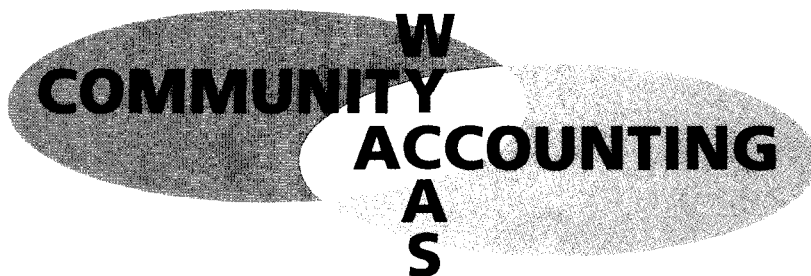


Leeds Chinese Community Association Ltd

Charity number 1095420

A company limited by guarantee number 04429268

Annual Report and Financial Statements
for the year ended 31 March 2012



West Yorkshire Community Accounting Service

Leeds Chinese Community Association Ltd

Annual Report and Financial Statements for the year ended 31 March 2012

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Prepared by West Yorkshire Community Accounting Service

Leeds Chinese Community Association Ltd

Trustees' report for the year ended 31 March 2012

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	Dates
David Cheung	Chair	
Judy K L Pease	Vice-Chair/Acting Treasurer	
Tak Lun Yung		Deceased 13 October 2012
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
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 2012

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 restructure 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 of 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.

MP for Leeds Central, Hilary Benn, accompanied by his wife, joined the Chinese New Year Festival at Leeds Town Hall on 21 January 2012, organised by LCCA.

Tai Chi class on 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 LCCA centre, services provided by Carole Park.

Mid-Autumn Festival (Yuk Ming Hin free singing Chinese opera to the elderly).

Macmillan Cancer care talk at LCCA centre.

Mental Health Drop-in session - Memory Game at LCCA centre, services provided by Touchstone.

LCCA Elderly Luncheon Club and Social Club members visited Sheffield Elderly Luncheon Club.

Lion Dance Club.

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

Leeds Chinese Community Association Ltd

Trustees' report (continued) for the year ended 31 March 2012

Financial review

Net expenditure for the year was £3,082, including net expenditure of £28 on unrestricted funds and net expenditure of £3,054 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £27,899.

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 2012

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 16- Nov - 2012

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 2012, 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:



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 2012

	Notes	2012	2012	2012	2011
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Incoming resources					
Grants	(2)	-	7,165	7,165	10,310
Donations	(2)	2,383	-	2,383	2,466
Membership fees		110	-	110	140
Fees and charges		8,280	-	8,280	8,851
Activity contributions		11,935	-	11,935	10,169
Sponsorship		-	-	-	4,834
Fundraising		103	-	103	-
Bank interest		9	-	9	6
Total incoming resources		22,820	7,165	29,985	36,776
Resources expended					
Luncheon club expenses		3,153	3,925	7,078	6,460
Social club expenses		43	-	43	391
Volunteer expenses		191	-	191	851
Rates		2,446	-	2,446	2,339
Events and activities		3,788	6,240	10,028	7,610
Telephone and internet		788	-	788	1,148
Printing, postage and stationery		106	-	106	668
Refurbishment, repairs and renewals		635	-	635	714
Alarm maintenance		116	-	116	107
Advertising and publicity		-	-	-	299
Independent examination		356	-	356	396
Equipment and materials		25	-	25	1,247
Utilities		2,196	-	2,196	3,388
Insurance		1,309	-	1,309	1,749
Cleaning		202	-	202	161
Companies House		14	-	14	-
Website costs		-	54	54	165
Refreshments		63	-	63	-
Donations		63	-	63	-
Sundries		11	-	11	33
Depreciation		7,343	-	7,343	7,452
Total resources expended		22,848	10,219	33,067	35,178
Net income / (expenditure)		(28)	(3,054)	(3,082)	1,598
Fund balances brought forward		138,777	3,217	141,994	140,396
Fund balances carried forward	(3)	138,749	163	138,912	141,994

All incoming resources and resources expended derive from continuing activities.

Leeds Chinese Community Association Ltd

Balance sheet

as at 31 March 2012

	2012	2012	2012	2011
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets (4)	110,850	-	110,850	118,193
Total fixed assets	<u>110,850</u>	<u>-</u>	<u>110,850</u>	<u>118,193</u>
Current assets				
Debtors (5)	-	-	-	772
Cash at bank and in hand (6)	28,285	163	28,448	23,864
Total current assets	<u>28,285</u>	<u>163</u>	<u>28,448</u>	<u>24,636</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals (7)	386	-	386	835
Total current liabilities	<u>386</u>	<u>-</u>	<u>386</u>	<u>835</u>
Net current assets	<u>27,899</u>	<u>163</u>	<u>28,062</u>	<u>23,801</u>
Total assets less current liabilities	<u>138,749</u>	<u>163</u>	<u>138,912</u>	<u>141,994</u>
Net assets	<u>138,749</u>	<u>163</u>	<u>138,912</u>	<u>141,994</u>
Funds				
Unrestricted funds	138,749	-	138,749	138,777
Restricted funds	-	163	163	3,217
Total funds	<u>138,749</u>	<u>163</u>	<u>138,912</u>	<u>141,994</u>

For the year ending 31 March 2012 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: 16-Nov-2012.....

Leeds Chinese Community Association Ltd

Notes to the accounts

for the year ended 31 March 2012

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 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 2012

2 Grants and donations	2012	2012	2012	2011
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Leeds City Council (Adult Social Care)	-	3,925	3,925	3,750
Leeds City Council (arts@Leeds)	-	2,160	2,160	2,160
Leeds Older Peoples Forum	-	150	150	100
Age UK	-	-	-	500
Leeds MIND	-	680	680	800
Macmillan Cancer Trust	-	-	-	3,000
Cancer Equality	-	250	250	-
Social club donations	1,942	-	1,942	2,136
General donations	441	-	441	330
	<u>2,383</u>	<u>7,165</u>	<u>9,548</u>	<u>12,776</u>

3 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Leeds City Council (Adult Social Care)	-	3,925	3,925	-
Leeds City Council (arts@Leeds)	-	2,160	2,160	-
Leeds Older Peoples Forum	-	150	150	-
Leeds MIND	-	680	680	-
Macmillan Cancer Trust	3,000	-	3,000	-
Cancer Equality	-	250	250	-
Website	217	-	54	163
	<u>3,217</u>	<u>7,165</u>	<u>10,219</u>	<u>163</u>

Fund name

Leeds City Council (Adult Social Care)
Leeds City Council (arts@Leeds)

Leeds Older Peoples Forum
Leeds MIND

Macmillan Cancer Trust
Cancer Equality

Website

Purpose of restriction

Towards the costs of running the elderly luncheon club.

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

For International Day of Older People events.

To support mental health drop-in.

To support the Cancer and Awareness programme.

Towards the costs of staging a Chinese Cancer awareness day.

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 2012

4 Tangible assets

	Freehold property	Property improvement	Total
	£	£	£
Cost			
At 1 April 2011	121,644	73,650	195,294
Additions	-	-	-
At 31 March 2012	<u>121,644</u>	<u>73,650</u>	<u>195,294</u>
Depreciation			
At 1 April 2011	25,546	51,555	77,101
Charge for year	2,433	4,910	7,343
At 31 March 2012	<u>27,979</u>	<u>56,465</u>	<u>84,444</u>
'Net book value'			
At 31 March 2012	<u>93,665</u>	<u>17,185</u>	<u>110,850</u>
At 31 March 2011	<u>96,098</u>	<u>22,095</u>	<u>118,193</u>

5 Debtors

	2012	2011
	£	£
Debtors	-	772
	<u>-</u>	<u>772</u>

6 Cash at bank and in hand

	2012	2011
	£	£
Lloyds TSB current account	4,636	3,727
Lloyds TSB savings account	12,191	13,454
Lloyds TSB Elderly Lunch Club account	11	9
Lloyds TSB reserve account	5,184	1,920
Lloyds TSB Social Club account	6,138	4,515
LCCA petty cash	38	-
Elderly Lunch Club petty cash	54	53
Social Club cash	196	186
	<u>28,448</u>	<u>23,864</u>

7 Creditors and accruals

	2012	2011
	£	£
Creditors BT (broadband and telephone)	-	78
Accruals WYCAS independent examination (2010 and 2011)	-	757
WYCAS independent examination (2012)	386	-
	<u>386</u>	<u>835</u>

8 Trustee expenses

During the year 3 trustees were paid a total of £1,701 in respect of travel and volunteer expenses (previous year: 2 trustees and £994).

9 Related party transactions

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