

Company registration number: 04040299  
Charity registration number: 1091416

# Gloucestershire Chinese Women's Guild

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2016

Robert Powell  
Chartered Accountants  
C2 Spinnaker House  
Hempsted Lane  
Gloucester  
GL2 5FD

# **Gloucestershire Chinese Women's Guild**

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# Gloucestershire Chinese Women's Guild

## Reference and Administrative Details

<b>Charity name</b>	Gloucestershire Chinese Women's Guild	
<b>Charity registration number</b>	1091416	
<b>Company registration number</b>	04040299	
<b>Principal office</b>	1st Floor 75-81 Eastgate Street Gloucester GL1 1PN	
<b>Registered office</b>	1st Floor 75-81 Eastgate Street Gloucester GL1 1PN	
<b>Trustees</b>	Mrs Mew Ning Chan-Edmead, Chairperson and Head of Administration (Voluntary)	(died 30 April 2016)
	Mrs Irene Kark, Chairman	(appointed 29 July 2016)
	Ms M L Chong Fong, Vice Chairman	
	Ms C Y Chan	
	Ms L Y Tang	
	Ms M Kong	
	Ms Y Y Tai	
	Ms M J Tsang	
<b>Bankers</b>	Barclays Bank plc Gloucester 18 Southgate Street Gloucester GL1 2DJ	
<b>Accountant</b>	Robert Powell C2 Spinnaker House Hempsted Lane Gloucester GL2 5FD	

# **Gloucestershire Chinese Women's Guild**

## **Trustees' Report**

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31st March 2016.

### **LEGAL STATUS**

The Gloucestershire Chinese Women's Guild is a company limited by guarantee and is registered with the Charity Commissioners. As a company limited by guarantee, the Guild has no share capital and the liability of the members on liquidation is limited to £1.

### **OBJECTIVES OF THE CHARITY**

The objectives of the Charity are to provide help and support for the Chinese community in Gloucestershire, especially Chinese women and their families, asylum seekers and refugees, by the provision of services not otherwise provided by statutory bodies.

The Gloucestershire Chinese Women's Guild is the only organisation that cares for most disadvantaged members of the Chinese community in Gloucestershire. Through social welfare and advocacy, we improve the lives of the young and old of all ages; the infirm and disabled; the dispossessed because of poverty, social or economic circumstances; asylum seekers, refugees and new immigrants.

Our staff are fully trained for advocacy, interpreting, filling official documents such as welfare benefit forms and interviews with local authorities etc. We devote our concentration and effort on our works, which have immeasurable benefit to the community..

### **OBJECTIVES**

Income and property held by the Guild is applied solely toward the promotion of the objectives and no portion shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the members.

### **ORGANISATION**

The trustees are elected for a term of three years by the membership in accordance with the constitution.

### **FINANCIAL CONTROLS**

Financial controls are carried out through the Trustees and an elected voluntary Management Committee.

### **INVESTMENT POWERS AND RESTRICTIONS**

The trustees are authorised to invest surplus funds in high interest bank accounts. There are no restrictions as to where the funds may be invested, but policy has to be agreed by the Trustees and Management Committee.

### **MANAGEMENT COMMITTEE**

The members of the Management Committee were:

Ms L.Y. Tang, Ms M.M. Kong, Ms K.J. Chan, Ms S.K. Hui, Ms M.L. Chong, Ms C.Y. Chan. Mrs Mew Ning Chan-Edmead, who was the Chairperson and Head of Administration (Voluntary) and was instrumental in forming the Guild, sadly passed away on 30 April 2016.

### **REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS**

The Guild has continued to carry out its primary objectives during the year under review. It is continuing to be difficult to find sources of funds.

## **Gloucestershire Chinese Women's Guild**

### **Trustees' Report**

It is the policy of the Trustees that funds that have not been designated for a specific use should be maintained at a level equivalent to 12 months' expenditure.

The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Guild's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

#### **RESULTS**

The results for the year, and the charity's financial position at the end of the year are shown in the attached financial statements.

#### **TRUSTEES' RESPONSIBILITIES**

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity at the end of the year and of incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006.

The trustees 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.

#### **Small company provisions**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on 15 December 2016 and signed on its behalf by:

.....

Mrs Irene Kark  
Trustee

## **Independent Examiner's Report to the Trustees of Gloucestershire Chinese Women's Guild**

I report on the accounts of the company for the year ended 31 March 2016, which are set out on pages 5 to 10.

### **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.

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;
- 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 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 Charitieshave 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.

.....  
Robert Powell  
Robert Powell  
Chartered Accountants

15 December 2016

C2 Spinnaker House  
Hempsted Lane  
Gloucester  
GL2 5FD

**Gloucestershire Chinese Women's Guild**

**Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 31 March 2016**

		Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
	Note	£	£	£	£
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income	2	-	19,636	19,636	27,336
Investment income	4	-	-	-	246
Incoming resources from charitable activities	5	17,319	-	17,319	8,261
Total incoming resources		<u>17,319</u>	<u>19,636</u>	<u>36,955</u>	<u>35,843</u>
<b>Resources expended</b>					
Charitable activities	6	22,193	19,379	41,572	41,388
Total resources expended		<u>22,193</u>	<u>19,379</u>	<u>41,572</u>	<u>41,388</u>
Net expenditure before transfers		(4,874)	257	(4,617)	(5,545)
<b>Transfers</b>					
Gross transfers between funds		<u>132,575</u>	<u>(132,575)</u>	<u>-</u>	<u>-</u>
Net movements in funds		127,701	(132,318)	(4,617)	(5,545)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>50,123</u>	<u>132,734</u>	<u>182,857</u>	<u>188,402</u>
Total funds carried forward		<u><u>177,824</u></u>	<u><u>416</u></u>	<u><u>178,240</u></u>	<u><u>182,857</u></u>

The notes on pages 7 to 10 form an integral part of these financial statements.

**Gloucestershire Chinese Women's Guild (Registration number: 04040299)**

**Balance Sheet as at 31 March 2016**

		2016	2015
Note	£	£	£
<b>Current assets</b>			
Cash at bank and in hand		<u>178,240</u>	<u>182,857</u>
<b>Net assets</b>		<u><u>178,240</u></u>	<u><u>182,857</u></u>
<b>The funds of the charity:</b>			
<b>Restricted funds</b>		416	132,734
<b>Unrestricted funds</b>			
Unrestricted income funds		<u>177,824</u>	<u>50,123</u>
<b>Total charity funds</b>		<u><u>178,240</u></u>	<u><u>182,857</u></u>

For the financial year ended 31 March 2016, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity 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 and with the Financial Reporting Standard for Smaller Entities (effective April 2008 January 2015).

Approved by the Board on 15 December 2016 and signed on its behalf by:

.....

Mrs Irene Kark  
Trustee

The notes on pages 7 to 10 form an integral part of these financial statements.



## **Gloucestershire Chinese Women's Guild**

### **Notes to the Financial Statements for the Year Ended 31 March 2016**

#### **1 Accounting policies**

##### **Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006.

##### **Fund accounting policy**

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

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 12.

##### **Incoming resources**

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

##### **Resources expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

##### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

# Gloucestershire Chinese Women's Guild

## Notes to the Financial Statements for the Year Ended 31 March 2016

..... continued

### 2 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>Donations and legacies</b>				
Appeals and donations	-	-	-	2,040
<b>Grants</b>				
Grants - other agencies	-	19,636	19,636	25,296
	-	19,636	19,636	27,336

### 3 Grants receivable

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Grants - other agencies	-	19,636	19,636	25,296

### 4 Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Interest on cash deposits	-	-	-	246

### 5 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>Gloucestershire Chinese Women's Guild</b>				
Appeals and donations	16,760	-	16,760	8,261
Interest on cash deposits	559	-	559	-
	17,319	-	17,319	8,261

## Gloucestershire Chinese Women's Guild

### Notes to the Financial Statements for the Year Ended 31 March 2016

..... continued

#### 6 Total resources expended

	Gloucestershire Chinese Women's Guild	Total
	£	£
<b>Support costs</b>		
Employment costs	25,657	25,657
Establishment costs	11,086	11,086
Repairs and maintenance	1,923	1,923
Office expenses	120	120
Printing, posting and stationery	572	572
Sundry and other costs	634	634
Legal and professional costs	1,580	1,580
	<u>41,572</u>	<u>41,572</u>

#### 7 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

#### 8 Employees' remuneration

The aggregate payroll costs of these persons were as follows:

	2016 £	2015 £
Wages and salaries	<u>22,449</u>	<u>21,106</u>

No employee received emoluments of more than £60,000 during the year (2015 - No. 0).

#### 9 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

#### 10 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

# Gloucestershire Chinese Women's Guild

## Notes to the Financial Statements for the Year Ended 31 March 2016

..... continued

### 11 Related parties

#### Controlling entity

The charity is controlled by the trustees who are all directors of the company.

### 12 Analysis of funds

	At 1 April 2015	Incoming resources	Resources expended	Transfers	At 31 March 2016
	£	£	£	£	£
<b>General Funds</b>					
Unrestricted income fund	50,123	17,319	(22,193)	132,575	177,824
<b>Restricted Funds</b>					
Fundraising	119,249	-	-	(119,249)	-
Glos County Council (Carers grant)	159	19,636	(19,379)	-	416
Prestige Network	9,872	-	-	(9,872)	-
Donation	3,454	-	-	(3,454)	-
	132,734	19,636	(19,379)	(132,575)	416
	182,857	36,955	(41,572)	-	178,240

### 13 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
	£	£	£	£
Current assets	177,824	416	178,240	182,857
Net assets	177,824	416	178,240	182,857

**Gloucestershire Chinese Women's Guild**  
**Statement of financial activities by fund Year Ended 31 March 2016**

	Unrestricted income fund 2016	Unrestricted income fund 2015
	£	£
<b>Incoming resources</b>		
Incoming resources from charitable activities	17,319	4,470
Total incoming resources	<u>17,319</u>	<u>4,470</u>
<b>Resources expended</b>		
Charitable activities	22,193	5,482
Total resources expended	<u>22,193</u>	<u>5,482</u>
Net expenditure before transfers	(4,874)	(1,012)
<b>Transfers</b>		
Gross transfers between funds	<u>132,575</u>	<u>-</u>
Net movements in funds	127,701	(1,012)
<b>Reconciliation of funds</b>		
Total funds brought forward	50,123	51,135
Total funds carried forward	<u><u>177,824</u></u>	<u><u>50,123</u></u>

This page does not form part of the statutory financial statements.

**Gloucestershire Chinese Women's Guild**  
**Statement of financial activities by fund Year Ended 31 March 2016**

..... continued

	Fundraising 2016	Fundraising 2015
	£	£
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	-	2,040
Investment income	-	246
Total incoming resources	-	2,286
<b>Resources expended</b>		
Charitable activities	-	7,965
Total resources expended	-	7,965
Net expenditure before transfers	-	(5,679)
<b>Transfers</b>		
Gross transfers between funds	(119,249)	(8,479)
Net movements in funds	(119,249)	(14,158)
<b>Reconciliation of funds</b>		
Total funds brought forward	119,249	133,407
Total funds carried forward	-	119,249

This page does not form part of the statutory financial statements.

**Gloucestershire Chinese Women's Guild**  
**Statement of financial activities by fund Year Ended 31 March 2016**

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	Glos County Council (Carers grant) 2016	Glos County Council (Carers grant) 2015
	£	£
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	19,636	19,636
Total incoming resources	<u>19,636</u>	<u>19,636</u>
<b>Resources expended</b>		
Charitable activities	19,379	19,484
Total resources expended	<u>19,379</u>	<u>19,484</u>
Net movements in funds	257	152
<b>Reconciliation of funds</b>		
Total funds brought forward	159	7
Total funds carried forward	<u><u>416</u></u>	<u><u>159</u></u>

This page does not form part of the statutory financial statements.

**Gloucestershire Chinese Women's Guild**  
**Statement of financial activities by fund Year Ended 31 March 2016**

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	Prestige Network 2016	Prestige Network 2015
	£	£
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	-	5,660
Total incoming resources	-	5,660
<b>Resources expended</b>		
Charitable activities	-	4,267
Total resources expended	-	4,267
Net expenditure before transfers	-	1,393
<b>Transfers</b>		
Gross transfers between funds	(9,872)	8,479
Net movements in funds	(9,872)	9,872
<b>Reconciliation of funds</b>		
Total funds brought forward	9,872	-
Total funds carried forward	-	9,872

This page does not form part of the statutory financial statements.



**Gloucestershire Chinese Women's Guild**  
**Statement of financial activities by fund Year Ended 31 March 2016**

..... continued

	Donation 2016	Donation 2015
	£	£
<b>Incoming resources</b>		
Incoming resources from charitable activities	-	3,791
Total incoming resources	-	3,791
<b>Resources expended</b>		
Charitable activities	-	4,190
Total resources expended	-	4,190
Net expenditure before transfers	-	(399)
<b>Transfers</b>		
Gross transfers between funds	(3,454)	-
Net movements in funds	(3,454)	(399)
<b>Reconciliation of funds</b>		
Total funds brought forward	3,454	3,853
Total funds carried forward	-	3,454

This page does not form part of the statutory financial statements.