

CHINESE ASSOCIATION OF WOKING

Company registered No 5132321
Charity No. 1109595



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Annual Report and Accounts
for the year ended 31 August 2012



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Trustees' Annual Report for the year ended 31 August 2012

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 and after school activities 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 led by a head teacher, assisted by the deputy head of language department, the deputy head of cultural department, and a group of volunteers. The school provides in-house and external trainings for the language teachers. 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. In 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 21 language classes (5 child Cantonese classes, 12 child Mandarin classes and 4 adult Mandarin classes) in 2011-2012. After school activities included Kung Fu, painting, Calligraphy, Lion dance, and Chinese dancing for both children and adults. 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 Edexcel Chinese examinations. In June 2012, students of the school achieved 9 A* and 1A in GCSE, 4 As in AS, 2As, 1B, 1C and 1D in A2 level. For the Asset Language examination, our students achieved 4 Grade 9 (reading), 3 Grade 9 (listening) in the Intermediate Level, 5 Grade 3 and 3 Grade 2 in the Breakthrough Level.

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 first prize and two consolation prizes in the over 14 group.
- UKFCS Chinese New Year Card Competition: A second and a consolation prize in the junior group, a third and a consolation prize in the intermediate group.
- UKFCS Cultural Performance Competition: won the Top Prize as the Overall Champion; and a number of individual prizes including:- First prize in Dance, First prize in Kung Fu and Lion Dance, Second prize in Singing.
- UKAPCE Shandong Cup competition: 147 students participated and won prizes.
- UKAPCE Handan Cup competition: 138 students participated and won prizes.
- UKAPCE Writing Competition: Two Merits, one for under nine years old and the other for non native speaker.
- UKAPCE Reading Competition: First and third prizes.

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

Chinese Community Project

In 2011-2012, CCP organised regular activities such as lunch sharing, playing mahjong and singing. Such activities keep attracting more and more members who have spare times during the week day.

Cultural performance

In 2011-2012, the CAW delivered 10 performances at various events.

The biggest event that the CAW participated and made considerable contributions in 2011-2012 was the Chinese cultural performance at Woking "Party on the Park" on 7th July 2012, an activity organised/supported by the Woking borough council to celebrate the 2012 London Olympic.

Games Apart from the cultural performances, the CAW also set up stalls displaying the work of the CAW

Cultural performances that CAW delivered also included the following events.

- September 2011 CAW mid-autumn celebration,
- October 2011 CAW participated the activities organised by the Light Box Woking celebrating Chinese ceramic culture in conjunction with a fibulas Chinese ceramic exhibition from Zibo city, Shangdong Province, China,
- October 2011 Woking One World party,
- October 2011 Performance to entertain the residents at Elmbridge retirement village in Cranleigh,
- January 2012, helped CACH – children adopted from China celebrating Chinese New Year,
- January 2012, bought a new dragon and used to welcome the New Year of Dragon

Chinese festive celebration and other activities

The mid-autumn festival celebration party took place on the 18th September 2011. The 2012 Chinese New Year celebration dinner was held on the 29th January 2012

In 2012, CAW youth group successfully qualified as a voluntary group and provided service during the 2012 London Olympic Games

FINANCIAL REVIEW

The CAW Treasurer Report following this part of the document summarises the financial details of CAW for the period of 1st September 2011 and 31st August 2012

The CAW had a reserve of £33,161 at the end of the financial year on the 31 August 2012. 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

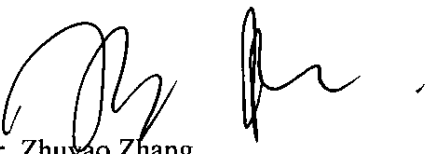
- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charity SORP,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the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

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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
Chinese Association of Woking

Date 20 May 2013



TREASURER REPORT

I am pleased to present the account that has been examined by an independent examiner for the year ended 31st August 2012. The finalization of the complete set of accounts prepared in accordance with the format that comply with the requirement of the SORP.

Membership fee 2011-2012 from 186 members (last year 154) brought in £2,790 coupled with school fee of £24,697 was received and £7,598 was also raised from other school activities. A further £2,240 was collected from other CAW activities including at the Mid Autumn festival and Chinese New Year Celebration Event. Total incoming resources for 2011-2012 were £38,132 compared with £32,951 in the previous year, an increase of £5k. We achieved a surplus of unrestricted funds of £6,524.

The balance of the restricted fund at the year-end was £1,237. 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 £31,608 which was £5,054 more than in 2011. 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.

Dr Zhi Song



Treasurer
Chinese Association of Woking

20/05/2013



**Reference and administration details
for the year ended 31 August 2012**

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 (until 22/04/2012)

Mrs Susie Sau-Ching Jamieson

Ms Anita Chi Wai Ho

Dr. Zhi Song

Mrs Candy Fisher

Ms Helen Tai (until 30/06/2012)

Ms Kim Ping Lee

Dr Zhuyao Zhang

Mrs Clara Chipping

Dr Yanling Chen

Ms Peat Chan

Ms Jackie Ho

Mrs Jeanette Ho

Mrs Michelle Wong

New Directors elected at 30/06/2012

Ms Hong Li, Ms Helen Tao, Mr John Washbrook

Secretary Mrs Clara Chipping

Independent Examiner Mr Nick Le Maire

Banker Santander Woking Branch
CAF Bank

Statement of Financial Activities for the year ended 31 August 2012

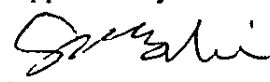
	Notes	Unrestricted Fund £	Restricted Fund £	Designated Fund £	Total Fund 2012 £	Total Fund 2011 £
INCOMING RESOURCES	1					
Income resources from generated funds:						
Donation		0			0	0
Bank interest receivable		79			79	74
Activities for generating funds:						
Fund-raising events & CCP		728			728	1,370
Other activities to generate income		2,240			2,240	2,454
Income resources from charitable activities						
School Fees		24,697			24,697	21,930
Other School activities		7,598			7,598	4,813
Membership fee		2,790			2,790	2,310
Fund hold by Parent Club					0	0
Other incoming resources-Grant					0	0
Total incoming resources		38,132	0	0	38,132	32,951
RESOURCES EXPENDED	2					
Governance costs:	2a	(801)			(801)	(1,261)
Costs of generating funds:						
Cost of generating voluntary income and other activities	2b	(2,093)			(2,093)	(2,897)
Charitable activities:	3					
Teaching	3a	(22,047)			(22,047)	(18,218)
School administration and support costs	3b	(4,741)			(4,741)	(3,527)
Benevolent and Youth Fund activity costs			(379)		(379)	0
Chinese Community Project related costs	3c	(987)			(987)	(188)
Cultural Group costs	3c	(560)			(560)	(463)
Total resources expended		(31,228)	(379)	0	(31,608)	(26,554)
Gross transfers between funds					0	0
Net movement in funds		6,904	(379)	0	6,524	6,397
Total funds brought forward		30,075	1,616	33,161	64,852	58,455
Total funds carried forward		36,979	1,237	33,161	71,376	64,852

Balance Sheets as at 31 August 2012

	2012	2011
	£	£
FIXED ASSETS	0	0
CURRENT ASSETS		
Bank	72,760	66,014
Cash	85	21
	72,845	66,035
CREDITORS, due within one year		
Advance fees		
Accruals	569	283
Parent club	4 900	900
NET CURRENT LIABILITIES	1,469	1,183
TOTAL ASSETS LESS CURRENT LIABILITIES	71,376	64,852
TOTAL NET ASSETS	71,376	64,852
DESIGNATED FUNDS	5 33,161	33,161
RESTRICTED FUNDS	6 1,237	1,616
UNRESTRICTED FUNDS	36,979	30,075
TOTAL FUNDS	71,376	64,852

- (a) For the year ended 31st August 2012 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 Directors of Chinese Association of Woking and signed on its behalf by

 Dr. ZHI Song

Treasurer

Date 20/05/2012

Notes forming part of the financial statements for the year ended 31 August 2012**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 2011 to July 2012 (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	2012 £	2011 £
Stationeries, Toners, Printing, Postage	-106	-100
Subscriptions, Web-site	-7	0
Sundries, Gifts, Flower	-60	-230
Travelling	0	-24
Hall hiring, AGM, Meeting expenses	-163	-325
Insurance, Accounting, Companies house filing fee	-465	-583
Sub-total	-801	-1261

- 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	2012 £	2011 £
CNY Buffet	-1263	-1643
CNY Expenses/Party in Park	-441	-785
CAW badminton tournament	0	-25
Mid Autumn festival Expenses	-389	-444
Sub-total	-2093	-2897

3. Charitable expenditures

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

Teaching Expenditures	2012 £	2011 £
Teacher allowance	-15,422	-13,604
Teacher Training	-1,891	-1,448
Teacher expenses	-56	-101
Head Teacher/Deputy Allowance	-1,243	-800
Kungfu/Tai Chi teacher	-2,190	-1,710
Teacher allowance/material	-450	-135
Dance Teacher	-420	-420
Lion Dance/Calligraphy	-375	
Sub-total	-22,047	-18,218

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

School Administration & Support Expenditures	2012 £	2011 £
Caretaker	-550	-660
Administrator, Deputy Head Teacher - Activities	-1,222	-649
Treasurer	-320	-300
School Cleaning	-330	-330
Books	-676	-819
Membership	-30	-30
Sundries	-582	-189
Stationery	-523	-172
Travelling/Trips	-359	-213
Student prizes/Other gifts	-148	-164

Sub-total	-4,741	-3,527
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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	Funds c/fwd	income	Expenditures	Funds c/fwd
CCP Funds	1,843 16	0	-987	856 41
Cultural Group	2,111 99	728	-560	2279 71

4. **Parents Club Funds** –The balance at the 2012 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 £480) - restricted fund from Surrey Youth Opportunity.
 - b. *Benevolent Funds* (total of £757) - 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