Company Registered No. 5132321
Charity No. 1109595

CHINESE ASSOCIATION OF WOKING

Annual Report and Accounts

for the year ended 31 August 2011

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CONTENTS **Page**

Trustees Report	3-7
Treasurer Report	8
Reference and administration details	9
Statement of financial activities	10
Balance Sheet	11
Notes forming part of the financial statements	12-14

Company registered No 5132321
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Trustees' Annual Report for the year ended 31 August 2011

STRUCTURE, GOVERNANCE AND MANAGEMENT

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

The CAW is a member of the Woking Association of Voluntary Service (WAVS) which provides a wide range of support and training for charities in the local area All trustees are CRB checked via WAVS Trustees are encouraged to attend the training sessions on new policies which are relevant to the work of the Association

AIMS AND OBJECTIVES

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

ACTIVITIES

The Chinese Association of Woking (CAW) has undertaken the following activities for the public benefit in relation to its objects set out in its M&A Note, trustees have had regard to the guidance issued by the Charity Commission

Saturday Chinese School

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

The school is governed by the school governing body which consists of the chairman, representatives from the parents, teachers, the CAW board of directors and advisors The administration of the school is lead by a head teacher with a group of volunteers All the language teachers are volunteers and many of them are parents of the existing school children The parents' club runs a tuck shop during the break time and helps with looking after the security of the school

The school offers child Mandarin classes and Cantonese classes. It takes on children from aged 5 onwards up to aged 18 No prior knowledge of Chinese is required for the beginners' classes Students who reach the standard of the GCSE or A level will take the public examination Since 2009, the school started to offer the new Asset Language examination as well Although many of the children attending the schools have Chinese parents, the school welcomes all races to join their classes The number with non-Chinese origins and the number of mix-raced students and non-Chinese students has increased steadily over the last few years This reflects the diversity of the school Apart from child language classes, the school also runs adult Mandarin classes The language classes run between 10 00 am and noon and are followed by the afternoon school activities from 12 30 pm The afternoon activities aim to promote Chinese culture among the students The students who do not stay for the afternoon school activities finished the school at 12 00 pm

Apart from some activity teachers, all the teachers and helpers of the school are volunteers The school does not receive any outside funding and the main source of the income of the school comes from the school fees The school also receives small amounts of donations It also raises funds by selling raffle tickets once a year

The school is the member of the two Chinese education promotional organisations the UK Federation of Chinese Schools (UKFCS) and the Association for the Promotion of Chinese Education (UKAPCE) The school has encouraged their students to take part in their activities and competitions every year. The school is also a member of National Resource Centre for Supplementary Education

Chinese community project

The project provides a social network platform for the CAW members and non-members The project is led by a voluntary project co-ordinator and run at the Old Woking Community Centre every Tuesday (apart from during the summer holidays) from 10 30 am to 14 00 pm £1 is charged towards the cost of hiring the hall Non members pay £1 50 and those aged 70 and above can come free Regular activities include sharing lunch, playing Majong and singing The project also organises some well-being classes for their members Through these regular meeting and activities, the project promotes a sense of community belonging among the members It also gives support and advice to vulnerable members

Cultural performance

In order to raise the awareness of the Chinese culture to the wider public, the CAW also delivers cultural performances in various venues and at various occasions These cultural performance activities are led by a cultural producer The main performance areas are lion dancing, Chinese

dancing, Kung Fu demonstrations, Tai Chi demonstrations, acrobatics The performers are made up of Saturday school children, teachers, parents and some other members of the CAW.

Chinese festive celebrations

The two main social activities are organised by the CAW, to celebrate the Chinese Mid-Autumn festival and the Chinese New Year

ACHIEVEMENTS AND PERFORMANCE

Saturday Chinese School

The school ran 19 language classes (5 child Cantonese classes, 10 child Mandarin classes and 4 adult Mandarin classes) in 2010-2011 After-school activities included Kung Fu, painting and Chinese dancing Some students also joined the lion dance team In addition, the school ran an adult Tai Chi class between 10 00 and 11 00 for parents

The school received good results for its students who took public examinations In June 2011, students of the school achieved 8 A* GCSE, 4 As, 5 Bs and 1 C in the AS level, 1 A and 4Bs in A2 level Chinese exam For the Asset Language examination, our students achieved 4 Grade 6 and 3 Grade 5 in the Asset Level 1 Chinese exam

The school took part in different competitions organised by UKFCS and UKAPCE and our students continued to perform well and won a number of prizes

- UKFCS Chinese Calligraphy Competition A third prize in the junior group and a merit in the intermediate group
- UKFCS Chinese New Year Card Competition A third prize in the junior group
- UKFCS Cultural Performance Competition won the Top Prize as the Overall Champion, and a number of individual prizes including,- First prize in Martial Arts/Acrobatics, Second in Singing and Third in Musical instrument,
- UKAPCE Chinese Calligraphy Competition 25 third prizes
- UKAPCE Writing Competition One first prize
- UKAPCE Story Telling Competition. Two second prizes

The students of the school also participated in a variety of performances outside the school The biggest event they took part was the Chinese New Year celebration in the Woking town centre They performed Kung Fu, dancing and singing to the general public in the event

Chinese Community Project

In 2010-2011, CCP organised regular activities such as lunch sharing, playing mahjong and singing Also a gardening course was organised for members interested and it was well attended and was very popular

Cultural performance

The CAW delivered more than 12 performances in 2010-2011

As usual, the biggest event that the CAW organised in 2010-2011 was the Chinese New Year celebration in Woking town centre on the 5th February 2011 The event was supported by the

Woking borough council Apart from the cultural performances, the CAW also set up stalls displaying the work of the CAW. The event was very popular and successful

On the 26th February 2011, CAW team participated the annual UKFCS Culture Competition in London and won the Overall Champion

Cultural performances that CAW delivered also included the following events

- 2010 CAW mid autumn celebration,
- 2011 Woking One World party,
- 19th Sept 2010 Sunningdale Carnival ,
- A lion dancing performance at a wedding reception of a local family

Chinese festive celebration and other activities

The autumn festival celebration party took place in the 26th September 2010 The 2011 Chinese New Year celebration was successfully held at Woking Town Centre on 5th February 2011 and the new year dinner was held on the 20th February 2011

In 2011, CAW also organized its second badminton tournament. The event was very popular and successful

FINANCIAL REVIEW

The CAW Treasurer Report following this part of the document summarises the financial details of CAW for the period of 1st September 2010 and 31st August 2011

The CAW had a designated reserve of £33,161 at the end of the financial year on the 31 August 2011 The funds are held in order to meet any unforeseen expenditure that may occur For example, if the CAW is no longer able to have a free venue for the Saturday school, the reserve will be used to hire a venue for that purpose

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice The law applicable to charities in England and Wales, the Charities Act 1993, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed, requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources including the income and expenditure of the charity for that period In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charity SORP,
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity, and to enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed 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

ON BEHALF OF THE BOARD

Dr Zhuyao Zhang

Chairman

06/05/2012

Company registered No 5132321
Charity No. 1109595

TREASURER REPORT

I am pleased to present the account that has been examined by an independent examiner for the year ended 31st August 2011. The finalization of the complete set of accounts prepared in accordance with the format that comply with the requirement of the SORP

Membership fee 2010-2011 from 154 members (last year 172) brought in £2,310 coupled with school fee of £ 21,930 was received and £4,813 was also raised from other school activities A further £2 454 was collected from other CAW activities including at the Mid Autumn festival and Chinese New Year Celebration Event Total incoming resources for 2010-2011 were £32,951 compared with £29,944 in the previous year, an increase of £3k. We achieved a surplus of unrestricted funds of £ 6,397

The balance of the restricted fund at the year end was £1,616 The accumulation of any surplus unrestricted fund will be put into the general reserve and will be used to further the charitable objects of the association at the discretion of the board of directors and also sustain the running costs of the association

Total expenditure in the year was £26,554, which was £516 less than in 2010 A breakdown of the resources expended is shown in the notes to the accounts

I would like to thank all the hard work of the volunteers, board of directors and those members and friends who have devoted so much time

Finally, I hope everyone continue to support in anyway they can for the continuous success of the all the activities in our organization which will help benefit the future of our communities

Zhi Song

Treasurer
Chinese Association of Woking

20/04/2012

Company registered No. 5132321
Charity No. 1109595

Reference and administration details
for the year ended 31 August 2011

Charity Name:	CHINESE ASSOCIATION OF WOKING
Registered Office:	21 Coresbrook Way, Woking, GU21 2TR
Company registration number	5132321
Charity registration number	1109595

Directors

Mr Anthony Roger James
Mrs Susie Sau-Ching Jamieson
Ms Anita Chi Wai Ho
Dr Zhi Song
Mrs Candy Fisher
Ms Helen Tai
Ms Kim Ping Lee
Dr Zhuyao Zhang
Mrs Clara Chipping
Dr Yanling Chen
Dr Yimeng Yang (until 19/02/2011)
Mrs Francie Pei (until 07/05/2011)
Mr Anbin Wang (until 07/05/2011)
Ms Eva Yip (until 07/05/2011)
Dr Oliver Qi (until 19/02/2011)

New Directors elected at 25/06/2011

Ms Peat Chan, Mrs Michelle Wong, Mrs Jeannette Ho and Ms Jackie Ho

Secretary	Mrs Clara Chipping
Independent Examiner	Mr Nick Le Maire
Banker	Santander Woking Branch CAF Bank

Company registered No. 5132321
Charity No. 1109595

Statement of Financial Activities for the year ended 31 August 2011

	Notes	Unrestricted Fund £	Restricted Fund £	Designated Fund £	Total Fund 2011 £	Total Fund 2010 £
INCOMING RESOURCES	1					
Income resources from generated funds						
Donation		-			-	-
Bank interest receivable		74			74	65
Activities for generating funds						
Fund-raising events & CCP		1,370			1,370	1,374
Other activities to generate income		2,454			2,454	3,034
Income resources from charitable activities						
School Fees		21,930			21,930	18,854
Other School activities		4,813			4,813	4,077
Membership fee		2,310			2,310	2,540
Total incoming resources		**32,951**	--	--	**32,951**	**29,944**
RESOURCES EXPENDED	2					
Governance costs	2a	(1,261)			(1,261)	(1,568)
Costs of generating funds						
Cost of generating voluntary income and other activities	2b	(2,897)			(2,897)	(3,246)
Charitable activities	3					
Teaching	3a	(18,218)			(18,218)	(17,661)
School administration and support costs	3b	(3,527)			(3,527)	(2,549)
Surrey Youth Fund activity costs					0	(644)
Chinese Community Project related costs	3c	(188)			(188)	(978)
Cultural Group costs	3c	(463)			(463)	(424)
Total resources expended		**(26,554)**	--	--	**(26,554)**	**(27,070)**
Gross transfers between funds					--	--
Net movement in funds		**6,397**	--	--	**6,397**	**2,874**
Total funds brought forward		23,678	1,616	33,161	58,455	55,581
Total funds carried forward		**30,075**	**1,616**	**33,161**	**64,852**	**58,455**

Company registered No. 5132321
Charity No. 1109595

Balance Sheets as at 31 August 2011		2011	2010
		£	£
FIXED ASSETS		--	--
CURRENT ASSETS			
Bank		66,014	60,779
Cash		21	10
		66,035	60,788
CREDITORS,due within one year			
Advance fees			
Accruals		283	934
Parent club	4	900	1,400
NET CURRENT LIABILITIES		1,183	2,334
TOTAL ASSETS LESS CURRENT LIABILITIES		64,852	58,455
TOTAL NET ASSETS		**64,852**	**58,455**
DESIGNATED FUNDS	5	33,161	33,161
RESTRICTED FUNDS	6	1,616	1,616
UNRESTRICTED FUNDS		30,075	23,678
TOTAL FUNDS		**64,852**	**58,455**

(a) For the year ended 31th August 2011 the company was entitled to exemption under section 477 of the Companies Act 2006

(b) No Members have required the company to obtain an audit in accordance with section 476 of the Companies Act 2006,

(c) The directors acknowledge their responsibility for

i Ensuring the company keeps accounting records which comply with section 386 of the Companies Act 2006,

ii Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company

(d) The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to small companies

Approved by the Board of Director of Chinese Association of Woking on 25th April 2012 and signed on its behalf by -

Treasurer
Date 25/04/2012

Notes forming part of the financial statements for the year ended 31 August 2011

1. Principal accounting policies

a. Basis of accounting

In preparing the financial statements, the charity follows best practice as set out in the Regulations 2000 and the Statement of Recommended Practice, " Accounting and Reporting by Charities" (SORP) issued in March 2005 and with relevant companies and charities legislation and regulations

b. Funds accounting

Designated funds These are funds set aside by the board of directors out of unrestricted general funds for specific future purpose or project

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

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

c. Incoming resources

- School Fee collections are accounted for period from Sept 2010 to July 2011 (term time) Expenses are accounted for as if they are known with certainty
- Donations are taken to unrestricted fund for use for teaching training and supports
- Membership fees are accounted when receivable
- Other activities to generate income are from fund raising and raffles held at cultural events
- Special fund-raising event, jumble sales and contributions are taken to "unrestricted fund" where the funds will be spent for charitable activities
- CAW had no investments other than cash at bank Investment income is included when receivable

2. Resources expended

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

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

Governance costs	2011 £	2010 £
Stationeries, Toners, Printing, Postage	100	87
Subscriptions, Website	0	260
Sundries, Gifts, Flower	230	231
Travelling	24	48
Hall hiring, AGM, Meeting expenses	325	191
Insurance, Accounting, Companies house filing fee	583	752
Subtotal	**1261**	**1568**

b. **Costs of generating income** are those related to the amount incurred on running of the various fundraisings events and cultural activities in the year

Costs of generating voluntary income	2011 £	2010 £
CNY Buffet	1643	1904
CNY Expenses	785	1004
Other Activities CAW badminton tournament	25	--
Mid Autumn festival Expenses	444	338
Subtotal	**2897**	**3246**

3. Charitable expenditures

a. **Teaching Expenditures** are those related to teaching costs of the Chinese school as follows

Teaching Expenditures	2011 £	2010 £
Teacher allowance	13,604	14,606
Teacher Training	1,448	735
Teacher expenses	101	--
Head Teacher/Deputy Allowance	800	550
Kungfu/Tai Chi teacher	1,710	1,200
Teacher allowance/material	135	285
Dance Teacher	420	285
Subtotal	**18,218**	**17,661**

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

School Administration & Support Expenditures	2011 £	2010 £
Caretaker	660	341
Administrator	649	330
Treasurer	300	330
School Cleaning	330	220
Books	819	969
Membership	30	30
Sundries	189	114
Stationery	172	57
Travelling/Trips	213	215
Student prizes/Other gifts	164	3
Subtotal	**3,527**	**2,549**

c. Cultural Group and CCP Expenditures:

Cultural Group – To deliver and promote Chinese cultural activities

Chinese Community Projects (CCP) – Run every Tuesday morning a recreation club at Old Woking Community Centre

Funds	b/fwd 2010 £	Income £	Expenditures £	c/fwd 2011 £
CCP	1904	127	(188)	1,843
Cultural Group	1332	1,243	(463)	2112

4. **Parents Club Funds** –The balance at the 2011 year end was £900 As this amount does not belong to the association, the fund was kept in the association's bank account for safekeeping

5. **Designated funds** –Total of £33,161 was designated by the board of directors for emergencies or any shortfall in the school For example, if the CAW is no longer able to have a free venue for the Saturday school, the reserve will be used to hire a venue for that purpose

6. **Restricted funds are** £1616 of which

   a. *Surrey Youth Fund* (total of £728) - restricted fund from Surrey Youth Opportunity

   b. *Benevolent Funds* (total of £888) - Restricted to provide financial help for beneficiaries who are registered CAW Chinese School students who have mitigating circumstances. The fund was transferred from the designated fund in to the restricted fund.

7. **Trustees Remuneration**

   No trustee received any remuneration and had any personal interest in any contract or transaction entered into by the charity during the year Trustees were neither remunerated nor reimbursed expenses for their work as Trustees during the year

8. **Taxation**

   There is no corporation tax liability as the association is a nonprofit organisation and a registered charity