



## CHINESE INFORMATION AND ADVICE CENTRE

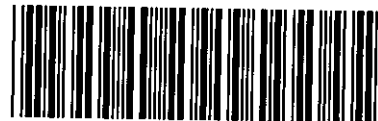
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)

Report of the Directors and Financial Statements

For the year ended 31 March 2006

Charity no.: 800646  
Company no.: 2306765

TUESDAY



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A03 07/11/2006 367  
COMPANIES HOUSE

*W. E. I. Newton & Co.*

**ACCOUNTANTS**

**LONDON**



# CHINESE INFORMATION AND ADVICE CENTRE

## REPORT OF THE TRUSTEES

The Trustees are pleased to present their report together with the audited financial statements of the company for the year ended 31 March 2006.

### Objects and Activities

The mission of the Chinese Information and Advice Centre (the Charity) is to ensure that disadvantaged people of Chinese origin in the UK are able to access quality advice, information and support.

The Charity specialises in providing advice and support on immigration and asylum law. It also offers support services to refugees and asylum seekers as well as a unique support programme for Chinese women, in particular to those vulnerable to domestic violence. In addition, the Charity collects and disseminates information to Chinese communities throughout the UK.

### Governance & Management

The Board of Trustees meets at least six times a year and is responsible for the governance of the organisation. New Trustees are supported through an induction process which includes a written material on their responsibilities and code-of-conduct as Trustees. In addition to the regular meetings each year, there are two Awaydays to concentrate on longer-term strategies.

Decisions on the day-to-day operation of the Charity are taken by the Chief Executive in consultation with the Trustee sub-committees. Assessment of the financial position of the Charity and monitoring of its resources is carried out by the Executive Committee. There are two other committees formed by the Trustees together with the Chief Executive Officer and co-opted members to oversee personnel and fundraising matters. During the year, Mr. Kam-Sang Law remained as the Chief Executive on a voluntary basis.

Decisions on matters with significant implications for the organisation are brought to the Board of Trustees including organisational priorities and changes, resources risk, major initiatives and formation and development policies.

Trustees are elected at each AGM, and new Trustees may be recruited during the year to fill up vacancy or take on additional responsibilities. New Trustees are recruited through introductions, enquiries and the Charity's website.

### Results

The net outgoing resources for the year amounted to £10,984 (2005: incoming resources £30,850) of which there was a net deficit of £26,157 (2005: £32,273 surplus) on restricted projects and net surplus of £15,173 (2005: £1,423 deficit) on unrestricted purposes.

### Achievements and Performance

#### (i) Legal Advice

The Charity had been awarded another year of contract by the Legal Services Commission (LSC) on the provision of legal advice on immigration and asylum law. This service is also provided under the Association of London Government (ALG) contract. After the introduction of the accreditation examination by the Legal Service Commission in 2004, all of the legal advisor team has now at least attained the minimum level of accreditation. The Charity had been providing on going training to equip the staff to achieve their next level of accreditation.

During the year, the Legal Advice Team opened 197 new cases under LSC contract and 157 cases under ALG contract. The Team also handled 1,096 telephone enquiries.

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## **(ii) Refugees and Asylum Seekers Support**

There had been a dramatic increase in the demand for drop-in and telephone enquiry services offered under the Refugees and Asylum Support project. This project provides advice and assistance in the areas of asylum support, welfare benefit, housing, health and education for Chinese new arrivals. The Charity continued to represent and advocate on behalf of the service users to local authorities and National Asylum Support Service. During the year, the Charity opened 84 new cases, serviced 194 drop-in clients and answered over 1,000 telephone enquiries, including one-off callers. This project was funded by Diana Trust, Lloyds TSB Foundation and Rayne Foundation.

In May 2005, the Charity set up the Language Exchange Programme under Rayne Foundation funding. This programme had matched up refugee service users with native English speaking volunteers on a one-to-one basis. While the volunteers were helping the refugees learning English, they also familiarised themselves with Chinese dialects and their culture.

## **(iii) Women's Support**

Women's Support project provides Chinese women safety planning, emotional support, interpretation, assistance in finding refuge or temporary accommodation, and advice on housing, benefits and children issues. In the year under review, the Charity had handled approximate 200 telephone enquiries and 23 new cases. There were 12 volunteers on outreach providing on-going assistance to 40 services users. The Charity also raised the awareness of domestic violence amongst the Chinese community through multi-agency partnership and Chinese media. The project received the continued support from Wates Foundation and Tudor Trust Foundation. During the year, a new funding was granted by City Parochial Foundation.

## **(iv) Information Development**

The Charity continued to receive funding from Bridge House Trust for the Information Development Project. Four newsletters were published (in traditional and simplified Chinese characters and in English) to provide news on immigration and nationality laws and policies changes and information on events in the Chinese community.

In partnership with Wandsworth Council, the Charity held the cultural awareness workshop in March 2006 for the Council staff to enable them to better understand Chinese culture and working with the Chinese community. The Charity also organized a workshop to promote a special scheme by the International Organization for Migration under which it encouraged refugees and asylum seekers to return to their home country voluntarily.

Due to the current funding which ended in March 2006, the publication of the Charity Newsletter came to a halt. However, we will still seek partnership with other organisations to hold workshops and maintain the Chinese information section inside Charing Cross Library.

## **Fundraising**

The Charity has formed a Capital Appeal Working Committee. This committee aims to raise enough capital towards the purchase of an office premises. During the year, the Charity held four fundraising dinner nights, had a stall in China Town and co-organised a calligraphy exhibition in the Victoria and Albert Museum with Jiazi Society of Calligraphy from Hong Kong during the Chinese New Year. A gross sum of £15,258 was raised and £8,803 net of expenses.

# CHINESE INFORMATION AND ADVICE CENTRE

## Plans for Future Periods

The Charity had conducted some researches on the proposed projects included in the last year report. We still need more research work to be done in order to apply funding in those new areas. The projects under study are:

- Outreach service for supporting Chinese having difficulties accessing mainstream agencies;
- Organising vocational training for refugees including cookery, food hygiene, citizenship, English and basic computer skills;
- Support for prisoners of Chinese origin; and
- Outreach service to Chinese elderly people residing in homes for the aged.

## Reserves Policy

The Trustees considered the level of free reserves (being funds not tied up in fixed assets, designated funds or restricted funds) that the Charity will require to provide financial flexibility over the course of the forthcoming year should be 3 months of the resources expended, which was approximate £80,000 in general funds. At present the free reserves amounted to £46,550 (2005: £31,377) which do not reach such target level. The Trustees had held a number of fundraising events in this financial year and a series of fundraising activities are now in the pipeline to increase these unrestricted reserves in the following year.

## Investment Policy

Under the memorandum and articles of association, the Charity has the power to make any investment as the Trustees think fit.

## Risk Review

Formal detailed review of the Charity's strategy and activities are carried out on an annual basis to produce a comprehensive three-year rolling strategic plan setting out the major opportunities available and the risks exposed. The Trustees regularly monitor progress against the strategic objectives. As part of this process, the trustees have implemented a risk management strategy that comprises of:

- An annual review of the risks which the Charity may face;
- The establishment of systems and procedures to mitigate those risks identified; and
- The implementation of procedures designed to minimise any potential impact on the Charity should any of those risks materialise.

## Related Parties

The Charity reimburses its Trustees for expenditure. During the year, there was no related party transaction.

## Auditors

The auditors, W.E.S. Newton & Co. are willing to stand for re-appointment and a proposal for their re-appointment will be put to the annual general meeting.

Signed for and on behalf of  
Board of Trustees

Chairman

25 September 2006

# CHINESE INFORMATION AND ADVICE CENTRE

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare financial statements for each financial year. Which give a true and fair state of the affairs of the company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

1. Select suitable accounting policies and then apply them consistently;
2. Make judgements and estimates that are reasonable and prudent; and
3. Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable the to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **AUDITORS' REPORT TO THE MEMBERS OF CHINESE INFORMATION AND ADVICE CENTRE**

We have audited the financial statements of the Charity for the year ended 31 March 2006 which comprised the statements of financial activities, the balance sheet and the related notes 1-19, which have been prepared under the accounting policies set out therein.

### **Respective responsibilities of Directors and auditors**

As described in the statement of Trustees' responsibilities, you are responsible as directors for the preparation of the financial statements, which are required to be prepared in accordance with applicable United Kingdom law and accounting standards. It is our responsibility to form an opinion, based on our audit, on those statements and to report our opinion to you. We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We read the Trustees' report for the above year and consider the implications for our report if we became aware of any apparent misstatements or material inconsistencies with the financial statements.

### **Basis of opinion**

We conducted our audit in accordance with United Kingdom auditing standards issued by Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made in the preparation of the financial statements and of whether the accounting policies are appropriate to the charity'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 financial statements 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 financial statements.

### **Opinion**

In our opinion, the financial statements give a true and fair view of the Charity's state of affairs as at 31 March 2006 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

W.E.S. Newton & Co  
Certified Accountants  
68 Ferndene Road  
London SE24 0AB

2006



# CHINESE INFORMATION AND ADVICE CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES & SUMMARY INCOME & EXPENDITURE ACCOUNT For the year ended 31 March 2006

			2006	2005
		Unrestricted Funds £	Restricted Funds £	Total Funds £
<b>INCOMING RESOURCES</b>				
<b>Incoming resources from generated funds</b>				
Voluntary income - gifts and donations		3,041	-	3,041
- grants		580	-	580
<b>Activities for generating funds</b>				
Interest income		2,749	-	2,749
Fundraising		15,258	-	15,258
<b>Incoming resources from charitable activities</b>	3			
Legal advice		-	193,302	193,302
Refugees & asylum support		-	15,000	15,000
Women's support		-	41,500	41,500
Information development		-	25,000	25,000
<b>Total incoming resources</b>		<u>21,628</u>	<u>274,802</u>	<u>296,430</u>
<b>RESOURCES EXPENDED</b>				
<b>Costs of generating funds</b>				
Fundraising costs of grants and donations		6,455	-	6,455
<b>Charitable activities</b>	4			
Legal advice		-	185,871	185,871
Refugees & asylum seeker support		-	46,444	46,444
Women's support		-	40,266	40,266
Information development		-	25,012	25,012
<b>Governance costs</b>	5			
		-	3,366	3,366
<b>Total resources expended</b>		<u>6,455</u>	<u>300,959</u>	<u>307,414</u>
<b>Net (outgoing)/incoming resources and Net movement in funds</b>	6			
		<u>15,173</u>	<u>(26,157)</u>	<u>(10,984)</u>
<b>Total funds brought forward from previous year</b>		<u>31,377</u>	<u>51,834</u>	<u>83,211</u>
<b>Total funds carried forward as at 31 March</b>		<u>46,550</u>	<u>25,677</u>	<u>72,227</u>

All incoming resources and resources expended derive from continuing activities.  
The statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 10 to 16 form an integral part of these financial statements

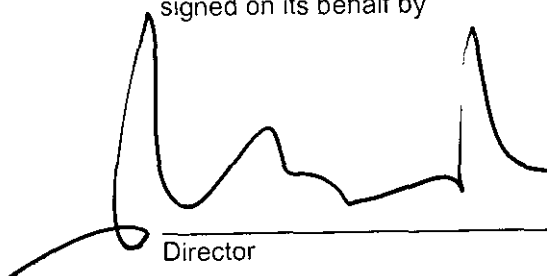
# CHINESE INFORMATION AND ADVICE CENTRE

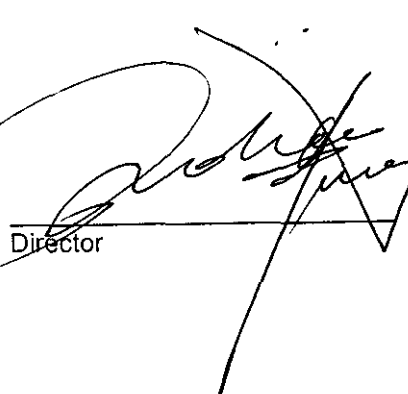
## BALANCE SHEET

As at 31 March 2006

	Note	2006 £	2005 £
<b>Fixed Assets</b>	9	<u>2,419</u>	<u>4,960</u>
<b>Current Assets</b>			
Debtors	10	26,643	26,913
Cash at bank and in hand		<u>59,573</u>	<u>67,583</u>
		86,216	94,496
<b>Liabilities</b>			
Creditors: Amount falling due within one year	11	<u>13,095</u>	<u>12,932</u>
<b>Net Current Assets</b>		<u>73,121</u>	<u>81,564</u>
<b>Total Asset net Current Liabilities</b>		<u>75,540</u>	<u>86,524</u>
 Other Provisions	12	3,313	3,313
<b>Total assets less total liabilities</b>		<u>72,227</u>	<u>83,211</u>
 <b>Funds</b>			
Unrestricted funds	13	46,550	31,377
Restricted funds	14	<u>25,677</u>	<u>51,834</u>
		<u>72,227</u>	<u>83,211</u>

Approved by the Board of Directors on 25 September 2006 and  
signed on its behalf by

  
Director

  
Director



# CHINESE INFORMATION AND ADVICE CENTRE

## NOTES TO THE ACCOUNTS

For the year ended 31 March 2006

### 1. Accounting policies

The financial statements are prepared in accordance with the Statement of Recommended Practice 2005 "Accounting and Reporting by Charities" and applicable accounting standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements areas follows:

#### (a) Accounting Convention

The financial statements are prepared under the historical cost convention.

#### (b) Incoming resources

All income is recognised in the statement of financial activities when the conditions for receipt have been met and there is reasonable assurance of receipt.

##### *Grants for revenue expenditure*

Grants are recognised in the statement of financial activities when the conditions for receipt have been complied with.

The previous year's results have been restated in accordance with this revised policy.

##### *Donations*

Donations are included in incoming resources when they are receivable.

##### *Interest income*

Interest is included when receivable by the charitable company.

#### (c) Resources expended

All expenditure is accounted for on an accruals basis and has been allocated on the basis indicated below.

##### *Charitable activities*

This includes all expenditure directly related to the objects of the charitable company and comprises the following:-

##### *Legal advice*

Provision of legal advice to legal aid clients under Legal Aid Franchise and non-legal aid clients.

##### *Refugee and asylum seeker support*

Provision of general refugee and asylum seeker support including language exchange project.

##### *Women's support*

Provision of support for female domestic violence victims

##### *Information Development*

The provision of information development services

##### *Governance costs*

These costs include the costs of governance arrangements which relate to the general running of the charitable company as opposed to the direct management functions in generating funds, service delivery and programme or project work. This includes such items external audit and trustees meeting expenses.

# CHINESE INFORMATION AND ADVICE CENTRE

## Notes to the Accounts (continued)

For the year ended 31 March 2006

### *Support costs*

Support costs represent the staffing and associated costs of finance, personnel and general administration in supporting the operational programmes for which the charitable company is responsible. These are allocated to the relevant cost area and are explained in more detail in the notes to the accounts.

### **(d) Cash flow statement**

The charitable company has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

### **(e) Fund accounting**

The charitable company maintains various types of funds as follows:

#### *Restricted funds*

Restricted funds represent grants and donations received which are allocated by the donors for specific purposes.

#### *Unrestricted funds*

Unrestricted general funds are amounts which have been put aside at the discretion of the trustees.

### **(f) Fixed assets**

Fixed assets are stated at cost less depreciation which is provided on a straight-line basis so as to write off the cost of the fixed assets over their estimated useful life as follows:-

Leasehold improvements	- over length of the lease or until rental review, if shorter
Office equipment	- over 3 years
Furniture and fittings	- over 5 years

## **2. Legal status of the charitable company**

The charitable company is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

## **3. Incoming resources from charitable activities**

<b>Funder</b>	<b>Project</b>	<b>2006</b>	<b>2005</b>
Legal Services Commission	Legal Aid Franchise advice	111,302	113,915
Association of London Government	Legal advice	82,000	82,000
The Diana, Princess of Wales	Youth refugee & asylum seeker support	-	25,236
Lloyds TSB Foundation	Refugee & asylum seeker support	15,000	30,000
Rayne Foundation	Refugee & asylum seeker support	-	18,000
The Wates Foundation	Women's support	5,500	20,000
The Tudor Trust	Women's support	22,000	22,000
Bridge House Estates Trust Fund	Information development	25,000	25,000
City Parochial Foundation	Women's support	14,000	-
		<u>274,802</u>	<u>336,151</u>

# CHINESE INFORMATION AND ADVICE CENTRE

## Notes to the Accounts (continued)

For the year ended 31 March 2006

### 4. Charitable activities

	Legal Advice £	Refugee & asylum seeker support £	Women's support £	Information Develop- ment £	Total £	Basis of Allocation
Charitable Activities	183,621	45,844	39,170	24,308	292,943	
Support Costs						
Bank Charges	157	42	76	49	324	Project size
Professional fee	267	71	130	83	551	Project size
Administration	1,666	444	812	522	3,444	Project size
Information Technology	160	43	78	50	331	Project size
	2,250	600	1,096	704	4,650	
Total	185,871	46,444	40,266	25,012	297,593	

No management cost related to salaries and national insurance contribution was incurred in this year. The current chief executive was on a voluntary basis and therefore no quantifiable cost was accounting for.

Support costs are not charged to restricted fund projects unless the project agreement allows such charges.

### 5. Governance costs

	Unrestricted Funds £	Restricted Funds £	Total 2006 £	Total 2005 £
Audit fees	-	1,400	1,400	1,000
Trustees expenses	-	1,194	1,194	3,049
Director indemnity insurance	-	772	772	506
Total governance costs	0	3,366	3,366	4,555

### 6. Net (outgoing)/incoming resources and net movement in funds

	2006 £	2005 £
<b>Net (outgoing)/incoming resources and Net movement in funds for the year are stated after charging</b>		
Auditors' remuneration	1,400	1,000
Depreciation of fixed assets	4,557	4,327
Operating lease rentals - land and buildings	33,210	28,508

# CHINESE INFORMATION AND ADVICE CENTRE

## Notes to the Accounts (continued) For the year ended 31 March 2006

### 7. Staff costs

	2006	2005
	Number	Number
Average number of employees during the year calculated on the basis of full-time equivalent	9	9
	£	£
Staff costs comprise:		
Wages and salaries	199,365	194,736
Social security costs	14,772	18,062
Employer's pension contribution	201	391
	<u>214,338</u>	<u>213,189</u>

There were no employees with emoluments above £60,000 defined for taxation purpose during the year.

### 8. Trustees' remuneration

During the year the total expenses reimbursed to 6 Trustees amounted to £1,194 (2005: £2,920). This principally represents reimbursed travelling and childcare incurred in attending Trustee's, committees and other meetings.

No other Trustees received any remuneration during the year (2005: £720).

The charitable company purchased insurance costing £772 (2005: 506) to indemnify the Trustees against any wrongful acts in the role of Directors/Trustees including breach of duty or trust, neglect, error, misstatement, omission or breach of warranty of authority. This was further extended to cover any damages or claims incurred by the Trustees under employment practice for unfair / wrongful dismissal, wrongful failure to employ or promote, etc.

### 9. Fixed assets

	Leasehold Improvement	Office Equipment	Furniture & Fittings	Total
<b>Cost</b>				
as at 1 April 2005	3,715	39,765	11,457	54,937
Additions	-	2,016	-	2,016
as at 31 March 2006	<u>3,715</u>	<u>41,781</u>	<u>11,457</u>	<u>56,953</u>
<b>Accumulated Depreciation</b>				
as at 1 April 2005	2,786	37,118	10,073	49,977
Charge for the year	929	2,701	927	4,557
as at 31 March 2006	<u>3,715</u>	<u>39,819</u>	<u>11,000</u>	<u>54,534</u>
<b>Net Book Value</b>				
as at 31 March 2006	<u>-</u>	<u>1,962</u>	<u>457</u>	<u>2,419</u>
as at 31 March 2005	<u>929</u>	<u>2,647</u>	<u>1,384</u>	<u>4,960</u>

In the Trustees' opinion the fixed assets were used wholly for charitable purposes.

# CHINESE INFORMATION AND ADVICE CENTRE

## Notes to the Accounts (continued) For the year ended 31 March 2006

### 10. Debtors

	2006 £	2005 £
Rent deposit	13,434	13,395
Other debtors	3,349	3,595
Prepayments	9,860	9,923
	<u>26,643</u>	<u>26,913</u>

### 11. Creditors: amounts falling due within 1 year

	2006 £	2005 £
Payroll taxes	-	4,558
Other creditors	4,161	2,007
Net VAT payable	180	3,670
Accruals & deferred income	3,754	2,697
Grants received in advance	5,000	-
	<u>13,095</u>	<u>12,932</u>

### 12. Other provisions

	2006 £	2005 £
Dilapidation	1,000	1,000
Sickness relief	2,313	2,313
	<u>3,313</u>	<u>3,313</u>

### 13. Movement in unrestricted funds

	1 April 2005 £	Incoming £	Expenditure £	31 March 2006 £
General funds	31,377	21,628	6,455	46,550

# CHINESE INFORMATION AND ADVICE CENTRE

## Notes to the Accounts (continued) For the year ended 31 March 2006

### 14. Movement in restricted funds

Restricted funds comprise the following

	1 April		31 March	
	2005 Incoming	Expenditure	2006	
	£	£	£	£
Salaries & administration costs	-	82,000	76,494	5,506
Legal Aid Franchise	-	111,302	111,302	-
Domestic violence support programme	1,151	-		1,151
Women's support	6,250	5,500	11,750	-
Women's support	3,667	22,000	19,358	6,309
Women's support	-	14,000	9,138	4,862
Refugee and asylum seeker project	12,388	15,000	24,888	2,500
Youth refugee & asylum support	10,266	-	8,795	1,471
Information and development work	-	25,000	25,000	-
Support & language exchange for Chinese refugees & asylum seekers	12,750	-	12,750	-
Volunteer support costs	307	-	307	-
Accredited skills project	3,644	-	-	3,644
Purchase of fixed assets	351	-	117	234
Purchase of telephone system	1,060	-	1,060	-
	51,834	274,802	300,959	25,677

### 15. Analysis of assets and liabilities between funds

	Unrestricted Funds	Restricted Funds	Total 2006
	£	£	£
Tangible Fixed Assets	1,729	690	2,419
Net Current Assets			
Debtors	2,150	24,493	26,643
Cash at bank and in hand	42,866	16,707	59,573
Current liabilities	(195)	(12,900)	(13,095)
Other provisions	-	(3,313)	(3,313)
	46,550	25,677	72,227

### 16. Taxation

As a registered charity the charitable company is exempt from taxation of income and gains falling within section 505 Taxes Act 1988 or section 256 Taxation of Chargeable Gains Act 1992 to the extent these are applied to its charitable objects. No tax charge has arisen during the year.

### 17. Guarantees and contingent liabilities

The charitable company has not entered into any guarantee arrangements (2005: nil)

# CHINESE INFORMATION AND ADVICE CENTRE

## Notes to the Accounts (continued) For the year ended 31 March 2006

### 18. Operating lease commitments

At the year end the charitable company was committed to make the following payments during the next year in respect of operating leases:

	2006 £	2005 £
<u>Land and Building</u>		
Expiring within 1 year	-	16,575
Expiring 2 - 5 years	34,300	-
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### 19. Related parties

Expenditure incurred in the year included nil payment (2005: £4,400) to Trustees. There was no outstanding balance with the Trustees as at the balance sheet date.