Company Registration No 3950632 (England and Wales)

SOUTHWARK VIETNAMESE CHINESE COMMUNITY TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

WEDNESDAY



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LEGAL AND ADMINISTRATIVE INFORMATION

Trustees'

Mr Man Phong Hau (Treasurer)

Mr Phu Chech Tang Mr Can Ngoc Nguyen Mr Chan Voong (Vice Chair) Mrs Henh Phong Voong

Miss Tuyet Trinh

Charity number

1083037

Company number

3950632

Principal address

Troytown Community Centre Nigel Road

(Left of the White Horse Pub)

Peckham London SE15 4NS

Registered office

Troytown Community Centre Nigel Road

(Left of the White Horse Pub)

Peckham London SE15 4NS

Statutory auditors

Leroy Reid & Co

Chartered Certified Accountants &

Statutory Auditors

299 Northborough Road

Norbury London SW16 4TR

Bankers

Barclays Bank Plc

223-229 Rye Lane

London SE15 4TY

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2013

The trustees' present their report and accounts for the year ended 31 March 2013

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's , the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 17 March 2000 and registered as a charity on 26 October 2000. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event the company being wound up members are required to contribute an amount not exceeding £1.

The trustees', who are also the directors for the purpose of company law, and who served during the year were

Mr Dien Ngo (Chairperson)
Mr Man Phong Hau (Treasurer)
Mr Phu Chech Tang
Mr Can Ngoc Nguyen
Mr Chan Voong (Vice Chair)
Mrs Henh Phong Voong

Miss Tuyet Trinh

(Deceased 31 May 2013)

The Directors of the company are also charity trustees for the purposes of charity law and according to the company's Articles the directors / charity trustees are known as Members of the Management Committee (MC) Under the requirement of the Memorandum and Articles of Association, the members of the Management Committee are elected to serve on the Management Board at its Annual General Meeting (AGM), and its re-election takes place on an annual basis at the AGM

The members of the MC were often drawn from the local Vietnamese communities as well as from the pool of the Vietnamese professionals with specific expertise across a range of skills such as accountants, social workers, community workers, religious leaders, housing manager, businessmen and women

New trustees are always invited and encouraged to attend a series of short induction and training sessions, to familiarise themselves with the charity and the context within which it operates. These sessions are jointly led by the Chair (or the General Secretary) and Chief Executive of the charity. These sessions are conducted in the community languages (Vietnamese and Chinese). The contents of the sessions cover the following issues.

- (i) Role and responsibilites of the MC members,
- (ii) Obligations of the MC members,
- (iii) Operational Handbook-operation framework, Memorandum & Articles, policies and procedures,
- (iv) Company's resources and current financial position,
- (v) Future plans and objectives

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

The charity has a Management Committee (MC) of up to eight members who meet on a regular basis. The MC is responsible for the strategic direction and policy of the charity. The MC members have a range of skills covering accountancy, commercial experience, community leaders, housing related skill, medical skill, and language skills.

A scheme of delegation is in place and day-to-day responsibility for the provision of the services rest with the Centre Management and the Assistant Manager. The Centre Manager is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Manager and his Assistant have responsibilities for the day-to-day operational management of the Centre, supervision of the staff team, and also ensuring that the team continue to develop their skills and implementing working procedures in line with good practice.

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy. At a national level, its welfare advice work is guided by the strategic plan of the Community Legal Services and Office of the Immigration Services Commissioner. At a local level, its elderly service and welfare advice work are steered by the Southwark Ten Year Plan.

The MC has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities to enable the charity to continue to respond to the current needs of the community it serves as well as meeting the requirements of funding bodies. Internal control risks are minimised by the implementation of procedures for authorisation of all transaction and projects. Procedures are in place to ensure compliance with health and safety of service users, staff, management committee members, volunteers, and visitors to the centre. The continuing implementation of organisational policies and procedures and of the Quality Assurance Measures (QAMs) ensures a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Objectives and activities

The Charity's objects and principal activities are

- (a) To promote charitable purpose for the benefit of those who live and work in the London Borough of Southwark in relation to the advancement of education, the protection of health, the relief of poverty, sickness and distress, and the provision of facilities for recreation and other leisure-time occupation in the interests of social welfare and with the aim of improving the condition of life of those living and working within the area of benfit
- (b) To provide centres for social day care, meetings and for giving advices, information training and education including a Vietnamese Day Centre for the local Vietnamese elderly persons, a Welfare Advice Service and seasonal activities for the whole community
- (c) To establish and develop contracts between the benficiary groups and governments at local, national and international leverls
- (d) To promote and devlop the general welfare and prosperity of the beneficiaries- the sick, the unemployed, the elderly, women and children and to foster a spirit of unity, co-operation and harmony between the Vietnamese population and the host society

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

(e) Working in partnership with other agencies to secure the widest range of service that best matches the needs of its client population

There have been no changes in the policies of the charity since the last report

Achievements and performance

The main areas of charitable activities are the provision of day care centre for the elderly, cultural activities, advice and information for the service users. To achieve these aims, the charity operates the following services.

Day centre

This project seeks to support members of the local Vietnamese-Chinese Community to learn how to cope with difficulties in terms of age, language, infirmity, culture and social economic exclusion,gain confidence in accessing mainstream services, and lead an independent life within a community setting. Hot lunch is cooked and served on site, with nutritious menus to promote healthy eatings habits, as well as meetings the culinary taste of the elderly. Welfare advice is provided at drop-in times and also by appointment to assist elderly clients with a range of issues such as benefits, housing related matters, immigration, and nationality, health related, and community care support or consumer advice. Transport is provided for frail and the disabled between home and the day centre. Cultural and seasonal activities are organised to reflect user's expectations and traditions.

Community project

This project seeks to assist members of the local Vietnamese-Chinese Community to overcome difficulties associating with language, culture, disability and unemployment, provide a means to access statutory service confidently, contribute positively to local environment, enrich social and cultural fabric and learn to cope independently in the community. The drop-in welfare advice service is open for local people under the age of fifty five (55). During the summer time, outing trips are organised to provide opportunity for families with children to have a good time at seaside resorts, visiting interesting places and a chance to meet up with one another. Focus groups and consultation meetings are organised on regular basis, often jointly with other providers to adddress immediate concerns of service users, inform them of central or local, government policies and opportunity for users to air their views. Newsletters are produced twice yearly in community languages, informing service users of our activity programme and legislative changes and distributed to local agencies, doctor surgeries, users and other Vietnamese oragnisations. Funding for this project is provided by the Community Safety Unit under the Grant Aid program.

Financial review

Against the backdrop of limited resources and insecurities in terms of funding and scarce resources, it has become extremely difficult to plan or develop services. Nevertheless, the charity with the aid of sound financial management and the support of both its staff and volunteers has generated a very positive financial outcome for the period with secured funding from its core funding bodies and other one-off funding sources.

Principal funding

Income towards charity's key services is generated through the funding mechanism of the Southwark Council Community Safety Unit, personal budget and other sources to fund other activities such as outings, cultural and seasonal activities

Reserve policy

The MC has examined the charity's requirement for reserves in light of the main risks to the organisation

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees' considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The reserves are needed to meet the working capital requirements of the charity. Although the strategy is to continue to build reserves through planned operating surpluses, the MC is well aware it is unlikely that the target range can be reached for at last five years. So it would obviously be necessary to consider how the funding would be replaced or activities curtailed should such circumtances arise. The charity's current level of reserves is quiet low, therefore the MC's view that it is prudent to ensure that there are sufficient free reserves to provide financial flexibility over the course of the forthcoming challenges.

Plans for the future

The charity plans to continue with existing activities in the forthcoming year, subject to satisfactory funding arrangements. Plans are also being developed to generate more to compensate for the projected cuts in funding from the local authority. The funding strategy of the next financial year would be reviewed, taking into account the current economic and social environment.

Statement of trustees' responsibilities

The trustees', who are also the directors of Southwark Vietnamese Chinese Community for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees' to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year

In preparing these accounts, the trustees' are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent, and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees' are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts 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.

Disclosure of information to auditors

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

Statutory Auditors

A resolution proposing that Leroy Reid & Co be reappointed as statutory auditors of the company will be put to the members at their next Annual General Meeting

On behalf of the board of trustees'

Dated 29/11/2613

Mr Chan Voong (Vice Chair)

INDEPENDENT AUDITORS' REPORT

TO THE TRUSTEES' OF SOUTHWARK VIETNAMESE CHINESE COMMUNITY

We have audited the accounts of Southwark Vietnamese Chinese Community for the year ended 31 March 2013 set out on pages 8 to 17. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed

Respective responsibilities of trustees' and auditors

As explained more fully in the statement of trustees' responsibilities, the trustees', who are also the directors of Southwark Vietnamese Chinese Community for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view

The trustees' have elected for the accounts to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006 Accordingly we have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland) Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees', and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts

In our opinion the accounts

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006

INDEPENDENT AUDITORS' REPORT (CONTINUED)

TO THE TRUSTEES' OF SOUTHWARK VIETNAMESE CHINESE COMMUNITY

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion

- the information given in the Trustees' Report is inconsistent in any material respect with the accounts, or
- the charitable company has not kept adequate accounting records, or
- the accounts are not in agreement with the accounting records and returns, or
- we have not received all the information and explanations we require for our audit

E OKM

Dated

3/12/2013

Mr Ebenezer Okai, (BSc), FCCA (Senior Statutory Auditor) for and on behalf of Leroy Reid & Co
Chartered Certified Accountants &

Statutory Auditors 299 Northborough Road Norbury London

SW16 4TR

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2013

		Unrestricted funds	Restricted funds	Total 2013	Total 2012
	Notes	£	£	£	£
Incoming resources from generated funds					400 505
Grants receivable	2	-	59,865	59,865	132,505
Investment income	3				10
		-	59,865	59,865	132,515
Incoming resources from charitable activities	4	1,099	-	1,099	1,553
Other incoming resources	5	5,149		5,149	
Total incoming resources		6,248	59,865	66,113	134,068
Resources expended	6	-			
Charitable activities					
Charitable activities		337	71,993	72,330	66,533
Costs of generating voluntary income		-	16,512	16,512	17,830
Total charitable expenditure		337	88,505	88,842	84 363
Governance costs		4,116	-	4,116	1,445
Total resources expended		4,453	88,505	92,958	85,808
Net income/(expenditure) for the year/		1,795	(28,640)	(26,845)	48,260
Net movement in funds		1,735	(20,040)	(20,043)	40,200
Fund balances at 1 April 2012		7,679	74,730	82,409	34,149
Fund balances at 31 March 2013		9,474	46,090	55,564	82,409

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

The accompanying notes form an integral part of this financial statements

BALANCE SHEET

AS AT 31 MARCH 2013

		201	3	201	2
	Notes	£	£	£	£
Fixed assets					
Tangible assets	11		7,165		1,353
Current assets					
Debtors	12	-		904	
Cash at bank and in hand		52,128		81,246 	
		52,128		82,150	
Creditors, amounts falling due within					
one year	13	(3,729)		(1,094)	
Net current assets			48,399		81,056
Total assets less current liabilities			55,564		82,409
Income funds Restricted funds			46,090		74,730
Unrestricted funds			9,474		7,679
			55,564		82,409

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 2013, although an audit has been carried out under section 144 of the Charities Act 2011. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

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

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2013

The accounts were approved by the Board on 29/11/2013

Mr Chan Voong (Vice Chair)

Trustee

Company Registration No 3950632

The accompanying notes form an integral part of this financial statements

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention

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

1.2 Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant

Investment income is included when receivable

Incoming resources from charitable trading activity are accounted for when earned

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as they earns the right to consideration by its performance

1.3 Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect inature necessary to support them.

Governance cost include those cost associated with meeting the constitutional and statutory requirements of the charity and include the independent examiner's fees and costs linked to the strategic management of the charity

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis

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

Plant and machinery

25% Reducing balance basis

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

1	Accounting Policies	(continued)
7	Accounting Folicies	(+=

15 Fund accounting

Unrestricted funds are available for use at the discretition of the trustees in furtherance of the general objectives of the charity

Restricted funds are subjected to restrictions on their expenditure imposed by the donor

2 Grants receivable

Interest receivable

	2013 £	2012 £
Grants receivable for core activities	59,865 —————	132,505
Grants receivable for core activities Restricted funds		
Southwark Council - Community	39,539	39,539
Southwark Council - Elderly	20,326	92,966
	59,865	132,505
		
Investment income		
	Total	Total

2013

£

2012

£

10

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

4	Incoming resources from charitable activities	s			
				2013 £	2012 £
	Meals Income		=	1,099	1,553
	Included within income relating to meals income Meal income	e are the following gra	nts	1,099	1,553
	Meai income		-		
			=	1,099 ————	1,553
5	Other incoming resources				
				2013	2012
				£	£
	Net gain on disposal of fixed assets			3,149	-
	Other income		-	2,000	<u>-</u>
			=	5,149	-
6	Total resources expended				
	·	Staff	Other	Total	Total
		costs £	costs £	2013 £	2012 £
	Charitable activities Charitable activities				
	Activities undertaken directly	44,800	27,530	72,330	66,533
	Costs of generating voluntary income				
	Activities undertaken directly		16,512	16,512	17,830
		44,800	44,042	88,842	84,363
	Governance costs	<u>-</u>	4,116	4,116	1,445
		44,800	48,158	92,958	85,808

Governance costs includes payments to the examiners of £1,200 (2012 £1,560 for audit fees)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

7	Activities undertaken directly		
		2013	2012
		£	£
	Other costs relating to charitable activities comprise		
	Depreciation	337	450
	Subscription	1,270	35
	Cleaning	-	105
	Travel expenses	628	531
	Telephone	688	705
	Printing and stationery	153	1,164
	Social activities	9,261	3,179
	Motor running cost	2,347	1,087
	Insurance	3,905	3,199
	Premises cost	8,000	5,589
	Repairs and renewals	941	823
		27,530	16,867
	Other costs relating to costs of generating voluntary income comprise Catering	16,512	17,830
		16,512	17,830
8	Governance costs	2013	2012
		2013 £	2012 £
	Other services and services	L	<i>L</i>
	Other governance costs comprise	617	145
	Bookkeeping & acccountancy		145
	AGM and management committee	1,363	4 000
	Audit fees	1,200	1,200
	Bank charges	-	100
	Professional and legal fees	936	-
		4,116	1,445

9 Trustees'

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

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

10	Employees		
	Number of employees The average monthly number of employees during the year was	2013 Number	2012 Number
	Chief Executive Administration and support	1 2	1 5
		3	6
	Employment costs	2013 £	2012 £
	Wages and salaries Social security costs	41,936 2,864	46,362 3 304
		44,800	49,666

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

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

11	Tangible fixed assets	Plant and machinery	Motor vehicles £	Total £
	Cost			
	At 1 April 2012	24,190	11,567	35,757
	Additions	•	6,150	6,150
	Disposals		(11,567)	(11,567)
	At 31 March 2013	24,190	6,150	30,340
	Depreciation			
	At 1 April 2012	22,838	11,566	34,404
	On disposals	-	(11,566)	(11,566)
	Charge for the year	337	-	337
	At 31 March 2013	23,175		23,175
	Net book value			
	At 31 March 2013	1,015	6,150	7,165 ————
	At 31 March 2012	1,352	1	1,353
12	Debtors Prepayments and accrued income		2013 £ -	2012 £ 904
13	Creditors amounts falling due within one year		2013	2012
			£	£
	Bank overdrafts		1,839	29
	Taxes and social security costs		-	(135)
	Other creditors		690	•
	Accruals		1,200	1,200
			3,729	1,094
				

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

14	Analysis of net assets between funds	Unrestricted funds	Restricted funds	Total
		£	£	£
	Fund balances at 31 March 2013 are represented by Tangible fixed assets	7,165	-	7,165
	Current assets	6,038	46,090	52,128
	Creditors amounts falling due within one year	(3,729)		(3,729)
		9,474	46,090	55,564