

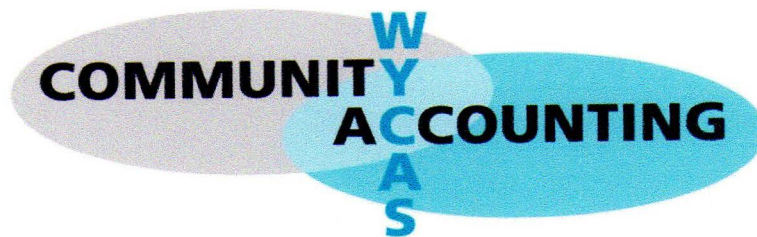
Leeds Chinese Community Association Ltd

Charity number 1095420

A company limited by guarantee number 04429268

Annual Report and Financial Statements

for the year ended 31 March 2013



West Yorkshire Community Accounting Service

Leeds Chinese Community Association Ltd

Annual Report and Financial Statements for the year ended 31 March 2013

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Prepared by West Yorkshire Community Accounting Service

Leeds Chinese Community Association Ltd

Trustees' report for the year ended 31 March 2013

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position
David Cheung	Chair
Judy K L Pease	Vice-Chair/Acting Treasurer
Man Chiu Leung	Secretary

Charity number

The charity is registered with the Charity Commission for England and Wales, number 1095420.

Company number

The charity is incorporated in England and Wales as a private limited company, number 04429268.

Registered and principal address

84-86 North Street
Leeds
LS2 7PN

Bankers

Lloyds TSB Bank plc
Vicar Lane
Leeds
LS1 6PN

Independent examiner

Stephen Procter

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 1 May 2002. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Leeds Chinese Community Association Ltd

Trustees' report (continued) for the year ended 31 March 2013

Objectives and activities

The charity's objects

The charity's objects are to promote the following charitable purposes for residents of Leeds and the surrounding area, principally those of Chinese ethnic origin by improving the living qualities, standards and harmony of the inhabitants of the area, in particular for the benefit of the Chinese community, their families and friends, but without distinction of sex, sexual orientation, race, colour or of political, religious or other opinions.

They are:

The relief of poverty and sickness.

The advancement of education.

The provision of facilities for those who are in need thereof.

The provision of facilities in the interests of social welfare, recreation and leisure time occupation for the benefit of the said inhabitants, in particular to maintain and manage a Community Centre in furtherance of these objects.

The charity's main activities

The advancement of education. Provision of facilities at the Leeds Chinese Community Association (LCCA) Centre. To organise cultural activities for the community. To promote community cohesion and harmony and prevent isolation of vulnerable groups (e.g. elders). To improve social interaction between different social groups and different generations.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education, the advancement of arts, culture and heritage and community development.

Achievements and performance

The re-structure of the Leeds Chinese Community Association (LCCA) in 2006 brought together 8 Chinese community organisations with the same aims and objectives, which are: to provide services and facilities in the interests of social welfare, recreation, education and culture for the benefit of the Chinese community, especially in the LCCA centre.

There is now a wealth of experience and expertise within LCCA member organisations. There are pupils, teachers and volunteers from the three community schools, senior members in the Chinese community students and scholars from the University as well as members from the Yuk Ming Chinese Operatic Arts Centre.

Events organised by the LCCA during the year included:

Leeds Chinese Elderly Luncheon Club every Tuesday and Friday.

Councillor Ann Castle, Lord Mayor of Leeds, accompanied by Mr Graham Castle joined the Chinese New Year Festival 2013 at Leeds Town Hall on 10 February 2013 organised by LCCA.

Tai Chi class every Saturday at the LCCA centre, services provided by Carole Park.

Table Tennis club on every Saturday at the LCCA centre.

Meditation Class session at the LCCA centre, services provided by Carole Park.

Mid-Autumn Festival (Special meal service at LCCA).

Dementia seminars held at the LCCA centre from November 2012 to August 2013.

LCCA Elderly Luncheon Club and Social Club members visited the Chinese Arts Centre in Manchester.

Lion Dance Troupe set up (a new Lion Dance Costume blessing).

Chinese Opera session every Monday at the LCCA centre, services provided by Yuk Ming Hin.

Leeds Chinese Community Association Ltd

Trustees' report (continued) for the year ended 31 March 2013

Financial review

Net expenditure for the year was £2,391, including net expenditure of £4,832 on unrestricted funds and net income of £2,441 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £30,410.

The LCCA wishes to have the following reserves policy, the trustees having borne the following factors in mind:

1. Good practice guidelines about charitable reserves.
2. The need to have reserves to cover future fluctuations in income.
3. The need to cover refurbishment, repairs and renewals.
4. The need to cover unforeseen expenditure.
5. The need to cover planned developments.

Policy:

- a) The Association aims to build up its reserves to cover 2 months total operational costs over the next two years.
- b) The amount shall be reviewed annually to ensure that this minimum requirement can be adhered to and takes account of the Association's changing needs and circumstances.

Leeds Chinese Community Association Ltd
Trustees' report (continued) for the year ended 31 March 2013

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial 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 the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and 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 the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed..... *J Pease* (Trustee)
Name..... *JUDY PEASE*
Date..... *21-OCT-13*

Leeds Chinese Community Association Ltd

Independent examiner's report to the trustees of Leeds Chinese Community Association Ltd

I report on the accounts of the charitable company for the year ended 31 March 2013, which are set out on pages 7 to 11.

Respective responsibilities of the trustees and the 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.

Having satisfied myself that the charity is not subject to an 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, follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act and state whether particular matters have come to my attention.

Basis of independent examiner's statement

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 the 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:

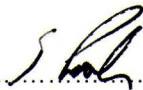
to keep accounting records in accordance with section 386 of the Companies Act 2006; and

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 (SORP 2005).

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.

Signed:



Name: Stephen Procter

Date:

22/10/13

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Leeds Chinese Community Association Ltd
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2013

	Notes	2013	2013	2013	2012
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Incoming resources					
Grants	(2)	-	9,630	9,630	7,165
Donations	(2)	290	-	290	2,383
Membership fees		110	-	110	110
Fees and charges		8,515	-	8,515	8,280
Activity contributions		15,611	-	15,611	11,935
Fundraising		194	-	194	103
Bank interest		12	-	12	9
Total incoming resources		24,732	9,630	34,362	29,985
Resources expended					
Luncheon club expenses		5,121	4,000	9,121	7,078
Social club expenses		8	-	8	43
Volunteer expenses		163	-	163	191
Rates		2,588	-	2,588	2,446
Events and activities		7,388	3,123	10,511	10,028
Telephone and internet		802	-	802	788
Printing, postage and stationery		300	-	300	106
Refurbishment, repairs and renewals		883	-	883	635
Alarm maintenance		122	-	122	116
Independent examination		390	-	390	356
Equipment and materials		183	-	183	25
Utilities		2,617	-	2,617	2,196
Insurance		1,394	-	1,394	1,309
Cleaning		81	-	81	202
Companies House		14	-	14	14
Website costs		-	66	66	54
Refreshments		-	-	-	63
Donations		153	-	153	63
Sundries		14	-	14	11
Depreciation		7,343	-	7,343	7,343
Total resources expended		29,564	7,189	36,753	33,067
Net income / (expenditure)		(4,832)	2,441	(2,391)	(3,082)
Fund balances brought forward		138,749	163	138,912	141,994
Fund balances carried forward	(3)	133,917	2,604	136,521	138,912

All incoming resources and resources expended derive from continuing activities.

Leeds Chinese Community Association Ltd

Balance sheet

as at 31 March 2013

	2013	2013	2013	2012
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets (4)	103,507	-	103,507	110,850
Total fixed assets	<u>103,507</u>	<u>-</u>	<u>103,507</u>	<u>110,850</u>
Current assets				
Cash at bank and in hand (5)	30,920	8,604	39,524	28,448
Total current assets	<u>30,920</u>	<u>8,604</u>	<u>39,524</u>	<u>28,448</u>
Current liabilities: amounts falling due within one year				
Creditors and accruals (6)	510	6,000	6,510	386
Total current liabilities	<u>510</u>	<u>6,000</u>	<u>6,510</u>	<u>386</u>
Net current assets	<u>30,410</u>	<u>2,604</u>	<u>33,014</u>	<u>28,062</u>
Total assets less current liabilities	<u>133,917</u>	<u>2,604</u>	<u>136,521</u>	<u>138,912</u>
Net assets	<u>133,917</u>	<u>2,604</u>	<u>136,521</u>	<u>138,912</u>
Funds				
Unrestricted funds	133,917	-	133,917	138,749
Restricted funds	-	2,604	2,604	163
Total funds	<u>133,917</u>	<u>2,604</u>	<u>136,521</u>	<u>138,912</u>

For the year ending 31 March 2013 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) 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 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved at a meeting of the trustees and signed on its behalf by:

Signed: J. Pease

(Trustee)

Name JUDY PEASE

Date: 21-OCT-13

Leeds Chinese Community Association Ltd

Notes to the accounts

for the year ended 31 March 2013

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005), the Companies Act 2006 and Financial Reporting Standard for Smaller Entities (effective April 2008).

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out the resources.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Freehold buildings: over 50 years

Property improvements: over 15 years

Equipment: over 5 years

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

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

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leeds Chinese Community Association Ltd

Notes to the accounts continued

for the year ended 31 March 2013

2 Grants and donations

	2013 Unrestricted funds £	2013 Restricted funds £	2013 Total funds £	2012 Total funds £
Leeds City Council (Adult Social Care)	-	4,000	4,000	3,925
Leeds City Council (arts@Leeds)	-	2,000	2,000	2,160
Leeds City Council (Dementia)	-	2,500	2,500	-
Leeds Older Peoples Forum	-	200	200	150
Leeds MIND	-	680	680	680
EMCAW Cancer Equality	-	250	250	250
Social club donations	200	-	200	1,942
General donations	90	-	90	441
	<u>290</u>	<u>9,630</u>	<u>9,920</u>	<u>9,548</u>

3 Restricted funds

	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Leeds City Council (Adult Social Care)	-	4,000	4,000	-
Leeds City Council (arts@Leeds)	-	2,000	2,000	-
Leeds City Council (Dementia)	-	2,500	575	1,925
Leeds Older Peoples Forum	-	200	200	-
Leeds MIND	-	680	188	492
EMCAW Cancer Equality	-	250	160	90
Website	163	-	66	97
	<u>163</u>	<u>9,630</u>	<u>7,189</u>	<u>2,604</u>

Fund name

Purpose of restriction

Leeds City Council (Adult Social Care)

Towards the costs of running the elderly luncheon club.

Leeds City Council (arts@Leeds)

Towards running costs for Chinese New Year event, particularly the hire of Leeds Town Hall.

Leeds City Council (Dementia)

For provision of Dementia services.

Leeds Older Peoples Forum

For International Day of Older People event (Coach trip to Manchester Arts Centre).

Leeds MIND

To support mental health drop-in.

EMCAW Cancer Equality

Towards the costs of staging a Chinese Cancer awareness day.

Website

Towards the costs of developing and maintaining the LCCA website.

Leeds Chinese Community Association Ltd
Notes to the accounts continued
for the year ended 31 March 2013

4 Tangible assets

	Freehold property	Property improvement	Total
<u>Cost</u>	£	£	£
At 1 April 2012	121,644	73,650	195,294
Additions	-	-	-
At 31 March 2013	<u>121,644</u>	<u>73,650</u>	<u>195,294</u>
<u>Depreciation</u>			
At 1 April 2012	27,979	56,465	84,444
Charge for year	2,433	4,910	7,343
At 31 March 2013	<u>30,412</u>	<u>61,375</u>	<u>91,787</u>
<u>Net book value</u>			
At 31 March 2013	<u>91,232</u>	<u>12,275</u>	<u>103,507</u>
At 31 March 2012	<u>93,665</u>	<u>17,185</u>	<u>110,850</u>

5 Cash at bank and in hand

	2013	2012
	£	£
Lloyds TSB current account	4,952	4,636
Lloyds TSB savings account	19,163	12,191
Lloyds TSB Elderly Lunch Club account	4	11
Lloyds TSB reserve account	9,028	5,184
Lloyds TSB Social Club account	6,276	6,138
LCCA petty cash	168	38
Elderly Lunch Club petty cash	(67)	54
Social Club cash	-	196
	<u>39,524</u>	<u>28,448</u>

6 Creditors and accruals

	2013	2012
	£	£
Creditor Leeds City Council (Town Hall hire Chinese New Year 2013)	2,120	-
Accrual WYCAS independent examination	390	386
Deferred income		
LCC arts@Leeds grant for Chinese New year 2014	2,000	-
LCC arts@Leeds grant for Chinese New year 2015	2,000	-
	<u>6,510</u>	<u>386</u>

7 Trustee expenses

During the year 2 trustees were paid a total of £1,531 in respect of travel and volunteer expenses (previous year: 3 trustees and £1,701).

8 Related party transactions

There were no related party transactions during the year.