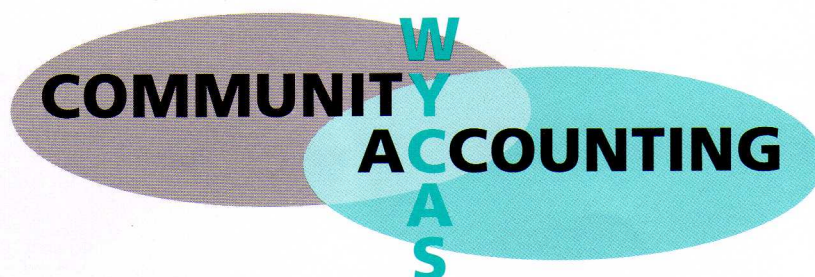


Leeds Chinese Community Association Ltd

Charity number 1095420

A company limited by guarantee number 04429268

Annual Report and Financial Statements for the year ended 31 March 2011



West Yorkshire Community Accounting Service

Leeds Chinese Community Association Ltd

Annual Report and Financial Statements for the year ended 31 March 2011

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Prepared by West Yorkshire Community Accounting Service

Leeds Chinese Community Association Ltd

Trustees' report for the year ended 31 March 2011

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
David Cheung	Chair
Judy K L Pease	Vice-Chair/Acting Treasurer
Tak Lun Yung	
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 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 2011

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 Centre (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, student 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 Monday and Friday.

Councillor McKenna, Lord Mayor of Leeds visited the LCCA Centre and played Wii with the Elderly English Class which takes place on Mondays.

LCCA Chair, committee members and volunteers met with Councillor Judith Elliott, giving scarves to the Elderly and having a party at Mary Sunley House.

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

MacMillan Cancer Care talk at LCCA centre.

London Wah Sum Association talk at the LCC centre.

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

LCCA Elderly Luncheon Club and Social Club members visited Manchester Wai Yin Elderly Luncheon Club and joining the group for lunch.

LCCA Social Club members had a trip to Chester Zoo.

Slow exercise at the LCCA centre provided by Feel Good Factor.

Mandarin classes every Saturday.

Cooking and knitting classes provided by volunteers.

Leeds Chinese Community Association Ltd

Trustees' report (continued) for the year ended 31 March 2011

Financial review

The net income for the year was £1,598, including net expenditure of £1,237 on unrestricted funds and net income of £2,835 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £20,584.

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 2011

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 the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed.....*J Pease*.....

Name.....*JUDY PEASE*..... (Trustee)

Date.....*17 Nov 2011*.....

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 2011, 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 43(2) of the Charities Act 1993 (the 1993 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 43 of the 1993 Act, follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 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

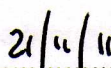
to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005).

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 2011

	Notes	2011 Unrestricted funds £	2011 Restricted funds £	2011 Total funds £	2010 Total funds £
Incoming resources					
Grants	(2)	-	10,310	10,310	7,160
Donations	(2)	2,466	-	2,466	1,451
Membership fees		140	-	140	720
Fees and charges		8,851	-	8,851	9,159
Activity contributions		10,169	-	10,169	6,404
Sponsorship		4,834	-	4,834	4,714
Bank interest		6	-	6	5
Total incoming resources		26,466	10,310	36,776	29,613
Resources expended					
Luncheon club expenses		2,710	3,750	6,460	7,520
Social club expenses		391	-	391	276
Volunteer expenses		851	-	851	1,210
Rates		2,339	-	2,339	2,134
Events and activities		4,550	3,060	7,610	6,627
Telephone and internet		1,148	-	1,148	1,270
Printing, postage and stationery		668	-	668	583
Refurbishment, repairs and renewals		714	-	714	4,357
Alarm maintenance		107	-	107	-
Advertising and publicity		299	-	299	66
Independent examination		396	-	396	361
Equipment and materials		747	500	1,247	39
Utilities		3,388	-	3,388	4,053
Insurance		1,749	-	1,749	1,379
Cleaning		161	-	161	5
Companies House		-	-	-	390
Website costs		-	165	165	263
Donation		-	-	-	51
Sundries		33	-	33	-
Depreciation		7,452	-	7,452	7,450
Total resources expended		27,703	7,475	35,178	38,034
Net income / (expenditure)		(1,237)	2,835	1,598	(8,421)
Fund balances brought forward		140,014	382	140,396	148,817
Fund balances carried forward	(3)	138,777	3,217	141,994	140,396

All incoming resources and resources expended derive from continuing activities.

Leeds Chinese Community Association Ltd

Balance sheet

as at 31 March 2011

		2011	2011	2011	2010
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(4)	118,193	-	118,193	125,645
Total fixed assets		<u>118,193</u>	<u>-</u>	<u>118,193</u>	<u>125,645</u>
Current assets					
Debtors	(5)	772	-	772	500
Cash at bank and in hand	(6)	20,647	3,217	23,864	17,136
Total current assets		<u>21,419</u>	<u>3,217</u>	<u>24,636</u>	<u>17,636</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(7)	835	-	835	2,885
Total current liabilities		<u>835</u>	<u>-</u>	<u>835</u>	<u>2,885</u>
Net current assets		<u>20,584</u>	<u>3,217</u>	<u>23,801</u>	<u>14,751</u>
Total assets less current liabilities		<u>138,777</u>	<u>3,217</u>	<u>141,994</u>	<u>140,396</u>
Net assets		<u>138,777</u>	<u>3,217</u>	<u>141,994</u>	<u>140,396</u>
Funds					
Unrestricted funds		138,777	-	138,777	140,014
Restricted funds		-	3,217	3,217	382
Total funds		<u>138,777</u>	<u>3,217</u>	<u>141,994</u>	<u>140,396</u>

For the year ending 31 March 2011 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: Spease

Date: 17 Nov 2011

Name JUDY PEASE (Trustee)

Leeds Chinese Community Association Ltd

Notes to the accounts

for the year ended 31 March 2011

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 2011

2 Grants and donations

	2011 Unrestricted funds £	2011 Restricted funds £	2011 Total funds £	2010 Total funds £
Leeds City Council (Adult Social Care)	-	3,750	3,750	5,000
Leeds City Council (arts@leeds)	-	2,160	2,160	2,160
Leeds Older Peoples Forum	-	100	100	-
Age UK	-	500	500	-
Leeds MIND	-	800	800	-
Macmillan Cancer Trust	-	3,000	3,000	-
Social club donations	2,136	-	2,136	1,441
General donations	330	-	330	10
	<u>2,466</u>	<u>10,310</u>	<u>12,776</u>	<u>8,611</u>

3 Restricted funds

	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Website	382	-	165	217
Leeds City Council (Adult Social Care)	-	3,750	3,750	-
Leeds City Council (arts@leeds)	-	2,160	2,160	-
Leeds Older Peoples Forum	-	100	100	-
Age UK	-	500	500	-
Leeds MIND	-	800	800	-
Macmillan Cancer Trust	-	3,000	-	3,000
	<u>382</u>	<u>10,310</u>	<u>7,475</u>	<u>3,217</u>

Fund name

Website
Leeds City Council (Adult Social Care)
Leeds City Council (arts@leeds)
Leeds Older Peoples Forum
Age UK
Leeds MIND
Macmillan Cancer Trust

Purpose of restriction

Towards costs of developing and maintaining the website.
Towards costs of running the elderly luncheon club.
For venue hire for Chinese New Year event.
For International Day of Older People events.
Towards costs of Wii console and games.
To support mental health drop-in.
To support Cancer and Awareness programme.

4 Tangible assets

	Freehold property £	Property improvement £	Equipment £	Total £
Cost				
At 1 April 2010	121,644	73,650	537	195,831
Additions	-	-	-	-
At 31 March 2011	<u>121,644</u>	<u>73,650</u>	<u>537</u>	<u>195,831</u>
Depreciation				
At 1 April 2010	23,113	46,645	428	70,186
Charge for year	2,433	4,910	109	7,452
At 31 March 2011	<u>25,546</u>	<u>51,555</u>	<u>537</u>	<u>77,638</u>
Net book value				
At 31 March 2011	<u>96,098</u>	<u>22,095</u>	<u>-</u>	<u>118,193</u>
At 31 March 2010	<u>98,531</u>	<u>27,005</u>	<u>109</u>	<u>125,645</u>

Leeds Chinese Community Association Ltd

Notes to the accounts continued

for the year ended 31 March 2011

5 Debtors

	2011	2010
	£	£
Debtors	772	500
	<u>772</u>	<u>500</u>

6 Cash at bank and in hand

	2011	2010
	£	£
Lloyds TSB current account	3,727	5,451
Lloyds TSB savings account	13,454	8,410
Lloyds TSB Elderly Lunch Club account	9	204
Lloyds TSB reserve account	1,920	-
Lloyds TSB Social Club account	4,515	2,245
LCCA petty cash	-	271
Elderly Lunch Club petty cash	53	197
Social Club cash	186	358
	<u>23,864</u>	<u>17,136</u>

7 Creditors and accruals

	2011	2010
	£	£
Creditors		
Leeds City Council (Town Hall hire CNY 2010)	-	2,160
OPAL (telephone)	-	59
BT (broadband and telephone)	78	-
Accruals		
WYCAS independent examination (2010)	361	361
WYCAS independent examination (2011)	396	-
Other CNY 2010 expenses/reimbursements	-	305
	<u>835</u>	<u>2,885</u>

8 Trustee expenses

During the year 2 trustees were paid a total of £994 in respect of travel and volunteer expenses (previous year: 1 trustee and £421).

9 Related party transactions

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