

**MANCHESTER CHINESE CENTRE**

**COMPANY REGISTRATION NUMBER: 5641623**  
**REGISTERED CHARITY NUMBER: 1114121**

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2012**

Community Accountancy Service Ltd ,  
The Grange, Pilgrim Drive,  
Beswick,  
Manchester M11 3TQ



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COMPANIES HOUSE

**MANCHESTER CHINESE CENTRE**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2012**

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**REPORT OF THE TRUSTEES**

The Trustees present their report for the year ended 31st December 2012

**COMPANY STATUS**

The company was incorporated on 1st December 2005 by its Memorandum and Articles of Association, to be a company limited by guarantee. In the event of the company's winding up, all its members have agreed to contribute a sum not to exceed £10.

Company Registration No 5641623

The company was also accepted as a charity, Registration No 1114121 on 9th May 2006

**TRUSTEES**

The trustees (directors) who served during the year were

Joanna Dobelaite	(resigned 22 2 13)
Cindy Mei Ling Mok	
Jenny Wong	
Mrs Quyen Tran	Company Secretary

**INDEPENDENT EXAMINERS**

Community Accountancy Service Ltd  
The Grange, Pilgrim Drive  
Beswick, Manchester  
M11 3TQ

**BANKERS**

The Cooperative Bank PLC  
Balloon Street, Manchester

**FINANCES & RESERVES**

The attached statements show the current state of the Charity's finances, which the Directors are working hard to develop into a sustainable base.

Current free reserves are £14,362

**RISK ASSESSMENT**

The Directors have reviewed the risks to which the company is exposed and systems have been established to manage those risks.

**ACTIVITIES AND FUTURE PLANS**

To develop links with China

Working on the Archive project exhibition in the Science Museum

Expanding Adult Education

Expanding the Community Interpreting Service which could produce income to support our overheads

## ACTIVITIES AND FUTURE PLANS

The principal activities of the company are to offer a variety of educational benefits to Chinese children, including English and Chinese language skills and I T

A detailed report is given in the annual review which can be obtained from the charity's registered office

## PUBLIC BENEFIT

The charity provides an educational benefit to the public

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

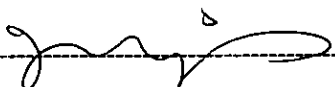
The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare financial statements for each financial year (or other accounting period) which give a true and fair view of the state of affairs of the charitable company, and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements 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,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare accounts on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company 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 charitable company, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

The Trustees report is prepared in accordance with the small companies regime under Part 15 of the Companies Act 2006



Trustee  
Jenny Wong

Registered Office  
67 Ardwick Green North  
Ardwick  
Manchester, M12 6FX

Date      26th September 2013

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
MANCHESTER CHINESE CENTRE**

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I report on the accounts of the company for the year ended 31st December 2012, which are set out on pages 4 to 9

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company 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 is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

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:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(b) of the 2011 Act; and
- 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, and except as disclosed below, no matter has come to my attention

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
- 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

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Controls over the administration, balancing and reconciliation of cash transactions need to be tightened



EL Anderson MA FCA CTA

Community Accountancy Service Ltd

The Grange, Pilgrim Drive,

Beswick, Manchester, M11 3TQ

Date. 26<sup>th</sup> September 2013

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2012**

				Year Ended 31 12 12	Year Ended 31 12 11
<b>INCOMING RESOURCES</b>	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
<b>Incoming Resources from Generated Funds</b>					
<i>Voluntary Income</i>					
Donations		1,045	-	1,045	10
Fundraising		7,548	-	7,548	-
<i>Activities for Generating Funds</i>					
Tuition & Exam Fees		42,982	-	42,982	36,249
Events & Workshops		21,059	-	21,059	20,829
Membership		2,265	-	2,265	3,898
Room Hire		6,051	-	6,051	9,829
Interpreting		76,854	-	76,854	75,388
Childcare		1,440	-	1,440	1,160
Book Sales & Other Income		3,896	-	3,896	3,982
Bank Deposit Interest		22	-	22	24
<b>Incoming Resources from Charitable Activities</b>					
British Academy Award		4,000	-	4,000	-
Grants		500		500	-
The Duchy of Lancaster					
MCC Homework Club			2,102	2,102	2,212
MCC Supplementary School			682	682	536
UKAPCE- Chinese School			-	-	600
Lloyds TSB Foundation			11,200	11,200	10,900
Big Lottery			-	-	22,474
Awards for All			-	-	6,623
<b>TOTAL INCOMING RESOURCES</b>		<b>167,662</b>	<b>13,984</b>	<b>181,646</b>	<b>194,714</b>
 Fundraising Costs	4	(255)	-	(255)	(205)
Charitable Expenditure	4	(111,416)	(18,138)	(129,554)	(126,875)
Support Costs	4	(47,472)	-	(47,472)	(53,082)
Governance Costs	4	(9,756)	-	(9,756)	(2,487)
<b>TOTAL RESOURCES EXPENDED</b>	4	<b>(168,899)</b>	<b>(18,138)</b>	<b>(187,037)</b>	<b>(182,649)</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(1,237)</b>	<b>(4,154)</b>	<b>(5,391)</b>	<b>12,065</b>
<b>Reconciliation of Funds</b>					
Total Funds Brought Forward		27,119	8,175	35,294	23,229
Transfers between Funds		-	-	-	-
<b>TOTAL FUNDS CARRIED FORWARD</b>	14	<b>25,882</b>	<b>4,021</b>	<b>29,903</b>	<b>35,294</b>

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

The notes on pages 6 to 9 form part of these accounts.

## BALANCE SHEET AS AT 31 DECEMBER 2012

	Notes	£	2012	£	2011	£
<b>FIXED ASSETS</b>						
Tangible Fixed Assets	9			11,520		7,791
<b>CURRENT ASSETS</b>						
Stock	10		3,000		4,588	
Debtors	11		17,021		9,329	
Cash at Bank and in Hand			<u>29,265</u>		<u>26,261</u>	
			49,286		40,178	
<b>LIABILITIES</b>						
Amounts falling due within one year	12		<u>(30,903)</u>		<u>(12,675)</u>	
<b>NET CURRENT ASSETS</b>				18,383		27,503
				<u>29,903</u>		<u>35,294</u>
<b>ACCUMULATED FUNDS</b>						
Restricted	14			4,021		8,175
Unrestricted - General	14			<u>25,882</u>		<u>27,119</u>
				<u>29,903</u>		<u>35,294</u>

For the year in question the company was entitled to the exemption from audit under section 477 of the Companies Act 2006 relating to small companies

- The members have not required The company to obtain an audit of its accounts for the year in question in accordance with section 476
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime

Approved on behalf of the Company's Board of Trustees



Trustee Jenny Wong

Date 26th September 2013

The notes on pages 6 to 9 form part of these accounts

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2012

**1 ACCOUNTING POLICIES**

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (April 2008), and with Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005

**Fund Accounting**

Unrestricted funds are available for use at the discretion of the directors in furtherance of the general objectives of the company

Designated funds are unrestricted funds earmarked by the Directors for particular purposes

Restricted funds are subjected to the restrictions on their expenditure imposed by the donor or through the terms of an appeal

**Incoming Resources**

All incoming resources are included in the statement of financial activities when the organisation 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

Fee, grant and investment income are reflected in the accounts when receivable. Grants which relate to a specified future period are deferred

Donations, gifts and other income are reflected in the accounts when received

In addition monies received for specific purposes are set aside as "restricted funds". General monies may be designated by the Directors for a particular use

**Resources Expended**

All expenditure other than that capitalised has been recognised on an accruals basis as the liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates

Costs of generating funds comprises the costs associated with attracting voluntary income. Charitable expenditure comprises those costs incurred by the company 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 nature necessary to support them

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the company and include the accountancy 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 as set out in Note 4

**Fixed Assets**

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, as follows

Leasehold Improvements	5 years
Fixtures & Equipment	5 years
Computer Equipment	5 years

**Pensions**

The organisation does not operate a pension scheme

**2 NET MOVEMENT IN FUNDS**

	2012 £	2011 £
Net movement in funds is stated after charging		
Depreciation - owned assets	2,599	1,739
Independent Examiner's Fees	1,254	1,254

**3 TAXATION**

The organisation is exempt from income tax by reason of its charitable status. Income tax suffered on investment income is reclaimed in full. The organisation is registering for VAT



4	TOTAL RESOURCES EXPENDED		Tutoring & Other Activities	Total 2012	Total 2011
			£	£	£
	<b>Fundraising Costs</b>		255	255	205
	<b>Charitable Expenditure</b>				
	Salaries & Freelance Tutors	Direct	39,852	39,852	30,648
	Travelling Expenses	Direct	3,476	3,476	5,831
	Volunteer Expenses	Direct	695	695	533
	Training & Conferences	Direct	440	440	795
	Teaching Materials	Direct	3,866	3,866	9,415
	Exam Fees	Direct	4,030	4,030	4,111
	CRB Checks & Work Permits	Direct	140	140	165
	Childcare	Direct	-	-	362
	Venue Hire	Direct	3,251	3,251	3,600
	Freelance Interpreters	Direct	59,829	59,829	55,829
	Publications & Subscriptions	Direct	60	60	100
	Workshops & Activities	Direct	7,433	7,433	7,888
	Book Design	Direct	-	-	800
	Chinatown Project	Direct	2,821	2,821	-
	Advertising	Direct	1,559	1,559	4,982
	Hospitality	Direct	2,102	2,102	1,816
			129,554	129,554	126,875
	<b>Support Costs</b>				
	Rent & Business Tax	Direct	24,027	24,027	24,023
	Heat, Light & Water	Direct	2,445	2,445	1,971
	Telephone	Direct	1,022	1,022	1,772
	Cleaning	Direct	708	708	817
	Printing, Postage & Stationery	Direct	6,354	6,354	14,551
	Insurance	Direct	2,209	2,209	1,641
	Repairs, Renewals & Maintenance	Direct	1,129	1,129	688
	Computer & Internet Expenses	Direct	653	653	923
	Web Design	Direct	-	-	3,500
	Minor Equipment	Direct	1,333	1,333	466
	Depreciation	Direct	2,599	2,599	1,739
	Irrecoverable VAT	Direct	2,321	2,321	-
	Penalties	Direct	641	641	-
	Sundry	Direct	2,031	2,031	991
			47,472	47,472	53,082
	<b>Governance Costs</b>				
	Book-keeping & Accountancy	Direct	1,238	1,238	2,487
	Legal & Professional Fees	Direct	8,498	8,498	-
	Bank Charges	Direct	20	20	-
			9,756	9,756	2,487
			187,037	187,037	182,649
5	<b>INVESTMENT INCOME</b>		Total 2012 £	Total 2011 £	
	Bank Interest Receivable		22	24	
6	<b>STAFF COSTS</b>		£	£	
	Salaries		15,014	12,279	
	Social Security Costs		340	371	
	Freelance Tutors		24,498	19,398	
	Freelance Interpreters		59,829	55,829	
			99,681	87,877	

Average number of employees - full time equivalent - 1

No employee earned £60,000 p a or more, and no director was paid any remuneration

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2012

**7 CAPITAL COMMITMENTS**

Contracted for but not provided

£ nil£ nil**8 TRUSTEES' REMUNERATION AND EXPENSES**

Except as disclosed below no remuneration, directly or indirectly out of the funds of the charity, was paid or payable, during the period, to any trustee or to any persons known to be connected with any of them>  
 Mrs J Wong £5,400

Apart from that shown below, no reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the period

One trustee Mrs J Wong (Fortress Property) was paid for £24,000 for rent of the premises for the year  
 Travel Expenses £892  
 Phone Expenses £190

Following the Board's decision to discontinue interpreting services, this function was taken over by Mrs J Wong. During the transition some customers settled MCC Invoices with the new service in error, totalling £12840 63. This amount net of £1520 32 costs paid by the new interpreting service is due to be remitted to the charity.  
 The new interpreting service run by Mrs J Wong was reimbursed £12624 01 for interpreter costs paid by the new interpreting service relating to the period when the service was still being run by MCC.

**9 TANGIBLE FIXED ASSETS**

	Leasehold Improvements	Computer Equipment	Fixtures & Equipment	Total
Cost	£	£	£	£
At 01 01 11	6,810	2,279	3,997	13,086
Additions	6,328	-	-	6,328
Disposals	-	-	-	-
At 31 12 12	13,138	2,279	3,997	19,414
<b>Accumulated Depreciation</b>				
At 01 01 11	1,094	953	3,248	5,295
Charge	1,892	456	251	2,599
Eliminated on Disposals	-	-	-	-
At 31 12 12	2,986	1,409	3,499	7,894
<b>Net Book Value</b>				
At 31 12 12	10,152	870	498	11,520
At 31 12 11	5,716	1,326	749	7,791

**10 STOCK & GOODS IN TRANSIT**

	2012	2011
	£	£
Stock	3,000	4,588
	<u>3,000</u>	<u>4,588</u>

**11 DEBTORS**

	2012	2011
	£	£
Other Debtors	16,305	6,828
Accrued Income	-	1,393
Prepayments	716	1,108
	<u>17,021</u>	<u>9,329</u>

**12 LIABILITIES AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2012	2011
	£	£
Other Creditors	183	629
Other Taxes and Social Security Costs	24,930	6,509
Accruals	5,790	5,537
	<u>30,903</u>	<u>12,675</u>

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2012

## 13 CONTINGENT LIABILITIES

	2012	2011
	£	£
At 31 December	-	-

## 14 MOVEMENT IN FUNDS

	Balance at 1 1 12	Incoming	Transfers	Outgoing	Balance at 31 12 12
	£	£	£	£	£
<b>RESTRICTED FUNDS</b>					
MCC Homework Club	-	2,102		(2,102)	-
Supplementary School	-	682		(682)	-
Lloyds TSB Foundation	8,175	11,200		(15,354)	4,021
	<u>8,175</u>	<u>13,984</u>	<u>-</u>	<u>(18,138)</u>	<u>4,021</u>
<b>UNRESTRICTED FUNDS</b>					
General	27,119	167,662	-	(168,899)	25,882
	<u>27,119</u>	<u>167,662</u>	<u>-</u>	<u>(168,899)</u>	<u>25,882</u>
<b>TOTAL FUNDS</b>	<u>35,294</u>	<u>181,646</u>	<u>-</u>	<u>(187,037)</u>	<u>29,903</u>

Details re funds

Lloyds TSB Foundation - towards an administrator post

## 15 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets £	Net Current Assets £	Total £
<b>RESTRICTED FUNDS</b>	-	4,021	4,021
<b>UNRESTRICTED FUNDS</b>	11,520	14,362	25,882
	<u>11,520</u>	<u>18,383</u>	<u>29,903</u>

## 16 COMPANY STATUS

The charitable company is limited by guarantee and all members have agreed to contribute a sum not exceeding £10 in the event of a winding up

## 17 CONTROL OF THE COMPANY

The ultimate control of the company is shared between the directors named on Page 1