

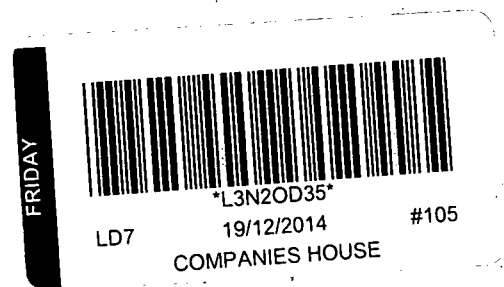
CHINESE INFORMATION AND ADVICE CENTRE

(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)

Report of the Directors and Financial Statements

For the year ended 31 March 2014

Charity no.: 800646
Company no.: 02306765



CHINESE INFORMATION AND ADVICE CENTRE

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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)
Rev. Teck Meng Aun
Boi Phuong Leung
Kan Inglez

Appointed 1 August 2014
Resigned 1 August 2014

Honorary Treasurer and Company Secretary

Emily Lung FCCA

Registered Office

Lower Ground Floor, 71-73 Charing Cross Road, London WC2H 0ND

Independent Examiner

Stephen Mathews FCA
Stewardship
1 Lamb's Passage, London EC1Y 8AB

Bankers

HSBC Bank plc, 138 Shaftsbury Avenue, London WC2H 8HB

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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 2014.

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.

The Charity historically specialises 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, the Charity works towards the betterment of the life of the local community, for example, the quit smoking program and cancer awareness activities. 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 incoming resources for the year amounted to £7,240 (2013: £21,482) of which there was a net deficit of £810 (2013: £195) on restricted projects and a net surplus of £8,050 (2013: £21,677) 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 caseworks.

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(ii) Women's and Children's Support

The Women's and Children's Support project provides Chinese women safety planning, 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. On 31 March 2013, the government officially modernized the definition of domestic violence to encompass the types of abuse which can be psychological, physical, sexual, financial or emotional. The new definition has helped the victims of domestic violence to access legal aid in resolving their family and/or immigration matters.

"Women Together Against Abuse" project

The Charity teamed with 5 other voluntary organisations for women won a 4-year grant by the London Councils in November 2008, under which, the Charity provided services and workshops on domestic violence. The service was co-ordinated and monitored by the lead partner and targets were agreed and reviewed annually. The consortium members had successfully delivered the project up to March 2013.

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 in particular specialist services in Chinese and Vietnamese languages. 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 is initially for two years and will be renewed by the London Councils in April 2015.

Further funding

During the period reported, the Charity further secured a small funding from Zurich Community Trust and Austin & Hope Pilkington Trust to extend the women's and children support services to ethnic Chinese who are affected by the domestic violence.

(iii) End violence against Women Project - City of Westminster

The City of Westminster St James's Ward funded the Charity to act as a third party reporting centre from October 2012 to October 2013 to provide a confidential channel of reporting violence crime against women. The Charity also set up of a 24 hours helpline in Chinese language for women in the event of emergency.

In addition, the grant also funded the production of a film in Chinese language 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. The premiere show was held on 5 September 2013 together with a conference and followed by a Q&A session. The short film is now available on Youtube <http://youtu.be/lvbXGyNk6LY>.

(iv) Benefits and Tax Credits Advice and Advocacy

The Charity aims to provide a one-stop advice service for the Chinese residents. It specially created a new service category in 2011 to provide benefits and tax credits advice through telephone and face-to-face sessions. While this service to the residents within the

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Westminster Councils is funded, the Charity also extends the service outside the borough at a nominal administration fee.

The "Know Your Tax Credits and Benefits Rights" project was a two-year grant to provide benefits and tax credits advice funded by the St James's Ward Councillors through the Westminster City Council Neighbourhood Fund programme. The grant ended in March 2013. CIAC is sourcing further funding to provide this free service covering all over London. In the meantime, the Charity continues to provide the service at a nominal administration fee. At the time of this report, the Charity secured a one year funding from July 2014 to act as a Chinese Advice Bureau (CAB) funded by the City of Westminster St James's Ward and West End Ward. The welfare and benefits advice service will be continued free to the local residents.

(v) Homelessness

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 problems. A one year funding started from November 2012 was granted by the Westminster Amalgamated Charity to serve the local residents.

The project secured another year of funding from April 2014 from StreetSmart and Mrs Smith and Mount Trust to extend the service to all London boroughs.

(vi) 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. This service is merging with the benefit advice as previous clients have moved onto settlement in the country.

(vii) 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. This service has been gratefully received by the respective prisons. At the moment, the entire project is being supported by volunteers and staff and funded entirely from the Charity's own fundraising resources.

During the period reported, the Charity received a grant from Clinks (an organisation supporting voluntary sector working with ex-offenders and their families) to provide a cultural sensitive training to the Foreign National Unit of the London Probation Trust who will be working with the Chinese offenders.

(viii) Information Development

The Charity published quarterly newsletters (in traditional Chinese as well as in 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 on request. In addition, CIAC maintains the Chinese information section outside its office accessible by the general public.

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

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The Charity hosts regular Police Community Service surgery at its office. Depending on the availability of the police officer, this is normally held monthly and open to the general public with free interpretation 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 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.

(x) 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.

Fundraising

The Charity has a dedicated fundraising team comprises of mainly volunteers. During the year reported, CIAC had organised a stall in London Chinatown during the Chinese New Year 2014, the mid-autumn afternoon tea party at the House of Lords, the annual Charity Dinner on the International Women's Day 2014 and participated in the Foundation for Social Improvement (FSI) "Lottery Draw". Apart from the annual activities, the Charity participates in one-off fundraising event in conjunction with its partners. A gross sum of £23,405 (2013: £28,184) was raised and £15,682 (2013: £22,228) net of expenses.

Plans and Future Projects

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 particular immigrations matters.

Benefit Advice 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

In carrying out the current project under the funding from Westminster Amalgamated Charity, the Charity works closely with St Martin-In-the-Field, Passage and No Second Night Out project of Broadway who provide shelter, meals and hygiene day services to the rough sleepers. We made referrals to each other especially for the Chinese speaking clients. The Charity finds the needs of the project. At the time of this report, the Charity secured one year of funding from April 2014 from two funders to continue the existing service in all London boroughs.

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

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restaurants. Later in the 90s, there was an influx of workers from the mainland China. These groups of migrants are mostly lack of English language proficiency. 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. The Charity is looking at funding including from the NHS to develop a series of wellbeing projects promoting active living, healthy eating, energy saving and income maximisation.

Quit Smoking – Kick It Program

In respond to the NHS campaign appealing to the smokers to quit smoking in early 2014, CIAC swiftly joined the Kick-It task force with two NHS Quit Smoking Advisors trained and qualified in mid-2014. CIAC recognised the linguistic needs for the Chinese community in order to benefit from the NHS wellbeing program. A small grant will be available on successfully quit smoking basis.

Prisons and Probation Projects

With the success of completing the cultural sensitivity training to the 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 prisoners upon their release and reduce the re-offending rate.

Other Projects

The Charity has researched into areas where there is insufficient local services targeting the Chinese community especially in the two highly Chinese populated boroughs, Lambeth and Southwark. These are the areas that the Charity can extend its services and develop a team of dedicated local volunteers and self-help groups to organise local community and cultural events. There is also a significant lack of Chinese service providers who support 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.

Social Enterprise and general donations

The Trustees will continue to explore the market for fee charging services under social enterprise 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 £20,000 in general funds. The Charity continues to use its free reserves to retain staff and bridge the funding gaps. As of 31 March 2014, the free reserve was £25,298 (2013: £27,249). It is considered that the free reserves have been maintained at the required level.

The previous premises lease finished in November 2013, it was extended for another year. In April 2014, the landlord changed to Shaftesbury PLC. The terms of the lease of the Charity stay unchanged. Under the new landlord, there is no further announcement of redevelopment plan of the commercial arcade. However, the Trustees decided it was appropriate to put aside designated reserve of £10,000 (2013: £5,000) for fixed assets and £10,000 (2013: £5,000) for relocation and decoration in this financial year. The total amount required is estimated to be £15,000 for fixed assets and another £15,000 for relocation. The Trustees planned to accumulate these sums in the next financial year if the resources are available.

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

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 2011 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 2011 Act, an independent examiner, Stewardship was appointed and it has agreed to be the independent examiner for the year ended 31 March 2014.

Signed for and on behalf of
Board of Trustees



Teck Meng Aun
Trustee

16 December 2014

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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 the incoming resources and application of the resources, including the net income or expenditure, of the charitable company for the year. 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 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.

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE CHINESE INFORMATION AND ADVICE CENTRE
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014**

I report on the accounts of the Chinese Information and Advice Centre (the "Charity") for the year ended 31 March 2014 as set out in the annual report.

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 the 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.

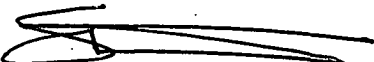
BASIS OF INDEPENDENT EXAMINER'S STATEMENT

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.


Stephen Mathews FCA
For and on behalf of
Stewardship
1 Lambs Passage
London EC1Y 8AB

16 December 2014

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STATEMENT OF FINANCIAL ACTIVITIES & SUMMARY INCOME & EXPENDITURE ACCOUNT For the year ended 31 March 2014

		2014	2014	2014	2013
		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary Income - Gifts and Donations		4,825	117	4,942	5,517
- Donated Services	3	-	21,200	21,200	21,200
- Others		579		579	542
Activities for generating funds					
Interest income		40	-	40	10
Fundraising		23,405	-	23,405	28,184
Incoming resources from charitable activities					
	4	-			
Legal advice		2,350	-	2,350	2,931
Women support		-	44,982	44,982	30,558
Probation support		-	1,500	1,500	-
Wellbeing, benefits and homelessness		42	200	242	8,675
Children support		-	1,000	1,000	-
Information development & interpretation		435	-	435	3,263
Total incoming resources		31,676	68,999	100,675	100,880
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising costs of grants and donations		7,723	-	7,723	5,955
Charitable activities					
	5				
Legal advice		6,730	20,024	26,754	27,014
Women support		4,664	42,339	47,003	31,270
Probation support		37	1,349	1,386	-
Wellbeing, benefits and homelessness		1,996	2,605	4,601	10,004
Children support		-	250	250	-
Information development & interpretation		1,380	6	1,386	1,690
Governance costs	6	1,096	3,236	4,332	3,465
Total resources expended		23,626	69,809	93,435	79,398
Net incoming / (outgoing) resources	7	8,050	(810)	7,240	21,482
Funds brought forward at 1 April		37,248	2,393	39,641	18,159
Funds carried forward at 31 March		45,298	1,583	46,881	39,641

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 13 to 19 form an integral part of these financial statements

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BALANCE SHEET

As at 31 March 2014

	Note	2014 £	2013 £
Fixed Assets	10	<u>1,866</u>	<u>1,321</u>
Non-Current Assets			
Deposit		<u>1,958</u>	<u>1,500</u>
Current Assets			
Debtors	11, 16	9,106	11,733
Cash at bank and in hand		<u>44,475</u>	<u>35,148</u>
		53,581	46,881
Liabilities			
Creditors: amount falling due within one year	12, 16	<u>9,510</u>	<u>10,061</u>
Net Current Assets		<u>44,071</u>	<u>36,820</u>
Deferred capital grants	13	<u>1,014</u>	-
Net Assets		<u>46,881</u>	<u>39,641</u>
Funds			
Unrestricted funds	15		
General fund		<u>25,298</u>	<u>27,248</u>
Designated funds			
New office refurbishment		10,000	5,000
Tangible fixed asset reserve		<u>10,000</u>	<u>5,000</u>
Total designated funds		<u>20,000</u>	<u>10,000</u>
Total unrestricted funds		45,298	37,248
Restricted funds	15	<u>1,583</u>	<u>2,393</u>
		<u>46,881</u>	<u>39,641</u>

The notes on pages 13 to 19 form an integral part of these financial statements.

For the year ended 31 March 2014, 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 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.

Approved by the Board of Directors on 16 December 2014 and signed on its behalf by


Teck Meng Aun
 Trustee

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NOTES TO THE ACCOUNTS

For the year ended 31 March 2014

1. Accounting policies

The financial statements are prepared in accordance with the Statement of Recommended Practice 2005 "Accounting and Reporting by Charities" and applicable accounting standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements are as follows:

(a) Accounting convention

The financial statements are prepared under the historical cost convention.

(b) Incoming resources

All income is recognised in the statement of financial activities when the conditions for receipt have been met and there is reasonable assurance of receipt.

Grants for revenue expenditure

Grants are recognised in the statement of financial activities when the conditions for receipt have been complied with.

Grants for fixed assets expenditure

Capital grants are first recognised as deferred capital grants and an annual transfer is made to the statement of financial activities over the useful economic life of the asset at the same rate as the depreciation charge on the asset for which the grant was awarded.

Donations

Donations are included in incoming resources when they are receivable.

Gifts in kind and donated services

Gifts in kind are recognised as income when brought into use by the charity. Gifts in kind and donated services and facilities have been included in income at an amount equivalent to the estimated value to the charity.

Fee income

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

Interest income

Interest is included when receivable by the charitable company.

(c) Resources expended

All expenditure is accounted for on an accruals basis and has been allocated on the basis indicated below.

Charitable activities

This includes all expenditure directly related to the objects of the Charity and comprises the following:-

Legal advice

Provision of legal advice to the clients

Women's support

Provision of support for women domestic violence victims

Probation support

Provision of support and cultural sensitivity training to the probation staff and support to ex-offenders

Benefits Advice

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Notes to the Accounts (continued) For the year ended 31 March 2014

Provision of advice on benefits including tax credits and social help

Homelessness

Provision of advice on housing and tackling effects of homelessness

Interpretation

The provision of interpretation and translation service

Information Development

The provision of information development services

Governance costs

These costs include 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 external audit, accountancy and trustees meeting expenses.

Support costs

Support costs represent the staffing and associated costs of finance, personnel and general administration in supporting the operational programmes for which the Charity is responsible. These are allocated to the relevant cost area and are explained in more detail in the notes to the accounts.

(d) Cash flow statement

The Charity has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

(e) Fund accounting

The Charity maintains various types of funds as follows:

i) Restricted

Restricted funds comprise amounts donated for specific objectives. They are expendable in furtherance of certain particular aspects of the objects of the charity.

ii) Unrestricted

Unrestricted funds comprise amounts donated to the charity for general use. They are expendable at the discretion of the trustees, in furtherance of any aspects of the objects of the charity. There are two categories of unrestricted funds:

a) Designated

Designated funds comprise funds set aside out of unrestricted income by the trustees for the furtherance of particular aspects of the charity's objects. The trustees may, at their discretion, reallocate these funds back to the general fund. Discretionary reallocations between designated and general funds are treated as transfers in the notes to the accounts.

b) General

General funds represent the accumulated unrestricted and undesignated surpluses. The general funds are available at any time for use at the discretion of the trustees for furtherance of the charity's activities and objectives.

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

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Notes to the Accounts (continued)

For the year ended 31 March 2014

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.

3. Donated services

	2014	2013
	£	£
OSIC Level Adviser (Full Time)	20,000	20,000
Accounting services for the year	1,200	1,200
	<u>21,200</u>	<u>21,200</u>

4. Incoming resources from charitable activities

Source	Project	2014	2013
		£	£
London Councils	ASCENT - Women and Girls Against Violence	36,871	-
Zurich Community Trust	Women and Girls Against Violence	2,000	-
City of Westminster Council	Third Party Reporting Centre, 24 hours women helpline & domestic violence awareness film production	6,111	2,701
CLINKS - National Offender Management Services (NOMS)	Probation Support	1,500	-
Austin and Hope Pilkington Trust	Lone Mother Children support	1,000	-
Cancer Equality	Cancer Awareness week activities	200	-
London Councils	Women Together Against Abuse	-	27,857
City of Westminster Council	Know Your Tax Credits and Benefit Rights	-	4,347
Westminster Amalgamated Charity	Homelessness Support	-	4,000
Social Enterprises	Legal Advice and Interpretation	2,827	6,522
		<u>50,509</u>	<u>45,427</u>

5. Charitable activities

	Legal Advice	Women's support	Probation Support	Wellbeing, Benefits and Homelessness	Children's support	Information development, interpretation and translation	Total	Basis of Allocation
	£	£	£	£			£	
Charitable Activities	26,654	46,703	4,551	1,361	250	1,361	80,880	
<u>Support Costs</u>								
Administration	85	255	43	21	-	21	425	Project size
Information Technology	15	45	7	4	-	4	75	Project size
	<u>100</u>	<u>300</u>	<u>50</u>	<u>25</u>	<u>-</u>	<u>25</u>	<u>500</u>	
Total	<u>26,754</u>	<u>47,003</u>	<u>4,601</u>	<u>1,386</u>	<u>250</u>	<u>1,386</u>	<u>81,380</u>	

CHINESE INFORMATION AND ADVICE CENTRE

Notes to the Accounts (continued) For the year ended 31 March 2014

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.

6. Governance costs

	Unrestricted Funds	Restricted Funds	Total 2014	Total 2013
	£	£	£	£
Independent examiner's fee	733	-	733	-
Accountancy fee	-	1,200	1,200	1,200
Trustees expenses	840	1,559	2,399	2,265
Total governance costs	<u>1,573</u>	<u>2,759</u>	<u>4,332</u>	<u>3,465</u>

No provision of the directors' and officers' liabilities insurance incurred in the year under 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 (outgoing)/incoming resources and net movement in funds

	2014 £	2013 £
Net (outgoing)/incoming resources and Net movement in funds for the year are stated after charging		
Independent examiner's fee	733	-
Depreciation of fixed assets	755	671
Operating lease rentals - land and buildings	<u>22,560</u>	<u>22,560</u>

8. Staff costs

	2014 Number	2013 Number
Average number of employees during the year calculated on the basis of full-time equivalent	<u>0</u>	<u>0.5</u>
	£	£
Staff costs comprise:		
Wages and salaries	20,000	23,403
Social security recovery	-	(2,641)
	<u>20,000</u>	<u>20,762</u>

There was no employee with emoluments above £60,000 defined for taxation purpose during the year. The social security cost shown a recovery representing the statutory maternity pay receivable from the Revenue Office in 2013. In the staff costs, there included the in-kind services of a volunteer valued at £20,000 (2013: £20,000). The Charity contracted 2 (2003: 1) self-employed workers.

CHINESE INFORMATION AND ADVICE CENTRE

Notes to the Accounts (continued) For the year ended 31 March 2014

9. Trustees' remuneration and expenses

During the year the total expenses reimbursed to a Trustee amounted to £2,399 (2013: £2,265). 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 (2013: Nil).

The Charity had not purchased the directors' and officers' liabilities indemnity insurance during the year (2013: 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 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

	Office Equipment £	Furniture & Fittings £	Total £
Cost			
as at 1 April 2013	27,623	7,771	35,394
Additions	1,300	-	1,300
Disposal	(6,571)	-	(6,571)
as at 31 March 2014	<u>22,352</u>	<u>7,771</u>	<u>30,123</u>
Accumulated Depreciation			
as at 1 April 2013	27,377	6,696	34,073
Charge for the year	253	502	755
Written off on Disposal	(6,571)	-	(6,571)
as at 31 March 2014	<u>21,059</u>	<u>7,198</u>	<u>28,257</u>
Net Book Value			
as at 31 March 2014	<u>1,293</u>	<u>573</u>	<u>1,866</u>
as at 31 March 2013	<u>246</u>	<u>1,075</u>	<u>1,321</u>

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

11. Debtors

	2014 £	2013 £
Prepayment	316	316
Other debtors	8,402	3,074
Net VAT receivable	388	-
Net national insurance and PAYE recoverable	-	2,079
Various funders	-	6,264
	<u>9,106</u>	<u>11,733</u>

CHINESE INFORMATION AND ADVICE CENTRE

Notes to the Accounts (continued) For the year ended 31 March 2014

12. Creditors: amounts falling due within 1 year

	2014	2013
	£	£
Other creditors	8,777	9,843
Accruals	733	-
Net VAT payable	-	218
	<u>9,510</u>	<u>10,061</u>

13. Deferred capital grants

The deferred capital grants represent the unamortised capital grants as at the year end. Such grants are deferred up the useful economic life of the fixed assets purchased using the grants. The deferred capital grants for over one year as of the year end was £1,014 (2013: Nil)

14. Other provisions

It is a policy of the Charity to set aside one month salary to provide for coverage due to staff absences. In 2014 no such provision was made (2013: Nil) due to the fact that the company has taken on self-employment workers.

15. Unrestricted funds and restricted funds

	1 April 2013	Income/ gain in the year	Utilised in the year	Transfer	31 March 2014
	£	£	£	£	£
Designated funds					
Office refurbishments	5,000	-	-	5,000	10,000
Tangible fixed assets	5,000	-	-	5,000	10,000
General funds	27,248	31,676	(23,626)	(10,000)	25,298
Total unrestricted funds	<u>37,248</u>	<u>31,676</u>	<u>(23,626)</u>	<u>-</u>	<u>45,298</u>
Restricted funds					
End Violence Against Women and Girls - ASCENT – London Councils	-	36,871	(36,871)	-	-
Women's Support - Zurich Community Trust	-	2,000	(1,167)	-	833
City of Westminster Council - Domestic violence awareness	-	6,111	(6,111)	-	-
CLINKS - Probation support	-	1,500	(1,500)	-	-
Austin and Hope Pilkington Trust – Children's support	-	1,000	(250)	-	750
Cancer Equality	-	200	(200)	-	-
Fixed assets grant	-	117	(117)	-	-
Legal Advice – in-kind service	-	20,000	(20,000)	-	-
Accounting – in-kind service	-	1,200	(1,200)	-	-
Westminster Amalgamated Charity – Homelessness	2,393	-	(2,393)	-	-
Total restricted funds	<u>2,393</u>	<u>68,999</u>	<u>(69,809)</u>	<u>-</u>	<u>1,583</u>

CHINESE INFORMATION AND ADVICE CENTRE

Notes to the Accounts (continued) For the year ended 31 March 2014

16. Analysis of assets and liabilities between funds

	Unrestricted Funds General £	Unrestricted Funds Designated £	Restricted Funds £	Total 2014 £
Tangible Fixed Assets	852	-	1,014	1,866
Non-Current Asset Deposit	1,958	-	-	1,958
Net Current Assets				
Debtors	8,718	-	388	9,106
Cash at bank and in hand	18,815	20,000	5,660	44,475
Current liabilities	(5,045)	-	(4,465)	(9,510)
	22,488	20,000	1,583	44,071
Deferred Capital Grants			(1,014)	(1,014)
Net Assets	25,298	20,000	1,583	46,881

17. 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.

18. Guarantees and contingent liabilities

The charitable company has not entered into any guarantee arrangements in the year being reported. (2013: nil)

19. Operating lease commitments

At the year end the charitable company was committed to make the following payments during the next year in respect of operating leases:

	2014	2013 £
Land and Building Expiring within 1 year	13,333	10,000