

OXFORDSHIRE CHINESE COMMUNITY AND ADVICE CENTRE

England & Wales · Charity number 1006710

Details

Other names O C C A C, OCCAC

Status Registered

Legal form Other

Registered 1991-12-23

Register [View on the Charity Commission register](#)

Contact

Address 44 Princes Street
Oxford
OX4 1DD

Phone 01865204188

Email admin@occac.org.uk

Website www.occac.org.uk

Activities

Objects: FOR THE BENEFIT OF PERSONS OF CHINESE ORIGIN, ESPECIALLY THOSE LIVING AND WORKING IN OXFORDSHIRE: (1)TO RELIEVE EDUCATION (2)TO RELIEVE THE SICK (3)TO RELIEVE THE POOR(IN PARTICULAR BY THE PROVISION OF INFORMATION AND ADVICE) (4)TO PROVIDE FACILITIES FOR RECREATION AND OTHER LEISURE TIME OCCUPATION IN THE INTERESTS OF SOCIAL WELFARE WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE PERSON USING THOSE FACILITIES.

Activities: 1.Bilingual information, advice, interpreting and translation services 2.Bilingual computing and English classes, talks and training courses3.Day care services to look after elderly and vulnerable members4.Recreational, cultural and community activities5.Home visitation for the socially isolated, & elderly and those living with long-term or mental illnesses.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty, Accommodation/housing, Arts/culture/heritage/science, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin

Geography

- **Area of benefit:** OXFORDSHIRE
- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£85,616	£80,153	-	-
2024-03-31	£95,252	£102,188	-	-
2023-03-31	£160,843	£148,195	-	-
2022-03-31	£153,387	£153,173	-	-
2021-03-31	£156,290	£145,914	-	-

Trustees

Name	Role	Appointed
YAN LING ANNE TSANG	Chair	2023-09-09
Chun Hei Wong		2023-09-09
Dr AMADEUS XU		2024-09-07
Dr CHOW-SHING LAM		2024-09-07
Dr Lei Song		2024-09-07
ESTELLA MAN-KIN PACKWOOD		2023-09-09
GIONG GAO		2024-09-07
MAN KEUNG CHOU		2024-09-07
STEPHEN CHO HING CHU		2023-09-09
Tak Chuen Ng		2022-09-10
Wendy Wensheng Huang		2024-09-07
YUNG ERICA DELEFORTRIE		2024-09-07

OXFORDSHIRE CHINESE COMMUNITY AND ADVICE CENTRE

England & Wales - Charity number 1006710

Accounts

General Information**Trustees (Management Committee Members) 2024 - 2025**

Mr Stephen Chu
Mrs Erica Delefortrie
Dr Wendy Wensheng Huang
Ms Choon Foong Liao
Mr Tak Chuen Ng
Mrs Estella Packwood
Dr Lei Song
Mrs Yan Ling Anne Tsang
Mr Chun Hei Wong
Mr Shui Hing Yiu (till 7.9.2024)
Mr Man Keung Chou (from 7.9.2024)
Ms Qiong Gao (from 7.9.2024)
Dr Chow-Shing Lam (from 7.9.2024)
Dr Sen Wong (from 7.9.2024)
Dr Amadeus Xu (from 7.9.2024)

Accountants and Independent Examiner:

Meng Yong Teh
M Y Teh & Co Limited
Chartered Certified Accountants
Unit 21, Kingspark Business Centre
152-178 Kingston Road
New Malden, Surrey, KT3 3ST

Advisers:

Sir Hugo Brunner
Ms Erica Davis
Dr Lesheng Kong
Mr John Lay

Legal Adviser:

Mrs Brenda Robinson

Bankers:

Santander
Business Banking Centre
T54, Ground Floor Ops
Bridle Road
Bootle, Merseyside
L30 4GB

Barclays Bank PLC
PO Box 333
54 Commarket Street
Oxford
OX1 3HS

Oxfordshire Chinese Community & Advice Centre

Address: 44B Princes Street Oxford OX4 1DD
Telephone: 01865 204 188
E-mail: admin@occac.org.uk
Website: www.occac.org.uk

財政報告 Financial Accounts for 2024 - 2025**信託委員報告 Report of the Trustees for the Year Ended 31st March 2025**

The Trustees have pleasure in presenting their report with the financial statements of the Oxfordshire Chinese Community and Advice Centre (OCCAC) for the year ended 31st March 2025.

The financial statements comply with the Charities Act 2011 and 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 (FRS102) (effective 1 January 2019).

Charitable Status

The Oxfordshire Chinese Community and Advice Centre is a registered charity and is governed by its Constitution adopted on 16th June 1991. Its registered number is 1006710.

Charitable Objects

OCCAC exists to serve the Chinese community in Oxfordshire by assisting them in gaining access to services and benefits they are entitled to and helping them to integrate into society.

The main objectives are:

- (i) To help the needy by the provision of advice and assistance;
- (ii) To advance education and to improve living and employment skills;
- (iii) To provide recreational & cultural, art & music activities; to combat social isolation and improve quality of life.
- (iv) To promote healthy living and good mental health.

Public Benefits

The Trustees have a duty to report on the public benefits that OCCAC brings to society. Each year the Trustees review OCCAC's objectives and activities to ensure that they continue to reflect its aims. In carrying out this review the Trustees have considered the Charity Commission's general guidance on public benefit. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

OCCAC's purposes and aims are set out above in the section entitled 'Charitable Objects'. OCCAC has sought to achieve these objects by undertaking the following activities:

- (i) Opening the Centre for the needy, socially isolated, older, non-English speaking Chinese people to drop in and seek help, enabling them to gain equal access to services through the provision of advice, translation and interpretation services;
- (ii) Organising appropriate educational talks, workshops and classes to enhance clients' career prospects and promote good citizenship;
- (iii) Organising suitable cultural, music and recreational activities for the scattered Chinese community to combat social isolation;
- (iv) Organising health talks and walks, mental health support and carers' support activities as well as day care for the elderly;
- (v) Acting as a bridge between the Chinese community, the wider community and public bodies;
- (vi) Recruiting volunteers to help and serve the Chinese community and the needy people in society.

Achievements and Performance

OCCAC has been serving the local Chinese community, particularly the disadvantaged, vulnerable, non-English-speaking, and older members, for the past 34 years, providing culturally, ethnically, and linguistically appropriate services.

OCCAC's overall performance is limited by the resources available. The demand for services far exceeds what can currently be provided.

Our Management Committee has expanded from 10 to 14 members.

Our activities and achievements from April 2024 to March 2025 are summarised below:

i) Core Services and Activities

OCCAC endeavoured to meet the needs of the local Chinese community by:

- * Providing bilingual advice and assistance to help clients access services
 - * Organising social care and community support services, cultural and recreational activities, and festival celebrations to combat social isolation and promote social inclusion and integration
- Over the past year, more than 2,000 people have benefited from our services and activities.

ii) Cancer Prevention Project (NHS Buckinghamshire, Oxfordshire and Berkshire Integrated Care Board Funding: January - December 2024)

With support from NHS Buckinghamshire, Oxfordshire and Berkshire Integrated Care Board, OCCAC delivered a Cancer Prevention Project aimed at raising awareness, promoting healthier lifestyles, and providing essential support to cancer patients and their families within the Chinese community in Oxfordshire. Activities delivered from April 2024 to March 2025 included:

- 1) Bilingual advice surgeries offering health information, interpretation, advocacy, referrals, and signposting (179 beneficiaries)
- 2) Twelve Zoom and in-person bilingual talks/workshops on cancer prevention (537 beneficiaries)
- 3) Fourteen peer support activities (559 beneficiaries)
- 4) Three walking trips, two visits to Rectory Farm, and three Family Sports Days (314 participants)
- 5) Ongoing support to cancer patients, carers, and their families

iii) TNLCF-Funded Project (April 2024 – September 2025)

With support from The National Lottery Community Fund (TNLCF), OCCAC implemented an 18-month project to support new immigrants and vulnerable members of the local Chinese community.

Activities included:

- 1) Monday Café/Advice Surgery sessions offering advice and support, facilitating access to services and signposting as necessary
- 2) Nine Zoom talks/workshops on topics such as health, the Life in the UK Test, and 'Adapting to UK life'
- 3) Six sessions of the Online UKHK Welcome Course to introduce British customs and culture
- 4) Eleven peer support activities and cookery sessions sharing traditional recipes like rice dumplings to ease homesickness and foster mutual support and social connection
- 5) Four Coffee Afternoons/English Conversation Cafés to help build confidence in spoken English and foster integration with the host community
- 6) Four Table Tennis and Board Games Night and one Family Sports Day
- 7) Festival celebrations, including the Dragon Boat Festival, Mid-Autumn Festival, Christmas, Lunar New Year, and a Lunar New Year Market (attended by over 1,200 participants), encouraging community participation and volunteering
- 8) Visits to vulnerable and socially isolated individuals; support for carers and families, including assistance with welfare benefit applications and housing
- 9) Two Creative Writing Workshops for youth, organised in collaboration with Fusion Arts
- 10) Ongoing support for the "OCCAC Oxfordshire Hongkongers" (牛津郡香港人) network (411 members/families) and seven peer support WhatsApp groups (254 members/families) as of 31 March 2025

iv) Impact

OCCAC's services and activities improved community engagement, reduced social isolation, and enhanced emotional resilience. Many community members lead healthier and more active lifestyles through participation and volunteering.

Conclusion and Recognition

We are grateful to our funders - NHS Buckinghamshire, Oxfordshire and Berkshire Integrated Care Board, The National Lottery Community Fund (TNLCF), Oxford City Council - and all donors for their invaluable support. Without them, OCCAC would not be able to provide its vital services. The above projects have also helped us uncover many hidden needs of the disadvantaged and vulnerable members of the Chinese community.

Over the past four years, Oxfordshire has welcomed more than 4,000 BN(O) friends/families from Hong Kong. OCCAC has tried its best to support their integration and settlement in the local community with our limited resources.

We would also like to extend our heartfelt thanks to local churches and friends, including Orchard Baptist Church in Bicester and St Andrew's Church in Oxford, for their contribution to the English Conversation Café. We are equally thankful to our dedicated volunteers for their support in helping new arrivals and local Chinese residents connect, form friendships, and integrate into society.

Looking Ahead

Our 18-month funding from TNLCF will come to an end in September 2025. We are working hard to secure long and short-term financial support to serve the most vulnerable and non-English-speaking members of the Chinese community in Oxfordshire.

We are grateful to Oxford City Council for awarding us a three-year 'Big Ideas Grant' (2025-28) from the Oxford Community Impact Fund, to help us tackle health and socio-economical inequalities experienced by disadvantaged Chinese community in Oxford.

OCCAC remains steadfast in its mission to improve equal access to services, promote physical, mental, and social well-being, and help individuals to integrate and lead more fulfilling lives among the Chinese community. We also hope to continue to assist the newly arrived individuals and families in navigating and settling into their new environment, and accessing public and community services.

We would be most grateful for donations or suggestions for potential funding sources, to help us meet the complex and growing needs of the marginalised and socially isolated members of the community, especially older adults.

Structure, Governance and Management

The Management Committee (MC) directs the general management and policy of OCCAC. It must meet at least four times a year, and consists of between four and twelve members who are elected at the annual general meeting by the membership of OCCAC. Election is for three years, and one third of the committee retires annually by rotation and shall be eligible for re-election. The membership of the MC includes people from the local Chinese community as well as those with specialist skills.

The pool of specialist skills available to OCCAC is enhanced by the appointment of advisers, who are not necessarily members, but who may be called upon to give specialist advice on an ad hoc basis.

A scheme of delegation is in place and day-to-day responsibility for the provision of the services rests with the Administration Officer. The Administration Officer is responsible for ensuring that the charity delivers the services specified in its aims and objectives.

Going concern

The Trustees have assessed the charity's ability to continue as a going concern and are confident that it remains financially sustainable over the foreseeable future, a period of at least 12 months from the date of approval of these financial statements.

OCCAC's objectives, aims, activities, achievements and performance are set out on page 2, while a 'Financial review' is included below.

The financial position of OCCAC, its liquidity position and reserves are described in the financial statements and notes on pages 7 to 10. In addition, note 2 to the financial statements includes OCCAC's policies for managing its funds. The management of financial and other risks is described below.

OCCAC has sufficient liquid financial resources in its bank deposit accounts totalling around £90,000 of which £54,812 has been set aside as designated contingency fund to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions. In the current economic climate it is difficult to be certain about ongoing funding from local authorities and donations.

OCCAC was awarded a grant of £24,834 from NHS to do Cancer Prevention Project from January to December 2024, and a grant of £20,000 from The National Lottery Community Fund (Awards for All) for an 18-month project from April 2024. With the reduction of staff working time, increased efforts in recruiting volunteers, searching for grants and fundraising, and the award of three-year 'Big Ideas Grant' (2025-28) from Oxford City Council's Community Impact Fund, the Trustees consider that the Centre has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the annual financial statements.

Risk Management

The Trustees are responsible to oversee OCCAC's risk management activities. Detailed considerations of risk are delegated to the Administration Officer. The risks to which OCCAC is exposed are evaluated annually when preparing and updating the Service Strategy and Trustees' Report. The risks, as identified by the Trustees, have been reviewed and systems established to mitigate those risks.

Financial review and results for the year

The Oxfordshire Chinese Community and Advice Centre continues to pursue its objectives as stated above and the moneys which have been given towards these objects and the manner in which these moneys have been expended or set aside for future use are shown in the Accounts on pages 5 to 6.

We continue to set aside funds to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions.

Statement of Trustees' Responsibilities

The Charity Trustees are responsible for preparing Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the charity Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable organisation and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing 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 judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS102, have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Community and Advice Centre will continue to operate.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the Community and Advice Centre and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the royal charters and bye-laws. They are also responsible for safeguarding the assets of the Community and Advice Centre and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees of the charity are aware of their duty under section 17 of the Charities Act 2011 to have due regards to public benefit guidance published by the Charity Commission for England and Wales.

Each person who is a Trustee at the date of approval of this report confirms that:

- (a) so far as the Trustee is aware, there is no relevant audit information of which the auditors are unaware, and
- (b) each Trustee has taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Independent Examiner

A resolution for the reappointment of M Y Teh & Co Limited as Independent Examiner for OCCAC will be proposed at the forthcoming Annual General Meeting.

On behalf of the Trustees



Date: 27th July 2025

趙初興先生 Mr Stephen Chu (主席 Chairman)

核數師聲明**Report of the Independent Examiner to the trustees of Oxfordshire Chinese Community and Advice Centre**

I report to the charity trustees on my examination of the accounts of Oxfordshire Chinese Community and Advice Centre for the year ended 31st March 2025 set out on pages 5 to 10.

Responsibilities and basis of report

As the charity's trustees of the organisation you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Having satisfied myself that the accounts of the organisation are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5) (b) of the 2011 Act).

Basis of Independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as 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 next statement.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts do not accord with such records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Report) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



鄭明榮 會計師

Meng Yong Teh

M Y Teh & Co Limited
Chartered Certified Accountants
Unit 21 Kingspark Business Centre
152-178 Kingston Road
New Malden, Surrey, KT3 3ST

Date: 27th July 2025

	31/3/2025	31/3/2025	31/3/2025	31/3/2024	
	Unrestricted Funds 常費 £	Restricted Funds 指定經費 £	Total 總數 £	Total 總數 £	
收入 INCOME FROM :					
捐贈和遺產 Donations and legacies	33,840.22	-	33,840.22	35,496.35	Note 3
慈善活動 Charitable activities	19,205.15	31,958.82	51,163.97	59,248.83	Note 4
銀行利息 Investments	576.60	-	576.60	507.11	Note 5
其他收入 Other income	34.82	-	34.82	-	Note 6
總收入 TOTAL INCOME	53,656.79	31,958.82	85,615.61	95,252.29	
支出 EXPENDITURE ON :					
慈善活動 Charitable activities	47,472.21	32,680.82	80,153.03	102,188.09	Note 8
總支出 TOTAL EXPENDITURE	47,472.21	32,680.82	80,153.03	102,188.09	
轉移前淨收入/支出(-) Net Income/(expenditure) for the year	6,184.58	-722.00	5,462.58	-6,935.80	
常費轉移至指定經費 Transfers between funds	-722.00	722.00	-	-	Note 2h
淨資金流動 Net movement in funds for the year	5,462.58	0.00	5,462.58	-6,935.80	
Reconciliation of funds					
去年盈餘 Total funds brought forward	74,680.20	287.12	74,967.32	81,903.12	
現結盈餘 Total funds carried forward	£80,142.78	£287.12	£80,429.90	£74,967.32	Note 15

Further details of our income and expenditure are provided on the following pages, and in the notes on pages 7 to 10, which also form part of these accounts.

資產負債表 (於2024年3月31日) Balance Sheet at 31st March 2025

	31/3/2025	31/3/2024	
	Total	Total	
	總數	總數	
	£	£	
固定資產 Tangible Assets	288.03	849.34	Note 11
固定資產總額 Total Fixed Assets	288.03	849.34	
流動資產 Current Assets			
待收回款項 Debtors	5,477.82	4,550.50	Note 12
銀行存款及現款 Cash at Bank and in Hand	89,724.58	120,940.98	
流動資產總額 Total Current Assets	95,202.40	125,491.48	
流動負債 Current Liabilities			
Creditors: Amounts falling due within one year	15,060.53	51,373.50	Note 13
淨流動資產 Net Current Assets	80,141.87	74,117.98	
淨資產 Net Assets	£80,429.90	£74,967.32	
基金 Funds of the Charity :			
限制收入 Restricted income	287.12	287.12	Note 15
不受限制收入 Unrestricted income	80,142.78	74,680.20	Note 15
Total Funds	80,429.90	74,967.32	

The notes on pages 7 to 10 form part of these accounts.

核准者

Approved by the Management Committee, and signed on its behalf by:



趙初興先生 Mr Stephen Chu (主席 Chairman)



黃景熙先生 Mr Chun Hei Wong (司庫 Treasurer)

Date: 27th July 2025

Notes to the Accounts for the Year Ended 31st March 2025

1. Organisation

Oxfordshire Chinese Community & Advice Centre is a registered Charity. (Registration No. 1006710)

The Community & Advice Centre is governed by its Constitution adopted on 16th June, 1991 and it is constituted as an unincorporated association. The Centre had 10 Trustees in the year 2024-25, about one third of the Trustees are elected annually for a 3 year term by OCCAC members at the annual general meeting. The administrative office is at 44B Princes Street Oxford OX4 1DD.

2. Accounting Policies

a) Basis of Accounting

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note (s) to these accounts. The accounts 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) - (Charities SORP (FRS102) effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

OCCAC meets the definition of a public benefit entity under FRS 102.

b) Preparation of accounts on a going concern basis

OCCAC was awarded a grant of £24,834 from NHS to do Cancer Prevention Project from January to December 2024, and a grant of £20,000 from The National Lottery Community Fund Awards for All for an 18-month project from April 2024. With the reduction of staff working time, increased efforts in recruiting volunteers, searching for grants and fundraising, and the recent award of three-year 'Big Ideas Grant' (2025-28) from Oxford City Council with match funding from sponsors, the Trustees consider that the Centre has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements as outlined in the report of Trustees on page 3.

c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. If grants and other sources of income relate to a specified period they are time apportioned over the period to which they apply. Grants, which are paid as a reimbursement of specific expenditure incurred, are allocated to the period in which that expenditure takes place.

Restricted income includes amounts received from government and local authorities to fund specific aspects of OCCAC's primary objectives. Where such income is received in advance it is treated as deferred income and released to income as the service is provided over the period of the project.

d) Volunteers

The Charity relies heavily on volunteers who are mainly members of the general public. The volunteers play an important role in organising events, fundraising, food catering and providing administrative and clerical work. The value of services provided by volunteers is not incorporated into these financial statements. In accordance with the Charities SORP (FRS102), the general volunteer time of regular participants and members of the general public is not recognised.

e) Donated services and facilities

Donated services and facilities are recognised as income when received, at the value of the gift to the charity provided the value of the gift can be measured reliably. A corresponding amount is then recognised in expenditure in the period of receipt.

f) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accrual basis. Expenditure includes any VAT which is reported as part of the expenditure to which it relates. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure heading where appropriate. Governance costs are those associated with constitutional and statutory requirements.

Where possible costs are allocated directly to the activity that they are associated with. Where this is not possible costs are allocated on an estimated time basis or as agreed by the activities funders. Failing that costs are allocated in proportion to the income attributable to an activity.

g) Tangible fixed assets and depreciation

OCCAC capitalises assets whose value are over £500. Depreciation is provided using the straight line method at the following annual rate to reduce the book value of the assets concerned to their estimated residual value over their useful working lives. The life of the project is used if it is shorter than the normal useful working life.

Fixtures, fittings and equipment – 20% on cost (5 years useful working life)

Computer, plant and machinery – 33.33% on cost (Between 3 and 5 years useful working life)

h) Fund accounting

OCCAC's funds consist of Restricted, Unrestricted, Base Funds and Elderly Welfare Fund. The unrestricted funds are usually referred to as General Funds. Restricted Funds are earmarked by the funding local authorities or grant giving bodies for a particular purpose that is more specific than OCCAC's primary objectives. Unrestricted Funds are those given by the funders towards the general objectives of OCCAC without any restrictions being imposed. The Base Fund is a designated contingency fund set aside to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions. A fourth fund - The Elderly Welfare Fund, set up after receiving a £5,000 donation from an anonymous couple in 2007/08, was spent for the benefit of the needy elderly, in relation to trips and lunches, at the discretion of the Management Committee or Administration Officer.

Examples of Restricted Funds are those given for specific health and mental health projects, or training courses, while General Funds are applied to advice and community work.

Since Restricted Funds are normally spent within twelve months of receipt, any interest earned forms part of the General Fund.

OCCAC's policy is to use General Funds to supplement the restricted activities where appropriate or to provide match funding where it is required to secure fundings.

Gift Aid is included gross i.e. including tax recoverable from HM Revenue and Customs.

i) Pensions

OCCAC operates a defined contribution pension scheme for the benefit of its staff. Contributions payable are charged to the Statement of Financial Activities in the period in which they are payable.

		31/3/2025	31/3/2025	31/3/2025	31/3/2024
		Unrestricted Funds	Restricted Funds	Total	Total
		£	£	£	£
8. 中心工作開支	Expenditure On Charitable Activities				
	諮詢中心 Advice Centre	31,761.24	-	31,761.24	58,427.83
	Oxfordshire County Council - BN(O) Project Training / Bridge Fund	-	-	-	7,021.83
牛津郡政府 - BN(O)項目培訓	Festivals, Fund-raising & Trips	12,760.97	-	12,760.97	15,055.34
節日慶祝、籌款、旅行	Oxford City Council	2,950.00	-	2,950.00	4,060.42
牛津市市政府	Oxfordshire Community Foundation	-	-	-	10,782.07
牛津郡社區基金	Oxfordshire Community Foundation - NHS	-	18,665.31	18,665.31	6,840.60
牛津郡社區基金	TNLCF - Awards for all	-	14,015.51	14,015.51	0.00
國家獎券基金 社區及諮詢工作					
	Total	47,472.21	32,680.82	80,153.03	102,188.09
9. 員工及義工費用	Staff costs			2024/2025	2023/2024
	Salaries			41,063.15	49,669.32
	Employer's NI contributions			1,803.74	4,376.40
	Pensions			774.45	1,428.01
				43,641.34	55,473.73
	The average full time equivalent number of employees for the year was 2 (2024: 2.5). No employee has employee benefits in excess of £60,000 (2024: None). No remuneration was paid to the Trustees in 2024/25 or any previous year.				
	The key management personnel of the charity comprise the trustees and Administrator. The total employee benefits of the key management personnel of the charity were £18,000 (2024 : £18,000).				
10. 交通費	Sums reimbursed to Trustees			2024/2025	2023/2024
	Reimbursements to Trustees			0.00	0.00
		31/3/2025	31/3/2025	31/3/2025	31/3/2024
		Unrestricted Funds	Restricted Funds	Total	Total
		£	£	£	£
11. 固定資產	Tangible Fixed Assets				
	- fittings, fixtures and equipment				
	Cost				
	Balance at 1st April 2024	22,033.94	77,405.95	99,439.89	99,439.89
	Additions during the year	-	-	-	-
	Disposals	-	-	-	-
	Balance at 31st March 2025	22,033.94	77,405.95	99,439.89	99,439.89
	Less accumulated depreciation				
	Balance at 1st April 2024	-21,187.60	-77,402.95	-98,590.55	-97,184.59
	Charge for the year	-561.31	0.00	-561.31	-1,405.96
	Disposals	-	-	-	-
	Balance at 31st March 2025	-21,748.91	-77,402.95	-99,151.86	-98,590.55
	Net Book Value carried forward	285.03	3.00	288.03	849.34
12. 待收回款項	Debtors: Due within one year				
	Receivable income			4,844.82	4,107.50
	Other Debtors and Prepayment			633.00	443.00
				5,477.82	4,550.50

13. 尚欠款項	Creditors: Amount falling due within one year				
	Other Creditors and Accruals			8,363.85	8,738.00
	Income received in advance			6,696.68	42,635.50
				15,060.53	51,373.50

	31/3/2025 Unrestricted Funds £	31/3/2025 Restricted Funds £	31/3/2025 Total £	31/3/2024 Total £
14. 預收收入				
Income received in advance				
<u>Balance brought forward</u>	4,010.00	38,625.50	42,635.50	11,250.00
<u>Plus received during the year</u>				
TNLCF - Awards for all	-	-	-	20,000.00
Oxfordshire Community Foundation - NHS Membership	30.00	-	30.00	18,625.50
Donations	-	-	-	10.00
	30.00	0.00	30.00	4,000.00
<u>Less credited to revenue during the year</u>				
TNLCF - Awards for all	-	13,333.32	13,333.32	0.00
Oxfordshire Community Foundation - NHS Membership	10.00	18,625.50	18,625.50	0.00
Donations	4,000.00	-	4,000.00	0.00
	4,010.00	31,968.82	35,968.82	11,250.00
<u>Balance carried forward</u>	30.00	6,666.68	6,696.68	42,635.50

The above incoming resources are not recognised in the current year but deferred until the period in which OCCAC is entitled to expend the resource.

	31/3/2025 Unrestricted Funds £	31/3/2025 Restricted Funds £	31/3/2025 Total £	31/3/2024 Total £
15. 儲備				
Charity Funds				
Balance brought forward				
General Fund	20,443.20	-	20,443.20	27,885.18
Designated Base Fund	54,237.00	-	54,237.00	53,734.23
Elderly Welfare Fund	-	287.12	287.12	283.71
	74,680.20	287.12	74,967.32	81,903.12
Surplus/(Deficit) for the year				
General Fund	4,887.15	-	4,887.15	-7,441.98
Designated Base Fund	575.43	-	575.43	502.77
Elderly Welfare Fund	-	-	0.00	3.41
	5,462.58	0.00	5,462.58	-6,935.80
Transfers between funds				
General Fund	0.00	-	0.00	0.00
Designated Base Fund	0.00	-	0.00	0.00
Elderly Welfare Fund	0.00	-	0.00	0.00
	0.00	0.00	0.00	0.00
Balance carried forward				
General Fund	25,330.35	-	25,330.35	20,443.20
Designated Base Fund	54,812.43	-	54,812.43	54,237.00
Elderly Welfare Fund	-	287.12	287.12	287.12
TOTAL Funds	80,142.78	287.12	80,429.90	74,967.32

Reserve policy

The Base Fund is a designated contingency fund set aside to safeguard the operations of OCCAC in meeting its charitable objectives. The level of reserves is determined by the Management Committee taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions.

All reserves are held in OCCAC's savings and current accounts.

The Elderly Welfare Fund, set up after receiving a £5,000 donation from an anonymous couple in 2007/08, was spent for the benefit of the needy elderly, in relation to trips and lunches, at the discretion of the Management Committee or Senior Administration Officer.

16. 關聯交易

Related party transactions

There have been no related party transactions in this reporting period.

OXFORDSHIRE CHINESE COMMUNITY AND ADVICE CENTRE

England & Wales - Charity number 1006710

Accounts

General Information**Trustees (Management Committee Members) 2023 - 2024**

Mr Stephen Chu
Mrs Yung Erica Delefortrie
Dr Wendy Wensheng Huang
Ms Choon Foong Liao
Mr Tak Chuen Ng
Mrs Estella Man-Kin Packwood
Dr Lei Song
Mrs Yan Ling Anne Tsang (from 9.9.2023)
Mr Chun Hei Wong
Mr Shui Hing Yiu

Accountants and Independent Examiner: Meng Yong Teh
M Y Teh & Co Limited
Unit 21, Kingspark Business Centre
152-178 Kingston Road
New Malden, Surrey, KT3 3ST

Advisers: Sir Hugo Brunner
Ms Erica Davis
Dr Lesheng Kong
Mr John Lay

Legal Adviser: Mr Ronald Peet
Mrs Brenda Robinson

Bankers: Santander
Business Banking Centre
T54, Ground Floor Ops
Bridle Road
Bootle, Merseyside
L30 4GB

Barclays Bank PLC
PO Box 333
54 Cornmarket Street
Oxford
OX1 3HS

Oxfordshire Chinese Community & Advice Centre
Address: 44B Princes Street Oxford OX4 1DD
Telephone: 01865 204 188
E-mail: admin@occac.org.uk
Website: www.occac.org.uk

財政報告 Financial Accounts for 2023 - 2024

信託委員報告 Report of the Trustees for the Year Ended 31st March 2024

The Trustees have pleasure in presenting their report with the financial statements of the Oxfordshire Chinese Community and Advice Centre (OCCAC) for the year ended 31st March 2024.

The financial statements comply with the Charities Act 2011 and 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 (FRS102) (effective 1 January 2019).

Charitable Status

The Oxfordshire Chinese Community and Advice Centre is a registered charity and is governed by its Constitution adopted on 16th June 1991. Its registered number is 1006710.

Charitable Objects

OCCAC exists to serve the Chinese community in Oxfordshire by assisting them in gaining access to services and benefits they are entitled to and helping them to integrate into society.

The main objectives are:

- (i) To help the needy by the provision of advice and assistance;
- (ii) To advance education and to improve living and employment skills;
- (iii) To provide recreational & cultural, art & music activities; to combat social isolation and improve quality of life.
- (iv) To promote healthy living and good mental health.

Public Benefits

The Trustees have a duty to report on the public benefits that OCCAC brings to society. Each year the Trustees review OCCAC's objectives and activities to ensure that they continue to reflect its aims. In carrying out this review the Trustees have considered the Charity Commission's general guidance on public benefit. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

OCCAC's purposes and aims are set out above in the section entitled 'Charitable Objects'. OCCAC has sought to achieve these objects by undertaking the following activities:

- (i) Opening the Centre for the needy, socially isolated, older, non-English speaking Chinese people to drop in and seek help, enabling them to gain equal access to services through the provision of advice, translation and interpretation services;
- (ii) Organising appropriate educational talks, workshops and classes to enhance clients' career prospects and promote good citizenship;
- (iii) Organising suitable cultural, music and recreational activities for the scattered Chinese community to combat social isolation;
- (iv) Organising health talks and walks, mental health support and carers' support activities as well as day care for the elderly;
- (v) Acting as a bridge between the Chinese community, the wider community and public bodies;
- (vi) Recruiting volunteers to help and serve the Chinese community and the needy people in society.

Achievements and Performance

OCCAC has been serving the local Chinese community, especially the disadvantaged, vulnerable, non-English-speaking, older members over the last 32 years, providing culturally, ethnically, and linguistically appropriate services.

OCCAC's overall performance is limited by the resources that it can obtain. The demand for services far exceeds what it can provide with current resources.

Our activities and achievements from April 2023 to March 2024 are summarised as follows:

i) OCCAC core services and activities

OCCAC endeavoured to meet the needs of the local Chinese community by:

* Providing bilingual advice and assistance to help clients gain access to services

* Organising social care and community support services, cultural/recreational activities and festival celebrations to combat social isolation and promote social inclusion and integration
More than 2,000 people benefited over the last year.

Despite lack of funding, OCCAC has tried its best to do what it could to help and support non-English-speaking, disadvantaged and most vulnerable Chinese people in Oxfordshire to access services, improve their physical, mental and social well-being, and lead more active and fulfilled lives.

From April 2023 to March 2024, OCCAC undertook the following activities:

- 1) Bilingual advice and interpretation (40 clients assisted)
- 2) 8 health and mental health talks/workshops (204 beneficiaries)
- 3) 50 Monday Café/ Peer Support/ Connect Group activities (523 beneficiaries)
- 4) Dragon Boat Festival, Mid-Autumn Festival, Christmas and Lunar New Year celebrations (over 1,400 participants)
- 5) 3 walking trips, 2 visits to Rectory Farm, 3 Family Sports Days (409 participants)
- 6) Assisted Ashmolean Museum's One World Family Festival on Saturday 10 February (Lunar New Year Day) by providing Dunhuang Dance, Peking Opera, Erhu Solo, Dressing Up in Traditional Chinese Costumes, Mah Jong and papercutting workshops
- 7) Visited vulnerable and socially isolated Chinese; Showed concern to and supported carers and their families; Assisted them in applying for welfare benefits and sheltered accommodation, and arranging funeral services.

ii) After the funding from the Department of Levelling Up, Housing and Communities (DLUHC) for the BN(O) Welcome Programme finished in March 2023, OCCAC strived to do what it could to help the newly arrived BN(O) friends settle in Oxfordshire.

Main objectives:

- 1) Enabling new arrivals to positively contribute to the UK and the areas in which they settle, both economically and socially, enriching our society.
- 2) Allowing BN(O) holders to feel fully part of British society, able to mix confidently with people of diverse backgrounds.
- 3) Providing support to both local resident communities and BN(O) holders so they are welcomed and able to integrate into their new communities
- 4) Enabling BN(O) status holders to get access to the right support services to support their settlement.

The following services and engaging activities were delivered:

- 1) Support and maintenance to "OCCAC Oxfordshire Hongkongers (牛津郡香港人) network (374 members/families) and 7 Peer Support WhatsApp groups (208 members/families) as of 31 March 2024
- 2) Monday Café/Advice Surgery sessions to provide advice and assistance, facilitate access to services, and signpost as necessary
- 3) English Conversation Café in Bicester to build confidence in spoken English and link with the host community
- 4) 6 sessions of the Online UKHK Welcome Course to understand British customs, culture, and "Life in the UK" test
- 5) Peer Support Group activities and cookery sessions, sharing how to make Chinese delicacies and rice dumplings as a 'cure' for homesickness, socialising with local communities and other BN(O) friends, encouraging mutual help and support amongst participants
- 6) Dragon Boat Festival, Mid-Autumn Festival, Christmas and Lunar New Year Celebrations, Lunar New Year Market and befriending visitations to Anchor Court Sheltered Accommodation residents, to contribute to the community through volunteering
- 7) Encouraging BN(O) friends to St Andrew's Church's CASA Café monthly to practise spoken English and link with the host community
- 8) Introducing employment opportunities with Estelle Manor in Witney through Zoom meeting where a few BN(O) friends managed to obtain jobs

Through the above activities, the BN(O)s could access the right support services, mix with people of diverse backgrounds in their new communities, and feel part of British society. Consequently, their settlement is supported and they can contribute to and enrich our society.

Conclusion

We are very grateful to our funders Oxfordshire County Council, Oxford City Council, Garfield Weston Foundation and donors for their invaluable support, without which OCCAC might not be able to provide services.

We are also very thankful to local churches and friends, including Orchard Baptist Church, Bicester and St Andrews Church, Oxford, for their contribution to the BN(O) English Conversation Cafe, and to many volunteers for their dedicated support in assisting new arrivals and local Chinese to connect and build friendship with others. We welcome over 4,000 BN(O) friends who have arrived in Oxfordshire from Hong Kong in the past 3 years, and hope they can settle in Oxfordshire and integrate into the society.

We would be most grateful to receive any donations or suggestions of funding sources for our work to meet the needs of the disadvantaged, marginalised, vulnerable, non-English-speaking and older members, and the newly arrived BN(O) friends.

Structure, Governance and Management

The Management Committee (MC) directs the general management and policy of OCCAC. It must meet at least four times a year, and consists of between four and twelve members who are elected at the annual general meeting by the membership of OCCAC. Election is for three years, and one third of the committee retires annually by rotation and shall be eligible for re-election. The membership of the MC includes people from the local Chinese community as well as those with specialist skills.

The pool of specialist skills available to OCCAC is enhanced by the appointment of advisers, who are not necessarily members, but who may be called upon to give specialist advice on an ad hoc basis.

A scheme of delegation is in place and day-to-day responsibility for the provision of the services rests with the Administration Officer. The Administration Officer is responsible for ensuring that the charity delivers the services specified in its aims and objectives.

Going concern

OCCAC's objectives, aims, activities, achievements and performance are set out on page 2, while a 'Financial review' is included below.

The financial position of OCCAC, its liquidity position and reserves are described in the financial statements and notes on pages 6 to 10. In addition, note 2 to the financial statements includes OCCAC's policies for managing its funds. The management of financial and other risks is described below.

OCCAC has sufficient liquid financial resources in its bank accounts totalling around £121,000 of which £54,237 has been set aside as designated contingency fund to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions. In the current economic climate it is difficult to be certain about ongoing funding from local authorities and donations.

OCCAC was awarded a grant of £24,834 from NHS to do Cancer Prevention Project from January 2024 to December 2024, and a grant of £20,000 from The National Lottery Community Fund (Awards for All) for a 18 months project from April 2024. With increased efforts in searching for grants and fundraising, the Trustees consider that the Centre has adequate resources to continue in operational existence for at least 2 years. Thus they continue to adopt the going concern basis of accounting in preparing the annual financial statements.

Risk Management

The Trustees are responsible to oversee OCCAC's risk management activities. Detailed considerations of risk are delegated to the Administration Officer. The risks to which OCCAC is exposed are evaluated annually when preparing and updating the Service Strategy and Trustees' Report. The risks, as identified by the Trustees, have been reviewed and systems established to mitigate those risks.

Financial review and results for the year

The Oxfordshire Chinese Community and Advice Centre continues to pursue its objectives as stated above and the moneys which have been given towards these objects and the manner in which these moneys have been expended or set aside for future use are shown in the Accounts on pages 5 to 7.

We continue to set aside funds to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions.

Statement of Trustees' Responsibilities

The Charity Trustees are responsible for preparing Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the charity Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable organisation and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing 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 judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS102, have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Community and Advice Centre will continue to operate.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the Community and Advice Centre and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the royal charters and bye-laws. They are also responsible for safeguarding the assets of the Community and Advice Centre and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees of the charity are aware of their duty under section 17 of the Charities Act 2011 to have due regards to public benefit guidance published by the Charity Commission for England and Wales.

Each person who is a Trustee at the date of approval of this report confirms that:

- (a) so far as the Trustee is aware, there is no relevant audit information of which the auditors are unaware, and
- (b) each Trustee has taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Independent Examiner

A resolution for the reappointment of M Y Teh & Co Limited as Independent Examiner for OCCAC will be proposed at the forthcoming Annual General Meeting.

On behalf of the Trustees



Date: 29th June 2024

趙初興先生 Mr Stephen Chu (主席 Chairman)

核數師聲明**Report of the Independent Examiner to the trustees of Oxfordshire Chinese Community and Advice Centre**

I report to the charity trustees on my examination of the accounts of Oxfordshire Chinese Community and Advice Centre for the year ended 31st March 2024 set out on pages 5 to 10.

Responsibilities and basis of report

As the charity's trustees of the organisation you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Having satisfied myself that the accounts of the organisation are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5) (b) of the 2011 Act).

Basis of Independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as 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 next statement.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts do not accord with such records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Report) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



鄭明榮 會計師

Meng Yong Teh

M Y Teh & Co Limited

Chartered Certified Accountants

Unit 21 Kingspark Business Centre

152-178 Kingston Road

New Malden, Surrey, KT3 3ST

Date: 29th June 2024

	31/3/2024 Unrestricted Funds 常費 £	31/3/2024 Restricted Funds 指定經費 £	31/3/2024 Total 總數 £	31/3/2023 Total 總數 £	
收入 INCOME FROM :					
捐贈和遺產 Donations and legacies	35,496.35	-	35,496.35	21,610.31	Note 3
慈善活動 Charitable activities	47,040.33	12,208.50	59,248.83	139,119.02	Note 4
銀行利息 Investments	503.70	3.41	507.11	114.24	Note 5
總收入 TOTAL INCOME	83,040.38	12,211.91	95,252.29	160,843.57	
支出 EXPENDITURE ON :					
籌款費用 Raising funds	-	-	0.00	0.00	
慈善活動 Charitable activities	88,325.66	13,862.43	102,188.09	148,194.85	Note 7
總支出 TOTAL EXPENDITURE	88,325.66	13,862.43	102,188.09	148,194.85	
轉移前淨收入/支出(-) Net Income/(expenditure) for the year	-5,285.28	-1,650.52	-6,935.80	12,648.72	
常費轉移至指定經費 Transfers between funds	-1,653.93	1,653.93	-	-	Note 2h
淨資金流動 Net movement in funds for the year	-6,939.21	3.41	-6,935.80	12,648.72	
Reconciliation of funds					
去年盈餘 Total funds brought forward	81,619.41	283.71	81,903.12	69,254.40	
現結盈餘 Total funds carried forward	£74,680.20	£287.12	£74,967.32	£81,903.12	Note 14

Further details of our income and expenditure are provided on the following pages, and in the notes on pages 8 to 10, which also form part of these accounts.

資產負債表 (於2023年3月31日) Balance Sheet at 31st March 2024

	31/3/2024 Total 總數 £	31/3/2023 Total 總數 £	
固定資產 Tangible Assets	849.34	2,255.30	Note 10
固定資產總額 Total Fixed Assets	849.34	2,255.30	
流動資產 Current Assets			
待收回款項 Debtors	4,550.50	3,080.63	Note 11
銀行存款及現款 Cash at Bank and in Hand	120,940.98	104,874.12	
流動資產總額 Total Current Assets	125,491.48	107,954.75	
流動負債 Current Liabilities			
Creditors: Amounts falling due within one year	51,373.50	28,306.93	Note 12
淨流動資產 Net Current Assets	74,117.98	79,647.82	
淨資產 Net Assets	£74,967.32	£81,903.12	
基金 Funds of the Charity :			
限制收入 Restricted income	287.12	283.71	Note 14
不受限制收入 Unrestricted income	74,680.20	81,619.41	Note 14
Total Funds	74,967.32	81,903.12	

The notes on pages 7 to 10 form part of these accounts.

核准者 Approved by the Management Committee, and signed on its behalf by:



趙初興先生 Mr Stephen Chu (主席 Chairman)



黃萬照先生 Mr Chun Hei Wong (司庫 Treasurer)

Date: 29th June 2024

Notes to the Accounts for the Year Ended 31st March 2024**1. Organisation**

Oxfordshire Chinese Community & Advice Centre is a registered Charity. (Registration No. 1006710)

The Community & Advice Centre is governed by its Constitution adopted on 16th June, 1991 and it is constituted as an unincorporated association. The Centre had 10 Trustees in the year 2023-24, about one third of the Trustees are elected annually for a 3 year term by OCCAC members at the annual general meeting. The administrative office is at 44B Princes Street Oxford OX4 1DD.

2. Accounting Policies**a) Basis of Accounting**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note (s) to these accounts. The accounts 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) - (Charities SORP (FRS102) effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

OCCAC meets the definition of a public benefit entity under FRS 102.

b) Preparation of accounts on a going concern basis

OCCAC was awarded a grant of £24,834 from NHS to do Cancer Prevention Project from January 2024 to December 2024, and a grant of £20,000 from The National Lottery Community Fund (Awards for All) for a 18 months project from April 2024. With increased efforts in searching for grants and fundraising, the Trustees consider that the Centre has adequate resources to continue in operational existence for at least 2 years. Accordingly, they continue to adopt the going concern basis in preparing the financial statements as outlined in the report of Trustees on page 3.

c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. If grants and other sources of income relate to a specified period they are time apportioned over the period to which they apply. Grants, which are paid as a reimbursement of specific expenditure incurred, are allocated to the period in which that expenditure takes place.

Restricted income includes amounts received from government and local authorities to fund specific aspects of OCCAC's primary objectives. Where such income is received in advance it is treated as deferred income and released to income as the service is provided over the period of the project.

d) Volunteers

The Charity relies heavily on volunteers who are mainly members of the general public. The volunteers play an important role in organising events, fundraising, food catering and providing administrative and clerical work. The value of services provided by volunteers is not incorporated into these financial statements. In accordance with the Charities SORP (FRS102), the general volunteer time of regular participants and members of the general public is not recognised.

e) Donated services and facilities

Donated services and facilities are recognised as income when received, at the value of the gift to the charity provided the value of the gift can be measured reliably. A corresponding amount is then recognised in expenditure in the period of receipt.

f) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accrual basis. Expenditure includes any VAT which is reported as part of the expenditure to which it relates. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure heading where appropriate. Governance costs are those associated with constitutional and statutory requirements.

Where possible costs are allocated directly to the activity that they are associated with. Where this is not possible costs are allocated on an estimated time basis or as agreed by the activities funders. Failing that costs are allocated in proportion to the income attributable to an activity.

g) Tangible fixed assets and depreciation

OCCAC capitalises assets whose value are over £500. Depreciation is provided using the straight line method at the following annual rate to reduce the book value of the assets concerned to their estimated residual value over their useful working lives. The life of the project is used if it is shorter than the normal useful working life.

Fixtures, fittings and equipment – 20% on cost (5 years useful working life)

Computer, plant and machinery – 33.33% on cost (Between 3 and 5 years useful working life)

h) Fund accounting

OCCAC's funds consist of Restricted, Unrestricted, Base Funds and Elderly Welfare Fund. The unrestricted funds are usually referred to as General Funds. Restricted Funds are earmarked by the funding local authorities or grant giving bodies for a particular purpose that is more specific than OCCAC's primary objectives. Unrestricted Funds are those given by the funders towards the general objectives of OCCAC without any restrictions being imposed. The Base Fund is a designated contingency fund set aside to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions. A fourth fund - The Elderly Welfare Fund, set up after receiving a £5,000 donation from an anonymous couple in 2007/08, was spent for the benefit of the needy elderly, in relation to trips and lunches, at the discretion of the Management Committee or Administration Officer.

Examples of Restricted Funds are those given for specific health and mental health projects, or training courses, while General Funds are applied to advice and community work.

Since Restricted Funds are normally spent within twelve months of receipt, any interest earned forms part of the General Fund.

OCCAC's policy is to use General Funds to supplement the restricted activities where appropriate or to provide match funding where it is required to secure fundings.

Gift Aid is included gross i.e. including tax recoverable from HM Revenue and Customs.

i) Pensions

OCCAC operates a defined contribution pension scheme for the benefit of its staff. Contributions payable are charged to the Statement of Financial Activities in the period in which they are payable.

		Unrestricted Funds £	Restricted Funds £	Total £	Total £
3. 捐款及其他籌款收入	Income from donations and legacies				
捐款	Donations	9,658.85	-	9,658.85	1,173.83
捐款及稅款回贈	Gift Aid	19,837.50	-	19,837.50	10,436.48
		<u>29,496.35</u>	<u>-</u>	<u>29,496.35</u>	<u>11,610.31</u>
捐贈設施	Donated facilities *	6,000.00	-	6,000.00	10,000.00
		<u>35,496.35</u>	<u>-</u>	<u>35,496.35</u>	<u>21,610.31</u>

* OCCAC received a donation in kind, from Oxford City Council, for the rent and storage facilities of premises, the value of which included in these financial statements was £6,000 (2023: £10,000).

4. 資助	Income from charitable activities				
	Local Authorities :				
地方政府	Oxford City Council	3,700.00	-	3,700.00	12,250.00
牛津市政府	Oxfordshire County Council - Sustainability fund (BNO)	-	6,000.00	6,000.00	2,000.00
牛津郡政府					
	National Lottery				
國家獎券基金	Health, Mental Health & Carers Project	-	-	0.00	36,938.00
健康及心理健康工作					
	Other Grants				
牛津郡社區基金	Oxfordshire Community Foundation	10,000.00	-	10,000.00	3,749.99
牛津郡社區基金	Oxfordshire Community Foundation - NHS	-	6,208.50	6,208.50	-
嘉菲·韋斯頓基金	Garfield Weston Foundation	11,250.00	-	11,250.00	4,583.34
地方發展、房屋及社區部	Department of Levelling Up, Housing and Communities				
	BN(O) Welcome Project	-	-	0.00	64,000.00
	Fundraising activities				
義賣	Sale of Food & Materials	3,182.70	-	3,182.70	1,318.99
會員及組員費	Membership Fees	1,060.00	-	1,060.00	730.00
獎券	Raffle Tickets	1,379.00	-	1,379.00	1,408.00
節目收入	Event Charges	16,468.63	-	16,468.63	12,140.70
		<u>47,040.33</u>	<u>12,208.50</u>	<u>59,248.83</u>	<u>139,119.02</u>

Local Authority Grants above :
Oxford City Council
Oxfordshire County Council - BN(O) Project

Nature of the grants
Provide running costs for the community and advice centre, and rent for festival celebration
Provide funding for Welcome Project follow up work

5. 投資收益	Investment income				
銀行存款利息	Bank interest on deposit accounts	503.70	3.41	507.11	114.24
				31/3/2024	31/3/2023
6. 全年淨收入/支出	Net Income/(expenditure) for the year				
	This is stated after charging:				
	Depreciation of tangible assets			1,405.96	1,392.75
	Independent examiner's fee			2,370.00	2,370.00
	Accountancy fees			1,080.00	1,080.00
	BN(O) Project accountancy fee			0.00	2,760.00

		31/3/2024	31/3/2024	31/3/2024	31/3/2023
		Unrestricted	Restricted	Total	Total
		Funds	Funds	£	£
		£	£		
7. 中心工作開支	Expenditure On Charitable Activities				
	諮詢中心 Advice Centre	58,427.83	-	58,427.83	16,325.33
	Department of Levelling Up, Housing and Communities - BN(O) Welcome Project	-	-	0.00	67,904.24
移居英國港人歡迎計劃	Oxfordshire County Council - BN(O) Project Training / Bridge Fund	-	7,021.83	7,021.83	2,000.00
移居英國港人過渡基金	Festivals, Fund-raising & Trips	15,055.34	-	15,055.34	7,722.93
節日慶祝、籌款、旅行	Oxford City Council - Cultural Activities	-	-	0.00	1,000.00
牛津市政府	Oxford City Council	4,060.42	-	4,060.42	12,279.86
牛津郡社區基金	Oxfordshire Community Foundation	10,782.07	-	10,782.07	3,783.23
健康、心理健康及護理者工作	Health, Mental Health & Carers Project	-	-	0.00	37,179.26
牛津郡社區基金	Oxfordshire Community Foundation - NHS	-	6,840.60	6,840.60	-
	Total	88,325.66	13,862.43	102,188.09	148,194.85
8. 員工及義工費用	Staff costs			2022/2024	2022/2023
	Salaries			49,669.32	73,353.65
	Employer's NI contributions			4,376.40	5,719.86
	Pensions			1,428.01	1,243.05
				55,473.73	80,316.56
	The average full time equivalent number of employees for the year was 2.5 (2023: 3). No employee has employee benefits in excess of £60,000 (2023: None). No remuneration was paid to the Trustees in 2023/24 or any previous year.				
	The key management personnel of the charity comprise the trustees and Administrator. The total employee benefits of the key management personnel of the charity were £18,000 (2023 : £15,000).				
9. 交通費	Sums reimbursed to Trustees			2022/2024	2022/2023
	Reimbursements to Trustees			0.00	0.00
10. 固定資產	Tangible Fixed Assets	31/3/2024	31/3/2024	31/3/2024	31/3/2023
	- fittings, fixtures and equipment	Unrestricted	Restricted	Total	Total
	Cost	Funds	Funds	£	£
	Balance at 1st April 2023	£	£		
	22,033.94	77,405.95	99,439.89	97,755.94	
	Additions during the year	-	-	-	1,683.95
	Disposals	-	-	-	-
	Balance at 31st March 2024	22,033.94	77,405.95	99,439.89	99,439.89
	Less accumulated depreciation				
	Balance at 1st April 2023	-20,626.29	-76,558.30	-97,184.59	-95,791.84
	Charge for the year	-561.31	-844.65	-1,405.96	-1,392.75
	Less Depreciation written off during the year	-	-	-	-
	Disposals	-	-	-	-
	Balance at 31st March 2024	-21,187.60	-77,402.95	-98,590.55	-97,184.59
	Net Book Value carried forward	846.34	3.00	849.34	2,255.30
11. 待收回款項	Debtors: Due within one year				
	Receivable income			4,107.50	2,087.50
	Other Debtors and Prepayment			443.00	993.13
				4,550.50	3,080.63
12. 尚欠款項	Creditors: Amount falling due within one year				
	Other Creditors and Accruals			8,738.00	17,056.93
	Income received in advance			42,635.50	11,250.00
				51,373.50	28,306.93

	31/3/2024 Unrestricted Funds £	31/3/2024 Restricted Funds £	31/3/2024 Total £	31/3/2023 Total £
13. 預收收入				
Income received in advance				
<u>Balance brought forward</u>	11,250.00	0.00	11,250.00	30,583.33
<u>Plus received during the year</u>				
Garfield Weston Foundation Grant	-	-	0.00	11,250.00
BN(O) Welcome Project	-	-	0.00	40,000.00
TNLCF - Awards for all	-	20,000.00	20,000.00	-
Oxfordshire Community Foundation - NHS Membership	10.00	-	10.00	-
Donations	4,000.00	-	4,000.00	-
	4,010.00	38,625.50	42,635.50	51,250.00
<u>Less credited to revenue during the year</u>				
Garfield Weston Foundation Grant	11,250.00	-	-	833.34
Oxfordshire County Council - Training	-	-	0.00	2,000.00
BN(O) Welcome Project	-	-	0.00	64,000.00
Oxfordshire Community Foundation	-	-	0.00	3,749.99
	11,250.00	0.00	11,250.00	70,583.33
<u>Balance carried forward</u>	4,010.00	38,625.50	42,635.50	11,250.00

The above incoming resources are not recognised in the current year but deferred until the period in which OCCAC is entitled to expend the resource.

	31/3/2024 Unrestricted Funds £	31/3/2024 Restricted Funds £	31/3/2024 Total £	31/3/2023 Total £
14. 儲備				
Charity Funds				
Balance brought forward				
General Fund	27,885.18	0.00	27,885.18	15,350.53
Designated Base Fund	53,734.23	-	53,734.23	53,620.78
Elderly Welfare Fund	-	283.71	283.71	283.09
	81,619.41	283.71	81,903.12	69,254.40
Surplus/(Deficit) for the year				
General Fund	-7,441.98	-	-7,441.98	12,534.65
Designated Base Fund	502.77	-	502.77	113.45
Elderly Welfare Fund	-	3.41	3.41	0.62
	-6,939.21	3.41	-6,935.80	12,648.72
Transfers between funds				
General Fund	0.00	-	0.00	0.00
Designated Base Fund	0.00	-	0.00	0.00
Elderly Welfare Fund	0.00	-	0.00	0.00
	0.00	0.00	0.00	0.00
Balance carried forward				
General Fund	20,443.20	-	20,443.20	27,885.18
Designated Base Fund	54,237.00	-	54,237.00	53,734.23
Elderly Welfare Fund	-	287.12	287.12	283.71
TOTAL Funds	74,680.20	287.12	74,967.32	81,903.12

Reserve policy

The Base Fund is a designated contingency fund set aside to safeguard the operations of OCCAC in meeting its charitable objectives. The level of reserves is determined by the Management Committee taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions.

All reserves are held in OCCAC's savings and current accounts.

The Elderly Welfare Fund, set up after receiving a £5,000 donation from an anonymous couple in 2007/08, was spent for the benefit of the needy elderly, in relation to trips and lunches, at the discretion of the Management Committee or Senior Administration Officer.

15. 關聯交易

Related party transactions

There have been no related party transactions in this reporting period.

OXFORDSHIRE CHINESE COMMUNITY AND ADVICE CENTRE

England & Wales - Charity number 1006710

Accounts

General Information**Trustees (Management Committee Members) 2022 - 2023**

Mr Stephen Cho Hing Chu
Mrs Erica Delefortrie
Dr Guoliang Fu
Dr Wendy Wensheng Huang
Ms Choon Foong Liao
Mr Tak Chuen Ng (from 10.9.2022)
Mrs Estella Packwood
Dr Lei Song
Mr Chun Hei Wong
Mr Cheuk Yin Yau
Mr Shui Hing Yiu

**Accountants and
Independent Examiner:**

Meng Yong Teh
M Y Teh & Co Limited
Unit 21, Kingspark Business Centre
152-178 Kingston Road
New Malden, Surrey, KT3 3ST

Advisers:

Sir Hugo Brunner
Ms Erica Davis
Dr Lesheng Kong
Mr John Lay

Legal Adviser:

Mr Ronald Peet
Mrs Brenda Robinson

Bankers:

Santander
Business Banking Centre
T54, Ground Floor Ops
Bridle Road
Bootle, Merseyside
L30 4GB

Barclays Bank PLC
PO Box 333
54 Cornmarket Street
Oxford
OX1 3HS

Oxfordshire Chinese Community & Advice Centre (OCCAC)

Address: 44B Princes Street Oxford OX4 1DD

Telephone: 01865 204 188

E-mail: admin@occac.org.uk

Website: www.occac.org.uk

財政報告 Financial Accounts for 2022 - 2023

信託委員報告 Report of the Trustees for the Year Ended 31st March 2023

The Trustees have pleasure in presenting their report with the audited financial statements of the Oxfordshire Chinese Community and Advice Centre (OCCAC) for the year ended 31st March 2023.

The financial statements comply with the Charities Act 2011 and 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 (FRS102) (effective 1 January 2019).

Charitable Status

The Oxfordshire Chinese Community and Advice Centre is a registered charity and is governed by its Constitution adopted on 16th June 1991. Its registered number is 1006710.

Charitable Objects

OCCAC exists to serve the Chinese community in Oxfordshire by assisting them in gaining access to services and benefits they are entitled to and helping them to integrate into society.

The main objectives are:

- (i) To help the needy by the provision of advice and assistance;
- (ii) To advance education and to improve living and employment skills;
- (iii) To provide recreational & cultural, art & music activities; to combat social isolation and improve quality of life.
- (iv) To promote healthy living and good mental health.

Public Benefit

The Trustees have a duty to report on the public benefit that OCCAC brings to society. Each year the Trustees review OCCAC's objectives and activities to ensure that they continue to reflect its aims. In carrying out this review the Trustees have considered the Charity Commission's general guidance on public benefit. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

OCCAC's purposes and aims are set out above in the section entitled 'Charitable Objects'. OCCAC has sought to achieve these objects by undertaking the following activities:

- (i) Opening the Centre for the needy, socially isolated, older, non-English speaking Chinese people to drop in and seek help, enabling them to gain equal access to services through the provision of advice, translation and interpretation services;
- (ii) Organising appropriate educational talks, workshops and classes to enhance clients' career prospects and promote good citizenship;
- (iii) Organising suitable cultural, music and recreational activities for the scattered Chinese community to combat social isolation;
- (iv) Organising health talks and walks, mental health support and carers' support activities as well as day care for the elderly;
- (v) Acting as a bridge between the Chinese community, the wider community and public bodies;
- (vi) Recruiting volunteers to help and serve the Chinese community and the needy people in society.

Achievements and Performance

OCCAC has been serving the local Chinese community, especially the disadvantaged, vulnerable, non-English-speaking, older members over the last 31 years, providing culturally, ethnically, and linguistically appropriate services.

OCCAC's overall performance is limited by the resources that it can obtain. The demand for services far exceeds what it can provide with current resources.

Our activities and achievements from April 2022 to March 2023 are summarised as follows:

(i) Chinese Health, Mental Health and Carers Project (April 2018 - March 2023) - The National Lottery Community Fund (TNLCF)

This project aims to help and support non-English-speaking, disadvantaged and vulnerable Chinese people and carers in Oxfordshire to access services, improve their physical, mental and social wellbeing, and lead more active and fulfilled lives.

From April 2022 to March 2023, OCCAC undertook the following activities:

- Organised 16 health and mental health talks (261 beneficiaries); assisted 60 clients with health and mental health information, advice and interpretation
- 1,235 people participated in the Dragon Boat Festival, Mid-Autumn Festival, Christmas and Chinese New Year celebrations, and "Queen Elizabeth II Memorial"; 478 people participated in 2 walking trips, 3 visits to Rectory Farm, 3 Family Sports Day, and 12 Monday Café/Peer Support/Memory Cafe sessions
- "Happy Growing and Healthy Eating" scheme: Encouraged and assisted 55 users to grow plants and vegetables at home, in their backyards and allotments, maintain healthy eating habits, and enjoy improved nutrition, hydration and wellbeing
- 65 vulnerable and socially isolated Chinese and 153 workers in 71 Chinese takeaways and shops in Oxfordshire were visited; Showed concerned to and supported 12 carers and their families, some of whom were assisted in applying for welfare benefits and arranging funeral services

(ii) BN(O) Welcome Programme: Year 1 (February - June 2022) and Year 2 (July 2022 - March 2023) - Department of Levelling Up, Housing and Communities

Main objectives of the Welcome Programme:

- 1) Enabling new arrivals to fully contribute to life in the UK, both economically and socially, enriching our society.
- 2) Allowing BN(O) status holders to feel fully part of British society, able to mix confidently with people of all backgrounds and provide a positive contribution to the UK and the areas in which they settle.
- 3) Providing support to both resident communities and BN(O) status holders so they are welcomed and able to settle into their new communities
- 4) Enabling BN(O) status holders to get access to the right support services to support their settlement.

OCCAC assisted the Department of Levelling Up, Housing and Communities (DLUHC) to help the newly arrived BN(O) friends settle in Oxfordshire and nearby areas by providing the following services and engaging activities:

- 1) Bilingual (Cantonese/English) advice/information/interpretation/advocacy to facilitate access to services, signposting as necessary; 28 Monday Cafe/Advice Surgery sessions
- 2) 14 "Life in the UK" and 10 "Adapting to UK Life" workshops, and 30 talks on health, mental health, education, NHS, work of local authorities, work of Thames Valley Police and hate crime etc
- 3) 23 training courses including "Mental Health First Aid", "Emergency First Aid at Work", "Moving and Handling Principles", "Fire Marshal" etc
- 4) 18 "Survival English" lessons on practical topics, 16 "English Conversation Café" sessions in Bicester and Oxford, and 4 Wednesday Cafe sessions at St Andrews Church
- 5) 26 sessions of Peer Support Group activities and social gatherings, and 5 sessions of befriending visitation to the housebound and elderly at a sheltered accommodation
- 6) 2 summer trips, 6 family sports days, 1 family table tennis evening, 5 visits to museums and farms, plus "Queen Elizabeth II Memorial" and presenting origami cranes and messages in memory of the Queen to Oxford Town Hall
- 7) 7 Dragon Boat Festival, Mid-Autumn Festival, Christmas and Lunar New Year festival celebrations
- 8) Maintaining OCCAC's "Hongkongers in Oxfordshire" ("牛津郡香港人"), over 300 members and families) and 7 Peer Support WhatsApp groups (over 200 members and families)

iii) OCCAC core services and activities funded by Oxfordshire County Council, Oxford City Council and Garfield Weston Foundation

OCCAC endeavoured to meet the needs of the local Chinese community by:

- * Providing bilingual advice and assistance to help clients gain access to services
 - * Organising social care and community support services, cultural/recreational activities and festival celebrations to combat social isolation and promote social inclusion and integration
 - * Offering bilingual training opportunities to improve education and advance life skills
- More than 2,000 people benefited over the last year.

Conclusion

- We are very grateful to our funders TNLCF, DLUHC, Oxfordshire County Council, Oxford City Council, Garfield Weston Foundation for their invaluable support.
- We are also very thankful to local churches and friends, including Orchard Baptist Church, Bicester and St Andrews Church, Oxford, for their contribution to the BN(O) English Conversation Cafe, and to many volunteers for their dedicated support in assisting the BN(O) friends to connect with others, build friendship, settle in Oxfordshire and integrate into society. More than 3,000 BN(O) friends from Hong Kong have arrived in Oxfordshire over the past 2 years.
- We would be most grateful to receive any donations or suggestions of funding sources for our work to meet the needs of the disadvantaged, marginalised, vulnerable, non-English-speaking and older members, and the newly arrived BN(O) friends.

Structure, Governance and Management

The Management Committee (MC) directs the general management and policy of OCCAC. It must meet at least four times a year, and consists of between four and eleven members who are elected at the annual general meeting by the membership of OCCAC. Election is for three years, and one third of the committee retires annually by rotation and shall be eligible for re-election. The membership of the MC includes people from the local Chinese community as well as those with specialist skills.

The pool of specialist skills available to OCCAC is enhanced by the appointment of advisers, who are not necessarily members, but who may be called upon to give specialist advice on an ad hoc basis. A scheme of delegation is in place and day-to-day responsibility for the provision of the services rests with the Administration Officer. The Administration Officer is responsible for ensuring that the charity delivers the services specified in its aims and objectives.

Going concern

OCCAC's objectives, aims, activities, achievements and performance are set out on page 2, while a 'Financial review' is included below.

The financial position of OCCAC, its liquidity position and reserves are described in the financial statements and notes on pages 6 to 10. In addition, note 2 to the financial statements includes OCCAC's policies for managing its funds. The management of financial and other risks is described below.

OCCAC has sufficient liquid financial resources in its bank deposit accounts totalling around £105,000 of which £54,000 has been set aside as designated contingency fund to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions. In the current economic climate it is difficult to be certain about ongoing funding from local authorities and donations.

With the reduction of staff working time and increased efforts in searching for grants and fundraising, the Trustees consider that the Centre has adequate resources to continue in operational existence for at least 2 years. Thus they continue to adopt the going concern basis of accounting in preparing the annual financial statements.

Risk Management

The Trustees are responsible to oversee OCCAC's risk management activities. Detailed considerations of risk are delegated to the Administration Officer. The risks to which OCCAC is exposed are evaluated annually when preparing and updating the Service Strategy and Trustees' Report. The risks, as identified by the Trustees, have been reviewed and systems established to mitigate those risks.

Financial review and results for the year

The Oxfordshire Chinese Community and Advice Centre continues to pursue its objectives as stated above and the moneys which have been given towards these objects and the manner in which these moneys have been expended or set aside for future use are shown in the Accounts on pages 5 to 7.

We continue to set aside funds to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions.

Statement of Trustees' Responsibilities

The Charity Trustees are responsible for preparing Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the charity Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable organisation and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing 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 judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS102, have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Community and Advice Centre will continue to operate.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the Community and Advice Centre and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the royal charters and bye-laws. They are also responsible for safeguarding the assets of the Community and Advice Centre and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees of the charity are aware of their duty under section 17 of the Charities Act 2011 to have due regards to public benefit guidance published by the Charity Commission for England and Wales.

Each person who is a Trustee at the date of approval of this report confirms that:

- (a) so far as the Trustee is aware, there is no relevant audit information of which the auditors are unaware, and
- (b) each Trustee has taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Independent Examiner

A resolution for the reappointment of M Y Teh & Co Limited as Independent Examiner for OCCAC will be proposed at the forthcoming Annual General Meeting.

On behalf of the Trustees



趙初興先生 Mr Stephen Cho Hing Chu (主席 Chairman)

Date: 25th July 2023

核數師聲明

Report of the Independent Examiner to the trustees of Oxfordshire Chinese Community and Advice Centre

I report to the charity trustees on my examination of the accounts of Oxfordshire Chinese Community and Advice Centre for the year ended 31st March 2023.

Responsibilities and basis of report

As the charity's trustees of the organisation you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Having satisfied myself that the accounts of the organisation are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5) (b) of the 2011 Act).

Basis of Independent examiner's report


My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as 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 next statement.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts do not accord with such records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Report) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Date: 25th July 2023

鄭明榮 會計師

Meng Yong Teh

M Y Teh & Co Limited
Chartered Certified Accountants
Unit 21 Kingspark Business Centre
152-178 Kingston Road
New Malden, Surrey, KT3 3ST

收支帳目 2022年度至2023年度財政報告 (至2023年3月31日止)

Statement of Financial Activities for the Year ended 31st March 2023

	31/03/2023 Unrestricted Funds 常費 £	31/03/2023 Restricted Funds 指定經費 £	31/03/2023 Total 總數 £	31/03/2022 Total 總數 £
收入 INCOME FROM :				
捐贈和遺產 Donations and legacies	21,610.31	-	21,610.31	39,598.75 Note 3
慈善活動 Charitable activities	24,651.02	114,468.00	139,119.02	113,783.27 Note 4
銀行利息 Investments	114.24	-	114.24	5.44 Note 5
總收入 TOTAL INCOME	46,375.57	114,468.00	160,843.57	153,387.46
支出 EXPENDITURE ON :				
籌款費用 Raising funds	-	-	0.00	361.24
慈善活動 Charitable activities	31,081.49	117,113.36	148,194.85	152,812.17 Note 7
總支出 TOTAL EXPENDITURE	31,081.49	117,113.36	148,194.85	153,173.41
轉移前淨收入/支出(-) Net Income/(expenditure) for the year	15,294.08	-2,645.36	12,648.72	214.05
常費轉移至指定經費 Transfers between funds	-2,645.36	2,645.36	-	- Note 2h
淨資金流動 Net movement in funds for the year	12,648.72	0.00	12,648.72	214.05
Reconciliation of funds				
去年盈餘 Total funds brought forward	68,971.31	283.09	69,254.40	69,040.35
現結盈餘 Total funds carried forward	£81,620.03	£283.09	£81,903.12	£69,254.40 Note 14

Further details of our income and expenditure are provided on the following pages, and in the notes on pages 8 to 10, which also form part of these accounts.

資產負債表 [於2023年3月31日] Balance Sheet at 31st March 2023

	31/03/2023 Total 總數 £	31/03/2022 Total 總數 £	
固定資產 Tangible Assets	2,255.30	1,964.10	Note 10
固定資產總額 Total Fixed Assets	2,255.30	1,964.10	
流動資產 Current Assets			
待收回款項 Debtors	3,080.63	21,737.01	Note 11
銀行存款及現款 Cash at Bank and in Hand	104,874.12	89,710.39	
流動資產總額 Total Current Assets	107,954.75	111,447.40	
流動負債 Current Liabilities			
Creditors: Amounts falling due within one year	28,306.93	44,157.10	Note 12
淨流動資產 Net Current Assets	79,647.82	67,290.30	
淨資產 Net Assets	£81,903.12	£69,254.40	
基金 Funds of the Charity :			
限制收入 Restricted income	283.71	283.09	Note 14
不受限制收入 Unrestricted income	81,619.41	68,971.31	Note 14
Total Funds	81,903.12	69,254.40	

The notes on pages 7 to 10 form part of these accounts.

核准者

Approved by the Management Committee, and signed on its behalf by:



趙初興先生 Mr Stephen Cho Hing Chu (主席 Chairman)

Chun Hei (Boris) Wong

Digitally signed by Chun Hei (Boris) Wong
DN: C=GB, E=+boris20041012@hotmail.com,
O=OCCAC, CN=Chun Hei (Boris) Wong
Date: 2023.07.25 14:05:50+0100'

黃雋熙先生 Mr Chun Hei Wong (司庫 Treasurer)

Date: 25th July 2023

Notes to the Accounts for the Year Ended 31st March 2023

1. Organisation

Oxfordshire Chinese Community & Advice Centre is a registered Charity. (Registration No. 1006710)

The Community & Advice Centre is governed by its Constitution adopted on 16th June, 1991 and it is constituted as an unincorporated association. The Centre had 11 Trustees in the year 2022-23, about one third of the Trustees are elected annually for a 3 year term by OCCAC members at the annual general meeting. The administrative office is at 44B Princes Street Oxford OX4 1DD.

2. Accounting Policies**a) Basis of Accounting**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note (s) to these accounts. The accounts 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) - (Charities SORP (FRS102) effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

OCCAC meets the definition of a public benefit entity under FRS 102.

b) Preparation of accounts on a going concern basis

With the reduction of staff working time and increased efforts in searching for grants and fundraising, the Trustees consider that the Centre has adequate resources to continue in operational existence for at least 2 years. Accordingly, they continue to adopt the going concern basis in preparing the financial statements as outlined in the report of Trustees on page 3.

c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. If grants and other sources of income relate to a specified period they are time apportioned over the period to which they apply. Grants, which are paid as a reimbursement of specific expenditure incurred, are allocated to the period in which that expenditure takes place.

Restricted income includes amounts received from government and local authorities to fund specific aspects of OCCAC's primary objectives. Where such income is received in advance it is treated as deferred income and released to income as the service is provided over the period of the project.

d) Volunteers

The Charity relies heavily on volunteers who are mainly members of the general public. The volunteers play an important role in organising events, fundraising, food catering and providing administrative and clerical work. The value of services provided by volunteers is not incorporated into these financial statements. In accordance with the Charities SORP (FRS102), the general volunteer time of regular participants and members of the general public is not recognised.

e) Donated services and facilities

Donated services and facilities are recognised as income when received, at the value of the gift to the charity provided the value of the gift can be measured reliably. A corresponding amount is then recognised in expenditure in the period of receipt.

f) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accrual basis. Expenditure includes any VAT which is reported as part of the expenditure to which it relates. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure heading where appropriate. Governance costs are those associated with constitutional and statutory requirements.

Where possible costs are allocated directly to the activity that they are associated with. Where this is not possible costs are allocated on an estimated time basis or as agreed by the activities funders. Failing that costs are allocated in proportion to the income attributable to an activity.

g) Tangible fixed assets and depreciation

OCCAC capitalises assets whose value are over £500. Depreciation is provided using the straight line method at the following annual rate to reduce the book value of the assets concerned to their estimated residual value over their useful working lives. The life of the project is used if it is shorter than the normal useful working life.

Fixtures, fittings and equipment – 20% on cost (5 years useful working life)

Computer, plant and machinery – 33.33% on cost (Between 3 and 5 years useful working life)

h) Fund accounting

OCCAC's funds consist of Restricted, Unrestricted, Base Funds and Elderly Welfare Fund. The unrestricted funds are usually referred to as General Funds. Restricted Funds are earmarked by the funding local authorities or grant giving bodies for a particular purpose that is more specific than OCCAC's primary objectives. Unrestricted Funds are those given by the funders towards the general objectives of OCCAC without any restrictions being imposed. The Base Fund is a designated contingency fund set aside to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions. A fourth fund - The Elderly Welfare Fund, set up after receiving a £5,000 donation from an anonymous couple in 2007/08, was spent for the benefit of the needy elderly, in relation to trips and lunches, at the discretion of the Management Committee or Administration Officer.

Examples of Restricted Funds are those given for specific health and mental health projects, training courses, and BN(O) Welcome Programme while General Funds are applied to advice and community work.

Since Restricted Funds are normally spent within twelve months of receipt, any interest earned forms part of the General Fund.

OCCAC's policy is to use General Funds to supplement the restricted activities where appropriate or to provide match funding where it is required to secure fundings.

Gift Aid is included gross i.e. including tax recoverable from HM Revenue and Customs.

i) Pensions

OCCAC operates a defined contribution pension scheme for the benefit of its staff. Contributions payable are charged to the Statement of Financial Activities in the period in which they are payable.

		31/03/2023	31/03/2023	31/03/2023	31/03/2022
		Unrestricted	Restricted	Total	Total
		Funds	Funds	£	£
		£	£		
7. 中心工作開支	Expenditure On Charitable Activities				
諮詢中心	Advice Centre	16,325.33	-	16,325.33	49,121.48
日間中心	Day Centre	-	-	-	7,298.87
	Department of Levelling Up, Housing and Communities -				
	BN(O) Welcome Project	-	67,904.24	67,904.24	16,068.71
移居英國港人歡迎計劃	Oxfordshire County Council - BN(O) Project Training	-	2,000.00	2,000.00	0.00
培訓	Festivals, Fund-raising & Trips	7,722.93	-	7,722.93	-
節日慶祝、籌款、旅行	Mental Health Support Work	-	-	-	4,264.55
健康及心理健康工作	Oxford City Council - Cultural Activities	1,000.00	-	1,000.00	1,029.97
牛津市議會	Oxford City Council	2,250.00	10,029.86	12,279.86	4,603.95
	Oxfordshire Community Foundation	3,783.23	-	3,783.23	8,776.61
牛津郡社區基金	Arts Council - Creative Arts Groups	-	-	-	12,848.35
英國藝術協會	#WeAreOxford	-	-	0.00	2,555.30
	The National Lottery Community Fund:	-	-	-	-
國家獎券基金	Health, Mental Health & Carers Project	-	37,179.26	37,179.26	36,244.38
健康、心理健康及護理者工作	Covid-19 Support	-	-	-	10,000.00
新冠疫情資助					
	Total	31,081.49	117,113.36	148,194.85	152,812.17
8. 員工及義工費用	Staff costs			2022/2023	2021/2022
	Salaries			73,353.65	92,535.48
	Employer's NI contributions			5,719.86	6,773.68
	Pensions			1,243.05	1,826.14
	Training Expenses			0.00	650.00
				80,316.56	101,785.30
	The average full time equivalent number of employees for the year was 3 (2022: 3.5).				
	No employee has employee benefits in excess of £60,000 (2022: None).				
	No remuneration was paid to the Trustees in 2022/23 or any previous year.				
	The key management personnel of the charity comprise the trustees and Administrator. The total employee benefits of the key management personnel of the charity were £15,000 (2022 : £13,950).				
9. 受託人交通費	Sums reimbursed to Trustees			2022/2023	2021/2022
	Reimbursements to Trustees			0.00	0.00
10. 固定資產	Tangible Fixed Assets	31/03/2023	31/03/2023	31/03/2023	31/03/2022
	- fittings, fixtures and equipment	Unrestricted	Restricted	Total	Total
	<u>Cost</u>	Funds	Funds	£	£
		£	£		
	Balance at 1st April 2022	20,349.99	77,405.95	97,755.94	96,965.98
	Additions during the year	1,683.95	-	1,683.95	789.96
	Disposals	-	-	-	-
	Balance at 31st March 2023	22,033.94	77,405.95	99,439.89	97,755.94
	<u>Less accumulated depreciation</u>				
	Balance at 1st April 2022	-20,347.99	-75,443.85	-95,791.84	-93,016.98
	Charge for the year	-278.30	-1,114.45	-1,392.75	-2,774.86
	Disposals	-	-	-	-
	Balance at 31st March 2023	-20,626.29	-76,558.30	-97,184.59	-95,791.84
	Net Book Value carried forward	1,407.65	847.65	2,255.30	1,964.10
11. 待收回款項	Debtors: Due within one year				
	Receivable income			2,087.50	10,100.75
	Other Debtors and Prepayment			993.13	11,636.26
				3,080.63	21,737.01
12. 尚欠款項	Creditors: Amount falling due within one year				
	Other Creditors and Accruals			17,056.93	13,573.77
	Income received in advance			11,250.00	30,583.33
				28,306.93	44,157.10

	31/03/2023 Unrestricted Funds £	31/03/2023 Restricted Funds £	31/03/2023 Total £	31/03/2022 Total £
13. 預收收入				
Income received in advance				
Balance brought forward	6,583.33	24,000.00	30,583.33	33,655.00
<u>Plus received during the year</u>				
Garfield Weston Foundation Grant	11,250.00	-	11,250.00	0.00
Oxfordshire County Council - BN(O) Project Training	-	-	0.00	2,000.00
Department of Levelling Up, Housing and Communities - BN(O) Welcome Project	-	40,000.00	40,000.00	24,000.00
Oxfordshire Community Foundation	-	-	0.00	3,749.99
	11,250.00	40,000.00	51,250.00	29,749.99
<u>Less credited to revenue during the year</u>				
Oxford City Council	-	-	-	655.00
Arts Council	-	-	-	10,500.00
TNLCF - Covid-19 Support	-	-	-	10,000.00
Anonymous	-	-	-	2,000.00
Garfield Weston Foundation Grant	833.34	-	-	9,166.66
Oxfordshire County Council - BN(O) Project Training	2,000.00	-	-	-
Department of Levelling Up, Housing and Communities - BN(O) Welcome Project	-	64,000.00	-	-
Oxfordshire Community Foundation	3,749.99	0.00	-	-
Fusion Education Support	-	-	-	500.00
	6,583.33	64,000.00	70,583.33	32,821.66
Balance carried forward	11,250.00	0.00	11,250.00	30,583.33

The above incoming resources are not recognised in the current year but deferred until the period in which OCCAC is entitled to expend the resources.

	31/03/2023 Unrestricted Funds £	31/03/2023 Restricted Funds £	31/03/2023 Total £	31/03/2022 Total £
14. 儲備				
Charity Funds				
Balance brought forward				
General Fund	15,350.53	-	15,350.53	15,141.41
Designated Base Fund	53,620.78	-	53,620.78	53,615.89
Elderly Welfare Fund	-	283.09	283.09	283.05
	68,971.31	283.09	69,254.40	69,040.35
Surplus/(Deficit) for the year				
General Fund	12,534.65	-	12,534.65	209.12
Designated Base Fund	113.45	-	113.45	4.89
Elderly Welfare Fund	-	0.62	0.62	0.04
	12,648.10	0.62	12,648.72	214.05
Transfers between funds				
General Fund	0.00	0.00	0.00	0.00
Designated Base Fund	0.00	-	0.00	0.00
Elderly Welfare Fund	0.00	-	0.00	0.00
	0.00	0.00	0.00	0.00
Balance carried forward				
General Fund	27,885.18	0.00	27,885.18	15,350.53
Designated Base Fund	53,734.23	-	53,734.23	53,620.78
Elderly Welfare Fund	-	283.71	283.71	283.09
TOTAL Funds	81,619.41	283.71	81,903.12	69,254.40

Reserve policy

The Base Fund is a designated contingency fund set aside to safeguard the operations of OCCAC in meeting its charitable objectives. The level of reserves is determined by the Management Committee taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions.

All reserves are held in OCCAC's savings and current accounts.

The Elderly Welfare Fund, set up after receiving a £5,000 donation from an anonymous couple in 2007/08, was spent for the benefit of the needy elderly, in relation to trips and lunches, at the discretion of the Management Committee or Senior Administration Officer.

15 關聯交易

Related party transactions

There have been no related party transactions in this reporting period.

OXFORDSHIRE CHINESE COMMUNITY AND ADVICE CENTRE

England & Wales - Charity number 1006710

Accounts

General Information**Trustees (Management Committee Members) 2021 - 2022**

Mr Stephen Chu
Mrs Erica Delefortrie
Dr Guoliang Fu
Dr Wendy Wensheng Huang
Ms Choon Foong Liao
Mrs Estella Packwood
Dr Lei Song
Mr Chun Hei (Boris) Wong
Mr Cheuk Yin Yau
Mr Shui Hing Yiu

**Accountants and
Independent Examiner:**

Meng Yong Teh
M Y Teh & Co Limited
Chartered Certified Accountants
Unit 21, Kingspark Business Centre
152-178 Kingston Road
New Malden, Surrey, KT3 3ST

Advisers:

Sir Hugo Brunner
Ms Erica Davis
Dr Lesheng Kong
Mr John Lay

Legal Adviser:

Mr Ronald Peet
Mrs Brenda Robinson

Bankers:

Santander
Business Banking Centre
T54, Ground Floor Ops
Bridle Road
Bootle, Merseyside
L30 4GB

Barclays Bank PLC
PO Box 333
54 Commarket Street
Oxford
OX1 3HS

Oxfordshire Chinese Community & Advice Centre

Address: 44B Princes Street Oxford OX4 1DD

Telephone: 01865 204 188

E-mail:

Website:

財政報告 Financial Accounts for 2021 - 2022

信託委員報告 Report of the Trustees for the Year Ended 31st March 2022

The Trustees have pleasure in presenting their report with the financial statements of the Oxfordshire Chinese Community and Advice Centre (OCCAC) for the year ended 31st March 2022.

The financial statements comply with the Charities Act 2011 and 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 (FRS102) (effective 1 January 2019).

Charitable Status

The Oxfordshire Chinese Community and Advice Centre is a registered charity and is governed by its Constitution adopted on 16th June 1991. Its registered number is 1006710.

Charitable Objects

OCCAC exists to serve the Chinese community in Oxfordshire by assisting them in gaining access to services and benefits they are entitled to and helping them to integrate into society.

The main objectives are:

- (i) To help the needy by the provision of advice and assistance;
- (ii) To advance education and to improve living and employment skills;
- (iii) To provide recreational & cultural, art & music activities; to combat social isolation and improve quality of life.
- (iv) To promote healthy living and good mental health.

Public Benefit

The Trustees have a duty to report on the public benefit that OCCAC brings to society. Each year the Trustees review OCCAC's objectives and activities to ensure that they continue to reflect its aims. In carrying out this review the Trustees have considered the Charity Commission's general guidance on public benefit. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

OCCAC's purposes and aims are set out above in the section entitled 'Charitable Objects'. OCCAC has sought to achieve these objects by undertaking the following activities:

- (i) Opening the Centre for the needy, socially isolated, older, non-English speaking Chinese people to drop in and seek help, enabling them to gain equal access to services through the provision of advice, translation and interpretation services;
- (ii) Organising appropriate educational talks, workshops and classes to enhance clients' career prospects and promote good citizenship;
- (iii) Organising suitable cultural, music and recreational activities for the scattered Chinese community to combat social isolation;
- (iv) Organising health talks and walks, mental health support and carers' support activities as well as day care for the elderly;
- (v) Acting as a bridge between the Chinese community, the wider community and public bodies;
- (vi) Recruiting volunteers to help and serve the Chinese community and the needy people in society.

Achievements and Performance

OCCAC has been serving the local Chinese community, especially the disadvantaged, vulnerable, non-English-speaking, older members over the last 30 years, providing culturally, ethnically, and linguistically appropriate services.

OCCAC's overall performance is limited by the resources that it can obtain. The demand for services far exceeds what it can provide with current resources.

Our activities and achievements from April 2021 to March 2022 are summarised as follows:

(i) COVID-19 Support and Community Activities

- Updated government rules and regulations and NHS advice regarding COVID-19 regularly to 10 WeChat and WhatsApp groups set up last year to over 1,000 people and families
- Helped vulnerable and older members order food and basic necessities online, access food donations, and collect prescriptions during the pandemic. Visited needy, housebound, socially isolated, older members, and delivered donated food, face masks and cleaning materials
- Delivered 40 Tuesday online Connect Group sessions with Survival English sessions via Zoom
- Delivered 40 sessions of Thursday online music and art activities, cooking sessions and seated exercise via Zoom, with health quizzes to reinforce knowledge learned from online health and mental health talks
- Organised Dragon Boat Festival, Mid-Autumn Festival, Christmas and Chinese New Year celebrations via Zoom due to the pandemic
- Delivered 16 sessions of intergenerational music and arts Holiday Club activities for children and adults, assisted by an art teacher, two professional singers and a few volunteers sharing English, Italian and Belgian cultures before Christmas
- Organised 13 sessions of face-to-face music, art and memory café activities for the elderly and housebound at Anchor Court Sheltered Accommodation
- Organised 6 sessions of face-to-face lantern making workshops for children and adults, including 3 for the Chinese elderly at Anchor Court Sheltered Accommodation
- Organised 5 additional online mental health talks given by doctors and health professionals from Hong Kong and China
- (ii) Chinese Health, Mental Health and Carers Project (April 2018 - March 2023) - The National Lottery Community Fund (TNLCF)

This project aims to help and support non-English-speaking, disadvantaged and vulnerable Chinese people and carers in Oxfordshire to access services, improve their physical, mental and social wellbeing, and lead more active and fulfilled lives.

Due to the COVID-19 pandemic, most of the activities were held online. From April 2021 to March 2022, OCCAC undertook the following activities:

- Organised 34 health and mental health talks (774 beneficiaries); assisted 65 clients with health and mental health information, advice and interpretation
- 1,361 people participated in the online Dragon Boat Festival, Mid-Autumn Festival, Christmas and Chinese New Year celebrations, Memory Café, Mental Health Support Group, community music, art, cookery and seated exercise sessions
- "Happy Growing and Healthy Eating" scheme: Encouraged and assisted 45 users to grow plants and vegetables at home and in their backyards, maintain healthy eating habits, and enjoy improved nutrition, hydration and wellbeing
- 78 catering establishments and 107 vulnerable and socially isolated Chinese were visited; 21 carers and their families benefited from online talk and carers gathering, some of them were assisted in arranging nursing homes and funeral services

(iii) BN(O) Welcome Programme (February - June 2022)

OCCAC is assisting the Department of Levelling Up and Communities to organise a series of activities to help the newly arrived BN(O) friends settle in Oxfordshire and the UK. Main themes include: 1) Advice and Information; 2) Online Talks and Workshops (by Zoom); 3) Certificated Training Courses; 4) Survival English Lessons and Conversation Groups; 5) Peer Support Groups; 6) Festival Celebration.

As of 31st March 2022, the project has achieved the following outcomes:

- 47 clients have received bilingual (Cantonese/English) advice/information on education, housing, employment, health and mental health, and gained better access to services.
- 145 beneficiaries participated in "Healthy Living Tips for New Arrivals" talk and "Life in the UK" and "Adapting to UK Life" workshops have gained better understanding of British culture/life and health/wellbeing issues. Many friends shared their stories and migration experience during the "Adapting to UK Life" workshops and sent encouraging messages to those who felt lonely afterwards.
- 37 beneficiaries including volunteers participated in Mental Health First Aid Taster course have gained basic understanding of how to help people with mental health problems.
- 71 beneficiaries have learned useful English phrases and expressions about British history, customs and traditions through attending the first 2 sessions of Survival English.

Survival English and English Conversation Café sessions have helped many new arrivals gain confidence in conversing with the local people.

Talks and workshops from April to June 2022 include: Work of Local Authorities, NHS, Thames Valley Police; Road Safety and Fire Safety; Schools in Oxfordshire - Access to Education and Enrichment; Work of NHS in Oxfordshire; Mental Health and Migration; Healthy Living Tips for New Arrivals; Safeguarding Children and Adults

Training include: Emergency First Aid at Work, Moving and Handling Principles, and Fire Marshal Certificated Courses provided by St John Ambulance; and four half-day Certificated Mental Health First Aid course provided by Restore.

English Conversation Café themes include: History of Bicester, Best Places in Oxford; Queen's Platinum Jubilee; Gardening; Holidays in the UK.

Conclusion

- We are very grateful to our funders, friends and volunteers for their invaluable support during the pandemic.
- Even though we could not organise and deliver many face-to-face activities due to the pandemic, the online activities as well as the support and befriending visitations to the needy and vulnerable members have brought members of the community closer during this very difficult time.
- Not being able to hold in-person festival celebrations and fundraising events has led to further loss of income and donations. We would be most grateful to receive any donations or suggestions of funding sources, grants and donations for our work.

Structure, Governance and Management

The Management Committee (MC) directs the general management and policy of OCCAC. It must meet at least four times a year, and consists of between four and ten members who are elected at the annual general meeting by the membership of OCCAC. Election is for three years, and one third of the committee retires annually by rotation and shall be eligible for re-election. The membership of the MC includes people from the local Chinese community as well as those with specialist skills.

The pool of specialist skills available to OCCAC is enhanced by the appointment of advisers, who are not necessarily members, but who may be called upon to give specialist advice on an ad hoc basis. A scheme of delegation is in place and day-to-day responsibility for the provision of the services rests with the Administration Officer. The Administration Officer is responsible for ensuring that the charity delivers the services specified in its aims and objectives.

Going concern

OCCAC's objectives, aims, activities, achievements and performance are set out on page 2, while a 'Financial review' is included below.

The financial position of OCCAC, its liquidity position and reserves are described in the financial statements and notes on pages 5 to 10. In addition, note 2 to the financial statements includes OCCAC's policies for managing its funds. The management of financial and other risks is described below.

OCCAC has sufficient liquid financial resources in its bank deposit accounts totalling around £90,000 of which £54,000 has been set aside as designated contingency fund to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions. In the current economic climate it is difficult to be certain about ongoing funding from local authorities and donations.

OCCAC was awarded a 5-year grant at the end of March 2018 from the Big Lottery Fund, for the period April 2018 to March 2023. With the reduction of staff working time and increased efforts in searching for grants and fundraising, the Trustees consider that the Centre has adequate resources to continue in operational existence for at least 2 years. Thus they continue to adopt the going concern basis of accounting in preparing the annual financial statements.

Risk Management

The Trustees are responsible to oversee OCCAC's risk management activities. Detailed considerations of risk are delegated to the Administration Officer. The risks to which OCCAC is exposed are evaluated annually when preparing and updating the Service Strategy and Trustees' Report. The risks, as identified by the Trustees, have been reviewed and systems established to mitigate those risks.

Financial review and results for the year

The Oxfordshire Chinese Community and Advice Centre continues to pursue its objectives as stated above and the moneys which have been given towards these objects and the manner in which these moneys have been expended or set aside for future use are shown in the Accounts on pages 5 and 6.

We continue to set aside funds to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions.

Statement of Trustees' Responsibilities

The Charity Trustees are responsible for preparing Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the charity Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable organisation and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing 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 judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS102, have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Community and Advice Centre will continue to operate.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the Community and Advice Centre and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the royal charters and bye-laws. They are also responsible for safeguarding the assets of the Community and Advice Centre and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees of the charity are aware of their duty under section 17 of the Charities Act 2011 to have due regards to public benefit guidance published by the Charity Commission for England and Wales.

Independent Examiner

The trustees have appointed Meng Yong Teh as an independent financial examiner of Oxfordshire Chinese Community and Advice Centre for the year ended 31st March 2022.

This report was approved by the trustees and signed on its behalf.



富國良 Dr Guoliang Fu (主席 Chairman)

Date: 11th June 2022

核數師聲明**Report of the Independent Examiner to the trustees of Oxfordshire Chinese Community and Advice Centre**

I report to the charity trustees on my examination of the accounts of Oxfordshire Chinese Community and Advice Centre for the year ended 31st March 2022 set out on pages 5 to 10.

Responsibilities and basis of report

As the charity's trustees of the organisation you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

Having satisfied myself that the accounts of the organisation are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5) (b) of the 2011 Act).

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as 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 next statement.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that

- accounting records were not kept in accordance with section 130 of the Charities Act, or
- the accounts do not accord with such records, or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Report) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination, or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Date: 11th June 2022

鄭明榮 會計師

Meng Yong Teh

M Y Teh & Co Limited

Chartered Certified Accountants

Unit 21 Kingspark Business Centre

152-178 Kingston Road

New Malden, Surrey, KT3 3ST

收支帳目 2021年度至2022年度財政報告 (至2022年3月31日止)

Statement of Financial Activities for the Year ended 31st March 2022

	31/03/2022 Unrestricted Funds 常費 £	31/03/2022 Restricted Funds 指定經費 £	31/03/2022 Total 總數 £	31/03/2021 Total 總數 £	
收入 INCOME FROM :					
捐贈和遺產 Donations and legacies	39,598.75	-	39,598.75	37,511.34	Note 3
慈善活動 Charitable activities	38,297.27	75,486.00	113,783.27	118,744.91	Note 4
銀行利息 Investments	5.44	-	5.44	33.49	Note 5
總收入 TOTAL INCOME	77,901.46	75,486.00	153,387.46	156,289.74	
支出 EXPENDITURE ON :					
籌款費用 Raising funds	361.24	-	361.24	365.85	
慈善活動 Charitable activities	76,087.31	76,724.86	152,812.17	145,547.67	Note 7
總支出 TOTAL EXPENDITURE	76,448.55	76,724.86	153,173.41	145,913.52	
轉移前淨收入/支出(-) Net income/(expenditure) for the year	1,452.91	-1,238.86	214.05	10,376.22	
常費轉移至指定經費 Transfers between funds	-1,238.86	1,238.86	-	-	Note 2h
淨資金流動 Net movement in funds for the year	214.05	0.00	214.05	10,376.22	
Reconciliation of funds					
去年盈餘 Total funds brought forward	68,757.32	283.05	69,040.37	58,664.15	
現結盈餘 Total funds carried forward	£68,971.37	£283.05	£69,254.42	£69,040.37	Note 14

Further details of our income and expenditure are provided on the following pages, and in the notes on pages 7 to 10, which also form part of these accounts.

資產負債表 (於2022年3月31日) Balance Sheet at 31st March 2022

	31/03/2022	31/03/2021	
	Total	Total	
	總數	總數	
	£	£	
固定資產 Tangible Assets	1,964.12	3,949.00	Note 10
固定資產總額 Total Fixed Assets	1,964.12	3,949.00	
流動資產 Current Assets			
待收回款項 Debtors	21,737.01	3,985.26	Note 11
銀行存款及現款 Cash at Bank and in Hand	89,710.41	107,216.63	
流動資產總額 Total Current Assets	111,447.42	111,201.89	
流動負債 Current Liabilities			
Creditors: Amounts falling due within one year	44,157.10	46,110.52	Note 12
淨流動資產 Net Current Assets	67,290.32	65,091.37	
淨資產 Net Assets	£69,254.44	£69,040.37	
基金 Funds of the Charity :			
限制收入 Restricted income	283.09	283.05	Note 14
不受限制收入 Unrestricted income	68,971.35	68,757.32	Note 14
Total Funds	69,254.44	69,040.37	

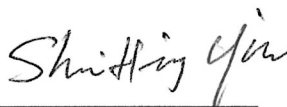
The notes on pages 7 to 10 form part of these accounts.

核准者

Approved by the Management Committee, and signed on its behalf by:



富國良 Dr Guoliang Fu (主席 Chairman)



姚水興 Mr Shui Hing YIU (司庫 Treasurer)

Date: 11th June 2022

Notes to the Accounts for the Year Ended 31st March 2022

1. Organisation

Oxfordshire Chinese Community & Advice Centre is a registered Charity. (Registration No. 1006710)

The Community & Advice Centre is governed by its Constitution adopted on 16th June, 1991 and it is constituted as an unincorporated association. The Centre had 10 Trustees in the year 2021-22, about one third of the Trustees are elected annually for a 3 year term by OCCAC members at the annual general meeting. The administrative office is at 44B Princes Street Oxford OX4 1DD.

2. Accounting Policies**a) Basis of Accounting**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note (s) to these accounts. The accounts 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) - (Charities SORP (FRS102) effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

OCCAC meets the definition of a public benefit entity under FRS 102.

b) Preparation of accounts on a going concern basis

OCCAC was awarded a 5-year grant at the end of March 2016 from the Big Lottery Fund, for the period April 2016 to March 2023. With the reduction of staff working time and increased efforts in searching for grants and fundraising, the Trustees consider that the Centre has adequate resources to continue in operational existence for at least 2 years. Accordingly, they continue to adopt the going concern basis in preparing the financial statements as outlined in the report of Trustees on page 3.

c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. If grants and other sources of income relate to a specified period they are time apportioned over the period to which they apply. Grants, which are paid as a reimbursement of specific expenditure incurred, are allocated to the period in which that expenditure takes place.

Restricted income includes amounts received from government and local authorities to fund specific aspects of OCCAC's primary objectives. Where such income is received in advance it is treated as deferred income and released to income as the service is provided over the period of the project.

d) Volunteers

The Charity relies heavily on volunteers who are mainly members of the general public. The volunteers play an important role in organising events, fundraising, food catering and providing administrative and clerical work. The value of services provided by volunteers is not incorporated into these financial statements. In accordance with the Charities SORP (FRS102), the general volunteer time of regular participants and members of the general public is not recognised.

e) Donated services and facilities

Donated services and facilities are recognised as income when received, at the value of the gift to the charity provided the value of the gift can be measured reliably. A corresponding amount is then recognised in expenditure in the period of receipt.

f) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accrual basis. Expenditure includes any VAT which is reported as part of the expenditure to which it relates. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure heading where appropriate. Governance costs are those associated with constitutional and statutory requirements.

Where possible costs are allocated directly to the activity that they are associated with. Where this is not possible costs are allocated on an estimated time basis or as agreed by the activities funders. Failing that costs are allocated in proportion to the income attributable to an activity.

g) Tangible fixed assets and depreciation

OCCAC capitalises assets whose value are over £500. Depreciation is provided using the straight line method at the following annual rate to reduce the book value of the assets concerned to their estimated residual value over their useful working lives. The life of the project is used if it is shorter than the normal useful working life.

Fixtures, fittings and equipment – 20% on cost (5 years useful working life)

Computer, plant and machinery – 33.33% on cost (Between 3 and 5 years useful working life)

h) Fund accounting

OCCAC's funds consist of Restricted, Unrestricted, Base Funds and Elderly Welfare Fund. The unrestricted funds are usually referred to as General Funds. Restricted Funds are earmarked by the funding local authorities or grant giving bodies for a particular purpose that is more specific than OCCAC's primary objectives. Unrestricted Funds are those given by the funders towards the general objectives of OCCAC without any restrictions being imposed. The Base Fund is a designated contingency fund set aside to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions. A fourth fund - The Elderly Welfare Fund, set up after receiving a £5,000 donation from an anonymous couple in 2007/08, was spent for the benefit of the needy elderly, in relation to trips and lunches, at the discretion of the Management Committee or Administration Officer.

Examples of Restricted Funds are those given for specific health and mental health projects, or training courses, while General Funds are applied to advice and community work.

Since Restricted Funds are normally spent within twelve months of receipt, any interest earned forms part of the General Fund.

OCCAC's policy is to use General Funds to supplement the restricted activities where appropriate or to provide match funding where it is required to secure fundings.

Gift Aid is included gross i.e. including tax recoverable from HM Revenue and Customs.

i) Pensions

OCCAC operates a defined contribution pension scheme for the benefit of its staff. Contributions payable are charged to the Statement of Financial Activities in the period in which they are payable.

		31/03/2022	31/03/2022	31/03/2022	31/03/2021
		Unrestricted	Restricted	Total	Total
		Funds	Funds	£	£
		£	£		
3. 捐款及其他籌款收入	Income from donations and legacies				
捐款	Donations	6,095.00	-	6,095.00	2,890.00
捐款及稅款回贈	Gift Aid	15,503.75	-	15,503.75	16,621.34
		<u>21,598.75</u>	<u>-</u>	<u>21,598.75</u>	<u>19,511.34</u>
捐贈設施	Donated facilities *	18,000.00	-	18,000.00	18,000.00
		<u>39,598.75</u>	<u>-</u>	<u>39,598.75</u>	<u>37,511.34</u>

* OCCAC received a donation in kind, from Oxford City Council, for the rent of premises, the value of which included in these financial statements was £18,000 (2021: £18,000).

4. 資助	Income from charitable activities				
地方政府	Local Authorities :				
牛津市市政府	Oxford City Council	8,155.00	-	8,155.00	6,479.00
日間中心	Oxfordshire County Council - Sustainability fund	-	7,000.00	7,000.00	7,000.00
健康創新支持項目	Oxfordshire County Council - Innovative Project	-	-	-	7,000.00
牛津郡政府	Oxfordshire County Council - Priority Fund	-	-	-	300.00
國家獎券基金	National Lottery				
健康及心理健康工作	Health, Mental Health & Carers Project	-	36,236.00	36,236.00	35,555.00
新冠疫情資助	TNLCF - COVID-19 Support	10,000.00	-	10,000.00	48,718.00
牛津郡社區基金	Other Grants				
英國藝術協會	Oxon Community Foundation	8,750.01	-	8,750.01	5,000.00
	Arts Council	-	12,000.00	12,000.00	3,000.00
	Garfield Weston Foundation	9,166.66	-	9,166.66	-
	Mental Health Sustainability	-	4,250.00	4,250.00	-
移居英國港人歡迎計劃	BN(O) Grant	-	16,000.00	16,000.00	-
	Fundraising activities				
義賣	Sale of Food & Materials	1,351.60	-	1,351.60	4,932.91
會員及組員費	Membership Fees	700.00	-	700.00	740.00
節目收入	Event Charges	174.00	-	174.00	20.00
		<u>38,297.27</u>	<u>75,486.00</u>	<u>113,783.27</u>	<u>118,744.91</u>

Local Authority Grants above :

Oxford City Council
Oxfordshire County Council - Sustainability fund
Oxfordshire County Council - Innovative Project
Oxfordshire County Council - Priority Fund

Nature of the grants

Provide funding to run celebrations and provide basic necessities to members affected by COVID-19
Provide funding to run Elderly Day Centre
Provide funding for community therapeutic music and arts activities
Provide subsidy for the core costs for OCCAC

5. 投資收益	Investment income				
銀行存款利息	Bank interest on deposit accounts	5.44	-	5.44	33.49

		31/03/2022	31/03/2021
6. 全年淨收入/支出	Surplus/(Deficit) for the year		
	This is stated after crediting/charging:		
	Depreciation of tangible assets	2,774.84	2,549.43
	Auditor's remuneration	-	3,354.00
	Independent examiner's fee	2,370.00	-
	Accountancy fees	1,080.00	1,080.00

During the year the charity was charged £1,080 (2021 : £1,080) by the independent examiner for payroll services.

		31/03/2022	31/03/2022	31/03/2022	31/03/2021
		Unrestricted Funds	Restricted Funds	Total	Total
		£	£	£	£
7. 中心工作開支	Expenditure On Charitable Activities				
諮詢中心	Advice Centre	49,121.48	-	49,121.48	36,426.52
日間中心	Day Centre	-	7,298.87	7,298.87	7,010.59
創意康樂活動	Innovative & Creative Project	-	-	-	7,010.24
移居英國港人歡迎計劃	BN(O) Welcome Programme	-	16,068.71	16,068.71	-
健康及心理健康工作	Mental Health Support Work	-	4,264.55	4,264.55	0.00
牛津市議會	Oxford City Council - Cultural Activities	1,029.97	-	1,029.97	1,000.00
牛津市議會	Oxford City Council - Household Grant	4,603.95	-	4,603.95	-
牛津郡社區基金	Oxon Community Foundation	8,776.61	-	8,776.61	5,063.10
英國藝術協會	Arts Council - Creative Arts Groups	-	12,848.35	12,848.35	3,065.40
牛津市議會	Oxford City Council - #WeAreOxford	2,555.30	-	2,555.30	-
國家獎券基金	Big Lottery Projects:				
健康, 心理健康及護理者工作	Health, Mental Health & Carers Project	-	36,244.38	36,244.38	36,211.70
新冠疫情資助	TNLFC - Covid-19 Support	10,000.00	-	10,000.00	49,760.12
	Total	76,087.31	76,724.86	152,812.17	145,547.67
8. 員工及義工費用	Staff costs			2021/2022	2020/2021
	Salaries			92,535.48	84,784.36
	Employer's NI contributions			6,773.68	5,848.44
	Pensions			1,826.14	1,662.02
	Training Expenses			650.00	795.85
				101,785.30	93,090.67
	The average full time equivalent number of employees for the year was 3.5 (2021: 3). No employee has employee benefits in excess of £60,000 (2021: None). No remuneration was paid to the Trustees in 2021/22 or any previous year.				
	The key management personnel of the charity comprise the trustees and Administrator. The total employee benefits of the key management personnel of the charity were £13,950 (2021 : £13,949).				
9. 交通費	Sums reimbursed to Trustees			2021/2022	2020/2021
	Reimbursements to Trustees			0.00	0.00
		31/03/2022	31/03/2022	31/03/2022	31/03/2021
		Unrestricted Funds	Restricted Funds	Total	Total
		£	£	£	£
10. 固定資產	Tangible Fixed Assets				
	- fittings, fixtures and equipment				
	Cost				
	Balance at 1st April 2021	20,349.99	76,615.99	96,965.98	94,957.98
	Additions during the year	-	789.96	789.96	2,008.00
	Disposals	-	-	-	-
	Balance at 31st March 2022	20,349.99	77,405.95	97,755.94	96,965.98
	Less accumulated depreciation				
	Balance at 1st April 2021	-18,585.25	-74,431.73	-93,016.98	-90,467.55
	Charge for the year	-1,762.72	-1,012.12	-2,774.84	-2,549.43
	Disposals	-	-	-	-
	Balance at 31st March 2022	-20,347.97	-75,443.85	-95,791.82	-93,016.98
	Net Book Value carried forward	2.01	1,962.10	1,964.12	3,949.00
11. 待收回款項	Debtors: Due within one year				
	Receivable income			10,100.75	3,324.26
	Other Debtors and Prepayment			11,636.26	661.00
				21,737.01	3,985.26
12. 尚欠款項	Creditors: Amount falling due within one year				
	Other Creditors and Accruals			13,573.77	12,455.52
	Income received in advance			30,583.33	33,655.00
				44,157.10	46,110.52

	31/03/2022 Unrestricted Funds £	31/03/2022 Restricted Funds £	31/03/2022 Total £	31/03/2021 Total £
13. 預收收入				
Income received in advance				
<u>Balance brought forward</u>	23,155.00	10,500.00	33,655.00	0.00
<u>Plus received during the year</u>				
Oxford City Council	-	-	-	655.00
Arts Council	-	-	-	10,500.00
TNLFCF - Covid-19 Support	-	-	-	10,000.00
Anonymous	-	-	-	2,000.00
Garfield Weston Foundation Grant	-	-	-	10,000.00
Fusion Education Support	-	-	-	500.00
Oxfordshire County Council - Training	2,000.00	-	2,000.00	-
BN(O) Grant	-	24,000.00	24,000.00	-
Oxon Community Foundation	3,749.99	-	3,749.99	-
	5,749.99	24,000.00	29,749.99	33,655.00
<u>Less credited to revenue during the year</u>				
Oxford City Council	655.00	-	-	-
Arts Council	-	10,500.00	-	-
TNLFCF - Covid-19 Support	10,000.00	-	-	-
Anonymous	2,000.00	-	-	-
Garfield Weston Foundation Grant	9,166.66	-	-	-
Fusion Education Support	500.00	-	-	-
	22,321.66	10,500.00	32,821.66	0.00
<u>Balance carried forward</u>	6,583.33	24,000.00	30,583.33	33,655.00

The above incoming resources are not recognised in the current year but deferred until the period in which OCCAC is entitled to expend the resource.

	31/03/2022 Unrestricted Funds £	31/03/2022 Restricted Funds £	31/03/2022 Total £	31/03/2021 Total £
14. 儲備				
Charity Funds				
<u>Balance brought forward</u>				
General Fund	15,141.43	0.00	15,141.43	4,799.56
Designated Base Fund	53,615.89	-	53,615.89	53,581.68
Elderly Welfare Fund	-	283.05	283.05	282.91
	68,757.32	283.05	69,040.37	58,664.15
<u>Surplus/(Deficit) for the year</u>				
General Fund	209.14	-	209.14	10,527.06
Designated Base Fund	4.89	-	4.89	34.21
Elderly Welfare Fund	-	0.04	0.04	0.14
	214.03	0.04	214.07	10,561.41
<u>Transfers between funds</u>				
General Fund	0.00	0.00	0.00	0.00
Designated Base Fund	0.00	-	0.00	0.00
Elderly Welfare Fund	0.00	-	0.00	0.00
	0.00	0.00	0.00	0.00
<u>Balance carried forward</u>				
General Fund	15,350.57	0.00	15,350.57	15,141.43
Designated Base Fund	53,620.78	-	53,620.78	53,615.89
Elderly Welfare Fund	-	283.09	283.09	283.05
TOTAL Funds	68,971.35	283.09	69,254.44	69,040.37

Reserve policy

The Base Fund is a designated contingency fund set aside to safeguard the operations of OCCAC in meeting its charitable objectives. The level of reserves is determined by the Management Committee taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions.

All reserves are held in OCCAC's savings and current accounts.

The Elderly Welfare Fund, set up after receiving a £5,000 donation from an anonymous couple in 2007/08, was spent for the benefit of the needy elderly, in relation to trips and lunches, at the discretion of the Management Committee or Administration Officer.

15. 關聯交易

Related party transactions

There have been no related party transactions in this reporting period.

OXFORDSHIRE CHINESE COMMUNITY AND ADVICE CENTRE

England & Wales - Charity number 1006710

Accounts

General Information**Trustees (Management Committee Members) 2020 - 2021**

Mr Stephen Chu
Mrs Erica Delefortrie
Dr Guoliang Fu
Dr Wendy Wensheng Huang
Dr Jinghuan Li (till 27th September 2020)
Ms Choon Foong Liao
Mrs Estella Man-Kin Packwood
Dr Lei Song
Mr Chun Hei (Boris) Wong (from 27th September 2020)
Mr Cheuk Yin Yau (from 27th September 2020)
Mr William Koon-Ming Wong (till 27th September 2020)
Mr Shui Hing Yiu

Auditor: M Y Teh & Co Limited
Chartered Certified Accountants & Registered Auditors
Unit 21, Kingspark Business Centre
152-178 Kingston Road, New Malden, Surrey KT3 3ST

Advisers: Sir Hugo Brunner
Ms Erica Davis
Dr Lesheng Kong
Mr John Lay

Legal Adviser: Mr Ronald Peet
Mrs Brenda Robinson

Bankers: Santander
Business Banking Centre
T54, Ground Floor Ops
Bridle Road
Bootle, Merseyside
L30 4GB
Barclays Bank PLC
PO Box 333
54 Cornmarket Street
Oxford
OX1 3HS

Oxfordshire Chinese Community & Advice Centre

Address: 44B Princes Street Oxford OX4 1DD
Telephone: 01865 204 188
E-mail: admin@occac.org.uk
Website: www.occac.org.uk

財政報告 Financial Accounts for 2020 - 2021
信託委員報告 Report of the Trustees for the Year ended 31st March 2021

The Trustees have pleasure in presenting their report with the audited financial statements of the Oxfordshire Chinese Community and Advice Centre (OCCAC) for the year ended 31 March 2021.

The financial statements comply with the Charities Act 2011 and 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 (FRS102) (effective 1 January 2019).

Charitable Status

The Oxfordshire Chinese Community and Advice Centre is a registered charity and is governed by its Constitution adopted on 16th June, 1991. Its registered number is 1006710.

Charitable Objects

OCCAC exists to serve the Chinese community in Oxfordshire by assisting them in gaining access to services and benefits they are entitled to and helping them to integrate into society.

The main objectives are:

- (i) To help the needy by the provision of advice and assistance;
- (ii) To advance education and to improve living and employment skills;
- (iii) To provide recreational & cultural, art & music activities; to combat social isolation and improve quality of life.
- (iv) To promote healthy living and good mental health.

Public Benefit

The Trustees have a duty to report on the public benefit that OCCAC brings to society. Each year the Trustees review OCCAC's objectives and activities to ensure that they continue to reflect its aims. In carrying out this review the Trustees have considered the Charity Commission's general guidance on public benefit. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

OCCAC's purposes and aims are set out above in the section entitled 'Charitable Objects'. OCCAC has sought to achieve these objects by undertaking the following activities:

- (i) Opening the Centre for the needy, isolated, older, non-English speaking Chinese people to drop in and seek help, enabling them to gain equal access to services through the provision of advice, translation and interpretation services;
- (ii) Organising appropriate educational talks, workshops and classes to enhance clients' career prospects and promote good citizenship;
- (iii) Organising suitable cultural, music and recreational activities for the scattered Chinese community to combat social isolation;
- (iv) Organising health talks and walks, mental health support and carers' support activities as well as day care for the elderly;
- (v) Acting as a bridge between the Chinese community, the wider community and public bodies;
- (vi) Recruiting volunteers to help and serve the Chinese community and the needy people in society.

Achievements and Performance

OCCAC has been serving the local Chinese community, especially the disadvantaged, vulnerable, non-English-speaking, older members over the last 29 years, providing culturally, ethnically, and linguistically appropriate services.

OCCAC's overall performance is limited by the resources that it can obtain. The demand for services far exceeds what it can provide with current resources.

Our activities and achievements from April 2020 to March 2021 are summarised as follows:

(i) COVID-19 Support

- Set up 9 WeChat and WhatsApp groups for over 1,000 people to send out updates on government rules and regulations and NHS advice regarding COVID-19
- Helped vulnerable and older members order food and basic necessities online, access food donations, and collect prescriptions during the lockdown. Delivered donated face masks and cleaning materials
- Organised 22 additional online health talks given by doctors and health professionals from Hong Kong and China
- Organised a fundraising activity to donate PPE to Oxfordshire hospitals when they had a shortage of such equipment initially.

(ii) Advice Work

- Provided minimum advice service to the very vulnerable non-English-speaking Chinese due to lack of advice work funding. Areas include health and mental health, COVID-19 advice, funeral, homelessness and benefits
- Signposted and referred clients to relevant social and public services

(iii) Community Activities

- Chinese New Year & Dragon Boat Festival Celebrations were cancelled in 2020. Mid-Autumn Festival 2020, Christmas and Chinese New Year Celebrations 2021 were held online;
- Holding online festival celebrations has led to a loss of donations and fund-raising income;
- Could not organise and deliver various face-to-face activities for different community groups such as the elderly, women, youth, carers and mental health support groups.

(iv) Elderly Day Centre & Lunches

- Suspended Elderly Day Centre and lunches in compliance to government COVID-19 regulations
- Delivered 59 Tuesday and Thursday online Connect Group sessions via Zoom, with survival English sessions and health quizzes to reinforce knowledge learned in online health and mental health talks and workshops

(v) Chinese Health, Mental Health and Carers Project (April 2018 - March 2023) - Big Lottery Fund

- From April 2020 to March 2021:
 - Organised 34 health and mental health talks; assisted 324 clients with health and mental health information, advice and interpretation
 - Due to the COVID-19 pandemic, all community activities were held online. 2,076 people participated in the online community activities such as health and mental health talks and workshops, online connect groups and community music & art, cookery and seated exercise sessions.
 - Organised 29 weekly online cookery sessions with retired and amateur cooks sharing recipes and cooking skills
 - Organised 29 music & art sessions with professional and amateur singers performing and leading Chinese songs
 - "Happy Growing and Healthy Eating" scheme : Despite losing access to the community allotment, we encouraged 63 users and volunteers to grow plants and vegetables at home and in their backyards, maintain healthy eating habits, and enjoy improved nutrition, hydration and wellbeing.
- 75 vulnerable and socially isolated Chinese were visited; 49 carers and their families benefitted from online carers' gatherings

Structure, Governance and Management

The Management Committee (MC) directs the general management and policy of OCCAC. It must meet at least four times a year, and consists of between four and ten members who are elected at the annual general meeting by the membership of OCCAC. Election is for three years, and one third of the committee retires annually by rotation and shall be eligible for re-election. The membership of the MC includes people from the local Chinese community as well as those with specialist skills.

The pool of specialist skills available to OCCAC is enhanced by the appointment of advisers, who are not necessarily members, but who may be called upon to give specialist advice on an ad hoc basis. A scheme of delegation is in place and day-to-day responsibility for the provision of the services rests with the Administration Officer. The Administration Officer is responsible for ensuring that the charity delivers the services specified in its aims and objectives.

Going concern

OCCAC's objectives, aims, activities, achievements and performance are set out on page 2, while a 'Financial review' is included below.

The financial position of OCCAC, its liquidity position and reserves are described in the financial statements and notes on pages 6 to 10. In addition, note 2 to the financial statements includes OCCAC's policies for managing its funds. The management of financial and other risks is described below.

OCCAC has sufficient liquid financial resources in its bank deposit accounts totalling around £107,000 of which £54,000 has been set aside as designated contingency fund to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions. In the current economic climate it is difficult to be certain about ongoing funding from local authorities and donations.

OCCAC was awarded a 5-year grant at the end of March 2018 from the Big Lottery Fund, for the period April 2018 to March 2023. With the reduction of staff working time and increased efforts in searching for grants and fundraising, the Trustees consider that the Centre has adequate resources to continue in operational existence for at least 2 years. Thus they continue to adopt the going concern basis of accounting in preparing the annual financial statements.

Risk Management

The Trustees are responsible to oversee OCCAC's risk management activities. Detailed considerations of risk are delegated to the Administration Officer. The risks to which OCCAC is exposed are evaluated annually when preparing and updating the Service Strategy and Trustees' Report. The risks, as identified by the Trustees, have been reviewed and systems established to mitigate those risks.

Financial review and results for the year

The Oxfordshire Chinese Community and Advice Centre continues to pursue its objectives as stated above and the moneys which have been given towards these objects and the manner in which these moneys have been expended or set aside for future use are shown in the Accounts on pages 5 to 7.

We continue to set aside funds to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions.

Statement of Trustees' Responsibilities

The Charity Trustees are responsible for preparing Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the charity Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable organisation and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing 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 judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS102, have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Community and Advice Centre will continue to operate.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the Community and Advice Centre and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the royal charters and bye-laws. They are also responsible for safeguarding the assets of the Community and Advice Centre and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees of the charity are aware of their duty under section 17 of the Charities Act 2011 to have due regards to public benefit guidance published by the Charity Commission for England and Wales.

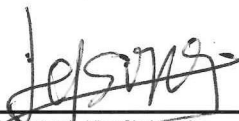
Each person who is a Trustee at the date of approval of this report confirms that:

- (a) so far as the Trustee is aware, there is no relevant audit information of which the auditors are unaware, and
- (b) each Trustee has taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

A resolution for the reappointment of M Y Teh & Co Limited as auditors for OCCAC will be proposed at the forthcoming Annual General Meeting.

On behalf of the Trustees



宋磊 Dr Lei SQMG (副主席 Vice-Chairman)

Date: 5th August 2021

核數師聲明

Independent Auditors' Report to the Trustees of Oxfordshire Chinese Community & Advice Centre

Opinion

We have audited the financial statements of Oxfordshire Chinese Community & Advice Centre for the year ended 31st March 2021 which comprise the Statement of Financial Activities, Balance Sheet and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st March 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and
- have been prepared in accordance with the requirements of Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

However, as we cannot predict all future events or conditions and their outcomes, the above conclusions are not a guarantee that OCCAC will continue in operation due to uncertainties caused by the impact of Covid-19 pandemic.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditors' report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and we do not express an audit opinion or any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities on page 3, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

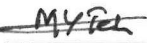
Auditors responsibilities for the audit of the financial statements

We have been appointed as auditors under section 145 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder. Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at : www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditors' report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Date: 5th August 2021

鄭明榮 會計師

Meng Yong Teh (Senior Statutory Auditor)

For and on behalf of M Y Teh & Co Limited

Chartered Certified Accountants and Statutory Auditors

M Y Teh & Co Limited is eligible to act as auditors under section 1212 of the Companies Act 2006.

收支帳目 2020年度至2021年度財政報告 (至 2021年度3月31日止)

Statement of Financial Activities for the Year ended 31st March 2021

	31/03/2021 Unrestricted Funds 常費 £	31/03/2021 Restricted Funds 指定經費 £	31/03/2021 Total 總數 £	31/03/2020 Total 總數 £	
收入 INCOME FROM :					
捐贈和遺產 Donations and legacies	37,511.34	-	37,511.34	45,359.37	Note 3
慈善活動 Charitable activities	17,471.91	101,273.00	118,744.91	84,919.79	Note 4
銀行利息 Investments	33.49	-	33.49	114.93	Note 5
其他收入 Other income	-	-	-	11,799.00	Note 6
總收入 TOTAL INCOME	55,016.74	101,273.00	156,289.74	142,193.09	
支出 EXPENDITURE ON :					
籌款費用 Raising funds	365.85	-	365.85	1,901.02	
慈善活動 Charitable activities	42,489.62	103,058.05	145,547.67	143,619.27	Note 8
總支出 TOTAL EXPENDITURE	42,855.47	103,058.05	145,913.52	145,520.29	
轉移前淨收入/支出(-) Net Income/(expenditure) for the year	12,161.27	-1,785.05	10,376.22	-3,327.20	
常費轉移至指定經費 Transfers between funds	-1,600.00	1,600.00	-	-	Note 2h
淨資金流動 Net movement in funds for the year	10,561.27	-185.05	10,376.22	-3,327.20	
Reconciliation of funds					
去年盈餘 Total funds brought forward	58,381.76	282.39	58,664.15	61,991.35	
現結盈餘 Total funds carried forward	£68,943.03	£97.34	£69,040.37	£58,664.15	Note 15

Further details of our income and expenditure are provided on the following pages, and in the notes on pages 7 to 10, which also form part of these accounts.

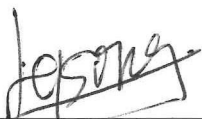
資產負債表〔於2020年3月31日〕 Balance Sheet at 31st March 2021

	31/03/2021 Total 總數 £	31/03/2020 Total 總數 £	
固定資產 Tangible Assets	3,949.00	4,490.43	Note 11
固定資產總額 Total Fixed Assets	3,949.00	4,490.43	
流動資產 Current Assets			
待收回款項 Debtors	3,985.26	3,503.10	Note 12
銀行存款及現款 Cash at Bank and in Hand	107,216.63	71,980.56	
流動資產總額 Total Current Assets	111,201.89	75,483.66	
流動負債 Current Liabilities			
Creditors: Amounts falling due within one year	46,110.52	21,309.94	Note 13
淨流動資產 Net Current Assets	65,091.37	54,173.72	
淨資產 Net Assets	£69,040.37	£58,664.15	
基金 Funds of the Charity :			
限制收入 Restricted income	283.05	282.91	Note 15
不受限制收入 Unrestricted income	68,757.32	58,381.24	Note 15
Total Funds	69,040.37	58,664.15	

The notes on pages 7 to 10 form part of these accounts.

核准者

Approved by the Management Committee, and signed on its behalf by:



宋磊 Dr Lei SONG (副主席 Vice-Chairman)



姚水興 Mr Shui Hing YIU (司庫 Treasurer)

Date:

5th August 2021

Notes to the Accounts for the Year ended 31 March 2021**1. Organisation**

Oxfordshire Chinese Community & Advice Centre is a registered Charity. (Registration No. 1006710)

The Community & Advice Centre is governed by its Constitution adopted on 16th June, 1991 and it is constituted as an unincorporated association. The Centre had 10 Trustees in the year 2020-21, about one third of the Trustees are elected annually for a 3 year term by OCCAC members at the annual general meeting. The administrative office is at 44B Princes Street Oxford OX4 1DD.

2. Accounting Policies**a) Basis of Accounting**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note (s) to these accounts. The accounts 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) - (Charities SORP (FRS102) effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

OCCAC meets the definition of a public benefit entity under FRS 102.

b) Preparation of accounts on a going concern basis

OCCAC was awarded a 5-year grant at the end of March 2018 from the Big Lottery Fund, for the period April 2018 to March 2023. With the reduction of staff working time and increased efforts in searching for grants and fundraising, the Trustees consider that the Centre has adequate resources to continue in operational existence for at least 2 years. Accordingly, they continue to adopt the going concern basis in preparing the financial statements as outlined in the report of Trustees on page 3.

c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. If grants and other sources of income relate to a specified period they are time apportioned over the period to which they apply. Grants, which are paid as a reimbursement of specific expenditure incurred, are allocated to the period in which that expenditure takes place.

Restricted income includes amounts received from government and local authorities to fund specific aspects of OCCAC's primary objectives. Where such income is received in advance it is treated as deferred income and released to income as the service is provided over the period of the project.

d) Volunteers

The Charity relies heavily on volunteers who are mainly members of the general public. The volunteers play an important role in organising events, fund raising, food catering and providing administrative and clerical work. The value of services provided by volunteers is not incorporated into these financial statements. In accordance with the Charities SORP (FRS102), the general volunteer time of regular participants and members of the general public is not recognised.

e) Donated services and facilities

Donated services and facilities are recognised as income when received, at the value of the gift to the charity provided the value of the gift can be measured reliably. A corresponding amount is then recognised in expenditure in the period of receipt.

f) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accrual basis. Expenditure includes any VAT which is reported as part of the expenditure to which it relates. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure heading where appropriate. Governance costs are those associated with constitutional and statutory requirements.

Where possible costs are allocated directly to the activity that they are associated with. Where this is not possible costs are allocated on an estimated time basis or as agreed by the activities funders. Failing that costs are allocated in proportion to the income attributable to an activity.

g) Tangible fixed assets and depreciation

OCCAC capitalises assets whose value are over £500. Depreciation is provided using the straight line method at the following annual rate to reduce the book value of the assets concerned to their estimated residual value over their useful working lives. The life of the project is used if it is shorter than the normal useful working life.

Fixtures, fittings and equipment – 20% on cost (5 years useful working life)

Computer, plant and machinery – 33.33% on cost (Between 3 and 5 years useful working life)

h) Fund accounting

OCCAC's funds consist of Restricted, Unrestricted, Base Funds and Elderly Welfare Fund. The unrestricted funds are usually referred to as General Funds. Restricted Funds are earmarked by the funding local authorities or grant giving bodies for a particular purpose that is more specific than OCCAC's primary objectives. Unrestricted Funds are those given by the funders towards the general objectives of OCCAC without any restrictions being imposed. The Base Fund is a designated contingency fund set aside to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions. A fourth fund - The Elderly Welfare Fund, set up after receiving a £5,000 donation from an anonymous couple in 2007/08, was spent for the benefit of the needy elderly, in relation to trips and lunches, at the discretion of the Management Committee or Administration Officer.

Examples of Restricted Funds are those given for specific health and mental health projects, or training courses, while General Funds are applied to advice and community work.

Since Restricted Funds are normally spent within twelve months of receipt, any interest earned forms part of the General Fund.

OCCAC's policy is to use General Funds to supplement the restricted activities where appropriate or to provide match funding where it is required to secure fundings.

Gift Aid is included gross i.e. including tax recoverable from HM Revenue and Customs.

i) Pensions

OCCAC operates a defined contribution pension scheme for the benefit of its staff. Contributions payable are charged to the Statement of Financial Activities in the period in which they are payable.

	31/03/2021 Unrestricted Funds £	31/03/2021 Restricted Funds £	31/03/2021 Total £	31/03/2020 Total £
8. 中心工作開支	Expenditure On Charitable Activities			
諮詢中心	36,426.52	-	36,426.52	55,104.08
日間中心	-	7,010.59	7,010.59	8,149.76
創意康樂活動	-	7,010.24	7,010.24	6,413.74
節日慶祝、籌款、旅行	-	-	0.00	6,323.33
健康及心理健康工作	-	-	0.00	6,000.00
社會融入和文化支持	-	-	0.00	5,000.00
牛津市議會	1,000.00	-	1,000.00	-
牛津郡社區基金	5,063.10	-	5,063.10	-
英國藝術協會	-	3,065.40	3,065.40	-
國家獎券基金	-	-	0.00	-
健康、心理健康及護理者工作	-	36,211.70	36,211.70	49,337.87
音樂治療	-	-	0.00	7,290.49
新冠疫情資助	-	49,760.12	49,760.12	-
Total	42,489.62	103,058.05	145,547.67	143,619.27
9. 員工及義工費用	Staff costs			
			2020/2021	2019/2020
Salaries			84,784.36	68,543.96
Employer's NI contributions			5,848.44	4,842.00
Pensions			1,662.02	1,349.04
Training Expenses			795.85	5,377.99
			93,090.67	80,112.99
The average full time equivalent number of employees for the year was 3 (2020: 3). No employee has employee benefits in excess of £60,000 (2020: None). No remuneration was paid to the Trustees in 2020/21 or any previous year.				
The key management personnel of the charity comprise the trustees and Administrator. The total employee benefits of the key management personnel of the charity were £ 13,949 (2020 : £ 11,544).				
10. 交通費	Sums reimbursed to Trustees			
			2020/2021	2019/2020
Reimbursements made to 5 Trustees during the year for travel			0.00	98.08
	31/03/2021 Unrestricted Funds £	31/03/2021 Restricted Funds £	31/03/2021 Total £	31/03/2020 Total £
11. 固定資產	Tangible Fixed Assets			
	- fittings, fixtures and equipment			
	<u>Cost</u>			
Balance at 1 st April 2020	20,349.99	74,607.99	94,957.98	91,279.01
Additions during the year	-	2,008.00	2,008.00	3,679.97
Disposals	-	-	-	-1.00
Balance at 31st March 2021	20,349.99	76,615.99	96,965.98	94,957.98
	<u>Less accumulated depreciation</u>			
Balance at 1 st April 2020	-16,769.85	-73,697.70	-90,467.55	-88,421.05
Charge for the year	-1,815.40	-734.03	-2,549.43	-2,046.50
Disposals	-	-	-	-
Balance at 31st March 2021	-18,585.25	-74,431.73	-93,016.98	-90,467.55
Net Book Value carried forward	1,764.74	2,184.26	3,949.00	4,490.43
12. 待收回款項	Debtors: Due within one year			
Receivable income			3,324.26	3,442.72
Other Debtors and Prepayment			661.00	60.38
			3,985.26	3,503.10
13. 尚欠款項	Creditors: Amount falling due within one year			
Other Creditors and Accruals			12,455.52	21,309.94
Income received in advance			33,655.00	-
			46,110.52	21,309.94

	31/03/2021 Unrestricted Funds £	31/03/2021 Restricted Funds £	31/03/2021 Total £	31/03/2020 Total £
14. 預收收入				
Income received in advance				
<u>Balance brought forward</u>	0.00	0.00	0.00	24,597.94
<u>Plus received during the year</u>				
Oxford City Council	655.00	-	655.00	-
Arts Council	-	10,500.00	10,500.00	-
BLF Covid -19 Support	10,000.00	-	10,000.00	-
Anonymous	2,000.00	-	2,000.00	-
Garfield Weston Foundation Grant	10,000.00	-	10,000.00	-
Fusion Education Support	500.00	-	500.00	-
	23,155.00	10,500.00	33,655.00	0.00
<u>Less credited to revenue during the year</u>				
Music Therapy Fund	-	-	-	7,500.00
Innovative & Creative Project	-	-	-	4,791.69
Health, Mental Health & Carers Project	-	-	-	12,306.25
	0.00	0.00	0.00	24,597.94
<u>Balance carried forward</u>	23,155.00	10,500.00	33,655.00	0.00

The above incoming resources are not recognised in the current year but deferred until the period in which OCCAC is entitled to expend the resource.

	31/03/2021 Unrestricted Funds £	31/03/2021 Restricted Funds £	31/03/2021 Total £	31/03/2020 Total £
15. 儲備				
Charity Funds				
Balance brought forward				
General Fund	4,799.56	-	4,799.56	4,240.65
Designated Base Fund	53,581.68	-	53,581.68	57,468.31
Elderly Welfare Fund	-	282.91	282.91	282.39
	58,381.24	282.91	58,664.15	61,991.35
Surplus/(Deficit) for the year				
General Fund	10,527.06	0.00	10,527.06	-3,441.09
Designated Base Fund	34.21	-	34.21	113.89
Elderly Welfare Fund	-	0.14	0.14	0.52
	10,561.27	0.14	10,561.41	-3,326.68
Transfers between funds				
General Fund	0.00	-	0.00	4,000.00
Designated Base Fund	0.00	-	0.00	-4,000.00
Elderly Welfare Fund	0.00	-	0.00	0.00
	0.00	0.00	0.00	0.00
Balance carried forward				
General Fund	15,141.43	0.00	15,141.43	4,799.56
Designated Base Fund	53,615.89	-	53,615.89	53,581.68
Elderly Welfare Fund	-	283.05	283.05	282.91
TOTAL Funds	68,757.32	283.05	69,040.37	58,664.15

Reserve policy

The Base Fund is a designated contingency fund set aside to safeguard the operations of OCCAC in meeting its charitable objectives. The level of reserves is determined by the Management Committee taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions.

All reserves are held in OCCAC's savings and current accounts.

The Elderly Welfare Fund, set up after receiving a £5,000 donation from an anonymous couple in 2007/08, was spent for the benefit of the needy elderly, in relation to trips and lunches, at the discretion of the Management Committee or Senior Administration Officer.

16. 關聯交易

Related party transactions

There have been no related party transactions in this reporting period.