

Registered Charity Number: 1085801



Lai Yin Association

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 March 2021



Lai Yin Association

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Lai Yin Association

Legal and administrative information for the year ended 31 March 2021

Trustees (management committee)

Chairperson	Jie Bing Chan
Vice Chair	Rebekah Wu
Secretary	Noreen Binfield
Treasurer	M Simpson
Other trustees	Hak Mui Yau See Nai Kwok

Honorary Advisor Ruby Chau

Staff	Pauline Yau	Project manager
	Wai Ching Tso	Adm assistant

Charity number 1085801

Primary address Sharrow Old Junior School
South View Road
Sheffield
S7 1DB

Bankers Virgin Money
66 Fargate
Sheffield
S1 2HE

Independent Examiner Susan Cochrane, ACA
Employee of:
VAS Community Accountancy
The Circle
33 Rockingham Lane
Sheffield, S1 4FW

Lai Yin Association

Trustees' annual report For the year ended 31 March 2021

The trustees submit their annual report and the financial statements for the year ended 31 March 2021.

Structure Governance & management

The Charity is operated under a constitution adopted on 19 December 1994 as amended on 11 September 2000 and 6 March 2001, registered charity number 1085801.

The charity is run by a management committee which consists of between 5 and 11 members. The management committee is elected on an annual basis at the AGM held around mid-Autumn.

All Trustees shall retire at each AGM but may offer themselves for re-election. The trustees may at any time co-opt any individual duly qualified to be appointed as a Trustee. The co-opted Trustee holds office only until the next AGM and the total number of co-optees at any one time shall not be more than four or more than one-third of the elected Trustees.




No formal policy exists for the induction and training of trustees but is done as is seen necessary, including safeguarding and data protection under GDPR.

The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The major risk to the association is the inability to obtain funding from organisations to allow the association to continue to organise its activities.

Objects of the charity

The objects of the charity are to promote the benefit of people principally from ethnic minorities living in South Yorkshire thereof (hereinafter called "the area of benefit") in particular but not exclusively Chinese women, without distinction of sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and other leisure time occupation with the object of improving the conditions of life for the said inhabitants.

The principal activities of the charity, to meet the objects are:

-  To promote the benefit of women and their families, principally from BAME communities, living in South Yorkshire
-  To improve the well-being and interest of social welfare by working with local communities and local authorities
-  Bringing the community together through recreational and other leisurely activities

Lai Yin Association

Trustees' annual report (continued) For the year ended 31 March 2021

Achievement and performances

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

This year has been aspiring for us which has seen a growth in our connections with other organisations, working together to focus on older people's needs and the importance of providing opportunities for older people to have their voices heard, primarily through the one-off workshops and the working groups of the "Leading the way towards an Ageing Friendly Sheffield" project as part of the Age Better in Sheffield programme.

The support from funding bodies, delivery partners, staff, volunteers, members and the committee have been undeniably vital to growing the organisation presence and building strong links with local authorities and other organisations. Continuing this route will benefit members and local residents to accessing information and services that fit their needs, and we will continue to be involved in consultations to help voice the ideas and concerns of our members.

Covid-19 and lockdown had a huge impact on our lives and Lai Yin were no exception. This year was a true test of resilience and adaptability for us. The lockdown has helped us to forge links via increased attendance of digital meetings and support with other voluntary sectors and local councils to understand and better reach the wider community. However, the limited resources within the organisation and the risk assessments for our primary staff, volunteers and members wellbeing reduced our activities significantly and identified the continued challenges of the organisation's limited human resources and limited tools to reach older and isolated members and volunteers

Activities 20/21

Age Better in Sheffield – Age Friendly Sheffield project "Leading the way towards an ageing friendly Sheffield" project October 2018 – March 2021

Funded through the Age Better in Sheffield programme, led by South Yorkshire Housing Association. One aspect of the programme supports innovative projects that aim to reduce the loneliness and isolation of over 50s in Sheffield. The programme is part of a national programme by Centre of Age Better and funded by The National Lottery Community Fund.

We have continued engagement with various voluntary organisations and groups that support people over 50 across Sheffield to give them the opportunity to share their stories of growing older in Sheffield and what they think local authorities and communities could do to better address their needs through one-off workshops.

The partnership with Age Better in Sheffield and Age UK Sheffield have also allowed representatives of the Lai Yin to be involved in the Citywide Age Friendly Sheffield Steering Group to contribute to the ageing friendly conversations.

The project was extended for an additional three months to allow further closure of the delivery partner projects.

Lai Yin Association

Trustees' annual report (continued) For the year ended 31 March 2021

Working groups

We formed the last two of the four working groups and delivered them over Zoom with average of 3 people per session and session delivered to small group at St Mary's Reform Church, Sheffield. The reliance of digital technology and lockdown restrictions made it difficult to reach out to more people, however the ideas and discussions were equally valuable as our previous working groups.

The reports of the group discussions included what it meant to be an older person and the impact Co-Vid19, the first impressions of an ageing friendly city and what it should include.

Supporting older people during lockdown

Our volunteers and staff helped to deliver Ageing Friendly Sheffield tote bags that included facemasks, hand sanitizers, packs of tea, coffee and snacks and the activity packs produced by South Yorkshire Housing Association to Chinese older people across Sheffield.

Future outlook

- Collating the research to compile the end of project reports and adding to our Age Friendly Sheffield Digital library.
- Installing of Happy to Talk benches in Graves Park, Firth Park and Abbeyfield Park.
- Planning support for older people as the city eases out of lockdown.
- Valued continued opportunities for Chinese older people to engage with the Age Friendly Sheffield Team lead by South Yorkshire Housing Association, delivery partners and other organisations.
-
- End of project event

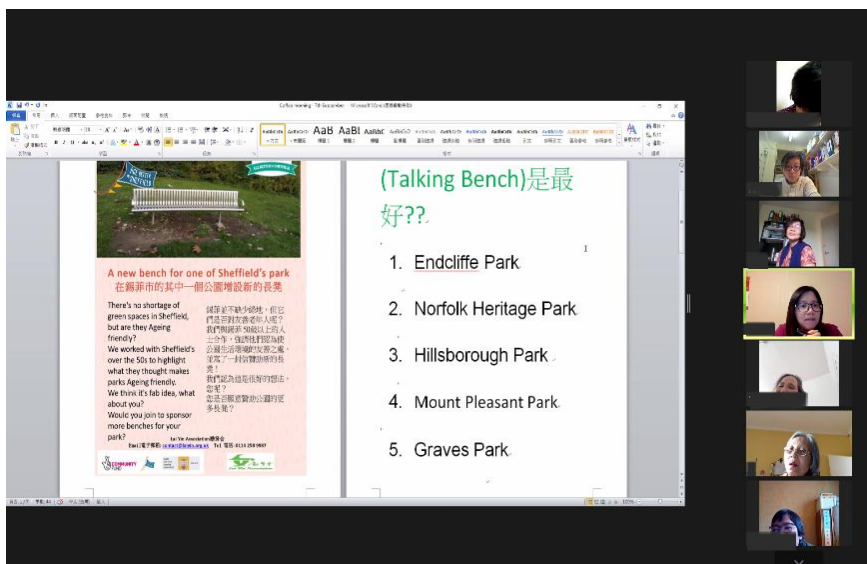


Lai Yin Association

Trustees' annual report (continued) For the year ended 31 March 2021

Online Coffee Mornings and Exercises

Previously, we had used the remaining funds of the Smart phone Smart Friends project to encourage older people to be more active and reduce social isolation. In order to help stay active at home, we added morning exercises to our Online Coffee Mornings to help everyone warm and ready to chat about different topics we had planned, invited guest speakers like The Enrichment for the Elderly and medical expert as part of Covid Confidence sessions.



Celebrations

Online Christmas Party 2020

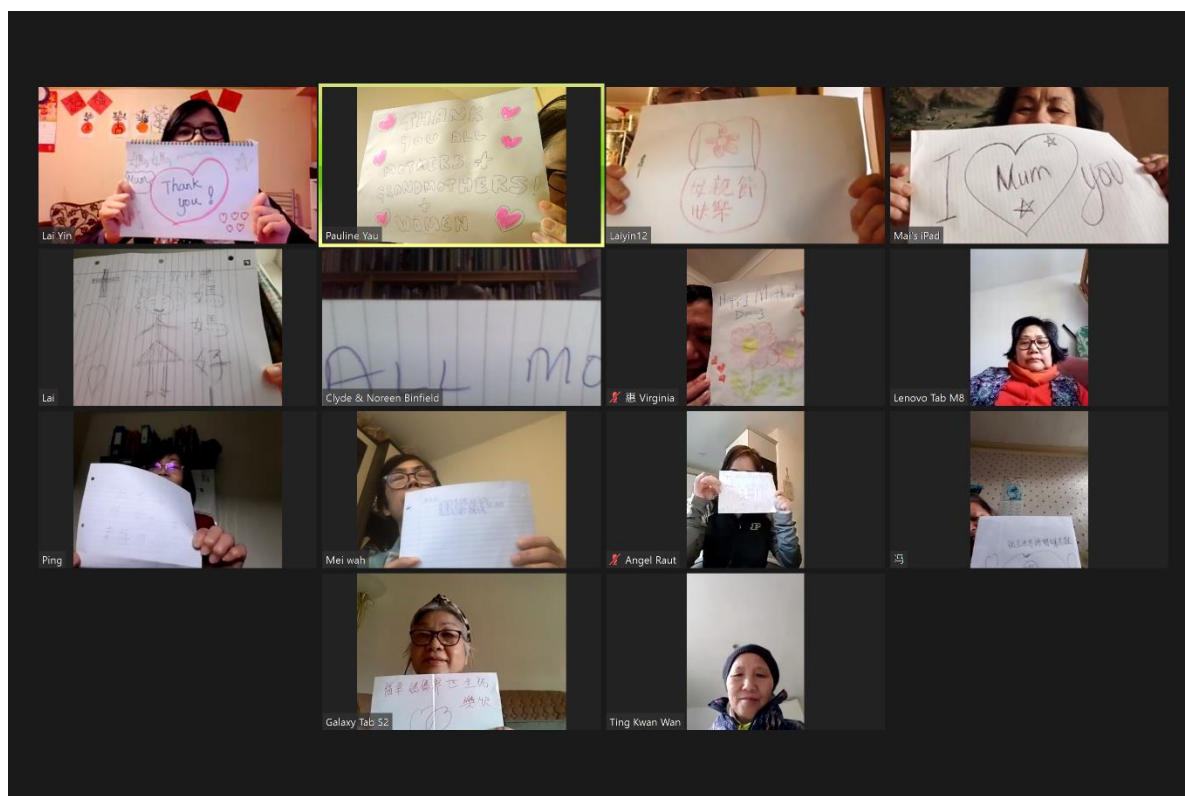


Lai Yin Association

Trustees' annual report (continued) For the year ended 31 March 2021

Celebrations cont.

Online International Women's Day 2021



AGM and Mid-Autumn festival

Due to low turnouts from our digital sessions, it was decided that this would be put on hold whilst lockdown was ongoing.

Digital walk-in Service

We continued to offer one-to-one support; providing interpretation, translation and to draft correspondences, as well as assist with access to social, welfare health matters and informal digital training. This service remained available on Wednesdays, 10am – 12pm due to limited resources.

During Co-Vid19 lockdown, we have only been able to offer the service over the phone.

Lai Yin Association

Trustees' annual report (continued) For the year ended 31 March 2021

Co-Vid 19 impact on Chinese community

Members from the Chinese communities are informed through their own means and Chinese news outlets about Co-Vid19; using this they took precautions early and informed us they would not want to attend activities in person. This impacted the attendance for our Christmas celebration and we have to postpone the coffee mornings and dance sessions.

Volunteers and staff were still able to provide support and check on their wellbeing via phone. Many of our members have informed us they have family and friends that are able to support them. We will continue to operate where possible to support the community, particularly for those living alone.

We also received generous donations of face masks, gloves, hand sanitizers and thermometers from Manchester Chinese Consulate, volunteers and anonymous donors who we are grateful for. We reached out to members and partners and have been able to hand these out to aid during the pandemic.

We plan to run activities and engage with members to capture their experiences and concerns to contribute to a wider understanding of the impact of Co-vid19 and lockdowns from Chinese communities living in Sheffield and access to service and information as there is an ongoing issue of information not reaching those from BAME communities and non-English speakers.

Future plans

We will continue looking for funding and collaborative opportunities to support older people, BAME women and families around social isolation, digital skills, physical activities, mental health awareness and family well-being support; as well as making connections with local authorities, organisations to better understand what support is available to provide better and more informed service for members.

Although Co-vid19 has impacted our services, we will continue to encourage members to keep in touch with us via phone, WhatsApp, WeChat and other means where possible. We plan to continue activities through digital means and looking into how to support people to get online.

We were not able to secure additional funding but had some remaining funds to complete the delivery of the Age Friendly Sheffield project for the future installation of the Happy to talk benches and use to support isolated older people. We also have remains from the People Keeping Well Partnership – Small Grant – Dementia 2019 funding to deliver dementia awareness workshops which we had hoped to deliver during the year but were impacted by lockdown restrictions

Lai Yin Association

Trustees' annual report (continued) For the year ended 31 March 2021

Reserves policy

The association reserves a minimum of £2,000 to support closure, in the event that the association is no longer able to secure further support and funds are needed to continue operations. Free reserves at 31 March 2021 were £7,601.

The trustees declare that they have approved the committee' report above on 23-5-2022

Signed on behalf of the trustees:



J B Chan
Trustee and Chairperson

Independent Examiner's report to the trustees of Lai Yin Association ("the Charity")

I report to the trustees on my examination of the accounts of the Charity for the year ended 31 March 2021.

Responsibilities and basis of report

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

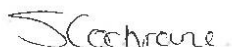
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Signed:

Susan Cochrane; FCA
Employee of:
VAS Community Accountancy
The Circle
33, Rockingham Lane
Sheffield
S1 4FW

Date: 15/06/2022

Lai Yin Association

Receipts & payments account For the year ended 31 March 2021

	Notes	Unrestricted fund £	Restricted funds £	Total 2021 £	Unrestricted fund £	Restricted funds £	Total 2020 £
Receipts							
Big Lottery Fund - Age friendly Sheffield		-	60,938	60,938	-	60,938	60,938
Shipshape PKW Dementia Community Grant		-	-	-	-	500	500
SCC Community Covid-19 Response Fund		-	4,807	4,807	-	-	-
The Magic Little Grant		-	500	500	-	-	-
Donations		565	-	565	618	-	618
Membership fees		155	-	155	285	-	285
Fundraising		840	-	840	761	-	761
Event income		-	-	-	837	-	837
Total receipts		1,560	66,245	67,805	2,501	61,438	63,939
Payments							
Salary costs	2	-	32,473	32,473	-	30,301	30,301
Events and activities		416	160	576	1,265	1,469	2,734
Rent		-	963	963	-	722	722
Insurance		-	484	484	-	812	812
Printing, postage and stationery		5	2,335	2,340	12	1,798	1,810
Telephone		-	698	698	-	709	709
other expenses		-	1,528	1,528	-	1,057	1,057
Staff travel and expenses		-	2	2	-	283	283
Staff training		-	-	-	-	40	40
Volunteer expenses and training		-	140	140	-	172	172
Professional fees		-	25,297	25,297	-	8,584	8,584
Equipment		-	-	-	20	2,583	2,603
Independent examination fees		-	-	-	-	1,080	1,080
Total payments		421	64,080	64,501	1,297	49,610	50,907
Net receipts/(payments) for the year		1,139	2,165	3,304	1,204	11,828	13,032
Transfers between funds	4	-	-	-	(1,619)	1,619	-
Total funds brought forward		6,462	29,780	36,242	6,877	16,333	23,210
Total funds carried forward		7,601	31,945	39,546	6,462	29,780	36,242

Lai Yin Association

Statement of assets and liabilities As at 31 March 2021

		2021 £	2020 £
Cash assets			
Balances at bank		39,546	36,242
Total		39,546	36,242
		Current value 2021 £	Current value 2020 £
Assets retained for the charity's own use			
Computer equipment	Funder - Big Lottery fund	3,769	3,769
Mobile phones	Funder - Big Lottery fund	650	650
Office equipment	Funder - Big Lottery fund	890	890
		5,309	5,309
		2021 £	2020 £
Liabilities			
Creditors		190	513
Accountancy & independent examination		540	-
		730	513

These Financial Statements are accepted by the committee on 23-5-2022

Signed on behalf of the committee by:



J B Chan
Trustee

Notes to the accounts

For the year ended 31 March 2021

1 Receipts & payments account

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

2 Staff costs

	2021 £	2020 £
Salaries	31,955	29,811
Employer's pension contribution	518	490
	<u>32,473</u>	<u>30,301</u>

There was an average of 2 employees during the year (2020: 2 employees).

3 Fees paid to Independent examiner's organisation

	2021 £	2020 £
Independent examination fees	-	1,080
Other fees paid to the independent examiner's organisation:		
Payroll and accounting software	<u>397</u>	<u>301</u>

The Independent examination fees paid in 2020 were the total fees for both the 2019 and 2020 year end accounts.

4 Restricted funds

	Brought forward £	Receipts £	Payments £	Transfers £	Carried forward £
Shipshape PKW Dementia Community Grant	484	-	(120)	-	364
Big Lottery - Age Friendly Sheffield	29,296	60,938	(63,894)	-	26,340
SCC Community Covid Response Fund	-	4,807	(66)	-	4,741
The Magic Little Grant	-	500	-	-	500
	<u>29,780</u>	<u>66,245</u>	<u>(64,080)</u>	<u>-</u>	<u>31,945</u>

Big Lottery - Age Friendly Sheffield

Funding for the 'Leading the Way - Towards an Age-Friendly Sheffield' project aiming to involve and empower socially isolated older people to lead the development of an Age-friendly Sheffield.

Shipshape PKW Dementia Community Grant

Funding to support activities focussing on dementia awareness in Chinese communities.

Notes to the accounts (continued)
For the year ended 31 March 2021

4 Restricted funds - continued

Sheffield City Council (SCC) Community Covid Response Fund

Funding to contribute towards encouraging conversations and learning from Chinese communities on how information helps to prevent the spread of Covid. To encourage testing and give better insight to the council and NHS for methods of providing information and support during lockdown.

The Magic Little Grant

Funding towards hiring a part time activities co-ordinator to plan digital fitness sessions and a trip to the park for older people.

<i>Prior year comparison</i>	<i>Brought forward</i>	<i>Receipts</i>	<i>Payments</i>	<i>Transfers</i>	<i>Carried forward</i>
	£	£	£	£	£
<i>Big Lottery - Smart Phone Smart Friends</i>	-	-	(1,619)	1619	-
<i>Shipshape PKW Dementia Community Grant</i>	-	500	(16)	-	484
<i>Big Lottery - Age Friendly Sheffield</i>	16,333	60,938	(47,975)	-	29,296
	<u>16,333</u>	<u>61,438</u>	<u>(49,610)</u>	<u>1,619</u>	<u>29,780</u>

5 Related party transactions

During the year two trustees received £117 (2020: £37) for travel expenses incurred whilst volunteering.

Hak Mui Yau's daughter Pauline is employed as the project manager. Pauline received remuneration benefits of £24,018 and travel of up to £2 in the year. Hak Mui Yau has not taken part in decisions regarding staff remuneration.

There were no other related party transactions during the year.