



**POLSKA
MACIERZ
SZKOLNA**

Plan of the day

Training session 21.11.2015

**The running of a supplementary school in Great Britain
FINANCES OF SUPPLEMENTARY SCHOOLS**

Grosvenor House, 5 Glengall Street, Belfast BT12 5AD

Plan of the Day

Time	Plan
9:00 – 9:30	Attendees' registration /coffee
9:30 – 9:45	<i>The official opening of the event</i> Marzena Klonowska Hatzaras, PES
9:45 – 11:15	<i>Financial management for Polish Supplementary schools – part I:</i> Szymon Niestryjewski, SN Bookkeeping - budgeting - bookkeeping - financial reporting
11:15 – 11:30	Coffee break
11:30 – 12:30	<i>Financial management for Polish Supplementary schools – part II:</i> Szymon Niestryjewski, SN Bookkeeping Budgeting – workshop
12:30 – 13:15	Lunch
13:15 – 14:45	<i>Financial management for Polish Supplementary schools – part III:</i> Szymon Niestryjewski, SN Bookkeeping - employment schemes
14:45 – 15:00	Coffee break
15:00 – 16:30	<i>Writing and Submitting Grant Applications:</i> Małgorzata McKane, Merseyside Polonia
16:30 – 16:45	<i>Writing and Submitting Grant Applications: - Q&A session:</i> Małgorzatą McKane
16:45 – 17:00	Feedback form, handing certificates and closing of the session