

Charity Registration No. 287813

Company Registration No. 01720498 (England and Wales)

CHINESE ASSOCIATION OF TOWER HAMLETS
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016

Silver Levene (UK) Limited
Chartered Certified Accountants
37 Warren Street
London
W1T 6AD

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**CHINESE ASSOCIATION OF TOWER HAMLETS
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees

Mrs P Hayward
Ms M L Cheng
Mr H H Wu
Mr H Salah
Mr C Yi
Mr T V Le

Secretary

Mr A S L Chau

Charity number

287813

Company number

01720498

Principal address and registered office

680 Commerical Road
London
E14 7HA

Independent examiner

Silver Levene (UK) Limited
Chartered Certified Accountants
37 Warren Street
London
W1T 6AD

**CHINESE ASSOCIATION OF TOWER HAMLETS
(A COMPANY LIMITED BY GUARANTEE)
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**CHINESE ASSOCIATION OF TOWER HAMLETS
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT**

FOR THE YEAR ENDED 31 MARCH 2016

The trustees, who are also directors of the charity for the purposes of the Companies Act, present their report and accounts for the year ended 31 March 2016.

The accounts have been prepared in accordance with the accounting policies set out in note 1 and comply with the Charities Act 2011, the Companies Act 2006 and the Statement of Recommended Practice applicable to charities in accordance with the Financial Reporting Standard for Smaller Entities.

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 organisation's ethos is one of empowerment and enablement. We are driven by our mission to enable people to be the architect of their own lives and be treated with dignity and respect at all times. Our focus is to work with and for those living with physical, sensory or mental impairment and in social isolation, including those with serious and enduring mental health difficulties or dementia, language barriers, or a carer role.

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 its 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. We are a local organisation that understands the needs and aspirations of local Chinese and Vietnamese people. Every year we support hundreds of older people of Chinese origin to live life to the full, maintaining control and independence. The organisation's ethos is one of empowering and enabling people. The Statement of Financial Activities for the year is set out on Pages 11 to 19 of the financial statements.

How our activities deliver public benefit

We have referred to the public benefit guidance contained in the Charity Commission's general guidance on public benefit when reviewing our objectives and in planning our future activities. The aims of the Chinese Association of Tower Hamlets are undertaken specifically to ensure the charitable objects meet the public benefit requirement and the Charities Act 2011.

The primary beneficiaries of our services are people of Chinese origin who live, work or study in and around London Borough of Tower Hamlets. The age at which people may access our services varies according to service requirements, typically led by requirements of funders or commissioners.

**CHINESE ASSOCIATION OF TOWER HAMLETS
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016**

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 School and the After School Homework Club.

The main office's opening hours were Monday, Tuesday, Wednesday, Friday and Saturday from 10:00 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 3:00 p.m at St. Mary and St. Michael Primary School.

Welfare Advice Service

CATH's Welfare Advice Service provides information and advice to the Chinese community in Tower Hamlets on a range of often complex issues, covering such diverse areas as, access to health services, care, finance, welfare benefits, family concerns and housing.

Our Welfare Advice Service is free of charge, and offered to anyone who needs them, regardless of income or circumstances. Obviously practicalities such as staff numbers and availability limit the number of people who can be helped, and where demand exceeds capacity, priorities are determined according to client need, making use of information, advice and signposting where appropriate.

People contact us with enquiries about anything and if we don't already have the answer we do whatever it takes to find out. We know that government cuts and welfare reforms will continue to bite for some time yet to come and that changes to the benefits system have already resulted in increased demand for our services.

The Welfare Advice service supports the functioning of all our services. Thus, our overall success depends on its' quality. The service comprises two elements:

- general information provision;
- benefits and money advice (benefits checks, help in applying for benefits etc.); and

During the period 2015/16, we continued working in partnership with East End Citizen Advice Bureau and responded to 570 enquiries, from 158 people, of which 89 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 £166,596 worth of benefits.

CATH was awarded the Advice Quality Standard (AQS) for our Advice Service. AQS is the quality mark for organisations that provide advice to the public on social welfare issues. Organisations that hold the standard have demonstrated that they are easily accessible, effectively managed, and employ staff with the skills and knowledge to meet the needs of their clients.

The only limitation to our Welfare Advice service is our capacity. Our priorities for the service are therefore to: increase our capacity, maximise our efficiency, monitor delivery and maintain the quality of service provided. These will continue to be our priorities for the foreseeable future.

Home Care Service

We recognise people as individuals and offer choice and opportunity to enable them to live safely, fulfilled and as independently as possible. We value individuals and work in partnership with relatives, regular carers and other agencies to help enable people to take as much control over their lives as possible, helping them to retain dignity and lifestyle choice. The aims and objectives of our Home Care Service are achieved by:

- Delivering a service of a superior quality that will sustain and improve the individuals overall quality of life
- Ensuring the service is delivered flexibly, attentively and in a non-discriminatory fashion whilst respecting each individual's right to independence, lifestyle choice, privacy, dignity, fulfilment and the right to make informed choices and to take managed risks
- Ensuring each individual's needs and values are respected in matters of religion, culture, race or ethnic origin, sexuality and sexual orientation, political affiliation, marital status, parenthood and disabilities or impairments

**CHINESE ASSOCIATION OF TOWER HAMLETS
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TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2016

- Continually assessing and improving upon what we do through consultation (through Service Users, professionals, families, and purchasers), self assessment, quality management, observations, supervisions and inspections
- Ensuring the care and support services are delivered in accordance with the agreed Care Plan and Purchasing Contracts, where applicable
- Rigorous recruitment, selection, training and personal development of Home Care Workers and other staff to enable Service Users needs to be met
- Matching nominated Home Care Workers as closely as possible with Service Users, and respecting the need to change the Home Care Worker in the event of subsequent non-compatibility
- Managing the Care Service efficiently and effectively to make the best use of resources and to maximise value for money for the Service User or purchaser
- Undertaking a Risk Assessment of environmental Health and Safety hazards within each home and reporting concerns to the Service User or purchaser. The Risk Assessment will take into account the right of the Service User to take managed risks
- Ensuring each Service User receives written information on the company's procedure for handling concerns, complaints, comments and compliments, and how that information will be used
- Placing absolute priority on the value of excellent communication with Service Users and staff to ensure individuals are kept as informed as is practicably possible about the service they receive from Chinese Association of Tower Hamlets

Over the past year we continued to establish and consolidate strategic links with other organisations in the community and build coalitions to campaign for real change in the health and social care system. Our Home Care Service is keen to advocate for the rights and welfare of Chinese-speaking people who need social care and ensure that their voice can help shape local government policies. We were actively involved in a consultation exercise conducted by Tower Hamlets Council, which planned to develop an elderly support service for the Chinese and Vietnamese communities to improve access to health services and increase participation in physical activities.

During the year 2015/2016, 30 older people of Chinese origin were supported. Contracts were awarded by Tower Hamlets Social Services, Islington Social Services, Hackney Social Services, Haringey Social Services, Southwark Social Services, Newham Social Services, Lewisham Social Services, Barking and Dagenham Social Services and Lambeth CCG to provide domiciliary care services to the community. On average, 430 hours of domiciliary care services were provided to clients on a weekly basis for the year.

The challenge facing CATH is to continue to design and deliver more support for less money. Development work during the year 2015/2016 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 70% of our income will be derived from individual paying customers via Direct Payment. We anticipate that demand will rise and our annual turnover will fall due to the increase of National Living Wage and London Living Wage. It is therefore imperative that we:

- further reduce our central costs so that our charges are clearly perceived to be value for money;
- further develop and stream-line our systems for promotion and marketing;
- remain open and responsive to changes in the external environment

CATH plans to continue with those activities outlined above, which are still on-going, in the forthcoming years subject to satisfactory funding arrangements. We will continue to work closely with our consortium partners, other voluntary sector organisations and our statutory partners.

Mr C, 64

Mr C was diagnosed with polio at the age of 3. The disease caused his asymmetric paralysis, characterised by a compressed and twisted spine, deformed and shortened upper and lower limbs and much reduced muscle tone.

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TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2016

He moved to the UK from China twelve years ago to live with his brother and sister-in-law. He led an active life here, attending English classes and teaching origami at a local day centre.

Unfortunately he experienced a stroke in early 2013 which resulted in his right upper limb weakness and further diminished his ability to use his custom-built wheelchair and manage his personal care.

His brother and sister-in-law stated that they could not cope with Mr C's increased care needs and did not want Mr C to return to the family home after discharge. Mr C therefore needed a suitable placement on his discharge home. He wanted to be placed in Tower Hamlets, where his brother lived. He did not speak any English, but there was simply no culturally suitable placement in Tower Hamlets that could meet his linguistic needs. He was offered extra care sheltered housing but was concerned that his quality of life would be compromised by his inability to communicate with the staff there regarding his needs.

It was at this stage that we were contacted by Mr C's hospital social worker who was exploring how Mr C's support could be tailored to his culturally and linguistically specific needs. After a meeting with Mr C it was agreed that one of our Support Workers would visit him at his new residence every week to facilitate communication between him and the extra care housing staff and to help him raise any issues he had with regards to the care and support he received there. The goal was to empower Mr C to shape that support and remain in control of his life.

A few weeks into his move to extra care shelter, Mr C raised an issue about his care with us during our regular visit. We were told that there was only one carer assisting him with bathing in the morning as opposed to two as agreed in the care plan. He said that the second carer always turned up late and did not offer any help with his bathing.

With Mr C's consent we shared the concern with the housing and support manager. She replied that it was originally agreed with Mr C that a hoist would be used to assist him with bathing like in the hospital and that was why two people were needed. However, since discharge Mr C refused to use the hoist and wanted to transfer himself independently. It took a much longer time than his personal budget would allow and therefore the manager decided to give him more time with one carer in the morning and shorter time with the second carer.

Our Support Worker communicated the housing manager's answer to Mr C, who accepted the explanation but wondered why no one explained this to him earlier. He felt that he did not have control over his support because he had not been properly informed of the change, and this sense of loss of control was the last thing he wanted to have given his physical vulnerabilities.

While the manager's willingness to change the care plan to reflect the changed preferences of the service user should be appreciated, it was not right that Mr C was not involved in the decision-making process. He did have a right to know how his personal budget was being spent even though he was not directly managing it.

The communication of Mr C's concern has recently led to a review of his care package by the hospital social worker. We will continue to support Mr C in articulating his needs to all the stakeholders.

Elderly Luncheon Club

CATH's Luncheon Club is aimed primarily, but not exclusively, at Chinese and Vietnamese Elders who wish to improve their physical and mental wellbeing. Through our programme of fun and informative activities, and exercise classes, we wish to give attendees the awareness and knowledge to work on raising their own health.

**CHINESE ASSOCIATION OF TOWER HAMLETS
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TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2016

Our Luncheon Club is based at 680 Commercial Road in Limehouse and takes place on Fridays and Saturdays. The Club is run by a team combined of staff, volunteers and also sessional workers who attend to deliver specific workshops or activities. Activities include exercise classes, health talks, Tai Chi, Yuan Ji Dance, Kele Ball exercise, table tennis, regular parties and much more. Through our programme of fun and informative activities, talks and exercise classes, we wish to give attendees the awareness, knowledge and means to work on raising their own health and thus preventing more acute problems from arising later on in life. The Luncheon Club is also a safe, friendly and open social space; giving our attendees a platform to make new friends and catch up with old ones.

During the year 2015/2016, 1,925 meals were served at our centre and services we offered to the community included:

1. Meals and Refreshments: Light refreshments served on Fridays and a full Chinese meal including Chinese soup, meat, fish, vegetable and fruits served on Saturdays.

2. Physical activities: A range of physical activities were offered to service users which reflect their interests and include:

- Tai Chi, Kele Ball exercise, Yuan Ji Dance – every Friday
- Table Tennis - every day of the week except Thursday and Sunday

3. Advice and Information (every day of the week except Thursday and Sunday): Access to advice and information on issues and services that are pertinent to the independence, health and wellbeing of older people. For example, the availability of social care services, welfare rights, personal issues and referrals to other organisations etc.

4. Health talks or workshops: Activities were undertaken that are intended to promote the health of service users including health promotion/awareness talks or workshops, eyes test, dental check, healthy eating etc.

5. Other activities included:

- Outings and visits to places of interests
- Cooking Demonstrations – user led classes on preparing Chinese pastries
- Christmas Parties - A chance for everybody to celebrate the festive season over shared food and music
- Mid Autumn and Dragon Boat festivals
- Chinese New Year celebration event

Chinese Independent School of Tower Hamlets

The school moved from c/o Mulberry School for Girls to St. Mary and c/o St. Michael Primary School in September 2013 and it is a more secure building as no one else is sharing the premises with C.I.S.T.H. We have provided 34 sessions from September 2015 to June 2016 - a total of 24 classes in Cantonese and Mandarin from Playgroup to A Level. In the past year, students achieved over 95% attendance since the start of the term. The school continues to have a positive impact on the lives of Chinese & non-Chinese children, young people and their families across London and beyond.

The number of enrolment increased by over 20% in the new academic year; reaching over 350 students enrolled on Cantonese or Mandarin, from the age of 3 up to 18. The school received enquiries regularly and more parents would like to send their children to the C.I.S.T.H to learn Chinese. There was also an increase in the number of Tower Hamlets students during the academic year.

Due to the high demand of some classes, C.I.S.T.H opened new classes for the new academic year including one additional Mandarin Year 1. The school also recruited 10 new teachers. The current trend demonstrates more parents would like to send their children to learn Chinese, in particularly Mandarin.

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FOR THE YEAR ENDED 31 MARCH 2016**

Students have learnt how to communicate with their non-English speaking members in their family through learning the four key skills: writing, reading, listening and speaking in Cantonese or in Mandarin. They have demonstrated their achievements from their positive learning attitude and the satisfying exam results. Students who have taken the Chinese GCSE exam this year have achieved 100% grade A*, included those who conducted early GCSE via Community Languages Service of Tower Hamlets. Youngest A* achiever was 10 years old. AS level students achieved B – D in the exams; youngest student was 13 years old.

GCSE students in the previous year also achieved 100% A* – A. Students were invited to an award ceremony by the Community Languages Service in November 2015; awards and gift were presented to students on stage by the Mayor of Tower Hamlets Mr John Biggs.

The school participated in a few special activities and projects; these include the International Language Day host by the Community Languages Service in February 2016 where the dance group performed and two students won an award in the writing competition, and the Jack Petchey Award Scheme.

We used new methods to send out surveys to students and parents. We received over 80 completed feedback online form from students and parents. Over 85% of the feedback we received commented that overall students and parents were very satisfied with the service we provided at the school and the excellent facilities at St Mary and St Michael Primary School.

Teachers continued to attend regular trainings to enhance their teaching skills and students' learning experience; i.e. 16 days teacher's training course held in China.

Future perspectives include seeking for more training opportunities, exploring new ways to recruit students in London & beyond and register the school as an approved Edexcel exam centre as the Community Languages Service could no longer enter students for exams from September 2017.

After School Homework Club

After School Homework Club is held at St. Mary and St. Michael Primary School on Saturdays from 12:45pm to 3:15pm for children from the age of seven. The club has twenty seven students with a mixture of genders, cultural/ethnic background and religion. The sessions are designed to help and support on subjects that pupil has difficulty comprehending; in particularly Chinese, Maths and English (Comprehension and Writing). Additional exercises have been given to students to take home to practice. This will support their learning outcomes and facilitate their learning at mainstream school.

Students usually complete their homework (English, Maths and Chinese) between 12:45 to 2pm. After 15 minuses break, they can choose to read a book or challenge themselves by completing more excises provided by the club.

Homework club provides trilingual (Mandarin, Cantonese and English) support that can benefit parents and students who just immigrated to this country. This enables them to communicate with the club tutor regarding school work, homework or beyond. These languages are often use in the class, as we provide a warm and nurturing environment where students can learn and grow with peers from different backgrounds.

The success of the program is reflected in two ways: 1. students are becoming increasingly confident. 2. Student's exam results and school report. We have a few students whose GCSE results are very satisfying.

Continuous quality improvement

Customer feedback is critical to all our quality improvement processes. We routinely survey random samples of our customers. The surveys are anonymised so people can feel free to be honest. Using 1-1 interviews and focus groups, we actively seek the views of customers, family members, carers and health and social care professionals to inform the development of each of our services.

**CHINESE ASSOCIATION OF TOWER HAMLETS
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TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2016

Future Plans

For many older people, ageing can be a positive experience that brings new changes and opportunities to their lives. We work with older people who are interested in taking up new interests such as information technology, social activities, new hobbies or volunteer work.

However, for the majority of older people that we work with, ageing can have negative consequences; poor health, impairment, reduced mobility and poverty can increase dependency and contribute to social isolation. CATH intends to ensure that older people receive the help and services that they require to prevent the negative aspects of ageing and support positive outcomes.

As part of the strategic planning process two overriding aims were identified. One being to develop commissioned income to continue the social care services currently funded with mainstream grants; the other to reduce the overhead costs of running the organisation.

We aim to build upon the relationship we have established with local clinical commissioning groups, the hospital trusts, Adult Social Care and other organisations to provide a holistic service for older people referred by Adult Social Services to enable them to access wider third sector support. We will provide social support and health & wellbeing activities for older people with long-term conditions, dementia and mental health issues, which will improve their quality of life and maintain their independence.

CATH continues to face a multitude of opportunities and challenges. The block contract with Tower Hamlets Council will end in October 2016. To secure the financial future of the organization, we will maximise any opportunity to secure further statutory sector contracts; develop our donor base through, for example, corporate sponsorship of packages of support, individual donor and fundraising.

Our solid customer base, redesigned, affordable and wholly customer-focused services, judicious budget management and ambitious marketing and promotion programme, put us in an excellent position to grow and thrive, making a vital contribution to meeting the needs of those in later life.

Reserves

The trustees/directors recognise the need to ensure adequate resources are held in reserve to account for unanticipated reduction of income or increase of 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
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2016

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:

Hoi Hung Wu	Chairperson	
Alan Chau	Company Secretary	
The Vinh Le	Trustee	- Appointed on 01/10/2015
Ping Hayward	Trustee	
Meng Lu Cheng	Trustee	
Harun Salah	Trustee	
Chuang Yi	Trustee	- Appointed on 01/10/2015
Tsz Ling Wan	Trustee	- Resigned on 03/10/2015
Philip Leung	Trustee	- Resigned on 03/10/2015

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.

**CHINESE ASSOCIATION OF TOWER HAMLETS
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016**

BANKER

The name and address of the Association's Banker is:

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

RISK MANAGEMENT AND INTERNAL CONTROLS

The Trustees have overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. 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 and to provide reasonable assurance that:

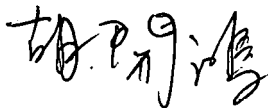
- the charity is operating efficiently and effectively .
- its assets are safeguarded against unauthorised use or disposition.
- proper records are maintained and financial information used within the charity or for publication is reliable.
- the charity complies with relevant laws and regulations.

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. They include:

- a strategic plan and an annual budget approved by the Trustees.
- regular consideration by the Trustees of the financial results, variance from budgets, non financial performance indicators and benchmarking reviews.
- delegation of authority and segregation of duties.
- identification and management of risks.

The Trustees have established a formal risk management process to assess business risks and implement risk management strategies. This involves annually identifying the types of risks the charity faces, prioritising them in terms of potential impact and likelihood of occurrence and identifying and monitoring the means of mitigating the main risks.

FOR AND ON BEHALF OF THE BOARD OF TRUSTEES



Hoi Hung Wu
Chair-person

Date: 5/12/2016

**CHINESE ASSOCIATION OF TOWER HAMLETS
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT**

TO THE TRUSTEES OF CHINESE ASSOCIATION OF TOWER HAMLETS

I report on the accounts of the Chinese Association of Tower Hamlets for the year ended 31 March 2016, which are set out on pages 11 to 19.

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of Chinese Association of Tower Hamlets for the purposes of company law, are responsible for the preparation of the accounts. The 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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

Basis of independent examiner's report

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 examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Homiar Erach Mehta
Silver Levene (UK) Limited
Chartered Certified Accountants
37 Warren Street
London
W1T 6AD

Dated: 6th December 2016

CHINESE ASSOCIATION OF TOWER HAMLETS
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2016

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2016 £	Total 2015 £
<u>Incoming resources from generated funds</u>						
Donations and contract income	2	425,583	-	-	425,583	342,081
Investment income	3	84	-	-	84	96
		<u>425,667</u>	<u>-</u>	<u>-</u>	<u>425,667</u>	<u>342,177</u>
Incoming resources from charitable activities	4	60,413	-	40,953	101,366	91,772
Total incoming resources		<u>486,080</u>	<u>-</u>	<u>40,953</u>	<u>527,033</u>	<u>433,949</u>
<u>Resources expended</u>						
	5					
Charitable activities						
Costs in furtherance of charity's objectives		59,988	-	10,259	70,247	63,314
Governance costs		354,125	-	29,795	383,920	405,599
Total resources expended		<u>414,113</u>	<u>-</u>	<u>40,054</u>	<u>454,167</u>	<u>468,913</u>
Net incoming/(outgoing) resources before transfers		<u>71,967</u>	<u>-</u>	<u>899</u>	<u>72,866</u>	<u>(34,964)</u>
Gross transfers between funds		(562)	-	562	-	-
Net income/(expenditure) for the year/ Net movement in funds		<u>71,405</u>	<u>-</u>	<u>1,461</u>	<u>72,866</u>	<u>(34,964)</u>
Fund balances at 1 April 2015		<u>216,049</u>	<u>4,140</u>	<u>22,354</u>	<u>242,543</u>	<u>277,507</u>
Fund balances at 31 March 2016		<u>287,454</u>	<u>4,140</u>	<u>23,815</u>	<u>315,409</u>	<u>242,543</u>

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
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET**

AS AT 31 MARCH 2016

Company Registration No. 01720498

	Notes	2016 £	£	2015 £	£
Fixed assets					
Tangible assets	9		6,453		3,327
Current assets					
Debtors	10	64,626		15,464	
Cash at bank and in hand		271,775		247,435	
		336,401		262,899	
Creditors: amounts falling due within one year	11	(27,445)		(23,683)	
Net current assets			308,956		239,216
Total assets less current liabilities			315,409		242,543
Income funds					
Restricted funds	12		23,815		22,354
Unrestricted funds:					
Designated funds	13		4,140		4,140
Other charitable funds			287,454		216,049
			315,409		242,543

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2016. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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 3rd Dec. 2016

MENG LUCHENG
Ms M L Cheng
Trustee

胡平
Mr H H Wu
Trustee

**CHINESE ASSOCIATION OF TOWER HAMLETS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS**

FOR THE YEAR ENDED 31 MARCH 2016

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 Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities, the Financial Reporting Standard for Smaller Entities (effective January 2015) 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 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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1.5 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.

1.6 Company Status

The charity is a company limited by guarantee. The members of the company are the trustees named on page 8. 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
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

2 Donations and contract income

	2016 £	2015 £
Donations and gifts	23,673	12,056
Contract income	401,910	330,025
	<u>425,583</u>	<u>342,081</u>
Home care contract income		
London Borough of Tower Hamlets	177,662	159,909
London Borough of Islington	52,548	56,910
London Borough of Hackney	8,439	14,860
London Borough of Newham	7,323	7,281
London Borough of Southwark	24,599	36,705
Direct payments	115,601	54,360
Lewisham Social Services	15,738	-
	<u>410,910</u>	<u>330,025</u>

3 Investment income

	2016 £	2015 £
Interest receivable	84	96
	<u>84</u>	<u>96</u>

4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Grants	-	40,953	40,953	41,526
School fees income	60,413	-	60,413	50,246
	<u>60,413</u>	<u>40,953</u>	<u>101,366</u>	<u>91,772</u>

CHINESE ASSOCIATION OF TOWER HAMLETS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

5 Total resources expended

	Staff costs £	Other costs £	Total 2016 £	Total 2015 £
Charitable activities				
<u>Costs in furtherance of charity's objectives</u>				
Activities undertaken directly	-	20,599	20,599	14,926
Support costs	-	49,648	49,648	48,388
Total	-	70,247	70,247	63,314
Governance costs	383,920	-	383,920	405,599
	383,920	70,247	454,167	468,913

	Staff Costs £	Other Direct Costs £	Support & Admin Costs £	Total 2016 £	Total 2015 £
Welfare advice project	7,623	1,084	8,839	17,546	15,264
Elderly luncheon club	13,253	4,668	3,403	21,324	21,300
Home care project	331,218	6,291	10,587	348,096	355,480
Chinese opportunity project	924	-	180	1,104	3,051
Chinese school	27,843	5,652	20,642	54,137	46,081
After school homework club	3,059	-	3,027	6,086	3,139
Chinese New Year	-	2,904	-	2,904	3,497
I Dare project	-	-	-	-	17,586
Jack Petchey project	-	-	436	436	600
After school sporting opportunity project	-	-	225	225	1,550
Dragonboat	-	-	2,309	2,309	1,365
	383,920	20,599	49,923	454,167	468,913

6 Support costs

	2016 £	2015 £
Office and other support costs	49,648	48,388
	49,648	48,388

CHINESE ASSOCIATION OF TOWER HAMLETS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

7 Trustees

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

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2016	2015
	Number	Number
Charitable activities	41	43
Management and administration	2	2
	<u>43</u>	<u>45</u>
	<u><u>43</u></u>	<u><u>45</u></u>
Employment costs	2016	2015
	£	£
Wages and salaries	383,920	405,599
	<u><u>383,920</u></u>	<u><u>405,599</u></u>

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

CHINESE ASSOCIATION OF TOWER HAMLETS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

9 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2015	26,596
Additions	5,911
Disposals	(3,316)
At 31 March 2016	29,191
Depreciation	
At 1 April 2015	23,269
On disposals	(2,563)
Charge for the year	2,032
At 31 March 2016	22,738
Net book value	
At 31 March 2016	6,453
At 31 March 2015	3,327

10 Debtors	2016	2015
	£	£
Prepayments and accrued income	64,626	15,464

11 Creditors: amounts falling due within one year	2016	2015
	£	£
Accruals	27,445	23,683

CHINESE ASSOCIATION OF TOWER HAMLETS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

12 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:

	Movement in funds				
	Balance at 1 April 2015	Incoming resources	Resources expended	Transfers	Balance at 31 March 2016
	£	£	£	£	£
Core	4,484	-	-	-	4,484
Opportunity Centre Project	1,581	926	(1,104)	-	1,403
Youth Club	222	-	-	-	222
Welfare Advice Project	-	14,297	(14,362)	65	-
After School Homework Club	2,457	3,734	(3,059)	-	3,132
After School Sporting	4,938	-	-	-	4,938
I Dare Project	7,945	-	-	-	7,945
Jack Petchey Project	727	1,400	(436)	-	1,691
Elderly Luncheon Club	-	9,839	(10,120)	281	-
Chinese School	-	7,957	(8,070)	113	-
Chinese New Year Event	-	2,800	(2,903)	103	-
	<u>22,354</u>	<u>40,953</u>	<u>(40,054)</u>	<u>562</u>	<u>23,815</u>

13 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:

	Movement in funds				
	Balance at 1 April 2015	Incoming resources	Resources expended		Balance at 31 March 2016
	£	£	£		£
Equipment replacement fund	4,140	-	-		4,140
	<u>4,140</u>	<u>-</u>	<u>-</u>		<u>4,140</u>

The trustees have designated funds of £4,140 to cover the future cost of IT & communication system of the Charity.

CHINESE ASSOCIATION OF TOWER HAMLETS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

14 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2016 are represented by:				
Tangible fixed assets	6,453	-	-	6,453
Current assets	308,446	4,140	23,815	336,401
Creditors: amounts falling due within one year	(27,445)	-	-	(27,445)
	<u>287,454</u>	<u>4,140</u>	<u>23,815</u>	<u>315,409</u>

15 Commitments under operating leases

At 31 March 2016 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2016	2015
	£	£
Expiry date:		
Between two and five years	16,775	16,500
	<u>16,775</u>	<u>16,500</u>

16 Post balance sheet events

The charity made a claim to Thames Water for the flood damage to their premises in June 2016 and the final settlement has been agreed.