

CHINESE INFORMATION AND ADVICE CENTRE

(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)

Report of the Directors and Financial Statements

For the year ended 31 March 2018

Registered Charity No.: 800646
Registered Company No.: 02306765

THURSDAY



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STRUCTURE, REFERENCES AND ADMINISTRATIVE DETAILS

Company

The Chinese Information and Advice Centre is a company limited by guarantee and not having a share capital incorporated in the United Kingdom on 18 October 1988 with registration no. 02306765. The company is a registered charity with registration number 800646.

Board of Directors and Trustees

The directors of the company are its trustees for the purpose of the Charities Act, and throughout this report are collectively referred to as the trustees. Under the Articles of Association of the company, the trustees are elected at the AGM to serve for a period of three years and are eligible for re-election at an AGM thereafter.

The trustees who are in office during the year and up to the date of this report were as follows:

Edmond Yeo JP (Chair)	
Gareth Owen	(Appointed 14 August 2016)
Linda Green JP	(Appointed 13 January 2017)
Foong Kiew Poon	(Appointed 12 June 2017)

Honorary Treasurer

Ling Kong ACA

Registered Office

Basement, 2 Gerrard Place, London W1D 5PB

Independent Examiner

Mr C.B Maizi FMAAT FCIE
Independent Examiners Ltd
Sovereign Centre, Yapton Lane, Walberton, West Sussex, BN18 0AS

Banker

HSBC Bank plc, 16 King Street, Covert Garden, London WC2E 8JF

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REPORT OF THE TRUSTEES

The Trustees are pleased to present their report together with the independently examined financial statements of the company for the year ended 31 March 2018.

Objects and Activities

The mission of the Chinese Information and Advice Centre (the "Charity" or "CIAC") is to ensure that disadvantaged people of Chinese origin in the UK are able to access quality advice, information and support. In planning the Charity's activities to achieve its aim, the Trustees have given considerations to the guidance of the Charity Commission on public benefit. The Charity's main activities and who it helps are described below. All CIAC's charitable activities are undertaken to further its charitable purposes for the public benefit.

The Charity historically specialised in providing advice and support on immigration and asylum law. It has developed a wide spectrum of services to meet the needs of the community. The services offered include a unique support programme for Chinese women and their children, in particular to those vulnerable to domestic violence; advice and advocacy on social welfare and benefits, housing and homelessness, which are extended to destitute refugees and asylum seekers. Through partnership initiatives, such as NHS, the Charity works towards the betterment of the life of the local community. Moreover, the Charity collects and disseminates information to the Chinese communities throughout the UK.

Governance & Management

The Board of Trustees meets at least four times a year and is responsible for the governance of the organisation. New Trustees are supported through an induction process which includes a Trustee induction pack on their responsibilities and code-of-conduct as trustees. In addition to the regular meetings, there is a strategic business meeting to discuss and plan our business directions.

Decisions on the day-to-day operation of the Charity are undertaken by the Chief Executive or, in his absence, acting Chief Executive, in consultation with the Trustee sub-committees. Assessment of the financial position of the Charity and monitoring of its resources is carried out by the Board. There are two other committees formed by the Trustees together with the Chief Executive Officer and co-opted members to oversee personnel and fundraising matters.

Decisions on matters with significant implications for the organisation are brought to the Board of Trustees including organisational priorities and changes, resources risk, major initiatives and formation and development policies.

Trustees are elected at AGM, and new Trustees may be recruited during the year to fill up a vacancy or take on additional responsibilities. New Trustees are recruited through introductions, enquiries and the Charity's website.

Results

The net (outgoing)/incoming resources for the year amounted to £(363) (2017: £3,683) of which there was a breakeven (2017: nil) on restricted projects and a net (deficit)/surplus of £(363) (2017: £3,683) on unrestricted activities.

Achievements and Performance

(i) Legal Advice

The Charity continued the service under the licence granted by the Organisation of Immigration Services Commission (OISC) on the provision of legal advice on immigration and asylum law. The legal advisors have attained the required level of accreditation. The Charity makes referrals on complex cases.

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(ii) Women's and Children's Support

The Women's and Children's Support project provides Chinese women safety planning who flee from domestic violence, emotional support, interpretation, assistance in finding refuge or temporary accommodation, and advice on immigration, housing, benefits and children issues. During the year under review, there were outreach volunteers providing on-going assistance to and befriending the service users. The Charity also raised the awareness of domestic violence amongst the Chinese community through multi-agency partnership, workshops, leaflets and newsletters, and the Chinese media and other social media.

ASCENT – Working to end violence against women and girls (VAWG)

In April 2013, the Charity formed a consortium with 21 other voluntary organisations and works in partnership to end violence against women and girls. This project is funded by the London Councils and the Charity provides services under the "Advice and Support" theme and specialist services in Chinese language (Mandarin and Cantonese). This innovative partnership strengthens referral pathways across organisations and identifies trends and emerging needs. The scope of services consists of frontline advice, outreach, referral, drop-in services supporting women survivors of abuse in accessing safety and services and in rebuilding their lives. The contract has completed in March 2017. The Charity has joined the lead partner of the ASCENT consortium and granted a new round of funding to March 2020. The staff on this project are accredited Independent Domestic Violence Adviser (IDVA).

Single but not Alone Project

This project is to offer a continued support for single mother family with children especially those affected by domestic violence. This is a project to complement This project has been funded by Austin & Hope Pilkington Trust, Zurich Community Trust and The Mercers' Company. The Charity is currently looking for new grant to carry on with the project.

24 Hours women's helpline and Third-Party Reporting Centre

With the grant from the City of Westminster St James's Ward in 2013, the Charity set up a third-party reporting centre to provide a confidential channel of reporting violence crime against women and a 24 hours helpline in Chinese language for women in the event of emergency. These services are still provided by the Charity as a self-funded service as we see the importance of maintaining this avenue for the Chinese women to seek help.

Domestic Violence Awareness

The Charity continues to raise awareness of domestic violence in the Chinese community. The film "Behind Closed Doors" was proudly produced by the Charity with the help of a team of professional volunteers. Since its premiere show on 5 September 2013, the short film is available on YouTube link here <http://youtu.be/lvbXGyNk6LY>.

SWAN Project

A significant proportion the individuals in the prostitution sector consists of Chinese women. Many of them live in exploitative and vulnerable conditions which crosses or is near the threshold for trafficking as defined by the International Labour Organisation and the UN. Funded as part of the Comic Relief Tech vs Abuse Scheme, the project attempts to create a technological platform on WeChat, the most popular app for Chinese speakers, where online moderators and other users can provide immediate advice for vulnerable women whom can remain anonymous while making enquiries. Potential victims are spared from having to physically reveal their identities in avenues of help that requires their physical attendance including recourse to medical and police authorities. The project started in August 2017 with first phase lasting 12 months.

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(iii) Chinese Advice Bureau (CAB) - City of Westminster

The Charity has been providing the advisory services over 30 years. In the last 10 years, the change of the funding sources and demand from the public, CIAC's services have evolved from mainly immigration law advice to a spectrum of community focused advisory services. It is analogous to a Chinese version of Citizen Advice Bureau (CAB). The project is jointly funded by St. James's Councillors' Ward Fund and West End Councillors' Ward Fund for one year from July 2014. The St. James's Councillors' Ward extended their funding for another year to June 2016. During the period being reported, the two Wards have granted funding for the project until June 2017.

(iv) Benefits and Tax Credits Advice and Advocacy

The Charity provides a one-stop advice service for the Chinese residents since 2011 to provide benefits and tax credits advice through telephone and face-to-face sessions. While this service for the residents of the Westminster Councils is funded, the Charity also extends the service outside the borough at a nominal administration fee.

(v) Homelessness – Housing First Project

The official definition of homelessness includes those in temporary housing, overcrowding accommodation or facing eviction. There are a lot of other issues associated with homelessness. It is not uncommon that the Chinese who are in such a dire situation would be unaware of the appropriate channel to change their living environment. The Charity is in a good position to help and assist them to find suitable accommodation and tackle homelessness related problems. Since 2013, the project has been supported by The Westminster Amalgamated Charity, the StreetSmart and Mrs Smith and Mount Trust. This project is being run by volunteers and the Charity is looking for grant to scale up its operation in view of the demand.

(vi) Wellbeing and Healthcare Projects

In response to the NHS campaign appealing to the people to quit smoking in early 2014, CIAC joined the Kick-It task force with two staff trained and qualified as NHS Quit Smoking Advisors in mid-2014. CIAC recognised the linguistic need for the Chinese community in order to benefit from the NHS wellbeing program. A first round of small grant was received during the period reported for quit smoking outreach in the Tri-borough areas (City of Westminster, Kensington and Chelsea, Hammersmith and Fulham). The contract has been renewed. In March 2017, the Charity has completed the 3 years project as Kick-It Stop Smoking Chinese community delivery partner.

In September 2016, the Charity entered into a 6-month contract with BME Health Forum to train up 5 volunteers and staff to provide informal emotional wellbeing support to the Chinese residents in Westminster and neighbouring boroughs. The project has been successfully completed in March 2017 where over 30 individuals were benefited.

(vii) Refugee and Asylum Seeker Support

The Charity provides advice and assistance in the areas of asylum support, welfare benefit, housing, healthcare and education for Chinese new arrivals. Due to the lack of funding, we now mainly make referrals to other refugee organisations and with limited services carried out by volunteers. During the year reported, the Charity had hosted monthly Home Office surgery to help the undocumented migrants to voluntarily return to their home country.

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(viii) Prison and Probation Projects

This project was introduced to meet the language and cultural needs of Chinese prisoners in Her Majesty Prisons, initially within the London region. The Charity collects and redistributes the donated Chinese books, magazines and newspapers to the prison libraries. Reading assists rehabilitations, improves mental health and wellbeing of the Chinese inmates. This service has been gratefully received by the respective prisons. At the moment, the entire project is being supported by volunteers and staff and the Charity's own fundraising resources. With the generous donations from the Chinese community, since 2014 the Charity had distributed over 150 items of books and reading materials to HMP Holloway, HMP Bronzefield, HMP Send, HMP Wormwood Scrubs and HMP Coldingley.

(ix) Information Development

The Charity published quarterly bilingual newsletters (traditional Chinese and English) to provide news on immigration and nationality laws, public policy and events within the Chinese community. This is a self-funded project with the help of volunteers from research and editing to translation and final production. Four issues of the newsletter have been published during the year including an electronic version available online.

(x) UK Visas and Immigration (previously UK Border Agency) Surgery and Police Community Service Surgery

The Charity hosts regular Police Community Service surgery at its office. Depending on the availability of the police officer, this is normally held every other month and open to the public with free interpreter provided by the Charity for the non-English speaking Chinese service users.

Since November 2012, the Charity collaborated with the Home Office to host the first UKVI community surgery at its office. It is now scheduled on the first Tuesday of each month. The Home Office officers attend the Charity to answer enquiries from the local community regarding immigration issues. The enquiries can be personal to them or regarding general immigration policies.

(xi) Social Enterprise

CIAC provides fee charging services under the social enterprise initiative which comprises of translation, interpretation and printing facility. This service benefits the local community as the Charity has a team of volunteers with a high proficiency of Chinese-English language standard and specialising in translation and interpretation.

Advice Quality Standard (AQS) Accreditation

The Charity's service to the victims of domestic violence has gone to a higher level. The Charity built up its capacity through volunteer recruitment and training to strengthen the service in victim advocacy through the funding by MOPAC last year. In July 2016, the Charity has achieved Advice Quality Standard (AQS) accreditation. It is working towards the Leading Light Accreditation.

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Fundraising

The Charity has a dedicated fundraising team comprising of mainly volunteers. During the year reported, CIAC had organised a stall in London Chinatown during the Chinese New Year 2018, Annual Charity Dinner at September 2017 the Woman Volunteers Award tea party at the House of Lords in October 2017. Apart from these annual activities, the Charity participates in one-off fundraising events in conjunction with its partners. A gross sum of £21,804 (2017: £13,916) was raised and £6,017 (2017: £9,679) net of expenses.

Woman Volunteer of the Year Award 2016

The Charity launched the Woman Volunteer of the Year Award and the CIAC Volunteer of the Year Award in 2014 to recognise and celebrate the contribution of the volunteers to the Chinese community. The award was sponsored by the Shaftesbury, CIAC's landlord, and supported by One Westminster. The event has been successfully hosted by The Lord Sheikh at The House of Lords for three years.

Plans and Future Projects

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aim and objectives and in planning its future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

Legal Advice

The Charity, while maintaining the services under the Office of the Immigration Services Commissioner (OISC), makes referrals to solicitors' firm and assists the clients with interpretation and research on immigration matters.

Welfare and Benefit Advice and Advocacy Project

The Charity has been delivering benefit advice services as part of its projects in women support and refugee and asylum supports. The service is extended to the wider group in the Chinese community living in the City of Westminster who are usually unaware of their benefit entitlements and have no knowledge to apply. Funding application for the project to provide the services in other London Boroughs has been underway.

Homelessness Project

CIAC has been recognised as a referral agent for Chinese homeless and rough sleepers through its longstanding history of advisory work in the community. The Charity now works closely with St Martin-In-the-Field, Shelter, Passage, and St Mungo's Broadway who provide shelter, meals and hygiene day services to the rough sleepers. We make inter-organisation referrals for the Chinese speaking clients. The Charity sees the demand of the project and it will continue to secure funding to further this service in all London boroughs.

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Healthcare and Wellbeing Project

There is a growing population of the elderly Chinese. Most of them were migrants during 70s and 80s. This first generation of the Chinese migrants came to the UK to work mainly in catering. Later in the 90s, there was an influx of workers from the mainland China. These migrants are mostly lack proficiency in the English language. Now retired or at their 60s, they are usually isolated and have poor health. From dealing with the clients, the Charity recognised that there is a need to promote wellbeing physically, emotionally as well as financially. While the Charity has completed a one-off informal counselling project to the Chinese community, it is now ready to develop further wellbeing projects in collaboration with similar organisations in promoting active living, healthy eating, energy saving and income maximisation.

Prisons and Probation Projects

Following the success in the delivery of the cultural sensitivity training to the London probation staff, the Charity is looking for funding to support and extend the project with prison visits and organising activities to improve the skills and employability of the ex-offenders upon their release and reduce the re-offending rate.

Other Projects

The Charity has researched into areas where there is inequality in accessing services for the Chinese community. There is a significant lack of Chinese speaking services providing one-to-one support to people with mental health issues. Another area that the Charity will look into is the service that tackling problems associated with gambling e.g. debts and problematic gambling and support vulnerable women who are trapped in prostitution.

Social Enterprise and general donations

The Trustees will continue to explore the market for fee charging services under its social enterprise arm which would include legal advice services. The Charity also appealed to businesses and individuals for their generous help, support and donations.

Reserves Policy

The Trustees considered the level of free reserves (being funds not tied up in fixed assets, designated funds or restricted funds) that the Charity will require to provide financial flexibility over the course of the forthcoming year should be 3 months of the resources expended. This was approximate £25,000 in general funds. The Charity continues to use its free reserves to retain staff and bridge the funding gaps. As of 31 March 2018, the free and non-designated reserve was £37,404 (2017: £37,727). It is considered that the free reserve has been maintained at the required level.

The previous premises lease finished in November 2015. The landlord, Shaftesbury, has offered the current office space at Basement, 2 Gerrard Place, London W1D 5PB. The new lease is for 3 years. The Trustees decided it was appropriate to put aside designated reserve of £15,000 (2017: £15,000) for fixed assets and £15,000 (2017: £15,000) for dilapidation of the current office premises.

The Trustees are actively organising fundraising to increase the Charity's unrestricted reserves in order to increase the capacity of the Charity to meet the needs of the Chinese community.

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Investment Policy

Under the memorandum and articles of association, the Charity has the power to make any investment as the Trustees think fit.

Risk Review

Review of the Charity's strategy and activities are carried out on an annual basis to produce a comprehensive three-year rolling strategic plan setting out the major opportunities available and the potential risks exposed. The Trustees regularly monitor progress against the strategic objectives. As part of this process, the Trustees have implemented a risk management strategy that comprises of:

- An annual review of the risks which the Charity may face;
- The establishment of systems and procedures to mitigate those risks identified; and
- The implementation of procedures designed to minimise any potential impact on the Charity should any of those risks materialise.

Related Parties

The Charity reimburses its Trustees for expenditure. During the year there was no related party transaction.

Independent Examiner

The Board of Trustees consider that an audit is not required for the financial year being reported under section 144(2) of the Charities Act 2011 (the Charity Act) and that an independent examination is needed, and the company was entitled to exemption from audit under section 477 of the Companies Act 2006 related to small companies. The members have not required the company to obtain the audit of its accounts for the year in question in accordance with section 476. According to the Charity Act, Independent Examiners Ltd, an independent examiner was appointed, and it has agreed to be the independent examiner for the year ended 31 March 2018.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of Chinese Information and Advice Centre for the purposes of the company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with 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 the affairs of the charitable company and of the incoming resources and application of the resources, including the income and expenditure, of the charitable company for the year. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments 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; and
- prepare the financial statements on the 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 which enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement as to disclosure to our independent examiner

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the independent examiner in connection with preparing their report, of which the independent examiner is unaware, and
- the Trustees, having made enquiries of fellow directors and that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

Approved by the Trustees on,

10th October 2018

Signed on behalf of the Trustees by,

Print Name:

EDMOND YEO

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE CHINESE INFORMATION AND ADVICE CENTRE
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018**

I report on the accounts of the Chinese Information and Advice Centre for the year ended 31 March 2018 as set out on pages 12 to 21.

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 Charities Act) and that an independent examination is needed.

Having satisfied myself that the Charity is not subject to audit under the company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities 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 and comply with the accounting requirements of Section 396 of the Companies Act 2006have 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.

Mr C.B Maizi FMAAT FCIE
Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
Walberton
West Sussex
BN18 0AS



Date: 23.10.2018

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STATEMENT OF FINANCIAL ACTIVITIES For the year ended 31 March 2018

INCORPORATING INCOME & EXPENDITURE ACCOUNT

		2018	2018	2018	2017
	note	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
Income from					
Donations	3	3,171	11,200	14,371	27,502
Charitable activities					
Legal advice	4	-	-	-	730
Women's and Children's Support		-	62,729	62,729	37,020
Chinese Advice Bureau		-	2,500	2,500	10,000
Wellbeing, Benefits and Homelessness		-	-	-	11,677
Information development & Interpretation		-	-	-	-
Other trading activities					
Fundraising		21,804	-	21,804	13,916
Investment Income		18	-	18	23
Total income		24,993	76,429	101,422	100,868
Expenditure on					
Raising funds		15,787	-	15,787	4,237
Charitable activities					
Legal advice	5	4,707	11,200	15,907	23,170
Women and Children support		492	62,729	63,221	42,802
Chinese Advice Bureau		4,264	2,500	6,764	10,180
Wellbeing, Benefits and Homelessness	20	66	-	66	16,173
Information development & Interpretation		-	-	-	623
Total expenditure		25,316	76,429	101,745	97,185
Net income/(expenditure) and net movement in funds for the year	7	(323)	-	(323)	3,683
Reconciliation of funds					
Total funds brought forward		67,727	-	67,727	64,044
Total funds carried forward		67,404	-	67,404	67,727

All incoming resources and resources expended derive from continuing activities.

The statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 14 to 21 form an integral part of these financial statements.

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BALANCE SHEET As at 31 March 2018

	Note	2018 £	2017 £
Fixed Assets	10	1,491	2,352
Non-Current Assets			
Deposit		1,667	1,667
Current Assets			
Debtors	11, 15	10,528	16,106
Cash at bank and in hand		58,437	51,396
		68,225	67,502
Liabilities			
Creditors: amount falling due within one year	12, 15	3,872	2,948
Net Current Assets		65,093	64,554
Provisions	13	847	846
Net Assets		67,404	67,727
Funds			
Unrestricted funds	14		
General fund		37,404	37,727
Designated funds			
Office dilapidation		15,000	15,000
Tangible fixed asset		15,000	15,000
Total designated funds		30,000	30,000
Total unrestricted funds		67,404	67,727
Restricted funds	14	-	-
		67,404	67,727

The notes on pages 15 to 21 form an integral part of these financial statements.

For the year ended 31 March 2018, the Company was entitled to exemption from audit under section 477 of the Companies Act 2006 (the Act) relating to small companies. No members have required the Company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act – however, in accordance with Section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner whose report forms part of this document. The trustees 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.

Approved by the Trustees on, 10th October 2018

Signed on behalf of the Trustees by, 

Print Name:

EDMOND YEO

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CASH FLOW STATEMENT

For the year ended 31 March 2018

	note	2018 £	2017 £
Cash (used in)/provided by operating activities	19	<u>7,323</u>	<u>(9,099)</u>
Cash flows from investing activities			
Interest income		18	23
Purchase of tangible fixed assets		(300)	(2,608)
Cash used in investing activities		<u>(282)</u>	<u>(2,585)</u>
(Decrease)/Increase in cash and cash equivalents in the year		7,041	(11,684)
Cash and cash equivalents at the beginning of the year		51,396	63,080
Cash and cash equivalents at the end of the year		<u>58,437</u>	<u>51,396</u>

CHINESE INFORMATION AND ADVICE CENTRE

NOTES TO THE ACCOUNTS

For the year ended 31 March 2018

1. Accounting policies

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The Charity meets the definition of a public benefit entity under FRS 102. The principal accounting policies adopted in the preparation of the financial statements are as follows.

(a) Accounting convention

The financial statements have been prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements have been prepared in sterling which is the functional currency of the charity.

(b) Incoming resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Donations

Donations are included in incoming resources when they are receivable.

Donated Goods and Services

Donations of services that can be reasonably quantified will usually result in the recognition of income and an expense. An asset will be recognised only when those services are used for the production of an asset and the services received will be capitalised as part of the cost of that asset.

The charity measures incoming resources from non-exchange transactions as follows: (a) Donated services and facilities, that would otherwise have been purchased, shall be measured at the value to the entity. (b) All other incoming resources from non-exchange transactions shall be measured at the fair value of the resources received or receivable.

Fee income

Fees are recognised in the statement of financial activities when they are receivable.

Interest income

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity.

(c) Resources expended

All expenditure is accounted for on an accruals basis. Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

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NOTES TO THE ACCOUNTS

For the year ended 31 March 2018

- Costs of raising funds comprise the costs of commercial trading including hosting charity events and their associated support costs.
- Expenditure on charitable activities includes the costs of charitable activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

(d) Support costs allocation

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Charity activities. These are allocated to the relevant cost area and are explained in more detail in the notes to the accounts.

Governance costs are the costs of governance arrangements which relate to the general running of the charitable company as opposed to the direct management functions in generating funds, service delivery and programme or project work. This includes such items as external independent examination, accountancy and trustees meeting expenses.

(e) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific artistic projects being undertaken by the charity.

Transfers from general funds to restricted funds are made when the income for specific activities does not cover the full costs. Transfers between designated funds and general funds are determined by the trustees where deemed appropriate.

(f) Fixed assets

Fixed assets are stated at cost less depreciation. Fixed asset of value over £150 is capitalised and depreciation is provided on a straight-line basis so as to write off the cost of the fixed assets over their estimated useful life as follows:-

Leasehold improvements	- over length of the lease or until rental review, if shorter
Office equipment	- over 3 years
Furniture and fittings	- over 5 years

(g) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2. Legal status of the Charity

The Charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

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For the year ended 31 March 2018

3. Donated services

	2018	2017
	£	£
OSIC Level I Adviser (Full Time)	10,000	20,000
Accounting services for the year	1,200	1,200
	11,200	21,200

4. Income from charitable activities

Source	Project	2018	2017
		£	£
London Councils	ASCENT - Women and Girls Against Violence	36,979	36,871
City of Westminster Council	Chinese Advice Bureau	2,500	10,000
Social Enterprises	Legal Advice, Interpretation	-	730
BME Forum	Emotional Support	-	5,800
Thrive Tribe Ltd	Kick- It Stop Smoking	-	5,877
The Vegetarian Society	National Vegetarian Week 2016	-	149
Comic Relief	SWAN	25,750	-
		59,427	67,731

5. Expenditure on charitable activities

	Legal Advice	Women's and Children projects	Chinese Advice Bureau	Wellbeing, benefits homeless-ness	Information Development and Interpretation	Total	Basis of Allocation
Expenditure on charitable activities							
Before support cost	15,263	59,744	6,592	66	-	81,665	
Support Costs							
Administration, IT	51	274	14	-	-	339	Project size
Governance costs	593	3,203	158	-	-	3,954	Project size
	644	3,477	172	-	-	4,293	
Total	15,907	63,221	6,764	66	-	85,958	

No management cost was incurred during the year. The acting chief executive was on a voluntary basis and therefore no quantifiable cost was accounted for.

Support costs are not charged to restricted fund projects unless the project agreement allows such charges.

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For the year ended 31 March 2018

6. Governance costs

	2018	2017
	£	£
Independent examiner's fee	600	690
Accounting fees	1,200	1,200
Trustees expenses	2,155	1,933
Total governance costs	4,293	3,823

No provision of the directors' and officers' liabilities insurance incurred in the year reported. Professional indemnity insurance has been incurred in the year to cover any liabilities arising in the cause of its delivery of the service.

7. Net income/(expenditure) and net movement in funds

	2018	2017
	£	£
Net income/(expenditure) and Net movement in funds for the year are stated after charging		
Independent examiner's fee	600	690
Depreciation of fixed assets	1,160	1,488

8. Staff costs

	2018	2017
	Number	Number
Average number of employees during the year calculated on the basis of full-time equivalent	1.5	3.0
 Staff costs comprise:		
	£	£
Wages and salaries	35,159	50,098
Holiday pay (utilised)/accruals	1,994	2,159
Social security costs	(1,994)	(2,159)
Pensions	591	161
Employment allowance	-	685
	35,750	50,944

There was no employee with emoluments above £60,000 (2017: nil) defined for taxation purpose during the year. In the staff costs, there included the in-kind adviser service valued at £10,000 (2017: £20,000). A self-employed worker was contracted this year for an amount of £3,105 (2016: 5,240).

The key management personnel of the Charity comprise of the trustees, the Chief Executive Officer and the honorary treasurer. No key management personnel of the Charity were paid (2017: nil).

9. Trustees' remuneration and expenses

During the year the total expenses reimbursed to a Trustee amounted to £2,155 (2016: £1,933). This principally represents reimbursed travelling incurred in attending Trustee's, committees and other meetings and providing executive cover during the period the post of chief executive was vacated. No Trustees received any remuneration during the year (2017: Nil).

The Charity had not purchased the directors' and officers' liabilities indemnity insurance during the year (2017: nil) to indemnify the trustees and officers against any wrongful acts in the role of Directors/Trustees/officers including breach of duty or trust, neglect, error, misstatement, omission or breach of warranty of authority. However, the business insurance purchased has covered any

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NOTES TO THE ACCOUNTS

For the year ended 31 March 2018

damages or claims incurred by the Trustees on behalf of the Charity or the Charity itself under employment practice for unfair / wrongful dismissal, wrongful failure to employ or promote, etc.

10. Fixed assets

	Leasehold improvement £	Office equipment £	Furniture & fittings £	Total £
Cost				
at 1 April 2017	1,798	22,411	6,391	30,600
Additions	-	300	-	300
at 31 March 2018	<u>1,798</u>	<u>22,711</u>	<u>6,391</u>	<u>30,900</u>
Accumulated Depreciation				
at 1 April 2017	588	21,269	6,391	28,248
Charge for the year	613	548	-	1,161
at 31 March 2018	<u>1,201</u>	<u>21,817</u>	<u>6,391</u>	<u>29,409</u>
Net Book Value				
at 31 March 2018	<u>597</u>	<u>894</u>	<u>-</u>	<u>1,491</u>
at 31 March 2017	<u>1,209</u>	<u>1,143</u>	<u>-</u>	<u>2,352</u>

In the Trustees' opinion the fixed assets were used wholly for charitable purposes.

11. Debtors

	2018 £	2017 £
Prepayment	5,696	5,301
Other debtors	4,831	1,714
Due from funder(s)	-	9,092
	<u>10,528</u>	<u>16,107</u>

12. Creditors: amounts falling due within 1 year

	2018 £	2017 £
Other creditors	3,272	2,248
Accruals	600	700
	<u>3,872</u>	<u>2,948</u>

13. Unrestricted funds and restricted funds

	1 April 2017 £	Income/ gain in the year £	Utilised in the year £	31 March 2018 £
Unrestricted funds				
Designated funds				
Office dilapidation	15,000	-	-	15,000
Tangible fixed assets	15,000	-	-	15,000
General funds	<u>37,727</u>	<u>24,993</u>	<u>25,316</u>	<u>37,404</u>
Total unrestricted funds	<u>67,727</u>	<u>24,993</u>	<u>25,316</u>	<u>67,404</u>

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For the year ended 31 March 2018

	1 April 2017	Income/ gain in the year	Utilised in the year	31 March 2018
Restricted funds				
London Councils - End Violence Against Women and Girls - ASCENT	-	36,979	36,979	-
City of Westminster Council – Chinese Advice Bureau	-	2,500	2,500	-
SWAN Project – Comic Relief	-	25,750	25,750	-
In-kind service – Legal Advice	-	10,000	10,000	-
In-kind service – Accounting service	-	1,200	1,200	-
Total restricted funds	-	76,429	76,429	-

14. Analysis of net assets between funds

	Unrestricted Funds General £	Unrestricted Funds Designated £	Restricted Funds £	Total 2018 £
Tangible fixed assets	1,491			1,491
Debtors	12,195	-	-	12,195
Cash at bank and in hand	26,637	30,000	1,800	58,437
Liabilities and provisions	(2,919)	-	(1,800)	(4,718)
Net assets	37,404	30,000	-	67,404

15. Provisions for liabilities

	Holiday pay accrual £	Total £
As at 1 April 2017	846	846
Additions	-	-
Utilised	-	-
As at 31 March 2018	846	846

The holiday pay provision represents holiday balances accrued as a result of services rendered in the current period which the employees are entitled to carry forward. The provision is measured as the salary cost payable for the period of absence.

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For the year ended 31 March 2018

16. Taxation

As a registered charity the charitable company is exempt from taxation of income and gains falling within section 505 Taxes Act 1988 or section 256 Taxation of Chargeable Gains Act 1992 to the extent these are applied to its charitable objects. No tax charge has arisen during the year.

17. Guarantees and contingent liabilities

The charitable company has not entered into any guarantee arrangements in the year being reported. (2017: nil)

18. Operating lease commitments

The total of future minimum lease payments under non-cancellable operating leases for each of the following periods:

	2018	2017
	£	£
Property		
Less than 1 year	12,434	18,000
2 – 5 years	-	12,434
Over 5 years	-	-

19. Reconciliation of net movement in funds to net cash flow from operating activities

	2018	2017
	£	£
Net movement in funds	(323)	3,683
Add depreciation charge	1,162	1,488
Increase/(Decrease) in provision for holiday pay accrual		685
(Decrease)/Increase in provision on committed future event		(1,000)
Deduct interest income shown in investing activities	(18)	(23)
Increase in debtors	5,578	(1,230)
(Decrease)/increase in creditors	924	(12,702)
Net cash (used in)/provided by operating activities	<u>7,323</u>	<u>(9,099)</u>