

2306765



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 2003



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

ACCOUNTANTS

LONDON



**CHINESE INFORMATION AND ADVICE CENTRE  
(A COMPANY LIMITED BY GUARANTEE  
AND  
A REGISTERED CHARITY)**

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AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2003**

**CHINESE INFORMATION AND ADVICE CENTRE  
(A COMPANY LIMITED BY GUARANTEE)**

**COMPANY REGISTRATION NO. 2306765**

**REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2003**

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**CHINESE INFORMATION AND ADVICE CENTRE**  
**GENERAL INFORMATION**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2003**

**Status**

Chinese Information and Advice Centre is a company limited by guarantees without share capital under registration number 2306765 and is a registered charity under number 800646.

**Directors and Management Committee**

The directors of the company serve on the Management Committee. Under the Articles of Association of the company, the members are elected at the AGM to serve a period of one year and continue to be eligible for re-election at each AGM.

The directors who served during the year were as follows:

Chair:	Lee Fulton	
Vice-Chair:	Barry Lau	(appointed 1/10/2002)
Treasurer:	Conrad Law	
	Annette Elder	(resigned 22/1/2003)
	Kan Inglez	
	Sue Jardine	(resigned 10/7/2002)
	Cecilia Ko	
	Patricia Lee	
	Michael Kor	(resigned 13/6/2002)
	Marcus Rowland	(appointed 1/10/2002)
	Doris Sew Hoy	
	Pam Young	(resigned 22/1/2003)

**Secretary**

Conrad Law

**Registered Office**

1<sup>st</sup> Floor,  
53 New Oxford Street,  
London, WC1A 1BL

**Auditors**

W.E.S. Newton & Co.,  
2<sup>nd</sup> floor,  
19A Newport Court,  
London, WC2H 7JS

**Bankers**

HSBC Bank plc.  
138 Shaftsbury Avenue,  
London, WC2H 8HB

## **CHINESE INFORMATION AND ADVICE CENTRE**

### **Report of the Management Committee for the year ended 31 March 2003**

The management committee presents the report and the audited financial statements for the year ended 31 March 2003.

#### **Objects and Activities**

CIAC's mission is to help disadvantaged people of Chinese ethnic origin, with compassion and competence, and to improve the Chinese community's relationship with mainstream society by assisting Chinese and other organisations with information and organisational development.

#### **Organisation**

Members of the management committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. There are sub-committees covering personnel and fund-raising. A Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity.

#### **Results**

The net incoming resources for the year amounted to £8,401, of which there was a net surplus of £2,750 on restricted projects and net surplus of £5,651 for unrestricted purposes.

#### **Review of Activities**

In 2002/03, CIAC handled a total of 3,659 new enquiries of which 335 were Level 2 type cases representing more complicated in-depth enquiries that require an extended period of time to settle. There were 228 Level 1 type cases, which can be resolved in less than a few hours and 3,096 telephone enquires, which can be handled during the call. There have been more than a thousand new enquiries over the total for the previous year.

In terms of category of enquiries, the following applied:

• Immigration (excluding asylum)	62.5%
• Asylum	10.1%
• Asylum/Refugee Support	4.4%
• Employment/Work Permits	9.2%
• Family Law/ Domestic Violence	7.5%
• Information/Translation Help	1.6%
• Other	4.7%

The breakdown by gender of enquirer is 44% male and 56% female.

Highlights of the 2002/03 financial year were:

- CIAC was highly commended at the Camden Volunteering Organisation of the Year Awards 2002.
- Awards for All awarded a new grant to CIAC for volunteers' support costs.
- The Wates Foundation awarded a grant towards the Domestic Violence project Women's Worker salary, thus making the post full-time.
- CIAC was listed on the BBC 'Hitting Home' domestic violence website.
- The Diana, Princess of Wales Memorial Fund, a new funder awarded CIAC a grant for the Youth Asylum Seeker and Refugee project.

#### **Future Strategy**

CIAC plans to continue the activities as outlined above, subject to satisfactory funding arrangements. CIAC will continue to build strong working relationships and partnerships with key mainstream and other ethnic minority organisations to best meet the needs of disadvantaged Chinese people in the UK.

**Reserves Policy**

The management committee considered the level of free reserves (that is those funds not tied up in fixed assets, and designated and restricted funds) the charity will require to provide financial flexibility over the course of the forthcoming year should be around 3 months of the resources expended, which equates to £80,350 in general funds. At present the free reserves, which amounted to £31,168, do not reach this target level and the management committee are considering ways in which additional unrestricted funds will be raised.

**Investment Policy**

Under the memorandum and articles of association, the charity has the power to make any investment that the trustees see 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 to the charity and the risks to which it is 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;
- The implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise

**Responsibilities of the management committee**

Company law requires the management committee to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable 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 management committee should follow best practice and:

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

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

**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.

Approved by the management committee on

2003 and signed on its behalf by:

*Lee Fulton* 6-8-03

**Lee Fulton**

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

We have audited the financial statements on pages 6 to 13, which have been prepared under the historical cost convention and the accounting policies set out on page 8.

### **Respective responsibilities of the directors and auditors**

As described on Page 4 the directors of the company, who are also the trustees of the charity, for the purposes of company law are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

### **Basis of opinion**

We conducted our audit in accordance with Auditing Standards issued by the 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 by the directors 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 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 have 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 state of the charity's affairs at 31st March 2003 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.

2<sup>nd</sup> Floor  
19A Newport Court,  
London  
WC2H 7JS



5/8/03  
W.E.S. Newton & Co  
Certified Accountants

**CHINESE INFORMATION AND ADVICE CENTRE  
STATEMENTS OF FINANCIAL ACTIVITIES &  
SUMMARY INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2003**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2003 £	Total Funds 2002 £
<b>INCOMING RESOURCES</b>					
Grants receivable	3		314,601	314,601	278,499
Donations		1,314		1,314	3,068
Bank interest		985		985	1,043
Sundry income		3,352		3,352	5,166
<b>Total incoming resources</b>		<b>5,651</b>	<b>314,601</b>	<b>320,252</b>	<b>287,776</b>
<b>RESOURCES EXPENDED</b>					
	4				
Direct Charitable Expenditure			302,551	302,551	270,741
Publicity costs			2,628	2,628	2,929
Administration			6,672	6,672	8,076
<b>Total resources expended</b>		<b>-</b>	<b>311,851</b>	<b>311,851</b>	<b>281,746</b>
<b>Net incoming resources before transfers</b>		<b>5,651</b>	<b>2,750</b>	<b>8,401</b>	<b>6,030</b>
Transfers between funds allocated for investment		-	-	-	-
<b>Net incoming resources for the year</b>		<b>5,651</b>	<b>2,750</b>	<b>8,401</b>	<b>6,030</b>
Other Recognised Gains and Losses, Unrealised gains on investment assets		-	-	-	-
<b>Net Movement in Funds</b>		<b>5,651</b>	<b>2,750</b>	<b>8,401</b>	<b>6,030</b>
Fund balances brought forward at 1st April 2002		25,517	38,524	64,041	58,011
<b>Total funds carried forward at 31st March 2003</b>		<b>31,168</b>	<b>41,274</b>	<b>72,442</b>	<b>64,041</b>

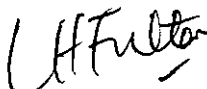
All the above relates to continuing activities.  
There were no other recognised gains or losses in the year.

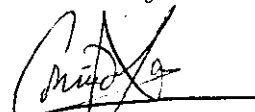


**CHINESE INFORMATION AND ADVICE CENTRE**  
**BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2003**

		2003	2002
		£	£
<b>Fixed assets</b>	6	4,371	8,636
<b>Current assets</b>			
Debtors	7	5,464	12,688
Cash at bank and in hand		82,784	65,077
		88,248	77,765
Less:			
Creditors: amounts falling due within 1 year	8	(13,864)	(16,047)
<b>Net current assets</b>		74,384	61,718
<b>Total assets less current liabilities</b>		78,755	70,354
<b>Provisions for liabilities</b>			
Dilapidations		(4,000)	(4,000)
Sickness relief		(2,313)	(2,313)
		(6,313)	(6,313)
<b>Net assets</b>		72,442	64,041
<b>Reserves</b>			
Unrestricted funds		31,169	25,517
Restricted funds		41,273	38,524
		72,442	64,041

Approved by the Board of Directors on *6<sup>th</sup> August* 2003 and  
Signed on its behalf by

  
Lee Fulton  
(Chair)

  
Conrad Law  
(Treasurer)

**CHINESE INFORMATION AND ADVICE CENTRE**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2003**

**1. ACCOUNTING POLICIES**

**Accounting Convention**

Basis of Accounting – The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2001) issued in October 2001, applicable accounting standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements are as follows:

**A) Incoming resources**

*Donations and grants*

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable.

*Interest receivable*

Interest is included when receivable by the charity.

**B) Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT that cannot be recovered.

*Operating leases*

Rental payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

**C) Tangible Fixed Assets**

Depreciation 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:

Office Equipment	-	over 3 years
Furniture & fittings	-	over 5 years

**D) Cash Flow Statement**

The 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**

Funds held by the charity are either:

Unrestricted general funds – these are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.

**CHINESE INFORMATION AND ADVICE CENTRE  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2003**

Restricted funds – these are funds that can be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

**2. LEGAL STATUS OF THE CHARITY**

The charity 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. GRANTS RECEIVABLE**

		2003 £	2002 £
Association of London Government:	Salaries & running costs	95,202	90,856
Legal Services Commission:	Legal Aid Franchise advice work	114,059	92,702
Community Fund:	Information & development work	33,180	32,530
	Women's work & asylum support	50,351	49,911
The Hilden Charitable Trust:	Purchase of telephone system	5,000	-
Awards For All	Volunteers' support cost	5,000	4,000
Lloyds TSB Foundation	Women's work	-	6,000
Servite Sisters' Charitable Trust Fund	Asylum support	-	2,500
The Wates Foundation	Women's work	10,309	-
The Diana, Princess of Wales Memorial Fund	Youth asylum seeker & refugee work	1,500	-
		<u>314,601</u>	<u>278,499</u>

A net grant of £95,202 (2002 - £90,856) was received from the Association of London Government for the purposes of contributing towards salaries and running costs. The grant was spent in accordance with the purposes approved by the London Borough Grants Committee under Section 37 of the Local Government and Housing Act 1989.

**4. TOTAL RESOURCES EXPENDED**

	Direct Charitable £	Publicity £	Mgmt. of charity £	2003 Total £	2002 Total £
Staff costs	218,667	-	5,329	223,996	194,727
Premises costs	24,773	-	-	24,773	25,635
Audit and accountancy	-	-	1,343	1,343	1,626
Office costs	59,112	2,628	-	61,740	59,758
	<u>302,551</u>	<u>2,628</u>	<u>6,672</u>	<u>311,851</u>	<u>281,746</u>

**CHINESE INFORMATION AND ADVICE CENTRE  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2003**

**5. STAFF COSTS**

	2003 £	2002 £
Gross salaries	198,208	177,357
Social security costs	17,937	15,938
Employers Pension	2,522	1,432
	<u>218,667</u>	<u>194,727</u>

The average number of employees during the year, calculated on the basis of full-time equivalents	9.5 ==	9 ==
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**6. FIXED ASSETS**

	Office Equipment £	Furniture & Fittings £	2003 Total £	2002 Total £
<b>Cost</b>				
At 1st April 2002	32,840	10,317	43,157	33,821
Additions	-	-	-	9,336
At 31st March 2003	<u>32,840</u>	<u>10,317</u>	<u>43,157</u>	<u>43,157</u>
<b>Depreciation</b>				
At 1st April 2002	27,490	7,031	34,521	27,843
Charge for the year	3,403	862	4,265	6,678
At 31st March 2003	<u>30,893</u>	<u>7,893</u>	<u>38,786</u>	<u>34,521</u>
<b>Net Book Value</b>				
At 31st March 2003	<u>1,947</u>	<u>2,424</u>	<u>4,371</u>	<u>8,636</u>
At 31st March 2002	<u>5,350</u>	<u>3,286</u>	<u>8,636</u>	<u>5,978</u>

In the Directors opinion the above assets were used wholly for charitable purposes.

**7. DEBTORS**

	2003 £	2002 £
Rent Deposit	3,000	3,000
Other Debtors	57	2,208
VAT Control	-	4,806
Prepayments	<u>2,407</u>	<u>2,674</u>
	<u>5,464</u>	<u>12,688</u>

**CHINESE INFORMATION AND ADVICE CENTRE  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2003**

**8. CREDITORS: amounts falling due within one year**

	2003	2002
	£	£
Payroll taxes	5,759	5,097
Other Creditors	1,400	-
VAT Control	3,705	-
Accruals & deferred income	3,000	10,950
	<u>13,864</u>	<u>16,047</u>

**9. MOVEMENTS IN FUNDS**

	At 1 April 2002 £	Incoming Resources £	Outgoing Resources £	At 31 March 2003 £
<b>Restricted funds:</b>				
Salaries & Administration Costs	-	95,202	95,202	-
Legal Aid Franchise	6,949	114,059	116,186	4,822
Domestic Violence Support Programme	1,151	-	-	1,151
Accredited Skills Project	3,644	-	-	3,644
Information and Development Work	700	33,180	33,880	-
Women's Work and Asylum Support	8,349	50,351	50,351	8,349
Volunteer Support Costs	2,931	5,000	3,525	4,406
Lloyd's TSB Women's Work	5,074	-	5,074	-
Servite Sisters C.T. Womens Worker	2,500	-	1,607	893
The Wates Foundation	-	10,309	1,485	8,824
Youth Asylum Seeker & Refugee Project Worker	-	1,500	1,427	73
Purchase of Fixed assets	7,226	-	3,115	4,111
Purchase of telephone system	-	5,000	-	5,000
	<u>38,524</u>	<u>314,601</u>	<u>311,851</u>	<u>41,274</u>
<b>Unrestricted funds:</b>				
General funds	25,517	5,651	-	31,168
<b>Total funds</b>	<u>64,041</u>	<u>320,252</u>	<u>311,851</u>	<u>72,442</u>

**CHINESE INFORMATION AND ADVICE CENTRE**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2003**

**Purposes of restricted funds**

*Legal Aid Franchise*

This grant is for salary and overhead costs for the provision of legal advice work in relation to Legal Aid Franchise.

*Domestic violence support programme*

This is a grant for running costs in support of the domestic violence work undertaken by the charity.

*Volunteer costs*

This grant is for volunteer costs in support of the advice and other work undertaken by the charity.

*Accredited skills project*

This grant is to provide training and support to the Information Development worker so she can in turn provide accredited training to the clients of CIAC.

*Information & development work*

This grant is for the salary and overhead costs for an Information Development worker.

*Women's work & asylum support*

This grant is for the salary and overhead costs for 3 part-time workers in the areas of women's work, asylum support and legal advice.

*Volunteer Support Cost*

This grant is for volunteer training and support.

*Women's Worker*

These grants are for the partial support of salary and administration costs of the Women's Worker.

*Domestic Violence Worker*

This grant is for the support of salary and administration costs of a part-time domestic violence worker.

*Youth Asylum Seeker and Refugee Worker*

This grant is for the salary and administration costs of a full-time worker to support young Chinese asylum seekers and refugees.

*Purchase of Fixed assets*

The balance will fund future depreciation of equipment and furniture that were originally purchased using restricted funds.

*Purchase of Telephone System*

This grant is towards the cost of a new telephone system.

**CHINESE INFORMATION AND ADVICE CENTRE**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2003**

**10. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Tangible Fixed Assets £	Net Current Assets £	Total £
Restricted funds	4,371	36,903	41,274
Unrestricted funds	-	31,168	31,168
	<u>4,371</u>	<u>68,071</u>	<u>72,442</u>

**CHINESE INFORMATION AND ADVICE CENTRE**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2003**

	2003		2002	
	£	£	£	£
<b>INCOME</b>				
Grants received:		314,601		278,499
Donations		1,314		3,068
Bank interest		985		1,043
Sundry income		<u>3,352</u>		<u>5,166</u>
		320,252		287,776
<b>EXPENDITURE</b>				
Salaries	218,667		194,726	
Rent & rates	24,773		25,635	
Light & heat	774		761	
Telephone & fax	7,316		6,411	
Insurance	2,085		1,331	
Recruitment costs	8,442		2,604	
Annual report	1,765		1,138	
PPS	10,026		11,090	
Professional fee	3,967		2,030	
Marketing	2,628		2,929	
WASP	-		20	
Training	7,429		5,425	
Audit & accountancy	1,343		1,626	
Travelling	2,599		3,925	
Volunteer fees	5,780		4,693	
Bank charges	470		596	
Equipment repairs	1,474		2,277	
Subscriptions	2,232		3,166	
Sundry expenses	4,947		4,188	
Depreciation	4,265		6,672	
Security	871		823	
Irrecoverable VAT			(320)	
		<u>(311,851)</u>		<u>(281,746)</u>
<b>NET SURPLUS FOR THE YEAR</b>		<u><u>8,401</u></u>		<u><u>6,030</u></u>