

**MANCHESTER CHINESE CENTRE**

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

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2019**

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



**MANCHESTER CHINESE CENTRE**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2019**

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**MANCHESTER CHINESE CENTRE****Report of the Trustees for the Year Ending 31<sup>ST</sup> December 2019**

The trustees present their annual directors' report and financial statements of the charity for the year ending 31<sup>st</sup> December 2019 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) (1 January 2019).

**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

Committee: Ka Fung Butt, Denise Yoeh ,Mrs. Cecilia Fung (not listed at Companies House)

**Company Secretary**

Mrs Quyen Tran

**Key management personnel: Trustees and Directors**

Ms Cindy Mei Ling Mok and Mrs Jenny Wong

**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 for 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 and a 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:

#### 2019 Community work:

- **Community Service** was provided: interpreting to support NHS, Social Care and Children Services.
- **Chinese Elderly Cantonese Opera** (age 55-85). Support was provided to the group. This group is run every Tuesday from 14:00-21:00 with about 50-60 members from Greater Manchester, Stoke on Trent, Warrington, Leeds and Liverpool. MCC provided one huge studio where members play live music and practise their Opera skill, one room to store their instruments, one room where they have tea, coffee and light food and an extra quiet room where they can socialise and relax. Volunteers were recruited to visit the group and to chat to them. Sometimes MCC organised workshops such as beauty therapy, haircut, healthy eating and IT information. Caring for "Isolated Elderly" is vital.
- **Manchester City Council run an essential Health and safeguarding free course** and First Aid course for the local community. MCC provided the rooms and tea and coffee to support the training courses.
- **School workshop:** MCC provided Chinese Educational Workshops for Manchester local schools and community. A total of 17 schools were involved.
- **Legal and Welfare Service:** Volunteer Solicitor, Nicole, has been providing free welfare and legal advice to people in the community who have language barriers. Advice include family welfare, illness, personal debt, housing, refugee and domestic abuse.
- **Jan 2019 Chinese New Year:** MCC worked in partnership with Manchester City Council and the local schools. MCC organised a Chinese New Year party for the homeless people across Greater Manchester. MCC collected and delivered food from the food bank to different organisations across Manchester. MCC worked closely with Coffee4Craig, Chinese Temple and Highway Hope Church.
- **Chinese Archive at Central library:** MCC worked on the Manchester Chinatown Archive Collection at Manchester Central Library. Children were sent to work at the Central Library as part of school working experience.
- **The River at Manchester** 1300 Ashton Old Road, Openshaw, Manchester, M11 1JG, from 2013 till now. MCC provided help by collecting clothes, household things and furniture from the Chinese community. This charity work is helping people made vulnerable through domestic abuse and those marginalised by poverty and unemployment.
- **June 2019 Manchester Day Parade:** MCC was delighted to join one of the biggest and best community celebration in the North West, the Manchester Day Parade. MCC have been working with Walk the Plank since 2009 to deliver elaborate floats which explore Chinese culture. MCC had 2 groups involved with Walk the Planks this year.  
**First Group** have recruited 100 dancers from 10 community groups. There were 12 volunteers to represent the Chinese community. The dancers danced through the streets to

## MANCHESTER CHINESE CENTRE

celebrate Manchester Textile and computing technology. This group created their own music and dance to share with the wider community.

**Second group** have created a theme called Cheng'e to celebrate the Chinese Mid-Autumn festival. In ancient times, "Chang'e flying to the Moon", was a story about yearning for a better life. Today's "Chang'e program visiting the Moon" has become a historic moment in the development of space exploration. Also, it is another breakthrough in China's modernization of science and technology in the world.

We use this theme to demonstrate the wonders of Chinese traditional literature and the most outstanding achievement of Chinese modern technology development. We received good and hugely positive feedback from the wider community! These achievements make us extremely proud. So let us celebrate together on the street!

- **May 2019 Music Festival open to the public. We have 2 Music Festival at Manchester Cathedral:**

18 May 2019 was adult Music Festival involved professional musician.

29 May 2019 was for children. There was a wide range of talent showcased at the festival from pianists, violinists and Guzheng players as well as singers and dancers.

### Education:

- **Homework Club** has been supporting 35 children with their mainstream school's homework. MCC's volunteers are helping children to read and they also listen to their problems.
- **Volunteer Linda Chan, works as a School Welfare Adviser.** She offers help to parents and teenage children. She has been supporting parents and children through difficult times, teenage problems and children in need.
- MCC provided **work experience** for 16 young people from school or university and job seekers. High school children could work in school as a teacher's assistant.
- **June 2019 Poetry Festival:** Poetry reading event is for all ages. It is a great event to encourage the children to learn Chinese language by reading aloud and with confidence. The children performed at the Ardwick Park and Burnswick Church.
- **June 2019 Exam at MCC School:** 13 candidates were entered for Chinese GCSE language. 12 candidates achieved 8-9, 1 achieved 7.
- **GCE (A level) Exam at MCC:** 7 candidates for Chinese achieved A to C.
- **Chinese Church School:** used our exam centre. MCC organised their exam administration work. A total of 15 candidates sit took the GCSE exam.
- **Mainstream School:** MCC helped 4 schools with the Chinese GCSE exam.
- **MCC School Fee:** Sept 2019 school fee for Pinyin, GCSE, and A level was £245. Year 1-7 was £220.
- **Total 410 children** attending our Supplementary School. 387 children attended from Sept 2019 and that gradually increased to 410 children in Dec 2019.
- **Dragon Heart Day Nursery: closed Jan 2019.**
- **WEA Adult Education:** 11 passed ESOL Level 1 and 2.

## **MANCHESTER CHINESE CENTRE**

### **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 £159,219 and total expenses £161,763 returning a deficit of £2,544. 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 as at 31st December 2019 was £63,465 of which £55,949 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 £40,250). The trustees consider that this level will provide sufficient funds to give stability to the services offered by the charity.

### **Covid**

Beginning of Feb 2020 just after Chinese New Year, MCC lost 50% of the children attending school. By the beginning of March 2020, 80% of the children were lost. Therefore, MCC decided to close the school from 16 March 2020 during the lockdown of Covid-19.

From 16 March -18 April 2020, training was provided to the teachers. The teachers needed to learn how to use the online teaching system. At the same time, IT advice service was provided to parents to help them deal with computing and online learning.

### **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.

### **Plans for Future Periods / Ongoing projects**

#### **Education:**

Sept 2019, the textbooks were changed from Year 3 -Year 6 by using HSK 1, 2, 3 and 4.

Summer Holiday 2019, MCC had provided different training programme for teachers and volunteers. HSK 1, 2 3 and 4 textbooks could provide better Chinese Grammar for the learners.

Feedback: Parents and children were happy with these textbooks.

Sept 2018- June 2019, GCSE and A level exam results were a good achievement.

The Board are seeking to recruit new trustees in the next twelve months and will look for other interested parties to partner in, or if necessary, take over delivery of the language school services.

### **2020 Covid-19**

As the coronavirus pandemic spreads, there has been an increasing move towards teaching online as the school vital requirement from Sept 2020. Online teaching and preparing lessons will require much higher IT skills. We need to invest in our teachers and providing them with IT training is essential.

## MANCHESTER CHINESE CENTRE

Even for experienced teachers, this situation presents many challenges for them if they are unable to use the new technologies. However, with the right knowledge and training, the teachers could overcome these challenges and MCC can promote more online learning in order to attract more learners.

To be able to provide online teaching and to support the students, the teachers need to adapt their approaches. There is a need for them to work closely with parents in partnership to control the children's attendance and homework. Unfortunately, most of the Chinese parents are unable to use a computer and unable to help their children to use the online learning program. There is a need to set up IT courses for the parents.

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

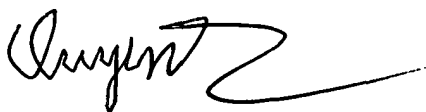
The charity trustees (who are also the directors of Manchester Chinese Centre for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted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

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



Quyen Tran - Trustee

Date: 21<sup>st</sup> July 2020



## 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 2019, which are set out on pages 8 to 17.

### **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.

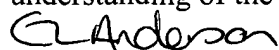
### **Independent examiner's statement**

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 21<sup>st</sup> July 2020

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(including Income & Expenditure Account)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

				Year Ended 31.12.19 Total Funds £	Year Ended 31.12.18 Total Funds £
<b>INCOME FROM:</b>	Notes	Unrestricted Funds £	Restricted Funds £		
<b>Incoming Resources from Generated Funds</b>					
Donations & Legacies		3,112	-	3,112	4,098
Investment Income		19	-	19	1
Other Trading Activities	5	31,355	-	31,355	45,195
Charitable Activities	4	124,733	-	124,733	120,619
<b>TOTAL</b>		<b>159,219</b>	<b>-</b>	<b>159,219</b>	<b>169,913</b>
<b>EXPENDITURE ON:</b>					
Raising Funds	6	(29,529)	-	(29,529)	(36,850)
Charitable Expenditure	7	(132,234)	-	(132,234)	(116,843)
<b>TOTAL</b>		<b>(161,763)</b>	<b>-</b>	<b>(161,763)</b>	<b>(153,693)</b>
<b>NET INCOMING (OUTGOING) RESOURCES BEFORE TRANSFERS</b>		<b>(2,544)</b>	<b>-</b>	<b>(2,544)</b>	<b>16,220</b>
Gross Transfers between funds	17	-	-	-	-
<b>RECONCILIATION OF FUNDS</b>		<b>(2,544)</b>	<b>-</b>	<b>(2,544)</b>	<b>16,220</b>
Total Funds Brought Forward		66,009	-	66,009	65,557
Prior Year Adjustment	21				(15,768)
<b>TOTAL FUNDS CARRIED F/WD</b>	<b>17</b>	<b>63,465</b>	<b>-</b>	<b>63,465</b>	<b>66,009</b>

The statement of financial activities includes all gains and losses in the year.

The notes on pages 11 to 17 form part of these accounts.

# MANCHESTER CHINESE CENTRE

Co.Reg. No. 5641623

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## BALANCE SHEET AS AT 31 DECEMBER 2019

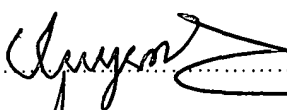
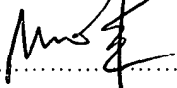
		2019 £	2018 £
<b>FIXED ASSETS</b>			
Tangible Fixed Assets	12	7,516	13,507
<b>CURRENT ASSETS</b>			
Stock	13	50	50
Debtors	14	3,803	5,099
Cash at Bank and in Hand		66,001	79,884
		<u>69,854</u>	<u>85,033</u>
<b>LIABILITIES:</b>			
Amounts falling due within one year	15	<u>(13,905)</u>	<u>(32,531)</u>
<b>NET CURRENT ASSETS</b>		55,949	52,502
		<u>63,465</u>	<u>66,009</u>
<b>THE FUNDS OF THE CHARITY</b>			
Restricted Funds	17	-	-
Unrestricted Funds	17	63,465	-
As previously stated:			81,777
Prior Year Adjustment	21	<u>(15,768)</u>	<u>(15,768)</u>
As Restated			66,009
<b>TOTAL CHARITY FUNDS</b>		<u>63,465</u>	<u>66,009</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 Quyen Tran

Trustee Cindy Mok

Date: 21st July 2020

The notes on pages 11 to 17 form part of these accounts.

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 31st DECEMBER 2019

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

	2019 £	2018 £
Net movement in funds	(2,544)	16,220
Add back depreciation	7,674	8,133
Deduct investment income	(19)	(1)
Decrease/(increase) in debtors	1,296	7,317
Increase/(decrease) in creditors	(34,394)	(2,133)
Decrease/(increase) in stock	-	200
<b>Net cash used in operating activities</b>	<b>(27,987)</b>	<b>29,736</b>
<b>Cash flows from investment activities:</b>		
Interest	19	1
Purchase of fixed assets	(1,683)	(948)
<b>Net cash provided by investing activities</b>	<b>(1,664)</b>	<b>(947)</b>
 Increase/(decrease) in cash and cash equivalents during the year	 (29,651)	 28,789
 Cash and cash equivalents brought forward	 79,884	 51,095
<b>Cash and cash equivalents carried forward</b>	<b>50,233</b>	<b>79,884</b>

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019

**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 January 2019 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) 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.

**(c) 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.

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

**(d) 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 (f) below.

**(e) Irrecoverable VAT**

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

**(f) 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.

**(g) Charitable Activities**

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

**(h) 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

**(i) Debtors**

Trade and other debtors are recognised at settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**(j) Creditors and Provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**(k) 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.

**(l) Pensions**

The charity makes contributions to an auto enrolment pension scheme. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions.

**(m) 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

2019	2018
£	£
7,674	8,133
1,260	1,260
-	-
<hr/>	<hr/>

**3 TAX ON SURPLUS ON ORDINARY ACTIVITIES**

(See taxation policy note above)

-	-
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**4 INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
	£	£	£	£
Tuition & Exam Fees	122,065		122,065	116,305
Events & Workshops	2,125		2,125	2,672
Membership	470		470	420
Room Hire (Education)	-		-	1,100
Book Sales	-		-	122
Other Income	73		73	-
	<u>124,733</u>	<u>-</u>	<u>124,733</u>	<u>120,619</u>

All income in 2019 and 2018 is unrestricted.

**5 INCOME FROM OTHER TRADING ACTIVITIES**

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
	£	£	£	£
Interpreting	31,295	-	31,295	42,493
Management & Use of Facilities	60	-	60	2,702
	<u>31,355</u>	<u>-</u>	<u>31,355</u>	<u>45,195</u>

All income in 2018 was unrestricted funds.

**6 COST OF RAISING FUNDS**

	£	£	£	£
Employment Costs	4,079	-	4,079	3,852
Freelance Interpreters	21,417	-	21,417	29,199
Professional Indemnity Insurance	279	-	279	386
Premises Costs	3,754	-	3,754	3,413
	<u>29,529</u>	<u>-</u>	<u>29,529</u>	<u>36,850</u>

All expenditure in 2019 and 2018 was from unrestricted funds.

**7 EXPENDITURE**

	Interpreting Service	Tuition & Workshops	Total 2019
	£	£	£
Employment Costs	-	4,054	4,054
Freelance Tutors	-	34,007	34,007
Travelling Expenses	9	8	17
Training & Conferences	-	284	284
Teaching Materials	-	5,973	5,973
Exam Fees	-	2,099	2,099
CRB Checks & Work Permits	73	73	146
Volunteer Expenses	-	540	540
Venue Hire	-	256	256
Publications & Subscriptions	96	96	192
Marketing & Publicity	-	300	300
Workshops & Activities	-	3,986	3,986
Hospitality	-	1,890	1,890
Support Costs	11,585	65,646	77,230
Governance Costs	504	756	1,260
	<u>12,267</u>	<u>119,968</u>	<u>132,234</u>

**7 EXPENDITURE cont...**

Previous Year	Interpreting Service £	Tuition & Workshops £	Total 2018 £
Employment Costs	-	3,587	3,587
Freelance Tutors	-	30,730	30,730
Travelling Expenses	121	122	243
Training & Conferences	-	-	-
Teaching Materials	-	3,802	3,802
Exam Fees	-	2,311	2,311
CRB Checks & Work Permits	171	171	342
Venue Hire	-	348	348
Publications & Subscriptions	72	73	145
Workshops & Activities	-	3,495	3,495
Hospitality	-	966	966
Support Costs	13,923	55,691	69,614
Governance Costs	504	756	1,260
	<u>14,791</u>	<u>102,052</u>	<u>116,843</u>

All expenditure in 2019 and 2018 was from unrestricted funds.

**8 ALLOCATION OF GOVERNANCE AND SUPPORT COSTS**

	<i>Basis of Apportionment</i>	<b>General Support</b> £	<b>Governance</b> £	<b>2019 Total</b> £	<b>2018 Total</b> £
Employment Costs	<i>Time Spent</i>	18,637		18,637	16,775
Freelance Staff	<i>Time Spent</i>	4,225		4,225	3,769
Rent & Business Tax	<i>Space Used</i>	27,687		27,687	25,420
Heat, Light & Water	<i>Space Used</i>	3,300		3,300	1,993
Telephone	<i>Space Used</i>	594		594	1,136
Cleaning	<i>Space Used</i>	1,507		1,507	1,638
Printing, Postage & Stationery	<i>Space Used</i>	1,390		1,390	2,773
Insurance	<i>Space Used</i>	527		527	540
Repairs & Maintenance	<i>Space Used</i>	6,290		6,290	3,109
Computer & Internet Expenses	<i>Space Used</i>	1,424		1,424	1,437
Minor Equipment	<i>Space Used</i>	2,294		2,294	680
Depreciation	<i>Space Used</i>	7,674		7,674	8,133
Donation		300		300	249
Sundries		181		181	362
Professional Fees		-		-	600
Book-keeping & Accountancy		1,200	1,260	2,460	2,260
		<u>77,230</u>	<u>1,260</u>	<u>78,490</u>	<u>70,874</u>

**9 STAFF NUMBERS AND COSTS**

	<b>2019</b> £	<b>2018</b> £
Wages and Salaries	26,446	24,015
Social Security Costs	-	-
Pension Costs	324	199
	<u>26,770</u>	<u>24,214</u>

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

The charity had 4 employees during the year. The average number by full time equivalent was:

Management & Administration	1	1
Provision of Services	1	1
	<u>2</u>	<u>2</u>

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 £12,162 (previous year: £10,760).



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019 (cont...)

**10 CAPITAL COMMITMENTS**

Contracted for but not provided

£ nil	£ nil
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**11 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.

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 £30,000 for rent of the premises for the year and £180 towards telephone costs.

Under the Memorandum of Association Paragraph 5e a director may be paid for premises let by the director if the amount of the rent and other terms of the lease are reasonable and proper. A rent review was carried out by Scanlans Chartered Surveyors in 2016 and established a market rent for the premises.

A salary of £12,000 was also paid to Mrs Jenny Wong and pension contribution of £162.

Under the Memorandum of Association Paragraph 5b a director may be employed by the charity, or enter into a contract for the supply of goods and services to the charity, other than for acting as a director.

Trustee Mrs Cindy Mok was paid £243.50 for dancing tuition.

**Related Parties**

At the year end a total of £625.43 was due from Fortress Properties in respect of professional fees and insurance paid by the charity in connection with the proposed extension. A further sum of £9982.15 was paid back to the charity during the year by Fortress Properties in respect of rerouting of the gas mains.

**12 TANGIBLE FIXED ASSETS**

	Leasehold Improvements	Computers Equipment	Fixtures & Equipment	Total
<b>COST</b>	£	£	£	£
As At 1 January 2019	48,559	2,279	10,941	61,779
Additions	735		948	1,683
Disposals				-
At 31 December 2019	49,294	2,279	11,889	63,462
<b>DEPRECIATION</b>				
As At 1 January 2019	36,771	2,279	9,222	48,272
Charge for Year	6,695		979	7,674
Disposals				-
At 31 December 2019	43,466	2,279	10,201	55,946
<b>NET BOOK VALUE</b>				
At 31 December 2019	5,828	-	1,688	7,516
At 31 December 2018	11,788	-	1,719	13,507

**13 STOCK**

	2019 £	2018 £
Stock	50	50
	50	50

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019 (cont...)

**14 DEBTORS**

	<b>2019</b>	<b>2018</b>
	£	£
Other Debtors	2,952	4,417
Prepayments	851	682
	<u>3,803</u>	<u>5,099</u>

All debtors in 2019 and 2018 relate to unrestricted funds.

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

	<b>2019</b>	<b>2018</b>
	£	as restated £
Other Creditors	5,426	6,041
Other Taxes & Social Security Costs	5,274	6,331
Accruals	3,205	20,159
	<u>13,905</u>	<u>32,531</u>

All creditors in 2019 and 2018 relate to unrestricted funds.

**16 CONTINGENT LIABILITIES**

	<b>2019</b>	<b>2018</b>
	£	£
At 31 December	-	-

**17 MOVEMENT IN FUNDS**

	Balance at 1.1.19	Incoming	Transfers	Outgoing	Balance at 31.12.19
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General	66,009	159,219		(161,763)	63,465
	<u>66,009</u>	<u>159,219</u>	-	<u>(161,763)</u>	<u>63,465</u>
<b>TOTAL FUNDS</b>	<u>66,009</u>	<u>159,219</u>	-	<u>(161,763)</u>	<u>63,465</u>

	Balance at 1.1.18	Incoming	Transfers	Outgoing	Balance at 31.12.18
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General	65,557	169,913		(169,461)	66,009
	<u>65,557</u>	<u>169,913</u>	-	<u>(169,461)</u>	<u>66,009</u>
<b>TOTAL FUNDS</b>	<u>65,557</u>	<u>169,913</u>	-	<u>(169,461)</u>	<u>66,009</u>

**18 ANALYSIS OF CHARITABLE FUNDS**

	Tangible Fixed Assets £	Net Current Assets £	Total £
<b>RESTRICTED FUNDS:</b>	-	-	-
<b>UNRESTRICTED FUNDS:</b>	7,516	55,949	63,465
	<u>7,516</u>	<u>55,949</u>	<u>63,465</u>
Previous Year (as restated)	£	£	£
<b>RESTRICTED FUNDS:</b>	-	-	-
<b>UNRESTRICTED FUNDS:</b>	13,507	52,502	66,009
	<u>13,507</u>	<u>52,502</u>	<u>66,009</u>

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019 (cont...)****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 FINANCIAL INSTRUMENTS**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised on a transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at an amortised cost using the effective interest method.

**21 PRIOR YEAR ADJUSTMENT**

The prior year adjustment is in respect of fuel charges due from the charity dating back to 2005 that have only recently been billed.

	<b>2019</b>
	<b>£</b>
Accruals as stated	4,391
Prior Year Adjustment	15,768
As Restated	<u><u>20,159</u></u>

**22 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.

**23 POST BALANCE SHEET EVENTS**

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

As a result of the Covid pandemic the Chinese language school closed temporarily on 16th March. With IT training for tutors it was possible for lessons to resume on 18th April. Adult education has been suspended for the time being though the Centre have engaged in Community work. Covid has led to a drop in income with a corresponding drop in some costs and the Trustees are confident the Centre will remain viable over the next year.

**24 CONTROLLING PARTIES**

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