

**MANCHESTER CHINESE CENTRE**

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

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2015**

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



**MANCHESTER CHINESE CENTRE**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2015**

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**MANCHESTER CHINESE CENTRE****Report of the Trustees for the Year Ending 31<sup>ST</sup> December 2015**

The trustees present their annual directors' report and financial statements of the charity for the year ended 31<sup>st</sup> December 2015 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

**Reference and administrative information**

Charity Name: Manchester Chinese Centre

Charity Number: 1114121

Company No: 5641623

**Directors and trustees**

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Ms Cindy Mei Ling Mok

Mrs Jenny Wong

Mrs Quyen Tran

Mrs. Cecilia Fung

Committee: Ka Fung But, Denise Yoeh

**Company Secretary**

Mrs Quyen Tran

**Key management personnel: Trustees and Directors**

Ms Cindy Mei Ling Mok and Mrs Jenny Wong (Volunteer Centre Manager)

**Registered Office**

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

**Independent Examiners**

Community Accountancy Service Limited

The Grange, Pilgrim Drive

Beswick, Manchester

M11 3TQ

**Bankers**

The Cooperative Bank plc

Balloon Street,

Manchester.

## **MANCHESTER CHINESE CENTRE**

### **Objectives and activities**

The purpose of the charity is to offer a variety of educational benefits to Chinese children, including English and Chinese language skills and I.T.

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives in planning future activities and setting the policies for the year.

The charity furthers its charitable purposes for the public benefit through

- Enhancing community cohesion by assisting Chinese nationals, refugees and immigrants throughout Greater Manchester to integrate and access opportunities, enabling them to participate fully in the society.
- We achieve this by bringing together a diverse range of learning opportunities, such as leisure activities in arts, culture and sport. We also offer information and advice available through our centre seven days per week.

We provide:

- Welfare and legal advice service every Sunday and Monday 1pm- 6pm;
- Free advice for school info to all Chinese parents;
- Signposting to public services;
- ESOL English, working closely with WEA, every Monday and Tuesday;
- Interpreting courses on Wednesdays,
- Child care courses every Thursday;
- Elderly Chinese Opera Club (aged 55-85) running every Tuesday from 2pm -10pm, comprising 50-60 members;

### **Structure, governance and management**

Manchester Chinese Centre is a company limited by guarantee governed by its Memorandum and Articles of Association dated 1<sup>st</sup> December 2005. It has been registered as a charity organisation with the Charity Commission since 9<sup>th</sup> May 2006.

### **Appointment of trustees**

As set out in the Articles of Association the appointment of trustees shall be subject to a minimum of three. At each meeting one third of the directors shall retire by rotation and offer themselves for re-election.

### **Trustee induction and training**

On appointment the Trustees are given an induction to their roles and responsibilities and access to relevant literature from the Charity Commission, Companies House etc.

### **Organisation**

The board of trustees administers the charity. The board normally meets 4 times a year. A Manager is appointed by the trustees to manage the day-to-day operations of the charity.

## MANCHESTER CHINESE CENTRE

### Related parties and co-operation with other organisations

None of our trustees receive remuneration for acting in their trustee role. Other payments are shown in Note 11. Any connection between a trustee or senior manager with any service providers must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year such related party transactions are reported in Note 11.

### Review of our achievements and performance

The main achievements during the year were:

- Manchester Parade project for youth groups, fostering a greater understanding of Chinese and British Art in culture and history; giving children the chance to immerse themselves in Chinese culture whilst maintaining a strong level of creativity and working with local community. Total 95 people involved.
- School exchange: we helped Manchester Grammar School and Wuhan school in China with their foreign exchange project. 35 students visited China.  
Helped Novelist & Scriptwriter Qaisra Shahraz make a link to Chengdu University to translate her book "The Holy Woman" into Chinese
- Chinese New Year: we had a team of volunteers working on the Homeless project by providing 500 hot meals across Manchester and Salford.
- Ran educational Chinese workshops for local schools include kung fu fan, Chinese, origami, music, tai chi, lion dance, lantern making and weekly Chinese language lessons. A total of 16 schools were involved.
- Our supplementary school, offering tuition in Cantonese and Mandarin languages up to GCSE level. The supplementary school is our core service offering weekend classes from age 3. In June 2015 we entered 58 children for Chinese Stage 1-3 AQA exam, 35 pupils for GCSE Chinese and 15 for A level.
- Trained 16 Child Carers
- Trained 32 Interpreters
- In addition, we are registered with OFSTED and Manchester City Council children's services and offer a nursery.
- Dragonheart Free School project is planned for a September 2016 opening. We spent 4 years working on the Free School application but have been turned down by DfE in Feb 2015. We decided not to apply again. We use Dragon Heart for our Nursery.
- We are also a winner of the British Academy Schools language award and have achieved the gold award in the quality framework for supplementary schools.
- The Manchester Chinese Centre together with WEA has successfully delivered a similar programme with Manchester Airport. This has succeeded in engaging 22 students. These students have progressed well and have all been successful in achieving job interviews and moving towards employment.

### Financial review

The attached statements show the current state of the Charity's finances, which the Trustees consider to be satisfactory. Total income in the year was £189,448 and total expenses £184,727

## **MANCHESTER CHINESE CENTRE**

returning a surplus of £4,721. The major sources of income were education and interpreting services.

### **Investment powers and policy**

The trustees, having regard to the liquidity requirements of operating the charity, have kept available funds in an interest bearing deposit account.

### **Reserves policy and going concern**

The balance held in unrestricted reserves at 31st December 2015 was £42,205 of which £27,523 are free reserves, after allowing for funds tied up in tangible fixed assets.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately 3 months of running costs (currently £45,000). The trustees consider that this level will provide sufficient funds to give stability to the services offered by the charity.

### **Risk management**

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

### **Ongoing projects**

- We have had rental discount for the past 10 years. The landlord reviewed the rent in December 2015. The current rent is £28,075 per annum for whole building. MCC is unable to afford this rent in the long term. We are planning to make good use of the building during Monday to Friday; therefore, we have decided to work on the nursery since 2013. We trained 16 Child Care workers from 2013-2015 and made changes on the building work.
- In 2015, the Supplementary School Chinese exam system changed to AQA Key stage 1-3, then GCSE and A level
- To increase school income in 2017, we need to register with OFSTED, but this will require a huge investment in time.
- Changed to LED lighting which is more economical
- We want to continue working with a local organisation to provide meals for homeless people on a monthly basis. Jenny Wong, a trustee, has paid personally for all the expenses of the Homeless project since 2013.
- Develop a webchat group for the parents and the local community
- To build better database for our school, we need more staff.
- To run good book keeping / account, we need full time staff; not volunteers or part-timer.

### **Trustees responsibilities in relation to the financial statements**

The charity trustees (who are also the directors of Manchester Chinese Centre for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

**MANCHESTER CHINESE CENTRE**

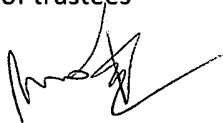
Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the board of trustees

Cindy Mok, trustee



Date: 20th September 2016

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

I report on the accounts of the company for the year ended 31<sup>st</sup> December 2015, which are set out on pages 7 to 15.

### **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.

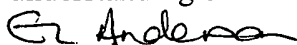
### **Independent examiner's statement**

In connection with my examination, 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.



EL Anderson MA FCA CTA  
Community Accountancy Service Ltd  
The Grange, Pilgrim Drive  
Beswick, Manchester, M11 3TQ

Date: 20<sup>th</sup> September 2016



# MANCHESTER CHINESE CENTRE

Co.Reg. No. 5641623

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## BALANCE SHEET AS AT 31 DECEMBER 2015



		2015 £	2014 £
<b>FIXED ASSETS</b>			
Tangible Fixed Assets	12	27,523	29,522
<b>CURRENT ASSETS</b>			
Stock	13	500	1,000
Debtors	14	22,406	10,092
Cash at Bank and in Hand		34,432	30,285
		<u>57,338</u>	<u>41,377</u>
<b>LIABILITIES:</b>			
Amounts falling due within one year	15	<u>(34,772)</u>	<u>(33,415)</u>
<b>NET CURRENT ASSETS</b>		22,566	7,962
		<u>50,089</u>	<u>37,484</u>
<b>THE FUNDS OF THE CHARITY</b>			
Restricted Funds	17	-	-
Unrestricted Funds	17	50,089	37,484
<b>TOTAL CHARITY FUNDS</b>		<u>50,089</u>	<u>37,484</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 Board of Trustees:

.....  
  
.....  


Trustee Jenny Wong

Trustee Cindy Mok

Date: 20th September 2016

The notes on pages 10 to 15 form part of these accounts.

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(including Income & Expenditure Account)**  
**FOR THE YEAR ENDED 31 DECEMBER 2015**

<b>INCOME FROM:</b>	Notes	Unrestricted Funds £	Restricted Funds £	Year Ended 31.12.15 Total Funds £	Year Ended 31.12.14 Total Funds £
<b>Incoming Resources from Generated Funds</b>					
Donations & Legacies		2,817		2,817	7,797
Investment Income		12		12	8
Other Trading Activities	5	71,505		71,505	29,557
Charitable Activities	4	80,448	42,685	123,133	95,680
<b>TOTAL</b>		<u>154,782</u>	<u>42,685</u>	<u>197,467</u>	<u>133,042</u>
<b>EXPENDITURE ON:</b>					
Raising Funds	6	(41,240)		(41,240)	(14,186)
Charitable Expenditure	7	(100,937)	(42,685)	(143,622)	(110,439)
<b>TOTAL</b>		<u>(142,177)</u>	<u>(42,685)</u>	<u>(184,862)</u>	<u>(124,625)</u>
<b>NET INCOMING (OUTGOING) RESOURCES BEFORE TRANSFERS</b>					
		12,605	-	12,605	8,417
Gross Transfers between funds	17	-	-	-	-
<b>RECONCILIATION OF FUNDS</b>		12,605	-	12,605	8,417
Total Funds Brought Forward		37,484	-	37,484	29,067
<b>TOTAL FUNDS CARRIED FWD</b>	17	<u><u>50,089</u></u>	<u><u>-</u></u>	<u><u>50,089</u></u>	<u><u>37,484</u></u>

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 10 to 15 form part of these accounts.

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 31st DECEMBER 2015

## RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2015 £	2014 £
Net movement in funds	12,605	8,417
Add back depreciation	7,754	4,012
Deduct investment income	(12)	(8)
Decrease/(increase) in debtors	(12,314)	(3,814)
Increase/(decrease) in creditors	1,357	11,560
Decrease/(increase) in stock	500	1,500
<b>Net cash used in operating activities</b>	<b>9,890</b>	<b>21,667</b>
<b>Cash flows from investment activities:</b>		
Interest	12	8
Purchase of fixed assets	(5,755)	(20,858)
<b>Net cash provided by investing activities</b>	<b>(5,743)</b>	<b>(20,850)</b>
 Increase/(decrease) in cash and cash equivalents during the year	 4,147	 817
 Cash and cash equivalents brought forward	 30,285	 29,468
<b>Cash and cash equivalents carried forward</b>	<b>34,432</b>	<b>30,285</b>

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015

**1. ACCOUNTING POLICIES****(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16th July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**(b) Reconciliation with previous Generally Accepted Accounting Practice**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102, a restatement of comparative items was needed. No restatements were required.

**(c) Funds structure**

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There are no restricted funds at the year end.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion have created a fund for a specific purpose.

Further details of each fund are disclosed in note 17.

**(d) Income recognition**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Fee and grant income are reflected in the accounts when receivable. Grants are recognised when the conditions for their receipt have been met - this may be based on performance of a task or purchase of goods or services. Grants which relate to a specified future period are deferred.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period. Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Operating income represents grants, contracts, tuition fees and sundry income receivable.

**(e) Expenditure Recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

For more information on this attribution refer to note (g) below.

**(f) Irrecoverable VAT**

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

**(g) Allocation of support and governance costs**

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs. Governance costs and support costs relating to charitable activities have been apportioned based on staff time and facilities used in each activity. The allocation of support and governance costs is analysed in note 8.

**(h) Charitable Activities**

Costs of charitable activities include governance costs and an apportionment of support costs as shown in Note 7.

**(i) Tangible fixed assets and depreciation**

Fixed assets are included in the accounts at net book value. Additions of a single item or a group of similar assets exceeding £500, are capitalised at cost (valuation for donated assets). Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets over their estimated useful lives as follows:-

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

**(j) 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 Charity is registered for VAT.

**(k) Pensions**

The trustees will implement an auto enrolment pension scheme in due course. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions.

**(l) Contingent liabilities**

A contingent liability is identified and disclosed for those transactions resulting from a possible obligation which will only be confirmed by the occurrence of one or more uncertain future events not wholly within the trustees' control.

**2 NET INCOME FOR THE YEAR**

This is stated after charging:

Depreciation - owned assets  
Independent Examiners Fees  
Other financial services

2015	2014
£	£
7,754	4,012
1,245	1,045
-	-

**3 TAX ON SURPLUS ON ORDINARY ACTIVITIES**

(See taxation policy note above)

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**MANCHESTER CHINESE CENTRE**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015 (cont...)**

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**4 INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2015 £</b>	<b>Total 2014 £</b>
Wuhan Project			-	13,500
Grants: Manchester University			-	1,000
Lee Kai Hung Foundation			-	2,000
UKPACE			-	350
Tuition & Exam Fees	67,948		67,948	63,945
Events & Workshops	5,157		5,157	7,325
Educational Exchange		42,685	42,685	-
Membership	1,470		1,470	1,730
Room Hire (Education)	4,435		4,435	4,081
Training			-	1,500
Childcare			-	10
Book Sales & Other Income	40		40	239
Other Income	1,398		1,398	-
	<u>80,448</u>	<u>42,685</u>	<u>123,133</u>	<u>95,680</u>

**5 INCOME FROM OTHER TRADING ACTIVITIES**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2015 £</b>	<b>Total 2014 £</b>
Interpreting	71,470		71,470	23,852
Management & Use of Facilities	35		35	5,705
	<u>71,505</u>	<u>-</u>	<u>71,505</u>	<u>29,557</u>

**6 COST OF RAISING FUNDS**

	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fundraising Consultant	150		150	100
Salary Costs	285		285	-
Freelance Interpreters	40,303		40,303	14,086
Professional Indemnity Insurance	502		502	-
	<u>41,240</u>	<u>-</u>	<u>41,240</u>	<u>14,186</u>

**7 EXPENDITURE**

	<b>Interpreting Service</b>	<b>Tuition &amp; Workshops</b>	<b>Education Exchanges</b>	<b>Total 2015</b>	<b>Total 2014</b>
Freelance Tutors		21,900		21,900	28,977
Travelling Expenses	436	437		873	5,554
Volunteer Expenses				-	196
Training & Conferences	825	825		1,650	615
Teaching Materials		2,823		2,823	764
Exam Fees		5,797		5,797	3,440
CRB Checks & Work Permits	217	217		434	392
Venue Hire		267		267	355
Educational Exchanges			41,685	41,685	-
Publications & Subscriptions	35	35		70	230
Workshops & Activities		2,835		2,835	4,224
Wu Han Project				-	6,778
Website & Advertising				-	735
Hospitality		845		845	1,293
Support Costs	25,268	36,901	1,000	63,169	43,835
Governance Costs	637	637		1,274	13,051
	<u>27,418</u>	<u>73,519</u>	<u>42,685</u>	<u>143,622</u>	<u>110,439</u>

**8 ALLOCATION OF GOVERNANCE AND SUPPORT COSTS**

	<i>Basis of Apportionment</i>	<b>General Support £</b>	<b>Governance £</b>	<b>Total £</b>
Wages & Salaries	<i>Time Spent</i>	7,635		7,635
Freelance Staff	<i>Time Spent</i>	12,755		12,755
Rent & Business Tax	<i>Space Used</i>	21,144		21,144
Heat, Light & Water	<i>Space Used</i>	1,315		1,315
Telephone	<i>Space Used</i>	912		912
Cleaning	<i>Space Used</i>	304		304
Printing, Postage & Stationery	<i>Space Used</i>	2,280		2,280
Insurance	<i>Space Used</i>	1,026		1,026
Repairs, Renewals & Maintenance	<i>Space Used</i>	3,313		3,313
Computer & Internet Expenses	<i>Space Used</i>	1,541		1,541
Minor Equipment	<i>Space Used</i>	1,244		1,244
Depreciation	<i>Space Used</i>	7,754		7,754
Sundry		635		635
Bad Debts		311		311
Book-keeping & Accountancy		1,000	1,254	2,254
Bank Charges & Interest			20	20
		<b>63,169</b>	<b>1,274</b>	<b>64,443</b>

**9 STAFF NUMBERS AND COSTS**

	<b>2015 £</b>	<b>2014 £</b>
Wages and Salaries	7,920	11,093
Social Security Costs	-	-
Pension Costs	-	-
	<b>7,920</b>	<b>11,093</b>

No employee earned £60,000 per annum or more.

The average number of employees was 2 part time.

The average number of employees by full time equivalent was:

Management & Administration	1	2
Provision of Services	-	-
	<b>1</b>	<b>2</b>

The charity considers its key management personnel comprises the trustees and manager. The total employment benefits, including employer pension contributions of the key management personnel was £nil (previous year: £1,800).

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 2015 (cont...)

**10 CAPITAL COMMITMENTS**

Contracted for but not provided

£ nil      £ nil

**11 TRUSTEES' REMUNERATION AND EXPENSES**

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. Except as disclosed 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 £21,000 for rent of the premises for the year and £135 towards telephone costs.

Related parties

Miss E Wong, the daughter of trustee, Mrs. J. Wong was paid £1,800 for providing administration cover for the Centre.

**12 TANGIBLE FIXED ASSETS**

	Leasehold Improvements	Computers Equipment	Fixtures & Equipment	Total
<b>COST</b>	£	£	£	£
As At 1 January 2015	36,127	2,279	6,679	45,085
Additions	2,306		3,449	5,755
Disposals				-
At 31 December 2015	38,433	2,279	10,128	50,840
<b>DEPRECIATION</b>				
As At 1 January 2015	8,462	2,243	4,858	15,563
Charge for Year	7,062	36	656	7,754
Disposals				-
At 31 December 2015	15,524	2,279	5,514	23,317
<b>NET BOOK VALUE</b>				
At 31 December 2015	22,909	-	4,614	27,523
At 31 December 2014	27,665	36	1,821	29,522

**13 STOCK**

	2015 £	2014 £
Stock	500	1,000
	500	1,000

**14 DEBTORS**

	2015 £	2014 £
Other Debtors	20,769	9,357
Prepayments	1,637	735
	22,406	10,092



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015 (cont...)

**15 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015 £	2014 £
Other Creditors	9,499	7,962
Other Taxes & Social Security Costs	18,508	16,284
Accruals	6,765	9,169
	<u>34,772</u>	<u>33,415</u>

**16 CONTINGENT LIABILITIES**

	2015 £	2014 £
At 31 December	-	-

**17 MOVEMENT IN FUNDS**

	Balance at 1.1.15 £	Incoming £	Transfers £	Outgoing £	Balance at 31.12.15 £
Exchange Visits		42,685		(42,685)	-
<b>RESTRICTED FUNDS</b>	-	42,685	-	(42,685)	-
<b>UNRESTRICTED FUNDS</b>					
General	37,484	154,782		(142,177)	50,089
	<u>37,484</u>	<u>154,782</u>	-	<u>(142,177)</u>	<u>50,089</u>
<b>TOTAL FUNDS</b>	<u>37,484</u>	<u>197,467</u>	-	<u>(184,862)</u>	<u>50,089</u>

**18 ANALYSIS OF CHARITABLE FUNDS**

	Tangible Fixed Assets £	Net Current Assets £	Total £
<b>RESTRICTED FUNDS:</b>	-	-	-
<b>UNRESTRICTED FUNDS:</b>	27,523	22,566	50,089
	<u>27,523</u>	<u>22,566</u>	<u>50,089</u>

**19 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.

**20 CONTINGENT LIABILITIES**

There were no contingent liabilities at 31st December 2015 (2014 £nil).

**21 GOING CONCERN**

The company's main source of income is tuition fees and interpreting services. The Trustees having regard to future budgets and the current level of reserves consider that it is appropriate to prepare the accounts on a going concern basis and, consequently the accounts do not include any adjustments that would be necessary if the funding sources should cease.

**22 POST BALANCE SHEET EVENTS**

The trustees consider that there are no significant post balance sheet events that impact on the financial statements as presented.

**23 CONTROLLING PARTIES**

The company is under the joint control of the volunteer Board of Trustees named on Page 1.