

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 2018

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

Gloucestershire Chinese Women's Guild

Contents

Reference and Administrative Details	1
Trustees' Report	2 to 3
Independent examiner's report	4
Statement of financial activities	5
Balance Sheet	6
Notes to the financial statements	7 to 10

The following pages do not form part of the statutory financial statements:

Statement of financial activities per fund	11 to 12
--	----------

Gloucestershire Chinese Women's Guild
Reference and Administrative Details

Charity name	Gloucestershire Chinese Women's Guild
Charity registration number	1091416
Company registration number	04040299
Principal office	1st Floor 75-81 Eastgate Street Gloucester GL1 1PN
Registered office	1st Floor 75-81 Eastgate Street Gloucester GL1 1PN
Trustees	Mrs Connie Lee, Chairperson Ms C Y Chen Mrs Irene Kark, Chairman Ms M L Chong Fong, Vice Chairman Ms L Y Tang Ms M Kong Ms Y Y Tai Ms M J Tsang
Bankers	Barclays Bank plc Gloucester 18 Southgate Street Gloucester GL1 2DJ
Accountant	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 2018.

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:

Mrs I Kark, Ms L.Y. Tang, Ms M.M. Kong, Ms K.J. Chan, Ms S.K. Hui, Ms M.L. Chong, Ms C.Y. Chan.

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.

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.

Gloucestershire Chinese Women's Guild

Trustees' Report

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 28 December 2018 and signed on its behalf by:

.....

Ms C Y Chen
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 2018, 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

28 December 2018

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 2018

		Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	Note	£	£	£	£
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2	-	19,637	19,637	21,537
Incoming resources from charitable activities	4	11,530	-	11,530	15,727
Total incoming resources		<u>11,530</u>	<u>19,637</u>	<u>31,167</u>	<u>37,264</u>
Resources expended					
Charitable activities	5	31,338	19,728	51,066	44,363
Total resources expended		<u>31,338</u>	<u>19,728</u>	<u>51,066</u>	<u>44,363</u>
Net movements in funds		(19,808)	(91)	(19,899)	(7,099)
Reconciliation of funds					
Total funds brought forward		<u>170,593</u>	<u>548</u>	<u>171,141</u>	<u>178,240</u>
Total funds carried forward		<u><u>150,785</u></u>	<u><u>457</u></u>	<u><u>151,242</u></u>	<u><u>171,141</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 2018

		2018		2017	
	Note	£	£	£	£
Current assets					
Cash at bank and in hand			<u>151,242</u>		<u>171,141</u>
Net assets			<u><u>151,242</u></u>		<u><u>171,141</u></u>
The funds of the charity:					
Restricted funds			457		547
Unrestricted funds					
Unrestricted income funds			<u>150,785</u>		<u>170,594</u>
Total charity funds			<u><u>151,242</u></u>		<u><u>171,141</u></u>

For the financial year ended 31 March 2018, 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 28 December 2018 and signed on its behalf by:

.....

Ms C Y Chen
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 2018

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 11.

Incoming resources

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

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 2018

..... continued

2 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Grants				
Grants - other agencies	-	19,637	19,637	21,537

3 Grants receivable

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Grants - other agencies	-	19,637	19,637	21,537

4 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Gloucestershire Chinese Women's Guild				
Appeals and donations	11,305	-	11,305	15,282
Interest on cash deposits	225	-	225	445
	11,530	-	11,530	15,727

Gloucestershire Chinese Women's Guild
Notes to the Financial Statements for the Year Ended 31 March 2018

..... continued

5 Total resources expended

	Gloucestershire Chinese Women's Guild	Total
	£	£
Support costs		
Employment costs	28,711	28,711
Establishment costs	18,690	18,690
Repairs and maintenance	1,150	1,150
Office expenses	735	735
Printing, posting and stationery	63	63
Sundry and other costs	360	360
Legal and professional costs	1,357	1,357
	<u>51,066</u>	<u>51,066</u>

6 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

7 Employees' remuneration

The aggregate payroll costs of these persons were as follows:

	2018 £	2017 £
Wages and salaries	<u>28,466</u>	<u>21,107</u>

No employee received emoluments of more than £60,000 during the year (2017 - No. 0).

8 Taxation

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

9 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 2018

..... continued

10 Related parties

Controlling entity

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

11 Analysis of funds

	At 1 April 2017	Incoming resources	Resources expended	At 31 March 2018
	£	£	£	£
General Funds				
Unrestricted income fund	170,593	11,530	(31,338)	150,785
Restricted Funds				
Glos County Council (Carers grant)	548	19,637	(19,728)	457
	<u>171,141</u>	<u>31,167</u>	<u>(51,066)</u>	<u>151,242</u>

12 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Current assets	<u>150,786</u>	<u>456</u>	<u>151,242</u>	<u>171,141</u>
Net assets	<u>150,786</u>	<u>456</u>	<u>151,242</u>	<u>171,141</u>

Gloucestershire Chinese Women's Guild
Statement of financial activities by fund Year Ended 31 March 2018

	Unrestricted income fund 2018	Unrestricted income fund 2017
	£	£
Incoming resources		
Incoming resources from charitable activities	11,530	15,727
Total incoming resources	<u>11,530</u>	<u>15,727</u>
Resources expended		
Charitable activities	31,338	22,957
Total resources expended	<u>31,338</u>	<u>22,957</u>
Net movements in funds	(19,808)	(7,230)
Reconciliation of funds		
Total funds brought forward	170,593	177,824
Total funds carried forward	<u><u>150,785</u></u>	<u><u>170,594</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 2018

..... continued

	Glos County Council (Carers grant) 2018	Glos County Council (Carers grant) 2017
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	19,637	21,537
Total incoming resources	<u>19,637</u>	<u>21,537</u>
Resources expended		
Charitable activities	19,728	21,406
Total resources expended	<u>19,728</u>	<u>21,406</u>
Net movements in funds	(91)	131
Reconciliation of funds		
Total funds brought forward	548	416
Total funds carried forward	<u><u>457</u></u>	<u><u>547</u></u>

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