



Company Registered No. 5132321
Charity No. 1109595

CHINESE ASSOCIATION OF WOKING

Annual Report and Accounts
for the year ended 31 August 2018



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Trustees' Annual Report (incorporating the Director's Report) for the year ended 31 August 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Chinese Association of Woking (CAW) is a charitable company limited by guarantee, incorporated on 19 May 2004 and registered as a charity on 23 May 2005. The company was established under a Memorandum of Association of CAW which established the objects and powers of the charitable company and governed under its Articles of Association. The trustees are nominated by the members and then elected annually in the Annual General Meeting. The board can also co-opt members into the board when necessary. The trustees retire by rotation. The maximum term of office for each trustee is three years.

CAW is supported by the Woking Borough Council's Community Development team which provides a wide range of support and training for charities in the local area. All trustees are DBS (Disclosure and Barring Service) checked via the Woking Borough Council. Trustees are encouraged to attend the training sessions on new policies which are relevant to the work of the Association.

AIMS AND OBJECTIVES

CAW's objects are, set out in the Memorandum of Association, "To advance the education of the public in all aspects of Chinese culture, arts, tradition, history and language and in particular but not exclusively to persons of Chinese origin or descent, without distinction of sex, political or other opinions, resident or working within (but not limited to) the borough of Woking and the surrounding area ("the Area of Benefit"), the promotion of racial harmony within the Area of Benefit and to provide or assist in the provision of facilities in the interests of education, health, social welfare and recreation and other leisure time occupation to improve the social, educational, cultural and physical development of the inhabitants of the community in the Area of the Benefit."

ACTIVITIES & ACHIEVEMENTS

CAW has undertaken the following activities for the public benefit in relation to its objectives set out in its Memorandum and Articles of Association. Trustees have had regard to the guidance issued by the Charity Commission.

Saturday Chinese School

Woking Chinese School (WCS) is the main project of the Chinese Association of Woking (CAW) in promoting Chinese language education and delivering Chinese cultural awareness. WCS takes place at St John the Baptist school in Woking, which has generously allowed WCS to use some of their classrooms and facilities on Saturday for Chinese language teaching and cultural activities without any charge. There are 33 weeks in the school calendar, three terms a year.

WCS is governed by the School Governing Body (GB), which consists of the chairman, senior school management team, representatives from the parents, teachers, the CAW board of directors and advisors. The administration of the school is led by a head teacher, assisted by the deputy head of language department, the deputy head of cultural activities department, and a group of

volunteers. The school provides in-house and external trainings for the language teachers. The parents' club helps with looking after the security of the school.

The school offers child and adult Mandarin classes and child Cantonese classes. It takes on children from aged 5 onwards. Students who reach the standard of the GCSE or A level will take the public examination.

WCS welcomes all races to join their classes. The number with non-Chinese origins and the number of mix-raced students and non-Chinese students has increased steadily over the last few years. This reflects the diversity of the school.

The language classes run between 10:00 am to 12:00pm and are followed by the afternoon school activities from 12:30 pm. The cultural activities classes aim to promote Chinese culture among the community.

Apart from some activity teachers, all the teachers and helpers of WCS are volunteers. Main source of the income of the school comes from the school fees. The school also receives small amounts of donations and grant from the Association for the Promotion of Chinese Education (UKAPCE).

WCS is the member of the two Chinese education promotional organisations: the UK Federation of Chinese Schools (UKFCS) and UKAPCE.

WCS took part in different competitions organized by UKFCS and UKAPCE and our students continued to perform well and won a number of prizes, including Calligraphy, Reading and Cultural Performance competition.

The school received good results for its students who took Edexcel Chinese examinations. In summer 2018, students of the school achieved 26 A*, 1C in GCSE; 3B in A level.

The students of the school also participated in a variety of performances outside the school. They performed Kung Fu, dancing, lion dance and singing to the general public in the event.

In 2017-18, WCS ran 21 language classes (4 child Cantonese classes, 15 child Mandarin classes and 2 adult Mandarin classes). School activities classes included Kung Fu, Art, and Chinese dancing for both children and adults. In addition, the school ran an adult Tai Chi class.

Chinese Community Project

The Chinese Community Project (CCP) provides a social platform for CAW members and non-members. The CCP is managed by two voluntary project co-ordinators and it runs a weekly drop in social gathering on Tuesdays (apart from during Christmas and Summer holidays) between 10:30am and 2pm at the Old Woking Community Centre.

In 2017-18, CCP continued to organise regular activities, which provided a social network for the local community. During school holidays, CCP organised multiple activities, Painting, Sticky Rice Dumpling, Cake and Dim Sum making activities, which were all very popular.

During major festivities, such as Chinese New Year and Christmas, CCP also organised special celebration parties.

Chinese Language Playgroups for the Under 5s

The Board is pleased to report that a Cantonese and a Mandarin playgroup continue to be offered to the community. The playgroups have been designed to support children's language development and to encourage their interest in Chinese through songs, stories, rhymes and games. The sessions are run between 10:15am and 11:45am every Saturday during term time at the Old Woking

Community Centre. Each playgroup session lasts for about 45 minutes, with the Cantonese playgroup starting at 10:15 and the Mandarin playgroup at 11am.

Children's Chinese Library Project

Following the successful launch of the Chinese Library Project in 2017, a specialist collection of Chinese books made available to Surrey readers and to support our school students' learning, the CAW signed a Memorandum of Understanding with Surrey Libraries to formalise the long term relationship between the two parties. With young Chinese language and culture learners' needs in mind, CAW's team of volunteers took care to choose from vast sources suitable graded reading books, children's award-winning picture books and English translation of Chinese classic stories. The Chinese Children's Library was a focal point in Woking Town and CAW Chinese New Year celebrations, in which it hosted a Chinese story time and cultural craft activities for families to enjoy.

Cultural Performances

In order to raise awareness of the Chinese culture to the wider public, CAW delivers cultural performances at various venues and during various occasions. Each cultural performance activity is led by a cultural activity co-ordinator. Bigger events, such as the Chinese New Year celebration in Woking Town Centre and the Mid-Autumn Festival celebration, are led by a designated project manager. The main performance areas are lion dancing, Chinese dancing, Kung Fu and Tai Chi demonstrations. The performers are made up of the Saturday school children, teachers, parents and other members of the CAW.

We have performed in both CAW main events this year - Mid Autumn Festival 2017 and Chinese New Year 2018, where adults, youths and children dance groups were all out on dances. Lion dance class also as usual opened both events with energetic enthusiasm, and then we had Martial Art display from our Tai Chi and then Kung Fu class. We have also performed in the Chinese New Year events for the following charities:

- St George's BUPA Care Home
- The Meath Epilepsy Trust in Godalming
- Gracewell Care Home in Camberley
- Bell Farm School in Walton

In addition, we provided entertainment in the following charitable events:

- Woking Hospice fund raising event
- Old Woking Fun Day in the summer.

FINANCIAL REVIEW

The financial position of CAW continued to strengthen during the year ended 31 August 2018. The Treasurer's Report following this part of the document summarises the financial details of CAW for the year.

CAW maintained a designated reserve of £33,161 at the end of the financial year on the 31 August 2018. These funds are held in order to meet any unforeseen expenditure that may occur. For example, if CAW is no longer able to have a free venue for the Saturday school, the reserve will be used to hire a venue for that purpose.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees, who are also the directors of the Chinese Association of Woking for the purpose of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of state of affairs of the charitable company and of the incoming resources and application of resources, including income and expenditure, of the charitable company for the period. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 statements comply with the Companies Act 2006, the Charities Act 2011 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This Trustees' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD



Clara Chipping

Chairman

Chinese Association of Woking

Date: 26th April 2018



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Chinese Association of Woking

**On accounts for the year
ended**

31st August 2018

**Charity no
(if any)**

110959

Set out on pages

3 - 6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st August 2018

**Responsibilities and
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

[I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

1st May 2019

Name:

E J Wrigley

**Relevant professional
qualification(s) or body
(if any):**

Address:

Madingley, Pyrford Woods, Woking, Surrey GU228QR



Treasurer's Report for the year ended 31 August 2018

I am pleased to present the account that has been examined by an independent examiner for the year ended 31 August 2018. The finalisation of the complete set of accounts prepared in accordance with the format that complies with the requirement of the SORP.

The main sources of income for the current year was school fees of £37,899 (2017: 33,275), membership fees from 253 members (2017: 275 members) of £3,795 (2017: £4,125), and other school activities of £4,045 (2017: £7,115). The total income for the year was £54,713 compared to £54,185 last year.

The total expenditure for the year was £43,113 (2017: £48,069). The decrease in total expenditure was mainly due to the write-back of the un-presented cheques that were over ten years old. A breakdown of the resources expended is shown in the notes to the accounts.

The net surplus in unrestricted funds for the financial year was £11,600 (2017: £6,116). In addition to the write-back of old cheques, lower school support costs and library costs also contributed to the increase in net surplus.

The accumulation of any surplus in unrestricted funds will be used to further the charitable objectives of the association at the discretion of the board of directors and to sustain the running costs of the association.

The association continues to generate healthy level of income to cover all expenditures required to provide quality language and activities classes, to promote cultural awareness among the local community and to represent the Chinese community in the society.

Jeanette Ho
Treasurer
Chinese Association of Woking
Date:

26th April, 2019



Reference and administration details for the year ended 31 August 2018

Charity Name:	CHINESE ASSOCIATION OF WOKING
Registered Office:	9 Hillary Crescent, Walton-On-Thames, Surrey KT12 2DE
Company registration number:	5132321
Charity registration number:	1109595

Directors

Anita Chi Wai Ho
Caixia He (resigned 06/07/2018)
Candy Fisher (resigned 06/07/2018)
Clara Chipping (resigned 06/07/2018, re-appointed 04/09/2018)
Helen Tao (resigned 06/07/2018)
Jeanette Agatha Wei Chu Ho (resigned 06/07/2018, re-appointed 04/09/2018)
Fang Hong Kong
Man Wai Cheung (resigned 22/07/2018)
Mei Ping Cheung (resigned 02/08/2018, re-appointed 04/09/2018)
Susie Sau-Ching Jamieson
Tak Ha Wong (resigned 22/07/2018)
Yu Zhang (appointed on 04/09/2018)
Kim Ping Lee (appointed on 04/09/2018)
Zhi Song (appointed on 04/09/2018)

Secretary	Yu Zhang
Independent Examiner	John Wrigley
Banker	Santander CAF Bank

Statement of Financial Activities (including Income and Expenditure Accounts)
for the year ended 31 August 2018


	Notes	Unrestricted Fund £	Restricted Fund £	Designated Fund £	Total Fund 2018 £	Total Fund 2017 £
INCOMING RESOURCES	1					
Income resources from generated funds:						
Donation		980			980	630
Other incoming resources – Grant		1,500			1,500	400
Income resources from charitable activities						
Language class fees, books & exam fees		37,899			37,899	33,275
Other School activities		4,045			4,045	7,115
Playgroup		2,007			2,007	1,975
Membership fee		3,795			3,795	4,125
Fund-raising events & CCP						
Chinese Community Project		1,623			1,623	2,543
Chinese New Year events		2,037			2,037	3,246
Mid-Autumn Festival event		490			490	805
Other fund-raising events		177			177	
Investment Income						
Bank interest received		160			160	71
Total incoming resources		54,713			54,713	54,185
RESOURCES EXPENDED	2					
Governance costs:	3	(1,874)			(1,874)	(1,488)
Charitable activities:						
Teaching	4a	(26,603)			(26,603)	(27,287)
School administration and support costs	4b	(5,661)			(5,661)	(9,107)
Playgroup	4c	(1,996)			(1,996)	(1,734)
Chinese Community Project related costs						
Chinese Community Project	4d	(1,735)			(1,735)	(2,441)
Chinese New Year events		(2,904)			(2,904)	(2,774)
Mid-Autumn Festival events		(1,570)			(1,570)	(1,413)
Library	4e	(78)			(78)	(1,700)
Cultural Group costs		(692)			(692)	(125)
Total resources expended		(43,113)			(43,113)	(48,069)
Gross transfers between funds						0
Net movement in funds		11,600			11,600	6,116
Total funds brought forward		87,214	1,132	33,161	121,507	115,391
Total funds carried forward		98,814	1,132	33,161	133,107	121,507

Balance Sheets as at 31 August 2018

	Notes	2018 £	2017 £
FIXED ASSETS		0	0
CURRENT ASSETS			
Bank		169,588	149,910
Cash		1,218	3
Prepayments			470
		170,806	150,383
CREDITORS: due within one year			
Advance fees		31,774	27,149
Accruals		4,525	327
Parent club	5	1,400	1,400
NET CURRENT LIABILITIES		37,699	28,876
NET CURRENT ASSETS		133,107	121,507
TOTAL ASSETS LESS CURRENT LIABILITIES		133,107	121,507
UNRESTRICTED FUNDS		98,814	87,214
RESTRICTED FUNDS	6	1,132	1,132
DESIGNATED FUNDS	7	33,161	33,161
TOTAL FUNDS		133,107	121,507

- (a) For the year ended 31 August 2018 the Company was entitled to exemption under section 477 of the Companies Act 2006;
- (b) No Members have required the Company to obtain an audit in accordance with section 476 of the Companies Act 2006;
- (c) The directors acknowledge their responsibilities for:
- Ensuring the Company keeps accounting records which comply with section 386 of the Companies Act 2006;
 - Preparing accounts which give a true and fair view of the state of affairs of the Company at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Company.
- (d) The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act relating to small companies.

Approved by the Board of Directors of Chinese Association of Woking and signed on its behalf by:



Jeanette Ho
Treasurer

Date:

26th April, 2019

Notes forming part of the financial statements for the year ended 31 August 2018**1. Principal accounting policies****a. Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable in the UK and Republic of Ireland to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102, the Companies Act 2006, the Charities Act 2011 and applicable UK accounting standards. Assets and liabilities are recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s)

b. Funds accounting

Unrestricted funds: These are funds which can be used in accordance with the charitable object at the discretion of the board of directors.

Restricted funds: These are funds which can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds: These are funds which were set aside by the board of directors out of unrestricted funds for specific future purposes or projects.

c. Incoming resources

- School fee collections are accounted for the period from Sept 2017 to June 2018. Expenses are accounted for as if they are known with certainty;
- Donations are taken to unrestricted funds for use for teaching training and supports;
- Membership fees are accounted when receivable;
- Other activities to generate income are from fund raising and raffles held at cultural events;
- Special fund-raising events, jumble sales and contributions are taken to "unrestricted fund" where the funds will be spent for charitable activities;
- CAW had no investments other than cash at bank. Investment income is included when receivable.

2. Resources expended

Resources expended are accounted for on an accrual basis. Resources expended that are attributable to more than one sub-heading are apportioned accordingly.

3. Governance costs

Governance costs are those costs incurred in the governance of charity and are primarily associated with constitutional and statutory requirements.

	2018	2017
Governance costs	£	£
Stationeries, Toners, Printing, Postage	(34)	(25)
Subscriptions, Website	(213)	(202)
Sundries, Gifts, Flower	(0)	(26)
Hall hiring, AGM, Meeting expenses	(464)	(328)
Insurance, Companies House filing fees	(963)	(607)
Independent Examiner's fee	(200)	(300)
Subtotal	(1,874)	(1,488)

4. Charitable expenditures

a. **Teaching expenditures** are costs related to teaching costs of the Chinese school as follows:

	2018	2017
Teaching Expenditures	£	£
Teachers' allowance	(17,525)	(17,810)
Teachers' training	(1,861)	(1,718)
Teaching materials and equipment	(2,150)	(1,010)
Head Teacher & Deputy Heads' allowance	(1,697)	(2,414)
Kungfu & Tai Chi teacher's fees	(2,130)	(2,250)
Art teacher's allowance	(580)	(600)
Dance teacher's allowance	(510)	(885)
Lion Dance teacher's allowance	(90)	(0)
Calligraphy teacher's allowance	(60)	(600)
Subtotal	(26,603)	(27,287)

b. **School Administration & Support** expenditures are costs related to support and administration costs of the Chinese school as follows:

	2018	2017
School Admin & Support Expenditures	£	£
Caretaker	(910)	(840)
Safety officer	(435)	(465)
Administrator	(822)	(950)
Treasurer	(495)	(510)
School cleaning	(1,255)	(1,145)
Book controller	(270)	(165)
Books	(0)	(1,598)
Kung Fu class room hire	(0)	(212)
Bank charges	(194)	(0)
Sundries	(703)	(453)
First Aid training	(0)	(139)
Staff party	(990)	(940)
Refreshments for teachers and helpers	(990)	(900)
Stationeries	(642)	(382)
Un-presented old cheques written back	2,362	(0)
Student prizes/other gifts	(225)	(143)
Others: DBS checks, UKFCS membership fees, etc	(92)	(265)
Subtotal	(5,661)	(9,107)

c. **Playgroup** expenditures are costs related to running the Cantonese and Mandarin playgroups for under 5's as follows:

	2018	2017
Playgroup Expenditures	£	£
Hall hire costs	(704)	(510)
Playgroup teaching & admin volunteers' allowances	(1,125)	(990)
Teaching materials, books, stationeries, etc	(167)	(234)
Subtotal	(1,996)	(1,734)

d. Chinese Community Project

	2018	2017
Chinese Community Project Expenditures		£
Hall hire costs	(722)	(910)
Food, materials and equipment etc	(1,013)	(1,531)
Subtotal	(1,735)	(2,441)

- e. **Children's Chinese Library Project** expenditures are costs related to purchasing and books for the library as well as associated sundry expenses incurred during the year.

	2018	2017
Children's Chinese Library Project Expenditures	£	£
Purchasing costs for books	(0)	(1,398)
Parking & travel for volunteers	(78)	(302)
Subtotal	(78)	(1,700)

5. **Parents Club Funds** – The balance as at 31 August 2018 was £1,400 (2017: £1,400). This amount does not belong to the association as the fund was kept in the association's bank account for safekeeping only.
6. **Restricted funds** are £1,132 of which:
- £480 is restricted fund from Surrey Youth Opportunity;
 - £652 is from Benevolent Fund to provide financial help for beneficiaries who are registered CAW Chinese School students who have mitigating circumstances. The fund was transferred from the designated fund;
7. **Designated funds** – Total of £33,161 was designated by the board of directors for emergencies or any shortfall in the school. For example, if the CAW is no longer able to have a free venue for the Saturday school, the reserve will be used to hire a venue for that purpose.
8. **Trustees Remuneration**
No trustees received any remuneration for their work as trustees or had any personal interest in any contract or transaction entered into by the charity during the year.
9. **Taxation**
There is no corporation tax liability as the association is a non-profit organisation and a registered charity.