



**Scottish Charity No SC037551**

**POLISH SATURDAY SCHOOL INVERNESS**

**SCIO KNOWN AS  
POLSKA SOBOTNIA SZKOLA INVERNESS**

SCIO Main Contact

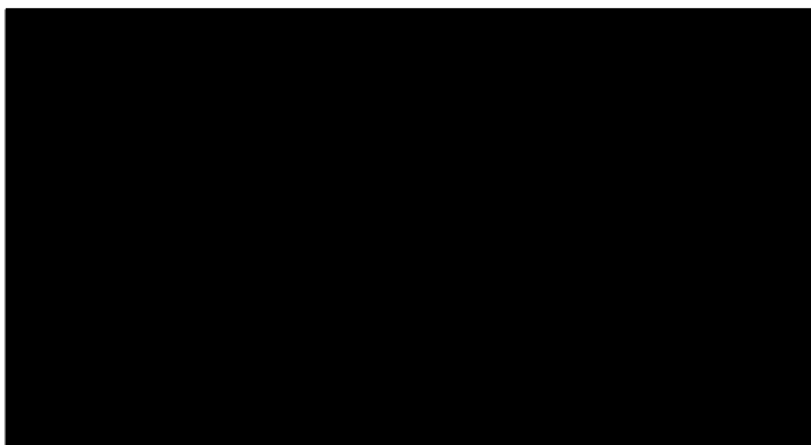


8 Cluny Road, Dingwall IV15 9NS

**TRUSTEES ANNUAL REPORT**

**Period 1st July 2023 – 30th June 2024**

**Trustees**



## **GOVERNANCE**

The Polish Saturday School is a Scottish Charitable Incorporated Organisation and the purposes and administration arrangements are set out in our Constitution.

The Charity is registered on OSCR as SCIO with effect from 14<sup>th</sup> March 2017.

### **Trustee Recruitment and Appointment**

When the present Trustees stand down, it is anticipated that training for new Board members will take place during the year.

### **Objectives and Activities**

Agreement to amend the Charity`s name and purposes was obtained from OSCR in 2017 and since then we have been operating as an educational charity retaining the same number (SC037551). The Trustees agreed to a change of purposes of the Inverness Polish Association SCIO by removing clauses 4.3 and 4.4 from the old constitution. In June 2017 there was unanimous agreement to change the Charity`s name and purposes to that of a school – focussed Charity.

### **Main Activities**

Our main focus is centred on the advancement of education of children from Poland and other ethnic minority cultures who are attending the Saturday School, studying mainly Polish, History, English and environmental studies while preserving and developing the culture and heritage of Poland.

### **Achievement and Performance**

- The Memorandum of Understanding between the Polish Saturday School and our main funder Additional Support Needs of Highland Council was agreed upon in December 2017. Unfortunately, due to internal re-organisation in the Care and Learning Department of Highland Council we will not receive any more financial support for the Saturday School.
- Since April 2022, the school has been operating from a new location at the Culloden-Balloch Baptist Church, situated at Wellside Road, Balloch, Inverness, IV2 7GS. This move was necessitated to accommodate our growing needs and to continue providing a conducive learning environment for our students. The new premises offer improved facilities and more space, allowing us to expand our educational and cultural programs. This relocation reflects our commitment to enhancing the educational experience for the Polish community in Inverness and the surrounding areas.

- The number of children attending each opening varies between 82 and 96 of a total of 96 enrolled children in 2023.
- Our school term began in September 2023 and ended in June 2024.
- Amidst the challenges presented by the Coronavirus pandemic, our school faced the difficult reality of not being able to observe several traditional Polish events, including honouring our commitment to the Remembrance Day at the Invergordon Memorial, our much-anticipated Christmas Dinner, the Carnival Party, and other significant cultural gatherings. Despite these setbacks, we are now pleased to announce a heartening return to our customary celebrations and observances. We have been able to resume our active participation in and organization of these cherished traditions. This includes laying wreaths and paying homage to the fallen soldiers of World War II at the Invergordon Memorial, hosting our Christmas Dinner for students and their families, celebrating with our Carnival Party, commemorating Polish Diaspora Day, and more. This revival of our traditional events has been a significant step in reconnecting our community, fostering a sense of unity, and rekindling our cultural heritage here in Inverness.
- We are grateful for the continued support and involvement of the parents, volunteers and the positive support of the local authority and the Polish Consulate – General in Edinburgh.
- No audit is required as the Accounts have been independently examined.

### **Membership**

The Polish Saturday School has an active membership and at the end of the previous year`s accounting period there were 18 paid up members of the SCIO.

Only paid-up members are eligible to vote at meetings. Annual subscriptions are £10, the first subscription period being up to 31<sup>st</sup> July 2020. Thereafter the agreed rate is payable from 1<sup>st</sup> August – 31 July of the following year.

In light of the ongoing financial challenges faced by many, compounded by the unprecedented global pandemic and the current high cost of living and inflation rates, we have made a significant decision regarding our membership policy. Understanding the difficulties that our members and their families have endured, especially during the lockdown period, we are temporarily suspending the collection of membership fees. This decision reflects our commitment to supporting the Polish community in these trying times. Therefore, for the foreseeable future, we will not be requiring any membership fees, allowing all existing members to participate and vote at meetings without the financial burden of an annual subscription. Our aim is to ensure that our school remains accessible and inclusive, providing a supportive environment for all members during this period of economic uncertainty.

### **Funders**

We gratefully acknowledge financial support from the Consulate – General, which permits us to buy books and make external exam payments if needed and make payments for the school let.

We are also pleased to acknowledge the funding received from the National Lottery, which contributed towards the partial cost of hiring the venue for our school activities.

### **Trustee appointment rights**

There is no external person with Trustee appointment rights. Trustees are appointed throughout the year.

There is no affiliation to other charities or bodies, and the administration of the Saturday School is devolved to committee members.

### **Policy on reserves**

In common with other charities, we seek to retain a small reserve. However, most of our grants are restricted and designed for a specific purpose. The receipts and payments are carefully monitored. With the loss of the Additional Support Needs grant, the funds will require very careful management particularly because of the increased expenses of renting.

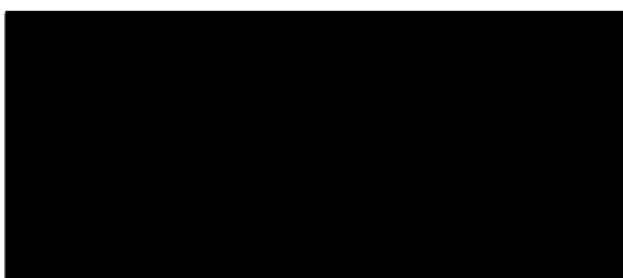
Most of the children attending the Polish Saturday School pay for their tuition and parents readily give up their time to help as volunteers in larger classes.

Donations from the Consulate – General help us to continue to make progress in our aim of educating and supporting Polish migrant children.

### **Donated services**

A number of parents, members and trustees help to organise and run the school. We estimate that approximately 1,500 hours per year are donated to school, which if paid at £10.00 per hour would cost the Polish Saturday School SCIO in excess of £15,000.

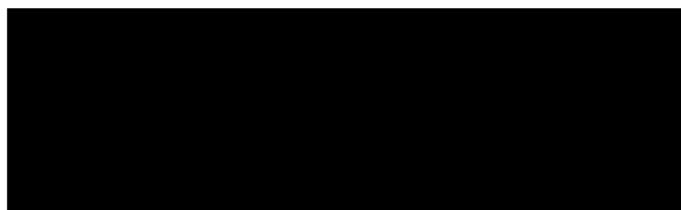
Signed on behalf of the Trustees



**Receipts and Payments Account**  
**Polish Saturday School Inverness SCIO**  
**Known as Polska Sobotnia Szkola Inverness SCIO**  
**Previously Inverness Polish Association SCIO**  
**SC037551**

**Period 1 July 2023 to 30 June 2024**

|  | Twelve<br>Month<br>period to 30<br>June<br>Year 2024<br>£<br>Restricted | Twelve<br>Month<br>period to 30<br>June<br>Year 2023<br>£<br>Restricted | Twelve<br>Month<br>period to 30<br>June<br>Year 2022<br>£<br>Restricted | Twelve<br>Month<br>period to 30<br>June<br>Year 2021<br>£<br>Total |
|--|---|---|---|--|
| <b>Income Received</b>                               |   |   |   |  |
| <b>Grants</b>  |   |   |   |  |
| Coronavirus Job Retention Scheme - Furlough          | 0.00  | 0.00  | 4,011.45  | 12,542.72  |
|  | <b>0.00</b>   | <b>0.00</b>   | <b>4,011.45</b>   | <b>12,542.72</b>   |
| <b>Donations</b>                                     |   |   |   |  |
| Polish Consulate                                     | 4,820.00  |   |   |  |
| Bauer's Radio Cash                                   | 1,960.00  |   |   |  |
| The National Lottery Community Fund                  | 9,999.00  | 2,800.00  |   |  |
| Stowarzyszenie Wspolnota Polska                      | 3,213.01  | 6,272.68  | 1,357.70  | 2,135.46   |
| Early Years Toddler Grant                            | 0.00  | 0.00  | 500.00  |  |
|  | <b>19,992.01</b>  | <b>9,072.68</b>   | <b>1,857.70</b>   | <b>2,135.46</b>  |
| <b>Gross Trading Receipts</b>                        |   |   |   |  |
| From individuals - school                            | 23,800.00   | 25,055.00   | 23,327.09   | 7,489.00   |
|  | <b>23,800.00</b>  | <b>25,055.00</b>  | <b>23,327.09</b>  | <b>7,489.00</b>  |
| <b>Total Receipts</b>                                | <b>43,792.01</b>  | <b>34,127.68</b>  | <b>29,196.24</b>  | <b>22,167.18</b>   |
| <b>Payments</b>                                      |   |   |   |  |
| <b>Payments for Charitable Activities</b>            |   |   |   |  |
| Insurance costs                                      | 234.01  | 513.00  | 155.14  | 183.00   |
| Prizes for activities                                | 977.27  | 509.41  | 733.20  | 1,218.85   |
| Culture Activities                                   | 2,398.10  | 2,417.98  | 786.85  | 738.40   |
| Website and Library (including books from Poland)    | 1,308.60  | 1,188.96  | 0.00  | 20.80  |
| Office costs & Photocopying                          | 800.00  | 149.84  | 237.05  | 216.94   |
| Resources for school                                 | 2,442.10  | 865.00  | 234.45  | 456.83   |
| School Rental Hall                                   | 6,980.00  | 3,800.00  | 5,327.00  | 4,984.50   |
| Payroll Costs / Disclosure Charges /Training         | 319.03  | 637.13  | 234.80  | 245.06   |
|  | <b>15,459.11</b>  | <b>10,081.32</b>  | <b>7,708.49</b>   | <b>8,064.38</b>  |
| <b>Gross Trading Payments</b>                        |   |   |   |  |
| GCSE / Scottish Saturday school                      | 23,344.50   | 20,280.16   | 22,235.39   | 20,064.60  |
|  | <b>23,344.50</b>  | <b>20,280.16</b>  | <b>22,235.39</b>  | <b>20,064.60</b>   |
| <b>Purchase of Fixed Assets</b>                      |   |   |   |  |
|  | <b>0.00</b>   | <b>0.00</b>   | <b>0.00</b>   | <b>0.00</b>  |
| <b>Governance Costs</b>                              |   |   |   |  |
| Bookkeeping and Preparation of Accounts and Training |   |   |   |  |
|  | <b>0.00</b>   | <b>0.00</b>   | <b>0.00</b>   | <b>0.00</b>  |
| <b>Total Payments</b>                                | <b>38,803.61</b>  | <b>30,361.48</b>  | <b>29,943.88</b>  | <b>28,322.17</b>   |
| <b>(Deficit) / surplus for the Period</b>            | <b>4,988.40</b>   | <b>3,766.20</b>   | <b>-747.64</b>  | <b>-6,154.99</b>   |

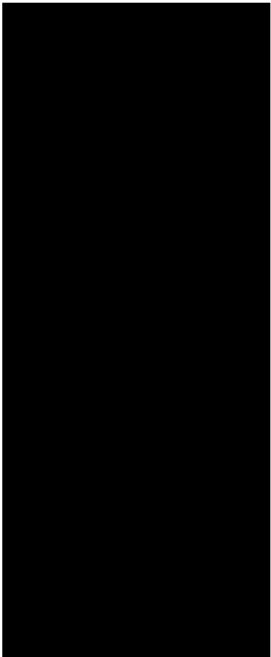


|                                  | 12 months to<br>2024 | 12 months to<br>2023 | 12 months to<br>2022 | 12 months to<br>2021 |
|----------------------------------|----------------------|----------------------|----------------------|----------------------|
|                                  | £                    | £                    | £                    | £                    |
| <b>Bank and Cash in Hand</b>     |                      |                      |                      |                      |
| Opening Cash Balance 1 July 2023 | 7,841.15             | 4,074.95             | 4,822.59             | 10,977.58            |
| Deficit / Surplus for the period | 4,988.40             | 3,766.20             | 747.64               | 6,154.99             |
| Closing Balance at 30 June 2024  | <b>12,829.55</b>     | <b>7,841.15</b>      | <b>4,074.95</b>      | <b>4,822.59</b>      |

|                 |                  |                 |                 |                 |
|-----------------|------------------|-----------------|-----------------|-----------------|
| <b>Reserves</b> |                  |                 |                 |                 |
| General Funds   | 939.24           | 939.24          | 939.24          | 939.24          |
| Restricted      | 11,890.31        | 6,901.91        | 3,135.71        | 3,883.35        |
|                 | <b>12,829.55</b> | <b>7,841.15</b> | <b>4,074.95</b> | <b>4,822.59</b> |

|              |           |          |          |          |
|--------------|-----------|----------|----------|----------|
| Being        |           |          |          |          |
| Cash in Bank | 12,829.55 | 7,635.12 | 4,024.10 | 4,745.39 |
| Cash on hand | -         | 206.03   | 50.85    | 77.20    |
|              | 12,829.55 | 7,841.15 | 4,074.95 | 4,822.59 |

Approved by the Trustees and signed on their behalf



**Polish Saturday School Inverness SCIO Receipts and Payments Account**  
**Known as Polska Sobotnia Szkola Inverness SCIO**  
**Previously Inverness Polish Association SCIO**  
**SC037551**

**Period 1 July 2023 to 30 June 2024**

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**Trustees' Notes to the Accounts**

**1 Governing Document**

The Polish Saturday School is a Scottish Charitable Incorporated Organisation and the purposes and administration arrangements are set out in our constitution.

The charity is registered on OSCR as a SCIO with effect from 14 March 2017.

**2 Charitable purposes**

Our purposes, as recorded in our revised constitution are:

The advancement of education by supporting children from Poland and other ethnic minority cultures to attend a supplementary school studying,

Polish, History, English, Environmental studies, Music and any other relevant subject supporting education of young people.

To preserve and develop the culture and heritage of Poland.

The charity revised it's purposes and changed its name following a review of the constitution and it's activities during 2017.

**3 Remuneration and Expenses**

During the period no management committee members received payment for travel expenses.

Remuneration to teachers was made through payroll arrangements which were managed for the School by an external Payroll specialist.

**Transactions with Trustees and Connected persons**

There were no transactions with Trustees or connected persons other than those shown above

**4 Reserves**

The Polish Saturday School Inverness carried forward a surplus from 2023 and in the twelve months to 30 June 2024 had a surplus of £4,988.40.

The Association held unrestricted funds of £939.24 at the period end and restricted funds of £11,891.31 to pay for costs associated with School activities.

**5 Gifts**

There were no gifts to Board members. Small gifts were given to individuals who helped with school parties and examinations.

**6 Designated funds**

The School has designated **£5,000** of the reserves at the 30 June 2024

for possible redundancy costs, for payment of school rental

and other costs known to be due for activities undertaken relating to the period to 30 June 2023.

Approved by the Trustees and signed on their behalf



**Independent examiner's report on the accounts  
Polish Saturday School Inverness SCIO  
Known as Polska Sobotnia Szkola Inverness SCIO  
Previously Inverness Polish Association SCIO  
SC037551  
Period 1 July 2023 to 30 June 2024**

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**Independent Examiner's Report to the Trustees/members of Inverness Polish Association**

Registered Charity Number SC037551

I report on the accounts of the charity for the period 1 July 2023 to 30 June 2024  
which are set out on pages 1 to 3

**Respective responsibilities of trustee and examiner**

The Charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10 (1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44 (1) (c) of the Act and to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanation from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In the course of 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 44 (1) (a) of the 2005 Act and  
and Regulation 4 of the 2006 Accounts Regulations, and

to prepare accounts which accord with the accounting records and comply with  
Regulation 9 of the 2006 Accounts Regulations

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.

