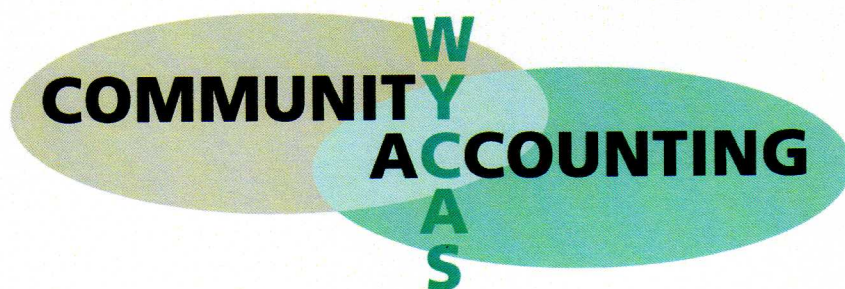


# **Leeds Chinese Community Association Ltd**

Charity number 1095420

A company limited by guarantee number 04429268

## **Annual Report and Financial Statements for the year ended 31 March 2014**



**West Yorkshire Community Accounting Service**

# **Leeds Chinese Community Association Ltd**

## **Annual Report and Financial Statements for the year ended 31 March 2014**

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**Prepared by West Yorkshire Community Accounting Service**

# **Leeds Chinese Community Association Ltd**

## **Trustees' report for the year ended 31 March 2014**

### **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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
David Cheung	Chair	
Judy K L Pease	Vice-Chair/Acting Treasurer	
Man Chiu Leung	Secretary	To 1 January 2014 Resigned 1 August 2014
Jo Yuen Kiu Sung	Secretary	Appointed 1 January 2014
Yan Kiu Li Pang		Appointed 1 January 2014

### **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 2014**

### **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 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 LCCA during the year included:

Leeds Chinese Elderly Luncheon Club every Tuesday and Friday.

Councillor Tom Murray, the Lord Mayor of Leeds; Councillor Judith Elliott (MBE) and Mr Gary Verity, the CEO of Welcome to Yorkshire, joined the Chinese New Year Festival at Leeds Town Hall on 2 February 2014 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 (special meal service at LCCA).

Heart Disease and Cancer Awareness Open Day held at LCCA on 14 July 2013.

LCCA director and Lion Dance Troup joined the Slavianski Bazaar Festival celebration.

LCCA director and Lion Dance Troup joined the Leeds Chinese Community School Prize Giving Day.

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

# **Leeds Chinese Community Association Ltd**

## **Trustees' report (continued) for the year ended 31 March 2014**

### **Financial review**

Net expenditure for the year was £8,306, including net expenditure of £7,298 on unrestricted funds and net expenditure of £1,008 on restricted funds.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £30,455.

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 has built 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 2014

### 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..... *01-OCT-2014* .....

# **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 2014, 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: 3/10/14

### **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 2014**

	Notes	2014 Unrestricted funds £	2014 Restricted funds £	2014 Total funds £	2013 Total funds £
<b>Incoming resources</b>					
Grants and donations	(2)	15	6,675	6,690	9,920
Membership fees		80	-	80	110
Fees and charges		7,422	-	7,422	8,515
Activity contributions		11,716	-	11,716	15,611
Fundraising		137	-	137	194
Bank interest		13	-	13	12
<b>Total incoming resources</b>		<b>19,383</b>	<b>6,675</b>	<b>26,058</b>	<b>34,362</b>
<b>Resources expended</b>					
Luncheon club expenses		588	4,475	5,063	9,121
Social club expenses		-	-	-	8
Volunteer expenses		971	-	971	163
Travel and transport		81	-	81	-
Rates		2,661	-	2,661	2,588
Events and activities		4,013	3,142	7,155	10,511
Telephone and internet		689	-	689	802
Printing, postage and stationery		231	-	231	300
Refurbishment, repairs and renewals		3,148	-	3,148	883
Alarm maintenance		126	-	126	122
Independent examination		420	-	420	390
Equipment and materials		-	-	-	183
Utilities		4,667	-	4,667	2,617
Insurance		1,298	-	1,298	1,394
Cleaning		208	-	208	81
Companies House		13	-	13	14
Website costs		-	66	66	66
Publicity and promotion		200	-	200	-
Donations		20	-	20	153
Sundries		4	-	4	14
Depreciation		7,343	-	7,343	7,343
<b>Total resources expended</b>		<b>26,681</b>	<b>7,683</b>	<b>34,364</b>	<b>36,753</b>
<b>Net income / (expenditure)</b>		<b>(7,298)</b>	<b>(1,008)</b>	<b>(8,306)</b>	<b>(2,391)</b>
<b>Fund balances brought forward</b>		<b>133,917</b>	<b>2,604</b>	<b>136,521</b>	<b>138,912</b>
<b>Fund balances carried forward</b>	(3)	<b>126,619</b>	<b>1,596</b>	<b>128,215</b>	<b>136,521</b>

All incoming resources and resources expended derive from continuing activities.



# Leeds Chinese Community Association Ltd

## Balance sheet

as at 31 March 2014

	2014	2014	2014	2013
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(4) 96,164	-	96,164	103,507
<b>Total fixed assets</b>	<u>96,164</u>	<u>-</u>	<u>96,164</u>	<u>103,507</u>
<b>Current assets</b>				
Cash at bank and in hand	(5) 30,875	3,596	34,471	39,524
<b>Total current assets</b>	<u>30,875</u>	<u>3,596</u>	<u>34,471</u>	<u>39,524</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors, accruals and deferred income	(6) 420	2,000	2,420	6,510
<b>Total current liabilities</b>	<u>420</u>	<u>2,000</u>	<u>2,420</u>	<u>6,510</u>
<b>Net current assets</b>	<u>30,455</u>	<u>1,596</u>	<u>32,051</u>	<u>33,014</u>
<b>Total assets less current liabilities</b>	<u>126,619</u>	<u>1,596</u>	<u>128,215</u>	<u>136,521</u>
<b>Net assets</b>	<u>126,619</u>	<u>1,596</u>	<u>128,215</u>	<u>136,521</u>
<b>Funds</b>				
Unrestricted funds	126,619	-	126,619	133,917
Restricted funds	-	1,596	1,596	2,604
<b>Total funds</b>	<u>126,619</u>	<u>1,596</u>	<u>128,215</u>	<u>136,521</u>

For the year ending 31 March 2014 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: 01-OCT-2014

# **Leeds Chinese Community Association Ltd**

## **Notes to the accounts**

### **for the year ended 31 March 2014**

#### **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

##### **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 2014

### 2 Grants and donations

	2014 Unrestricted funds £	2014 Restricted funds £	2014 Total funds £	2013 Total funds £
Leeds City Council (Adult Social Care)	-	4,475	4,475	4,000
Leeds City Council (arts@Leeds)	-	2,000	2,000	2,000
Leeds City Council (Dementia)	-	-	-	2,500
Leeds Older Peoples Forum	-	-	-	200
Leeds MIND	-	-	-	680
EMCAW Cancer Equality	-	200	200	250
Social club donations	-	-	-	200
General donations	15	-	15	90
	<u>15</u>	<u>6,675</u>	<u>6,690</u>	<u>9,920</u>

### 3 Restricted funds

	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Leeds City Council (Adult Social Care)	-	4,475	4,475	-
Leeds City Council (arts@Leeds)	-	2,000	2,000	-
Leeds City Council (Dementia)	1,925	-	933	992
Leeds MIND	492	-	-	492
EMCAW Cancer Equality	90	200	209	81
Website	97	-	66	31
	<u>2,604</u>	<u>6,675</u>	<u>7,683</u>	<u>1,596</u>

#### Fund name

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

Leeds City Council (Dementia)  
Leeds MIND  
EMCAW 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 provision of Dementia services.

To support mental health drop-in.

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 2014

#### 4 Tangible assets

	Freehold property £	Property improvement £	Total £
<b>Cost</b>			
At 1 April 2013	121,644	73,650	195,294
Additions	-	-	-
At 31 March 2014	<u>121,644</u>	<u>73,650</u>	<u>195,294</u>
<b>Depreciation</b>			
At 1 April 2013	30,412	61,375	91,787
Charge for year	<u>4,910</u>	<u>2,433</u>	<u>7,343</u>
At 31 March 2014	<u>35,322</u>	<u>63,808</u>	<u>99,130</u>
<b>Net book value</b>			
At 31 March 2014	<u>86,322</u>	<u>9,842</u>	<u>96,164</u>
At 31 March 2013	<u>91,232</u>	<u>12,275</u>	<u>103,507</u>

#### 5 Cash at bank and in hand

	2014 £	2013 £
Lloyds TSB current account	5,692	4,952
Lloyds TSB savings account	12,529	19,163
Lloyds TSB Elderly Lunch Club account	1	4
Lloyds TSB reserve account	9,847	9,028
Lloyds TSB Social Club account	6,356	6,276
LCCA petty cash	21	168
Elderly Lunch Club petty cash	25	(67)
Social Club cash	-	-
	<u>34,471</u>	<u>39,524</u>

#### 6 Creditors, accruals and deferred income

	2014 £	2013 £
Creditor Leeds City Council (Town Hall hire Chinese New Year 2013)	-	2,120
Accruals WYCAS independent examination	420	390
Deferred income		
LCC arts@Leeds grant for Chinese New Year 2014	-	2,000
LCC arts@Leeds grant for Chinese New Year 2015	<u>2,000</u>	<u>2,000</u>
	<u>2,420</u>	<u>6,510</u>

#### 7 Trustee expenses

During the year 2 trustees were paid a total of £1,121 in respect of travel and volunteer expenses (previous year: 2 trustees and £1,531).

#### 8 Related party transactions

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