**Profit and Loss Account**  
**for the year ended 31 August 2018**

	Notes	2018		2017		
		School fund	Restricted Building fund	Total	School fund	Restricted Building fund
		£	£	£	£	£
<b>Income</b>						
<b>Voluntary income</b>						
Donations		-	6,596	6,596	7,047	-
Fundraising		9,687	-	9,687	12,005	-
<b>Activities for generating funds</b>						
Parental contributions		122,848	-	122,848	133,794	-
<b>Other income</b>						
Grant		7,248	-	7,248	14,843	-
Bank interest		-	117	117	2,474	25
<b>Total income</b>		<u>139,783</u>	<u>6,713</u>	<u>146,496</u>	<u>170,163</u>	<u>7,072</u>
<b>Expenditure</b>						
<b>Charitable activities</b>						
Staff costs	2	87,985	-	87,985	95,640	-
Premises costs	3	32,567	-	32,567	31,603	-
School expenses	3	15,734	-	15,734	13,066	-
School administrative and other costs	3	8,242	-	8,242	9,284	-
		<u>144,528</u>	<u>-</u>	<u>144,528</u>	<u>149,593</u>	<u>-</u>
<b>Governance costs</b>	4	<u>895</u>		<u>895</u>	<u>1,335</u>	<u>1,335</u>
<b>Total expenditure</b>		<u>145,423</u>	<u>-</u>	<u>145,423</u>	<u>150,928</u>	<u>-</u>
<b>Net income (expenditure)</b>		(5,640)	6,713	1,073	19,235	12,163
<b>Balance brought forward at 1 September</b>		<u>125,506</u>	<u>119,764</u>	<u>245,270</u>	<u>226,035</u>	<u>112,692</u>
<b>Balance carried forward, at 31 August</b>		<u>119,866</u>	<u>126,477</u>	<u>246,343</u>	<u>245,270</u>	<u>119,764</u>

**Continuing operations**

None of the charity's activities were acquired or discontinued during the above two financial years.

**Statement of total recognised gains and losses**

The charity has no recognised gains or losses other than those shown above and therefore no separate statement of total gains and losses has been prepared

**Parents Association of Maria Konopnicka Polish Saturday School Willesden**  
**Balance Sheet**  
**as at 31 August 2018**

	Notes	2018		2017	
		£	£	£	£
<b>Current assets</b>					
Debtors	6	11,901		15,999	
Cash at bank and in hand		<u>249,049</u>		<u>243,630</u>	
		260,950		259,629	
<b>Creditors: amounts falling due within one year</b>	7	<u>(14,607)</u>		<u>(14,359)</u>	
<b>Net current liabilities liabilities</b>		246,343		245,270	
		<u>246,343</u>		<u>245,270</u>	
<b>Total assets less current liabilities</b>		246,343		245,270	
<b>Total net assets</b>		<u>246,343</u>		<u>245,270</u>	
<b>Represented by:</b>					
<b>Funds and reserves</b>					
School fund		119,866		125,506	
Restricted					
Building fund		<u>126,477</u>		<u>119,764</u>	
		<u>246,343</u>		<u>245,270</u>	

K Bubieniec  
Trustee

Approved by the trustees on 04/12/2018

**Parents Association of Maria Konopnicka Polish Saturday School Willesden**  
**Statement of cash flows**  
**for the year ended 31 August 2018**

	<b>Note</b>	<b>2018</b> <b>£</b>	<b>2017</b> <b>£</b>
<b>Cash generated in operating activities</b>	<b>A</b>	<u>5,302</u>	<u>18,723</u>
<b>Cash flows from investing activities</b>			
Investment income		<u>117</u>	<u>920</u>
Cash provided (used) in investing activities		<u>117</u>	<u>920</u>
Increase in cash and cash equivalents in year		<u>5,419</u>	<u>19,643</u>
<b>Movement in year</b>			
Increase in cash at bank and in hand		<u>5,419</u>	<u>19,643</u>
		<u>5,419</u>	<u>19,643</u>

**A. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2018</b> <b>£</b>	<b>2017</b> <b>£</b>
Net income (expenditure)	1,073	15,499
Deduct investment income	(117)	(920)
Increase (decrease) in creditors	248	1,450
(Increase) decrease in debtors	<u>4,098</u>	<u>2,694</u>
	<u>5,302</u>	<u>18,723</u>



**Parents Association of Maria Konopnicka Polish Saturday School Willesden**  
**Notes to the accounts**  
**for the year ended 31 August 2018**

**1 Accounting policies**

**Basis of preparation and assessment of going concern**

The accounts have been prepared under the historical cost convention with items recognised at cost or value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Ireland (FRS 102) and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

**Income**

All income is recognised once the charity has entitlement to the income, it is probable that the income received and the amount of income receivable can be measured reliably. Donations, are recognised when the charity has been notified in writing of both the amount and settlement date.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably. Interest on loans is included when payable and the amount can be measured reliably. Interest on charity; this is normally upon notification of the interest paid or payable by the bank.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure on charitable activities comprises direct expenses incurred on the defined charitable purposes of the charity and includes staff costs attributable to the activity.

As all expenditure can be attributed to specific categories no apportionment between headings has been made. Irrecoverable VAT is included in the items of expenditure to which it relates.

**Taxation**

The trust is a registered charity and therefore is not liable for income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

**2 Staff costs**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Wages and salaries	87,985	95,640
	<u>87,985</u>	<u>95,640</u>
Staff costs per function were as follows		
Teaching staff	87,985	95,640
	<u>87,985</u>	<u>95,640</u>
The average number of employees, analysed by function was:		
Teaching Staff (full time equivalents)	8	7
	<u>8</u>	<u>7</u>

**Parents Association of Maria Konopnicka Polish Saturday School Willesden**  
**Notes to the accounts**  
**for the year ended 31 August 2018**

<b>3 Charitable activities</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Premises</b>		
Rent	32,567	31,603
	<u>32,567</u>	<u>31,603</u>
<b>School expenses</b>		
Books, materials and visits	9,990	7,243
Equipment	1,085	1,286
Stationery and photocopying	1,218	1,290
Other	3,441	3,247
	<u>15,734</u>	<u>13,066</u>
<b>Administrative and other costs</b>		
Communications	1,808	1,701
Insurances	623	615
Office materials and expenses	2,305	4,067
Courses and conferences	1,070	1,000
Bad debts	-	225
Donations and gifts	2,436	1,676
	<u>8,242</u>	<u>9,284</u>
<b>4 Governance costs</b>	<b>Total</b>	<b>Total</b>
	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Accountancy fees	600	1,020
Bank charges	295	315
	<u>895</u>	<u>1,335</u>
<b>6 Debtors</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Debtors for fees and charges	-	-
Prepayments	9,401	13,499
Other debtors	2,500	2,500
	<u>11,901</u>	<u>15,999</u>
<b>7 Creditors: amounts falling due within one year</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Fees received in advance	12,905	12,243
Other taxes and social security	-	377
Other creditors	1,702	1,739
	<u>14,607</u>	<u>14,359</u>