



**POLSKA
MACIERZ
SZKOLNA**

Training session

FINANCIAL MANAGEMENT AT THE POLISH SUPPLEMENTARY SCHOOL

International Society

William Kay House, 327 Oxford Road, Manchester M13 9PG

28.11.2015

Programme

Time	
9:00 – 9:45	Attendees registration and coffee
9:45 – 10:00	The opening of the event
10:00 – 11:30	Financial management at tyhe Polish supplementary school – Part 1. Trainer: Szymon Niestryjewski, SN Bookkeeping - preparing budgets - recording of income and expenses - financial reporting at a supplementary school
11:30 – 11:45	Coffee break
11:45 – 12:45	Financial management at the Polish supplementary school – Part 2. Trainer: Szymon Niestryjewski, SN Bookkeeping School budget - workshop
12:45 – 13:30	Lunch – Breakout room
13:30 – 15:00	Financial management at the Polish supplementary school – Part 3. Trainer: Szymon Niestryjewski, SN Bookkeeping - Pay systems in supplementary schools
15:00 – 15:15	Coffee break
15:15 – 16:45	How to write a funding application for your supplementary school Trainer: Małgorzata McKane, Founder and Director at <i>Merseyside Polonia</i>
16:45 – 17:15	How to write a funding application for your supplementary school - Q&A with Małgorzata McKane
17:15 – 17:30	Feedback forms, certificates and closing

15:00 – 17:00	Advice surgery with Szymon Niestryjewski*
17:30 – 18:30	Networking

***advance booking necessary.**

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