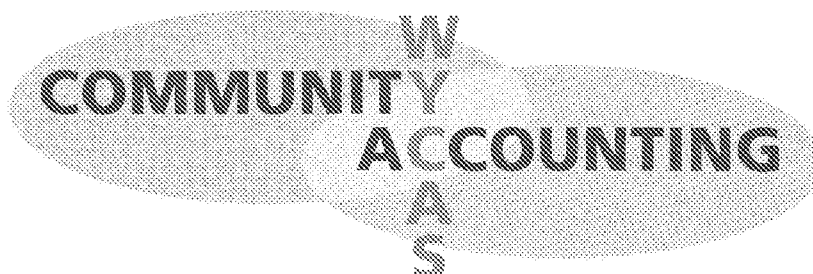


Leeds Chinese Community Association Ltd

Charity number 1095420

A company limited by guarantee number 04429268

Annual Report and Financial Statements for the year ended 31 March 2010



West Yorkshire Community Accounting Service

Leeds Chinese Community Association Ltd

Annual Report and Financial Statements for the year ended 31 March 2010

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Prepared by West Yorkshire Community Accounting Service

Leeds Chinese Community Association Ltd

Trustees' report for the year ended 31 March 2010

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
Tak Lun Yung	
Man Chiu Leung	Secretary

Company secretary

Man Chiu Leung

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
For and on behalf of:

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 2010

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 Centre (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 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 of the Chinese community, students and scholars from the University as well as members from the Chinese Women's Group and Yuk Ming Operatic Arts Centre.

Events organised by LCCA during the year included:

Start April 2009 - Leeds Chinese Elderly Luncheon Club

April 2009 - Deputy Lord Mayor of Leeds visiting LCCA centre

Start April 2009 - English class

May 2009 - Level 2 Food Safety in Catering course

May 2009 - Emergency First Aid course

August 2009 - Lord Mayor of Leeds visiting the LCCA and presenting scarves to the Elderly

Start September 2009 - Mandarin class

October 2009 - Mid-Autumn Festival (Chinese Opera performance for the Elderly)

February 2010 - Chinese New Year (CNY '10) celebrations

Leeds Chinese Community Association Ltd

Trustees' report (continued) for the year ended 31 March 2010

Objectives and activities (continued)

Financial review

The net expenditure for the year was £8,421, including net expenditure of £8,158 on unrestricted funds and net expenditure of £263 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £14,369.

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 2010

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 the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed... *J Pease*

Name... *JUDY PEASE*

Date... *29-Nov-2010*

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 2010, 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 43(2) of the Charities Act 1993 (the 1993 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 43 of the 1993 Act, follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 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: 3/12/10

For and on behalf of:

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 2010

	Notes	2010	2010	2010	2009
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Incoming resources					
Grants and donations	(2)	3,611	5,000	8,611	10,530
Membership fees		720	-	720	470
Fees and charges		9,159	-	9,159	11,130
Activity contributions		6,404	-	6,404	1,673
Sponsorship		4,714	-	4,714	8,833
Bank interest		5	-	5	203
Total incoming resources		24,613	5,000	29,613	32,839
Resources expended					
Luncheon club expenses		2,520	5,000	7,520	-
Social club expenses		276	-	276	-
Volunteer expenses		1,210	-	1,210	713
Rates		2,134	-	2,134	2,033
Events and activities		6,627	-	6,627	15,353
Telephone and internet		1,270	-	1,270	1,079
Printing, postage and stationery		583	-	583	732
Refurbishment, repairs and renewals		4,357	-	4,357	5,757
Alarm maintenance		-	-	-	1,042
Advertising and publicity		66	-	66	245
Independent examination		361	-	361	394
Professional fees		-	-	-	500
Equipment and materials		39	-	39	130
Utilities		4,053	-	4,053	3,907
Insurance		1,379	-	1,379	1,138
Cleaning		5	-	5	-
Companies House		390	-	390	-
Website costs		-	263	263	370
Donation - 2008 Earthquake relief appeal		-	-	-	1,602
Donation		51	-	51	-
Depreciation		7,450	-	7,450	7,450
Total resources expended		32,771	5,263	38,034	42,445
Net expenditure		(8,158)	(263)	(8,421)	(9,606)
Adjustment to previous years accounts	(6)	(1,500)	-	(1,500)	-
Fund balances brought forward		149,672	645	150,317	159,923
Fund balances carried forward	(3)	140,014	382	140,396	150,317

All incoming resources and resources expended derive from continuing activities.

Leeds Chinese Community Association Ltd

Balance sheet

as at 31 March 2010

	2010	2010	2010	2009
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets (4)	125,645	-	125,645	133,095
Total fixed assets	<u>125,645</u>	<u>-</u>	<u>125,645</u>	<u>133,095</u>
Current assets				
Debtors (5)	500	-	500	1,800
Cash at bank and in hand (7)	16,754	382	17,136	15,764
Total current assets	<u>17,254</u>	<u>382</u>	<u>17,636</u>	<u>17,564</u>
Current liabilities: amounts falling due within one year				
Creditors and accruals (8)	2,885	-	2,885	342
Total current liabilities	<u>2,885</u>	<u>-</u>	<u>2,885</u>	<u>342</u>
Net current assets / (liabilities)	<u>14,369</u>	<u>382</u>	<u>14,751</u>	<u>17,222</u>
Total assets less current liabilities	<u>140,014</u>	<u>382</u>	<u>140,396</u>	<u>150,317</u>
Net assets	<u>140,014</u>	<u>382</u>	<u>140,396</u>	<u>150,317</u>
Funds				
Unrestricted funds	140,014	-	140,014	149,672
Restricted funds	-	382	382	645
Total funds	<u>140,014</u>	<u>382</u>	<u>140,396</u>	<u>150,317</u>

For the year ending 31 March 2010 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

Date: 29-Nov-2010

Name JUDY PEASE

Leeds Chinese Community Association Ltd

Notes to the accounts

for the year ended 31 March 2010

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).

Since last year the organisation has changed the minimum value for capitalisation for tangible fixed assets from £250 to £1,000. In addition a Reserves Policy has been adopted.

Incoming resources

All incoming resources are included in the 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 property: 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 2010

2 Grants and donations	2010	2010	2010	2009
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Leeds City Council (Adult Social Care)	-	5,000	5,000	-
LCC arts@leeds	2,160	-	2,160	2,160
Awards for All	-	-	-	5,000
<u>Donations</u>				
Earthquake relief appeal	-	-	-	1,602
Chinese New Year	-	-	-	330
Dragon boat event	-	-	-	1,090
Social club	1,441	-	1,441	-
General donations	10	-	10	348
	<u>3,611</u>	<u>5,000</u>	<u>8,611</u>	<u>10,530</u>

3 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Website	645	-	263	382
Leeds City Council (Adult Social Care)	-	5,000	5,000	-
	<u>645</u>	<u>5,000</u>	<u>5,263</u>	<u>382</u>

Fund name

Purpose of restriction

Website

Towards costs of developing and maintaining website.

Leeds City Council (Adult Social Care)

Towards the costs of running the Elderly Luncheon Club.

4 Tangible assets	Freehold property	Property improvement	Equipment	Total
	£	£	£	£
<u>Cost</u>				
At 1 April 2009	121,644	73,650	537	195,831
Additions	-	-	-	-
At 31 March 2010	<u>121,644</u>	<u>73,650</u>	<u>537</u>	<u>195,831</u>
<u>Depreciation</u>				
At 1 April 2009	20,680	41,735	321	62,736
Charge for year	2,433	4,910	107	7,450
At 31 March 2010	<u>23,113</u>	<u>46,645</u>	<u>428</u>	<u>70,186</u>
<u>Net book value</u>				
At 31 March 2010	<u>98,531</u>	<u>27,005</u>	<u>109</u>	<u>125,645</u>
At 31 March 2009	<u>100,964</u>	<u>31,915</u>	<u>216</u>	<u>133,095</u>

Leeds Chinese Community Association Ltd
Notes to the accounts continued
for the year ended 31 March 2010

5 Debtors	2010	2009
	£	£
Debtors	500	1,800
	<u>500</u>	<u>1,800</u>

6 Adjustments to previous years accounts

An adjustment of £1,500 was made in respect of a promise relating to a donation towards an event in 2009. This was not paid and the group have now agreed to write off this amount.

7 Cash at bank and in hand	2010	2009
	£	£
Lloyds TSB current account	5,451	5,015
Lloyds TSB savings account	8,410	10,449
Lloyds TSB Elderly Lunch Club account	204	-
Lloyds TSB Social Club account	2,245	-
LCCA petty cash	271	300
Elderly Lunch Club cash	197	-
Social Club cash	358	-
	<u>17,136</u>	<u>15,764</u>

8 Creditors and accruals	2010	2009
	£	£
Creditors - Leeds City Council (Town Hall hire CNY 2010)	2,160	-
OPAL (telephone)	59	-
Accruals - WYCAS independent examination	361	342
Other CNY 2010 expenses/reimbursements	305	-
	<u>2,885</u>	<u>342</u>

9 Trustee expenses

During the year 1 trustee was paid a total of £421 in respect of travel (previous year: 4 trustees and £824).

10 Related party transactions

There were no related party transactions during this or the previous accounting period.