

**MANCHESTER CHINESE CENTRE**

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

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2013**

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

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**MANCHESTER CHINESE CENTRE**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2013**

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**REPORT OF THE TRUSTEES**

The Trustees present their report for the year ended 31st December 2013.

**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 : £16,391

**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**

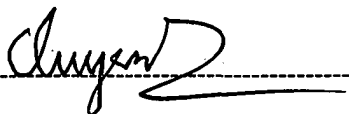
The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

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.



Company Secretary  
Quyen Tran

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

Date: 11th September 2014

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

**3**

I report on the accounts of the company for the year ended 31st December 2013, 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.

The charity need to put in place systems to evidence their controls over petty cash.



EL Anderson MA FCA CTA

Community Accountancy Service Ltd

The Grange, Pilgrim Drive,

Beswick, Manchester, M11 3TQ

Date: 11<sup>th</sup> September 2014

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2013**

				Year Ended 31.12.13	Year Ended 31.12.12
<b>INCOMING RESOURCES</b>	<b>Notes</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>	<b>Total Funds £</b>
<b>Incoming Resources from Generated Funds</b>					
<i>Voluntary Income:</i>					
Donations		3,776	-	3,776	1,045
Fundraising		-	-	-	7,548
<i>Activities for Generating Funds:</i>					
Tuition & Exam Fees		49,142	-	49,142	42,982
Events & Workshops		8,664	-	8,664	21,059
Membership		2,060	-	2,060	2,265
Room Hire		8,632	-	8,632	6,051
Interpreting		-	-	-	76,854
Training		1,850	-	1,850	-
Childcare		-	-	-	1,440
Book Sales & Other Income		1,685	-	1,685	3,896
Bank Deposit Interest		18	-	18	22
Management & Use of Facilities		11,067	-	11,067	-
<b>Incoming Resources from Charitable Activities</b>					
British Academy Award		300	-	300	4,000
Grants: The Duchy of Lancaster		-	-	-	500
MCC Homework Club		-	1,509	1,509	2,102
MCC Supplementary School		-	-	-	682
Garfield Weston Foundation		10,000	-	10,000	-
Lloyds TSB Foundation		-	-	-	11,200
<b>TOTAL INCOMING RESOURCES</b>		<b>97,194</b>	<b>1,509</b>	<b>98,703</b>	<b>181,646</b>
Fundraising Costs	4	(835)	-	(835)	(255)
Charitable Expenditure	4	(46,946)	(5,530)	(52,476)	(129,554)
Support Costs	4	(42,710)	-	(42,710)	(47,472)
Governance Costs	4	(3,518)	-	(3,518)	(9,756)
<b>TOTAL RESOURCES EXPENDED</b>	<b>4</b>	<b>(94,009)</b>	<b>(5,530)</b>	<b>(99,539)</b>	<b>(187,037)</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>3,185</b>	<b>(4,021)</b>	<b>(836)</b>	<b>(5,391)</b>
<b>Reconciliation of Funds</b>					
Total Funds Brought Forward		25,882	4,021	29,903	35,294
Transfers between Funds		-	-	-	-
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>14</b>	<b>29,067</b>	<b>-</b>	<b>29,067</b>	<b>29,903</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 2013


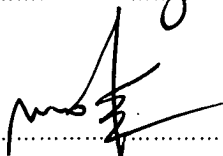
	Notes	2013 £	2012 £
<b>FIXED ASSETS</b>			
Tangible Fixed Assets	9	12,676	11,520
<b>CURRENT ASSETS</b>			
Stock	10	2,500	3,000
Debtors	11	6,278	17,021
Cash at Bank and in Hand		<u>29,468</u>	<u>29,265</u>
		38,246	49,286
<b>LIABILITIES:</b>			
Amounts falling due within one year	12	<u>(21,855)</u>	<u>(30,903)</u>
<b>NET CURRENT ASSETS</b>		16,391	18,383
		<u>29,067</u>	<u>29,903</u>
<b>ACCUMULATED FUNDS</b>			
Restricted	14	-	4,021
Unrestricted - General	14	<u>29,067</u>	<u>25,882</u>
		<u>29,067</u>	<u>29,903</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

Trustee Cindy Mok

Date: 11th September 2014

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

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2013

**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**

	2013 £	2012 £
Net movement in funds is stated after charging :		
Depreciation - owned assets	3,657	2,599
Independent Examiner's Fees	1,045	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	Freeschool	Total 2013	Total 2012
		Method of Allocation	£	£	£	£
<b>Fundraising Costs</b>			835	-	835	255
<b>Charitable Expenditure</b>						
Salaries & Freelance Tutors	Direct		32,778		32,778	39,852
Travelling Expenses	Direct		35	270	305	3,476
Volunteer Expenses	Direct		1,828		1,828	695
Training & Conferences	Direct		18		18	440
Teaching Materials	Direct		636		636	3,866
Exam Fees	Direct		4,436		4,436	4,030
CRB Checks & Work Permits	Direct		127		127	140
Venue Hire	Direct		4,175		4,175	3,251
Freelance Interpreters	Direct		-		-	59,829
Publications & Subscriptions	Direct		168		168	60
Workshops & Activities	Direct		6,838		6,838	7,433
Chinatown Project	Direct		-		-	2,821
Advertising	Direct		151		151	1,559
Hospitality	Direct		1,016		1,016	2,102
			52,206	270	52,476	129,554
<b>Support Costs</b>						
Rent & Business Tax	Direct		25,380		25,380	24,027
Heat, Light & Water	Direct		2,702		2,702	2,445
Telephone	Direct		959		959	1,022
Cleaning	Direct		401		401	708
Printing, Postage & Stationery	Direct		3,455		3,455	6,354
Insurance	Direct		1,327		1,327	2,209
Repairs, Renewals & Maintenance	Direct		2,503		2,503	1,129
Computer & Internet Expenses	Direct		343		343	653
Equipment Rental	Direct		272		272	-
Minor Equipment	Direct		510		510	1,333
Depreciation	Direct		3,657		3,657	2,599
Irrecoverable VAT	Direct		(94)		(94)	2,321
Penalties	Direct		-		-	641
Sundry	Direct		1,295		1,295	2,031
			42,710	-	42,710	47,472
<b>Governance Costs</b>						
Book-keeping & Accountancy	Direct		1,045		1,045	1,238
Legal & Professional Fees	Direct		1,067	1400	2,467	8,498
Bank Charges	Direct		6		6	20
			2,118	1,400	3,518	9,756
			97,869	1,670	99,539	187,037

5	INVESTMENT INCOME	Total 2013 £	Total 2012 £
	Bank Interest Receivable	18	22

6	STAFF COSTS	£	£
	Salaries	-	15,014
	Social Security Costs	-	340
	Freelance Tutors & Workers	32,778	24,498
	Freelance Interpreters	-	59,829
		32,778	99,681

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 2013

**7 CAPITAL COMMITMENTS**

Contracted for but not provided	<u>£ nil</u>	<u>£ nil</u>
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**8 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.

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.

Phone Expenses £154

Following the Board's decision to discontinue interpreting services, this function was taken over by Mrs J. Wong.

The new interpreting service run by Mrs J. Wong paid a contribution of £11,868 towards the use of premises and equipment.

**9 TANGIBLE FIXED ASSETS**

	<b>Leasehold Improvements</b>	<b>Computer Equipment</b>	<b>Fixtures &amp; Equipment</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 01.01.13	13,138	2,279	3,997	19,414
Additions	2,131	-	2,682	4,813
Disposals	-	-	-	-
At 31.12.13	<u>15,269</u>	<u>2,279</u>	<u>6,679</u>	<u>24,227</u>
<b>Accumulated Depreciation</b>				
At 01.01.13	2,986	1,409	3,499	7,894
Charge	2,628	456	573	3,657
Eliminated on Disposals	-	-	-	-
At 31.12.13	<u>5,614</u>	<u>1,865</u>	<u>4,072</u>	<u>11,551</u>
<b>Net Book Value</b>				
At 31.12.13	<u>9,655</u>	<u>414</u>	<u>2,607</u>	<u>12,676</u>
At 31.12.12	<u>10,152</u>	<u>870</u>	<u>498</u>	<u>11,520</u>

**10 STOCK & GOODS IN TRANSIT**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Stock	<u>2,500</u>	<u>3,000</u>
	<u>2,500</u>	<u>3,000</u>

**11 DEBTORS**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Other Debtors	5,061	16,305
Prepayments	1,217	716
	<u>6,278</u>	<u>17,021</u>

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

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Other Creditors	10,346	183
Other Taxes and Social Security Costs	9,517	24,930
Accruals	1,992	5,790
	<u>21,855</u>	<u>30,903</u>

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2013

## 13 CONTINGENT LIABILITIES

	2013	2012
	£	£
At 31 December	-	-

## 14 MOVEMENT IN FUNDS

	Balance at 1.1.13	Incoming	Transfers	Outgoing	Balance at 31.12.13
	£	£	£	£	£
<b>RESTRICTED FUNDS</b>					
MCC Homework Club	-	1,509		(1,509)	-
Lloyds TSB Foundation	4,021			(4,021)	-
	4,021	1,509	-	(5,530)	-
<b>UNRESTRICTED FUNDS</b>					
General	25,882	97,194	-	(94,009)	29,067
	25,882	97,194	-	(94,009)	29,067
<b>TOTAL FUNDS</b>	29,903	98,703	-	(99,539)	29,067

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>	-	-	-
<b>UNRESTRICTED FUNDS</b>	12,676	16,391	29,067
	12,676	16,391	29,067

## 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.