

Charity Registration No. 287813

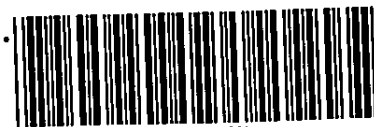
Company Registration No. 01720498 (England and Wales)

**CHINESE ASSOCIATION OF TOWER HAMLETS**  
(A Company Limited by Guarantee)

**TRUSTEES' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2013**

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COMPANIES HOUSE

Silver Levene Audit Ltd  
Chartered Certified Accountants  
37 Warren Street  
London  
W1T 6AD

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## **CHINESE ASSOCIATION OF TOWER HAMLETS**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	Meng Lu Cheng Harun Salah Tsz Ling Wan Hoi Hung Wu Philip Leung Ping Hayward
<b>Secretary</b>	Alan Chau
<b>Charity number</b>	287813
<b>Company number</b>	01720498
<b>Principal address and registered office</b>	680 Commercial Road London E14 7HA
<b>Auditors</b>	Silver Levene Audit Ltd Chartered Certified Accountants 37 Warren Street London W1T 6AD

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## **CHINESE ASSOCIATION OF TOWER HAMLETS**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2013**

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The trustees, who are also directors of the charity for the purposes of the Companies Act, present their report and the audited financial statements for the year ended 31st March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice - "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005 in preparing the annual report and financial statements of the charity.

#### **Purpose, Vision and Objectives**

The charity's purpose as set out in our constitution is to provide a comprehensive range of services (welfare, community care, educational, leisure & recreational and personal development) for the Chinese/Vietnamese Community in and around the London Borough of Tower Hamlets through a supportive environment and a commitment to promote user involvement. Our vision is to ensure that the people we serve live in a sensitive and compassionate environment, have access to services that meet their physical, material and emotional needs, also, they are able to reach the quality of life to which every individual aspires.

The objects for which the Association is established are -

- (A) To help disadvantaged persons of Chinese origin who live, work or study in and around London Borough of Tower Hamlets (hereinafter called "the area of benefit") by the establishment and maintenance of an information and advice centre and an Opportunity Centre
- (B) To promote the welfare of Chinese elderly and disabled people which now or hereafter may be deemed by law to be charitable within the said area of benefit
- (C) To provide opportunities and facilities for the social, educational, cultural and physical development of young Chinese people of the said area of benefit. In this Memorandum of Association 'young Chinese people' means people between the ages of 8 and 25 years.

#### **Principal activities**

The Chinese Association of Tower Hamlets is a charitable company limited by guarantee and is governed by a memorandum and articles of association. The principal activities of the Association is the provision of services to Chinese and Vietnamese community in the London Borough of Tower Hamlets through project based programmes providing specific services to meet the needs of its user groups. The Statement of Financial Activities for the year is set out on Pages 11 to 20 of the financial statements.

#### **How our activities deliver public benefit**

Our main activities and who we try to help are described below. All our charitable activities focus on enhancing the quality of life of the Chinese/Vietnamese community in and around London Borough of Tower Hamlets and are undertaken to further our charitable purposes for the public benefit. Targets set for last year were fully achieved. The services we provided last year included the Welfare Advice Service, Home Care Project, Elderly Luncheon Club, Chinese Opportunity Centre Project, 'I Dare' Project, Chinese School, After School Homework Club and the Saturday's Multi-sports Club. The main office's opening hours were Monday, Tuesday, Wednesday, Friday and Saturday from 9 30 a.m. to 5 30 p.m. at 680 Commercial Road and for Chinese School the opening hours were every Saturday between 10 00 a.m. and 2 00 p.m. at Mulberry School for Girls.

## **CHINESE ASSOCIATION OF TOWER HAMLETS**

### **TRUSTEES' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2013**

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##### **Welfare Advice Service**

Provision of information, advice and welfare benefits work remains a core service for the organization. There is always a great demand for the service which is seen as a first point of contact for Chinese people on a broad range of enquiries. Our Welfare Advice Service continued to be busy and responded to 780 enquiries last year, from 255 people, of which 68 people used our service for the first time. The enquiries cover a wide range of subjects, with benefits and money matters, housing, health and care, personal, consumer, general translation and interpretation being the most common. During the year, our advice service directly supported people to claim an additional £51,344 (£238,416 full year equivalent) worth of benefits.

Following an audit in January 2012 we successfully retained our Community Legal Service Quality Mark to provide General Advice with General Help.

##### **Home Care Service**

The aim of CATH's Home Care Service is to provide assistance and support to vulnerable adults and elders, enabling them to live comfortably in their own home. Our services empower a range of clients including those with physical, mental and learning disabilities, and impairments which hinder their ability to perform everyday actions in their life at home. The service is registered with the Care Quality Commission (CQC).

With over 20 members of staff providing between 350 and 400 hours of domiciliary care support every week, this is probably our fastest growing service. The demand continues to grow and we were providing services not only in Tower Hamlets but also in Islington, Hackney, Redbridge, Haringey, Newham, Camden and Barnet. We continued to work with three other local organisations in a Consortium on tendering issues. In October 2012, we were awarded a 3 years' block contract to deliver domiciliary care in Tower Hamlets.

The challenge facing CATH, is to continue to design and deliver more support for less money. Development work during 2012 - 13 has prepared us for a radical shift in our focus. Our goal is to establish a financially sustainable model, offering new and exciting services that are affordable, appealing and meet the needs of those in later life.

Our future depends on selling value-for-money services that reflect our values and are designed to meet the needs of older people with long term and complex needs who have little or no disposable income (our traditional customer base). It is anticipated that within the next three years (possibly sooner) approximately 50% of our income will be derived from individual paying customers. We anticipate that demand will rise and our annual turnover will fall. It is therefore imperative that we

- further reduce our central costs so that our charges are clearly perceived to be value for money,
- offer services that are intrinsically cheaper than the ones we deliver under contract, without compromising the quality,
- further develop and stream-line our systems for promotion and marketing,
- remain open and responsive to changes in the external environment

## **CHINESE ASSOCIATION OF TOWER HAMLETS**

### **TRUSTEES' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2013**

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##### **Project 'I Dare'**

Project 'I Dare' is jointly-funded by the East End Community Foundation (formerly Isle of Dogs Community Foundation) and the City Bridge Trust. It aims to reach out to and help current and potential service users of the Chinese Association of Tower Hamlets (CATH), mainly elderly but also disabled people, adapt to the social reform towards personalisation by explaining to them the details of the reform and providing assistance in the formulation of their personal plans. Personalisation is about giving people more choice and control over their lives by making sure that the individual is fully informed about the care options available and that he/she has a significant role to play in determining what kind of support the person truly needs.

By providing service users with information and advice, the project not only supports them in making choices which truly cater to their needs but also encourages them to use their personal budgets in ways that help them gain new knowledge and skills and broaden their life experience, for example, participating in social activities and taking up new learning opportunities.

CATH has been providing home care services for a number of elderly and disabled people of whom almost 90% are direct referrals from local councils. With the launch of Project 'I Dare', CATH will extend their services to people who are unreached by local councils, non-Chinese clients and also those Chinese service users who wish to switch from English-speaking agencies to a Chinese-speaking one. Also, Project 'I Dare' will enable CATH to fully incorporate personalisation into their home care services by familiarising service users with the concept and the wider range of service options which were previously unavailable, such as bringing elderly people to day care centres, cultural events and English classes.

##### **Elderly Luncheon Club**

Food costs rising at an alarming rate, as well as fuel and utility costs, made it clear that to continue with the service we would have to increase our charges. We are glad that the majority of our luncheon club members still thought the service offered good value for money.

During 2012 - 2013, 2154 meals were served at our centre. The Luncheon club continued to provide a range of activities that were greatly enjoyed by older people in and around Tower Hamlets. Table Tennis, Mahjong and Ball Room Dancing were among the activities that provide mental and physical stimulation.

##### **Chinese Independent School of Tower Hamlets**

The Chinese Independent School of Tower Hamlets (CISTH) has been successfully established for 28 years. It has served many students within the Chinese and Vietnamese Community in Tower Hamlets and beyond. The school recently moved from Bow to a more central location and now resides in a modern purpose built school c/o Mulberry School for Girls.

The school predominately provides Mandarin and Cantonese lessons for the Chinese community and anyone who wishes to learn. We currently run sixteen classes ranging from playgroup to GCSE level in Mandarin and Cantonese. We also run conversational Mandarin and English for adults and various revision classes and Homework Club for children (free for CISTH pupils). We are proud to have a diversity of students currently studying at the school and achieving GCSE grades.

During 2012-2013, over 200 pupils aged between 4 and 18 were recruited to the Chinese School. CISTH also won awards for the Best Language Project within a Community Setting, this is the second consecutive year the school has received the award. This demonstrates the recognition of service provided by CISTH within the Borough of Tower Hamlets and to the public.

## **CHINESE ASSOCIATION OF TOWER HAMLETS**

### **TRUSTEES' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2013**

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##### **Chinese Opportunity Centre Project**

The project has been established to tackle the changing needs of disadvantaged people of Chinese origin and provide them with the necessary access to employment and/ or training needs. The project is one of the very few in the European Union working to tackle the problem of worklessness in the Chinese and Vietnamese communities. We aim to act as gatekeepers, equipping our members with the necessary skills, confidence and knowledge to

access to employment and/ or training in mainstream society. We are particularly concerned about those facing the most disadvantages such as monolingual job seekers, long term unemployed, those without any education, and illiterate clients.

The Opportunity Centre is dedicated to meeting the needs of clients seeking help and support. The Centre is able to offer a variety of employment/ training access tools, such as sessions with the employment advisor, up-to-date vacancy listings of local jobs as well as good links with training organisations in and around the borough in order to cater to the diverse needs this project serves.

During 2012-13, we worked with 55 clients, 30 of whom entered training and 5 entered into employment.

##### **Saturday's Multi-sports Club**

The aim of our Multi-sports Club is to make sport accessible to young people in our community, discover their talent, and allow them to experiment in a variety of sports to find out whether they might like to take the next step and join a club or play at school.

The objectives for this Multi-sports Club are -

- Create, develop, co-ordinate and promote opportunities for young people to participate in sport, physical activity and recreation
- Improve and increase the number of opportunities for young people wishing to get more involved in sport
- Be able to provide experienced coaches with additional training and workshops to improve safety, skills and awareness
- Be able to support and train young people to become coaches, officials and volunteers developing a strong sense of community
- Support young people with additional coaching in their chosen sport, so as to meet the objectives of boosting young peoples' confidence and empowering them in self-decisions

During 2012 - 2013, 30 - 45 young people aged between 8 and 19 took part in the following activities -

- 10 weeks of badminton taster course
- 10 weeks of basketball taster course
- 10 weeks of football taster course
- 10 weeks of table tennis taster course

## **CHINESE ASSOCIATION OF TOWER HAMLETS**

### **TRUSTEES' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2013**

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##### **Future Plans**

Like many other third sector organisations we have been hit by the current economic climate including reductions in grant income, increasing demands and competition for resources. The financial forecast for 2013 and beyond is extremely challenging. At best, income from our main partners in Health and Social Care will be static and we can expect reductions in some areas of activity. Despite the backdrop of a difficult economic climate, CATH continued to develop its role as a multi-purpose centre for the Chinese Community during the last year. The community centre worked across age groups and a diverse local community, providing opportunities and meeting needs. During the year we carried out user satisfaction surveys for our services and were pleased with the extremely positive responses which have supported our belief that our service provision demonstrates public benefit.

CATH plans to continue with those activities outlined above, which are still on-going, in the forthcoming years subject to satisfactory funding arrangements. CATH will enter into more competitive tenders coming from the statutory sector where they are in line with our objectives of providing services to older people especially in the well-being and prevention realm. We will develop our business plan including a fundraising strategy to address the reduction in income from the statutory sector anticipated and spread the sources of our income. This will include developing non-subsidised paid for services where appropriate. We will continue to work closely with our consortium partners, other voluntary sector organisations and our statutory partners.

##### **Reserves**

The trustees/directors recognise the need to ensure adequate resources are held in reserve to account for unanticipated reduction in income or increase in expenditure. The Chinese Association of Tower Hamlets (CATH) is currently dependent heavily on earned income from its Home Care Service to sustain its activities, as grants alone would not allow CATH to continue operating. This means that if there were to be a gap in earned income it is likely that CATH would have to close down. To avoid closure if funding difficulties were to happen the trustees/directors have agreed to keep a certain level of financial reserves to ensure that main operations can continue for a period of at least 9 months. The main concerns of the board are to ensure

- That staff can continue working, primarily to secure new funding or to allow CATH to wind up while meeting its obligation to staff
- That members and service users are supported to move on to other services

## **CHINESE ASSOCIATION OF TOWER HAMLETS**

### **TRUSTEES' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2013**

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##### **TRUSTEES' RESPONSIBILITIES**

Company and charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing these financial statements, the trustees are required to

- Select suitable accounting policies and then apply them consistently,
- Make judgments and estimates that are reasonable and prudent,
- Prepare financial statements on an ongoing concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time, the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees / directors who served during the year were as follows

Ping Hayward	Chairperson
Alan Chau	Secretary
Hoi Hung Wu	Treasurer
Meng Lu Cheng	Trustee
Harun Salah	Trustee
Tsz Ling Wan	Trustee
Philip Leung	Trustee (Co-opted - 6th October 2012)
Maggie Tsui	Trustee (Resigned - 6th July 2013)

##### **AUDITORS**

A resolution proposing Silver Levene Audit Limited, be re-appointed as auditors of the Charity was approved by the Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.



## **CHINESE ASSOCIATION OF TOWER HAMLETS**

### **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2013**

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#### **APPOINTMENT OF TRUSTEES**

Applications for potential Trustees are sought through registration with appropriate local networks and associations, through the Charity's website and through invitations sent out in member mailings

Membership of the board of trustees consists of the Chair and up to eight other trustees elected by members of the Charity as determined by the Charity's Regulations. The Board also has the power to co-opt persons to serve as members of the Board until the next election of trustees

#### **TRUSTEES INDUCTION AND TRAINING**

Trustees take an active role in succession planning. Potential Trustees are initially provided with reports that will enable them to judge whether to pursue an appointment. Skills Audit forms are completed prior to an interview with the Chair of the Charity and the General Manager. If candidates are regarded as suitable, and wish to pursue an appointment, an orientation session is arranged. This forms part of the ongoing induction process and involves meetings with key staff, attendance at seminars and Committees and at least one Board meeting. Following satisfactory completion of the recruitment process the Board will recommend appointment as a Trustee.

#### **ORGANISATION**

The Board has the overall responsibility for the governance of the Charity. It meets at least four times a year. Regulations specify the powers of the board and the authority delegated to senior staff. The General Manager is responsible for the day to day management of the Charity, working within the financial framework, procedures and policies set down by the Board. The General Manager has delegated authority for human resource planning, employment, service development and finance. The name of the senior staff member to whom day to day management of the charity is delegated to Mr Alan Chau, General Manager.

#### **BANKER**

The name and address of the Chinese Association of Tower Hamlets' Banker is

Barclays Bank PLC  
Canary Wharf Branch  
2 Churchill Place  
London  
E14 5RB

# CHINESE ASSOCIATION OF TOWER HAMLETS

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

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### RISK ASSESSMENT

#### Identified Risk

#### Risk Management

Insufficient Funding

Reduce the breadth of the work we do to the level of income available - review work programme regularly and negotiate with funders for increase - develop income generation activities

Capacity demands on staff

Develop team structures further, clarify role of Trustees, Managers, and strengthen the supervisors and the appraisals processes to link with organizational, financial and service objectives Focus on impact and outcomes

High demand

Review established service criteria

Access to services

Review established service criteria to ensure fairness and transparency

Addressing emerging needs

Review, consult, negotiate and modify services to ensure responsiveness

Potential liability for building repair

Establish a designated fund and review annually

FOR AND ON BEHALF OF THE BOARD OF TRUSTEES



Ping Hayward  
Dated

28/09/2013

## **CHINESE ASSOCIATION OF TOWER HAMLETS**

### **INDEPENDENT AUDITORS' REPORT**

#### **TO THE MEMBERS OF CHINESE ASSOCIATION OF TOWER HAMLETS**

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We have audited the accounts of Chinese Association of Tower Hamlets for the year ended 31 March 2013 set out on pages 11 to 20. These accounts have been prepared in accordance with the accounting policies set out on page 13.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditors**

As described in the statement of trustees' responsibilities, the trustees, who are also the directors of Chinese Association of Tower Hamlets for the purposes of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the accounts give a true and fair view.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion, the information given in the Trustees' Report is consistent with those accounts.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's accounts are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the Chinese Association of Tower Hamlets's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

# **CHINESE ASSOCIATION OF TOWER HAMLETS**

## **INDEPENDENT AUDITORS' REPORT (CONTINUED)**

### **TO THE MEMBERS OF CHINESE ASSOCIATION OF TOWER HAMLETS**

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#### **Opinion**

##### **In our opinion**

- the accounts give a true and fair view of the state of the Chinese Association of Tower Hamlets' affairs as at 31 March 2013, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- the accounts have been prepared in accordance with the Companies Act 2006, and
- the information given in the Trustees' Report is consistent with the accounts

**Homiar Erach Mehta (Senior Statutory Auditor)**

**for and on behalf of Silver Levene Audit Ltd**

**Chartered Certified Accountants**

**Statutory Auditor**

37 Warren Street

London

W1T 6AD

Dated *7<sup>th</sup> October 2013*

# CHINESE ASSOCIATION OF TOWER HAMLETS

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2013

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2013 £	Total 2012 £
<b>Incoming resources from generated funds</b>						
Donations and contract income	2	319,760	-	-	319,760	241,172
Investment income	3	83	-	-	83	70
		319,843	-	-	319,843	241,242
Incoming resources from charitable activities	4	35,075	-	80,930	116,005	132,976
Other incoming resources	5	465	-	-	465	369
<b>Total incoming resources</b>		<b>355,383</b>	<b>-</b>	<b>80,930</b>	<b>436,313</b>	<b>374,587</b>
<b>Resources expended</b>						
<b>Charitable activities</b>						
Costs in furtherance of charity's objectives	6	13,425	-	52,240	65,665	63,236
Governance costs		262,760	-	76,538	339,298	284,574
<b>Total resources expended</b>		<b>276,185</b>	<b>-</b>	<b>128,778</b>	<b>404,963</b>	<b>347,810</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>79,198</b>	<b>-</b>	<b>(47,848)</b>	<b>31,350</b>	<b>26,777</b>
Gross transfers between funds		(42,674)	-	42,674	-	-
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>36,524</b>	<b>-</b>	<b>(5,174)</b>	<b>31,350</b>	<b>26,777</b>
Fund balances at 1 April 2012		172,524	4,140	37,049	213,713	186,936
<b>Fund balances at 31 March 2013</b>		<b>209,048</b>	<b>4,140</b>	<b>31,875</b>	<b>245,063</b>	<b>213,713</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

# CHINESE ASSOCIATION OF TOWER HAMLETS

## BALANCE SHEET

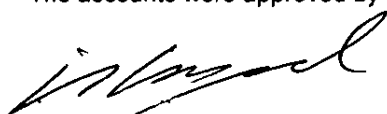
AS AT 31 MARCH 2013


Company Registration No 01720498

	Notes	£	2013 £	£	2012 £
<b>Fixed assets</b>					
Tangible assets	10		4,135		5,514
<b>Current assets</b>					
Debtors	11	60,506		35,461	
Cash at bank and in hand		208,672		201,514	
		<u>269,178</u>		<u>236,975</u>	
<b>Creditors: amounts falling due within one year</b>	12	(28,250)		(28,776)	
<b>Net current assets</b>			<u>240,928</u>		<u>208,199</u>
<b>Total assets less current liabilities</b>			<u>245,063</u>		<u>213,713</u>
<b>Income funds</b>					
Restricted funds	13		31,875		37,049
Designated funds	14		4,140		4,140
Other charitable funds			209,048		172,524
			<u>245,063</u>		<u>213,713</u>

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006

The accounts were approved by the Board on 28<sup>th</sup> September 2013

  
Ping Hayward  
Trustee

  
Hoi Hung Wu  
Trustee

Charity Registration No. 287813

# CHINESE ASSOCIATION OF TOWER HAMLETS

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2013

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#### **1 Accounting policies**

##### **1.1 Basis of preparation**

The accounts have been prepared under the historical cost convention

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006

##### **1.2 Incoming resources**

All incoming resources are included in the SOFA on an receivable basis. No amounts are included in the financial statements for services donated by volunteers

Income is deferred where they relate to future periods

##### **1.3 Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under heading that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with use of the resources

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements

##### **1.4 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements

Transfer from general funds is undertaken when restricted funds are in deficit

##### **1.5 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows

Fixtures, fittings & equipment	25% Reducing balance
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##### **1.6 Company Status**

The charity is a company limited by guarantee. The members of the company are the trustees named on page 6. In the event of the charity being wound up, the liabilities in respect of the guarantee is limited to £1 per member of the charity

# CHINESE ASSOCIATION OF TOWER HAMLETS

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2013

#### 2 Donations and contract income

	2013 £	2012 £
Donations and gifts	16,140	12,583
Grants receivable for core activities	303,620	228,589
	<u>319,760</u>	<u>241,172</u>
Home care contracts		
London Borough of Tower Hamlets	169,728	130,108
London Borough of Islington	34,333	38,941
London Borough of Hackney	3,332	8,570
London Borough of Camden	5,636	2,547
London Borough of Newham	11,445	9,652
London Borough of Southwark	26,294	-
Direct payment	50,483	36,514
Meal subsidies	2,369	2,257
	<u>303,620</u>	<u>228,589</u>

#### 3 Investment income

	2013 £	2012 £
Interest receivable	<u>83</u>	<u>70</u>

#### 4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Grants, fees and subscriptions	<u>35,075</u>	<u>80,930</u>	<u>116,005</u>	<u>132,976</u>



**CHINESE ASSOCIATION OF TOWER HAMLETS**

**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2013**

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**5 Other incoming resources**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Other income	<b>465</b>	<b>369</b>

# CHINESE ASSOCIATION OF TOWER HAMLETS

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2013

#### 6 Total resources expended

	Staff costs £	Other costs £	Total 2013 £	Total 2012 £
<b>Charitable activities</b>				
<u>Costs in furtherance of charity's objectives</u>				
Activities undertaken directly	-	19,417	19,417	27,452
Support costs	-	46,248	46,248	35,784
Total	-	65,665	65,665	63,236
<b>Governance costs</b>	339,298	-	339,298	284,574
	<u>339,298</u>	<u>65,665</u>	<u>404,963</u>	<u>347,810</u>

Governance costs includes payments to the auditors of £3,000 (2012 £3,000) for audit fees

	Staff Costs £	Other Direct Costs £	Support & Admin Costs £	Total 2013 £	Total 2012 £
Welfare advice project	12,292	410	3,436	16,138	18,754
Elderly luncheon club	11,328	6,175	3,903	21,406	17,170
Home care project	263,269	2,649	10,776	276,694	224,088
Chinese opportunity project	5,836	-	-	5,836	10,178
Youth club	1,685	-	-	1,685	3,596
Moon Goddess Dance Group	1,170	-	-	1,170	1,900
Chinese school	12,005	3,323	20,325	35,653	23,783
Management & administration	-	-	-	-	7,305
Youth club expansion project	-	-	-	-	960
After school sporting opportunity project	1,524	-	20	1,544	9,172
After school homework club	5,035	-	2,429	7,464	1,698
Chinese new year	-	6,451	-	6,451	2,950
I Dare project	25,154	409	4,611	30,174	25,794
Jack Petchey projects	-	-	748	748	462
	<u>339,298</u>	<u>19,417</u>	<u>46,248</u>	<u>404,963</u>	<u>347,810</u>

# CHINESE ASSOCIATION OF TOWER HAMLETS

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

### 7 Support costs

	2013 £	2012 £
Office and other support costs	46,248	35,784
	<u>46,248</u>	<u>35,784</u>

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or reimbursed expenses during the year

### 9 Employees

#### Number of employees

The average monthly number of employees during the year was

	2013 Number	2012 Number
Charitable activities	40	35
Management and administration	2	2
	<u>42</u>	<u>37</u>

#### Employment costs

	2013 £	2012 £
Wages and salaries	<u>339,298</u>	<u>284,574</u>

There were no employees whose annual remuneration was £60,000 or more

**CHINESE ASSOCIATION OF TOWER HAMLETS**

**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2013**

**10 Tangible fixed assets**

	Fixtures, fittings & equipment £
<b>Cost</b>	
At 1 April 2012 and at 31 March 2013	<u>24,816</u>
<b>Depreciation</b>	
At 1 April 2012	19,302
Charge for the year	<u>1,379</u>
<b>At 31 March 2013</b>	<u>20,681</u>
<b>Net book value</b>	
At 31 March 2013	<u>4,135</u>
At 31 March 2012	<u>5,514</u>

**11 Debtors**

	2013 £	2012 £
Prepayments and accrued income	<u>60,506</u>	<u>35,461</u>

**12 Creditors: amounts falling due within one year**

	2013 £	2012 £
Accruals	18,250	18,776
Deferred income	<u>10,000</u>	<u>10,000</u>
	<u>28,250</u>	<u>28,776</u>

# CHINESE ASSOCIATION OF TOWER HAMLETS

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2013

#### 13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes

	Balance at 1 April 2012	Movement in funds		Fund Transfer	Balance at 31 March 2013
	£	Incoming resources	Resources expended	£	£
Core	4,484	-	-	-	4,484
Welfare advice project	-	15,568	(16,137)	569	-
Elderly luncheon club	-	6,689	(21,407)	14,718	-
Chinese opportunity project	1,836	6,628	(5,836)	-	2,628
Youth club	-	1,907	(1,685)	-	222
Moon Goddess Dance Group	740	1,444	(1,170)	-	1,014
Chinese school	-	2,880	(35,653)	32,773	-
Chinese new year celebration event	999	2,800	(6,452)	2,653	-
PAYP funding	1,058	-	-	-	1,058
Youth club expansion project	1,498	-	-	-	1,498
Barnet PCT	4,134	-	-	(4,134)	-
Age concern	3,934	-	-	(3,934)	-
After school homework club	1,036	2,214	(1,544)	-	1,706
After school sporting opportunity project	829	10,000	(7,464)	-	3,365
I dare project	15,383	30,000	(30,174)	-	15,209
Jack Petchey project	638	800	(748)	-	690
Learning nature in Chinese project	480	-	(509)	29	-
	<u>37,049</u>	<u>80,930</u>	<u>(128,778)</u>	<u>42,674</u>	<u>31,875</u>

#### 14 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes

	Balance at 1 April 2012	Movement in funds		Balance at 31 March 2013
	£	Incoming resources	Resources expended	£
Equipment replacement fund	4,140	-	-	4,140
	<u>4,140</u>	<u>-</u>	<u>-</u>	<u>4,140</u>

# CHINESE ASSOCIATION OF TOWER HAMLETS

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2013

#### 15 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2013 are represented by				
Tangible fixed assets	4,135	-	-	4,135
Current assets	233,163	4,140	31,875	269,178
Creditors amounts falling due within one year	(28,250)	-	-	(28,250)
	<u>209,048</u>	<u>4,140</u>	<u>31,875</u>	<u>245,063</u>

#### 16 Commitments under operating leases

At 31 March 2013 the company had annual commitments under non-cancellable operating leases as follows

	Land and buildings	
	2013 £	2012 £
Expiry date		
Within one year	-	16,500
Between two and five years	16,500	-
	<u>16,500</u>	<u>16,500</u>