

MANCHESTER CHINESE CENTRE

COMPANY REGISTRATION NUMBER: 5641623
REGISTERED CHARITY NUMBER: 1114121

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2017

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

SATURDAY



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COMPANIES HOUSE

MANCHESTER CHINESE CENTRE

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2017**

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MANCHESTER CHINESE CENTRE**Report of the Trustees for the Year Ending 31ST December 2017**

The trustees present their annual directors' report and financial statements of the charity for the year ending 31st December 2017 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

Committee: Ka Fung But, 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

MANCHESTER CHINESE CENTRE

Bankers

The Cooperative Bank plc
Balloon Street,
Manchester.

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 1st December 2005. It has been registered as a charity organisation with the Charity Commission since 9th 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.

MANCHESTER CHINESE CENTRE

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.

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:

2017 Community work:

- We provide interpreters to support NHS, social care, children service for their community work.
- We supported the **Chinese Elderly Cantonese Opera** (age 55-85). They are running this club since 2014, every Tuesday 14:00-21:00 with about 50-60 members from Greater Manchester, including Liverpool. We have improved our **first-floor toilet and kitchen**; allowed them to use the kitchen for making tea, coffee and light food. We provide room for their elderly musician to practice their music in our Centre.
- Manchester City council provided free an essential safeguarding course and First Aid for local community. We provided them tea or coffee.
- **School workshop**, we provided Chinese Educational Workshop for Manchester local Schools and community. A total of 15 schools were involved.
- **Chinese New Year festival**, we had a team of volunteers working on the Homeless project by providing 100s hot meals across Manchester and Salford. We collected and delivered from the food bank to different organisations across Manchester. We worked very closely with Coffee4Craig.
- **Chinese Archive at Central library**, we are carry on working on the Chinese Archive Collection at Manchester Central Library's. We are sending children to work at Central Library as school working experience.
- **The River at Manchester** 1300 Ashton Old Road, Openshaw, Manchester, M11 1JG since 2013 till now. We have been helping them by collecting cloths, household things and furniture from our supplementary parents. This charity work is helping

MANCHESTER CHINESE CENTRE

people made vulnerable through domestic abuse and those marginalised by poverty and unemployment.

- Nov 2017, **British Born Chinese (BBC) event** at Manchester Museum. We worked with Manchester University.

18 June 2017 Manchester Parade Day:

- Manchester Terrible attack on 22 May 2017, the Manchester Day Parade was 18 June 2017.
- "Manchester attack: 22 dead and 59 hurt in suicide bombing" dated 22 May 2017. It is the worst terrorist attack in the UK since the 7 July bombings in 2005, in which 52 people were killed by four suicide bombers. Terrorist attack has great affected the Manchester Parade. Many parents felt is unsafe to attend this Parade. We found it very difficult to recruit volunteers. Total 96 people involved in 2017 Manchester Parade.
- 2017 we use "**Chinese White Snake story**" as our main theme. Manchester Chinese centre is self-funded for this event from materials to costumes. **The Mayor of Wiltz, Luxembourg** provided a beautiful bee for MCC and our children decorated the bee sculpture with our special made flowers for this very special big day celebrating our city Manchester Day Parade.
- The public was really moved by the appearance of Luxembourg bee sculpture at the parade and erupted into a loud applause, everyone who saw it and heard that it had come all the way from Luxembourg and sent by the Mayor and the citizens there were moved by the gesture. It is beautiful, colourful bee sculpture that really stood out from the crowd, this act has helped to promote a stronger feeling of unity and kindness in the city and we all cherish the warm regards sent with the bee sculpture.
- We were grateful for The Mayor of Wiltz, Luxembourg for their thoughtfulness and for helping making Manchester Day Parade a memorable event. We greatly appreciate their contributions and for helping to make it an occasion to remember. The bee was a lovely treat and was enjoyed by over 100,000 people and the worldwide media. Their gift has been truly appreciated by all communities.

Chinese community sport

- **2 July 2017, The Chinese Community Challenge Cup (CCC Cup).** This event was started in 2010 by Alan Lau, a member of the fundraising committee for the Chinese Community Centre (CCC) in Chinatown London. Alan originally created a 5-a-side football team for the Centre. Having slowly built this up he eventually created the tournament to help raise awareness and generate additional funds for the Chinese Community Centre Youth Program.
- When the tournament first started there were only 16 teams, however it has grown every year since and in 2016 there were 32 teams with over 250 participants and spectators involved. Not only that but the first ever Ladies' tournament was held and was a major success.
- Manchester Chinese Centre worked with Alan Lau on this tournament to the next level by having a Northern Competition held in Manchester and the original Southern Competition held in London; with the Semi-Finalists from both Cup

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competitions playing in a Super Cup competition. Our aim is to introduce Football to Chinese children and promoting sport. Benefit 2500-2700 persons.

- **Summer Holiday Football Club**, we introduced football club to Chinese children over 6 weeks. Benefited 12 children.
- **Summer Holiday Swimming Club**, we worked with Salford University introduced family swimming club. Benefited 28 persons.

Music Festival

- **MCC created a music festival since 2016** and we are carry second event on the 28th May 2017 again, venue: Devonshire Road, Evangelical Church, Altrincham, WA14 4EZ. Manchester Chinese Centre organised a music festival for young children in Manchester. The aim of the Music Festival is for the children who learn music at the Manchester Chinese Centre and other young, talented musicians to perform their instrument and boost their confidence. It is also a good way to show their families, friends and teachers the progress they have made over the last year. The Manchester Chinese Centre believe that learning an instrument should be fun and not just about passing exams, so they organised the Music Festival to give the children something to look forward to and to encourage them to work hard and practise their instrument.
- The Manchester Chinese Centre has made this an annual event after great feedback and response from the first one last year. Last year 2016, 25 students performed and this year 30 performed, and we are hoping the numbers will continue to increase every year. The Music Festival is not just for the Chinese community, but for everyone from all different communities. It is chance for everybody to get dressed up in their nicest clothes and show off their talent to their friends and families.
- There were a wide range of different instruments played: from pianos to violins to traditional Chinese instruments such as: Chinese harp.
- At the festival, lovely food was provided for all the performers and their families. We would like to say thank you to everyone who performed on the evening. We would also like to show our appreciation to everyone who helped to organise the festival and came to support and watch the performance. It was a wonderful evening.
- **Manchester International Festival (MIF)** at 29 July 2017, we helped this festival by provided them 17 volunteers working with them over 3 weeks. Also, 2 professional Musicians for performing Chinese music over 2 weekends.

Education:

- Jan 2017, we created a **Homework Club** to support children with their mainstream school's homework. We have done a questionnaire and found out Chinese parents need extra help to support their children's academic needed. Our volunteers are helping children to read and listening to their problems.

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- 1 July 2017, our school provided Poetry Reading event for all age. It is greatest event to encourage our children to read.
- June 2017 Exam, we have entered 20 children for their Chinese GCSE language. 95% got A* 5% got A. 8 A level Chinese. We have been helping Northwest Chinese School for their GCSE exam since 2011, this year 18 children passed their Chinese GCSE with result A*, A and B.
- We are assisting the Chinese Church School to handle their exam administration work free of charge since 2014. It is extra administration work for our office.
- **MCC School Fee:** Sept 2017, we have increased our fee from £185 to £245 Pinyin, GCSE and A Level. £210 for Year 1-5. During the Autumn term we have lost 10% of students, but Pinyin classes has gaining more children later. Changed of school fee which has been benefiting us financially.
- **330 children; ages 3-16** attending our Supplementary School in Sept 2017.
- The workload has been increasing enormously. We employed Pan Smith as our full time staff to look after our finance Dept and reception. Plus 1 part-time staff to deal with school administration, and extra freelancers teachers to manage the school reception on both Saturday and Sunday and a part-time cleaner. We have been using **Community Payback volunteers**. This will benefit us financially.
- **Dragon Heart Chinese Bilingual Day Nursery** opened on Sept 2016. It didn't work out as our planned, therefore in 2017 we have to move Chinese Bilingual Day Nursery and changed to normal nursery; not teach Chinese language. Dec 2017, we are still waiting for OFSTED inspection. Sadly, without a rating we are unable to gain more children.
- We have been working with **WEA** since 2009. It has successfully delivered a ESOL English for wider communities. 2016 we done similar programme with Manchester Airport helping them teaching Chinese language to work in Duty Free shops.
- 2017 we are working on ESOL English Level 1, 2 and functional English. These learners have progressed well and gained full time employment at the Duty Free shop and retails shops across Greater Manchester. Manchester Airport is expanding their Duty free shops and VAT claim dept. Now the Chinese community could gain employment from Manchester Airport or high street shops instead of the catering business. It has been helping them integrating into mainstream work.
- Sept 2017 WEA informed us there are some changes in Adult Education funding. Our classes have decreased from 4 class to 2 classes. It has been decreasing further.

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 £161,553 and total expenses £150,383 returning a surplus of £11,170. The major sources of income were education and interpreting services.

Investment powers and policy

MANCHESTER CHINESE CENTRE

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 2017 was £65,557 of which £44,865 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 £37,500). 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.

Plans for Future Periods / Ongoing projects

Education:

Sept 2017, we decided to increase our school fee, at the beginning we were very concerned we would lose support by parents. There are 6 Chinese schools around us, most of the school fees are £140-£180. Our school became the highest school fee among them. We lost 10% of the children, but later they are coming back to us. It has proved to us parents value our service. We could be building more services and developing more new products like:

- HSK, Chinese government exam
- Maths class for children
- English class for children
- Art class

Dragon Heart Chinese Bilingual Day Nursery, Chinese parents don't want to travel long distant to attend our nursery. It is very disappointing result, but in Sept 2017 we decided to change our strategy totally. We moved the Chinese language teaching and promoting our nursery as a normal Day Nursery; but specialising in under 2 years old.

2017, the Nursery is sharing the cost of the building. It is showing good evidence that sharing building costs will benefit MCC in long term if we could make the nursery work.

Adult Education is not working any more. Government have changed their funding strategy. We need to find other strategies to overcome this problem. Sadly, we will have lost partnership with WEA if we don't improve our adult learner's recruitment.

Community interpreting due to the NHS cut we have lost more jobs. 2017, we are facing further cuts again, NHS refused to pay travel costs. Many interpreters prefer to change work.

MANCHESTER CHINESE CENTRE**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).

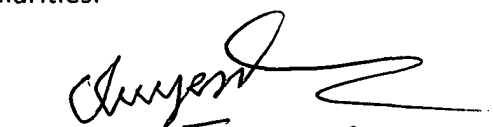
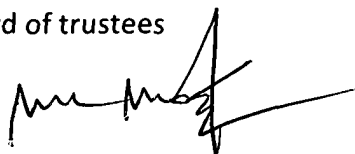
Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that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

Cindy Mok. Trustee


Quyen Tran Trustee

Date: 19th September 2018

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

I report on the accounts of the company for the year ended 31st December 2017, which are set out on pages 9 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.

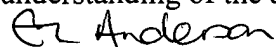
Independent examiner's statement

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: 19th September 2018

STATEMENT OF FINANCIAL ACTIVITIES
(including Income & Expenditure Account)
FOR THE YEAR ENDED 31 DECEMBER 2017

				Year Ended 31.12.17	Year Ended 31.12.16
INCOME FROM:	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
Incoming Resources from Generated Funds					
Donations & Legacies		6,227	457	6,684	4,596
Investment Income		1		1	5
Other Trading Activities	5	53,366		53,366	71,998
Charitable Activities	4	101,502		101,502	82,063
TOTAL		161,096	457	161,553	158,662
EXPENDITURE ON:					
Raising Funds	6	(38,452)	-	(38,452)	(51,177)
Charitable Expenditure	7	(111,474)	(457)	(111,931)	(103,187)
TOTAL		(149,926)	(457)	(150,383)	(154,364)
NET INCOMING (OUTGOING) RESOURCES BEFORE TRANSFERS		11,170	-	11,170	4,298
Gross Transfers between funds	17	-	-	-	-
RECONCILIATION OF FUNDS		11,170	-	11,170	4,298
Total Funds Brought Forward		54,387	-	54,387	50,089
TOTAL FUNDS CARRIED FWD	17	65,557	-	65,557	54,387

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 12 to 17 form part of these accounts.

MANCHESTER CHINESE CENTRE

Co.Reg. No. 5641623

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BALANCE SHEET AS AT 31 DECEMBER 2017


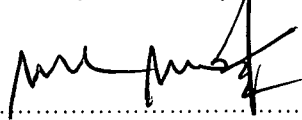
		2017 £	2016 £
FIXED ASSETS			
Tangible Fixed Assets	12	20,692	22,291
CURRENT ASSETS			
Stock	13	250	500
Debtors	14	12,416	16,548
Cash at Bank and in Hand		51,095	37,958
		<u>63,761</u>	<u>55,006</u>
LIABILITIES:			
Amounts falling due within one year	15	<u>(18,896)</u>	<u>(22,910)</u>
NET CURRENT ASSETS		44,865	32,096
		<u>65,557</u>	<u>54,387</u>
THE FUNDS OF THE CHARITY			
Restricted Funds	17	-	-
Unrestricted Funds	17	65,557	54,387
TOTAL CHARITY FUNDS		<u>65,557</u>	<u>54,387</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:

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Trustee Jenny Wong

Trustee Cindy Mok

Date: 19th September 2018

The notes on pages 12 to 17 form part of these accounts.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 31st DECEMBER 2017

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

	2017	2016
	£	£
Net movement in funds	11,170	4,298
Add back depreciation	8,239	8,583
Deduct investment income	(1)	(5)
Decrease/(increase) in debtors	4,132	5,858
Increase/(decrease) in creditors	(4,014)	(11,862)
Decrease/(increase) in stock	250	-
Net cash used in operating activities	19,776	6,872
Cash flows from investment activities:		
Interest	1	5
Purchase of fixed assets	(6,640)	(3,351)
Net cash provided by investing activities	(6,639)	(3,346)
 Increase/(decrease) in cash and cash equivalents during the year	 13,137	 3,526
 Cash and cash equivalents brought forward	 37,958	 34,432
Cash and cash equivalents carried forward	51,095	37,958

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

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) 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) 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.

(j) 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.

(k) 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

	2017	2016
	£	£
This is stated after charging:		
Depreciation - owned assets	8,239	8,583
Independent Examiners Fees	1,245	1,245
Other financial services	-	-

3 TAX ON SURPLUS ON ORDINARY ACTIVITIES

(See taxation policy note above)

4 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
	£	£	£	£
Tuition & Exam Fees	94,869		94,869	73,151
Events & Workshops	3,995		3,995	5,471
Membership	520		520	770
Room Hire (Education)	1,880		1,880	2,386
Training	-		-	50
Book Sales	45		45	147
Other Income	193		193	88
	101,502	-	101,502	82,063

5 INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
	£	£	£	£
Interpreting	45,998	-	45,998	69,689
Management & Use of Facilities	7,368	-	7,368	1,989
Administration fees	-	-	-	320
	<u>53,366</u>	<u>-</u>	<u>53,366</u>	<u>71,998</u>

6 COST OF RAISING FUNDS

	£	£	£	£
Employment Costs	3,597	-	3,597	1,808
Freelance Interpreters	30,973	-	30,973	48,849
Professional Indemnity Insurance	520	-	520	520
Premises Costs	3,362	-	3,362	-
	<u>38,452</u>	<u>-</u>	<u>38,452</u>	<u>51,177</u>

7 EXPENDITURE

	Interpreting Service	Tuition & Workshops	Total 2017	Total 2016
	£	£	£	£
Employment Costs	-	3,213	3,213	-
Freelance Tutors	-	25,482	25,482	20,777
Travelling Expenses	89	88	177	185
Training & Conferences	-	304	304	150
Teaching Materials	-	2,432	2,432	1,801
Exam Fees	-	2,371	2,371	2,950
CRB Checks & Work Permits	139	139	278	416
Venue Hire	-	622	622	240
Publications & Subscriptions	93	93	186	52
Workshops & Activities	-	5,081	5,081	3,524
Archive Project Costs	-	-	-	2,250
Website & Advertising	-	-	-	350
Hospitality	-	977	977	1,025
Support Costs	17,386	52,156	69,542	67,482
Governance Costs	506	760	1,266	1,985
	<u>18,213</u>	<u>93,718</u>	<u>111,931</u>	<u>103,187</u>

8 ALLOCATION OF GOVERNANCE AND SUPPORT COSTS

	<i>Basis of Apportionment</i>	General	Governance	Total
		Support £	£	£
Employment Costs	<i>Time Spent</i>	19,759		19,759
Freelance Staff	<i>Time Spent</i>	2,096		2,096
Rent & Business Tax	<i>Space Used</i>	25,291		25,291
Heat, Light & Water	<i>Space Used</i>	1,795		1,795
Telephone	<i>Space Used</i>	1,065		1,065
Cleaning	<i>Space Used</i>	1,335		1,335
Printing, Postage & Stationery	<i>Space Used</i>	1,713		1,713
Insurance	<i>Space Used</i>	769		769
Repairs, Renewals & Maintenance	<i>Space Used</i>	2,879		2,879
Computer & Internet Expenses	<i>Space Used</i>	1,645		1,645
Minor Equipment	<i>Space Used</i>	1,252		1,252
Depreciation	<i>Space Used</i>	8,239		8,239
Donation		457		457
Sundries		136		136
Import Duties		43		43
Bad Debts		68		68
Book-keeping & Accountancy		1,000	1,266	2,266
		<u>69,542</u>	<u>1,266</u>	<u>70,808</u>

9 STAFF NUMBERS AND COSTS

	2017 £	2016 £
Wages and Salaries	26,465	7,360
Social Security Costs	-	-
Pension Costs	104	17
	<u>26,569</u>	<u>7,377</u>
No employee earned £60,000 per annum or more.		
The charity employed 4 individuals during the year.		
The average number of employees by full time equivalent was:		
Management & Administration	1	1
Provision of Services	1	-
	<u>2</u>	<u>1</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 £9,637 (previous year: £3,206).

No employee earned £60,000 p.a. or more.

10 CAPITAL COMMITMENTS

Contracted for but not provided	<u>£ nil</u>	<u>£ nil</u>
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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017 (cont...)

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 £27,996 for rent of the premises for the year and £180 towards telephone costs.

Under the Memorandum of Association Paragraph 5e a director may be receive rent 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 £9,600 was also paid to Mrs Jenny Wong and pension contribution of £37.

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.

Related Parties

At the year end a total of £4,369 was due from Fortress Properties in respect of professional fees paid by the charity in connection with the proposed extension. A further sum of £3,000 was paid during the year and reimbursed by Mrs Wong.

12 TANGIBLE FIXED ASSETS

	Leasehold Improvements	Computers Equipment	Fixtures & Equipment	Total
COST	£	£	£	£
As At 1 January 2017	40,971	2,279	10,941	54,191
Additions	6,640			6,640
Disposals				-
At 31 December 2017	47,611	2,279	10,941	60,831
DEPRECIATION				
As At 1 January 2017	22,853	2,279	6,768	31,900
Charge for Year	6,850		1,389	8,239
Disposals				-
At 31 December 2017	29,703	2,279	8,157	40,139
NET BOOK VALUE				
At 31 December 2017	17,908	-	2,784	20,692
At 31 December 2016	18,118	-	4,173	22,291

13 STOCK

	2017 £	2016 £
Stock	250	500
	250	500

14 DEBTORS

	2017 £	2016 £
Other Debtors	11,746	14,608
Prepayments	670	1,940
	12,416	16,548

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017 (cont...)

15 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Other Creditors	6,810	8,015
Other Taxes & Social Security Costs	5,988	6,846
Accruals	6,098	8,049
	<u>18,896</u>	<u>22,910</u>

16 CONTINGENT LIABILITIES

	2017 £	2016 £
At 31 December	-	-

17 MOVEMENT IN FUNDS

	Balance at 1.1.17 £	Incoming £	Transfers £	Outgoing £	Balance at 31.12.17 £
Special Fundraising Collection		457		(457)	
RESTRICTED FUNDS	-	457	-	(457)	-

Members of the charity organised a special fundraising collection to return the remains of a Chinese refugee to his family.

UNRESTRICTED FUNDS

General	54,387	161,096		(149,926)	65,557
	<u>54,387</u>	<u>161,096</u>	-	<u>(149,926)</u>	<u>65,557</u>
TOTAL FUNDS	<u>54,387</u>	<u>161,096</u>	-	<u>(149,926)</u>	<u>65,557</u>

18 ANALYSIS OF CHARITABLE FUNDS

	Tangible Fixed Assets £	Net Current Assets £	Total £
RESTRICTED FUNDS:	-	-	-
UNRESTRICTED FUNDS:	20,692	44,865	65,557
	<u>20,692</u>	<u>44,865</u>	<u>65,557</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 2017 (2016 £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.