

**CHINESE HEALTH INFORMATION CENTRE**

**COMPANY REGISTRATION NUMBER : 4473484**

**CHARITY REGISTRATION NUMBER : 1094063**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

**CHINESE HEALTH INFORMATION CENTRE**

**ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021**

**INDEX**

<b>PAGE NUMBERS</b>	<b>CONTENTS</b>
1 - 7	TRUSTEES ANNUAL REPORT
8	INDEPENDENT EXAMINER'S REPORT
9	STATEMENT OF FINANCIAL ACTIVITIES
10	BALANCE SHEET
11	STATEMENT OF CASH FLOWS
12 - 19	NOTES TO THE ACCOUNTS

## CHINESE HEALTH INFORMATION CENTRE

### **Report of the Trustees for the Year Ended 31<sup>ST</sup> March 2021**

The trustees present their annual directors' report and financial statements of the charity for the year ended 31<sup>st</sup> March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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) (January 2019).

### **Reference and Administrative information**

Charity Name: Chinese Health Information Centre

Charity Number: 1094063

Company No: 4473484

### **Directors and trustees**

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Mr Kui Keung Yeung (Treasurer from 13.1.21)

Mr Kenneth Shieu

Mr Sandy Shing Chau Yip (Treasurer until 12.1.21)

Mr Chi Kin Ho

Mr Kwong Hon Paul Yu (Company Secretary)

Dr Simon Siu Man Kan (Vice Chairman)

Mrs Mei Yin Stott

Management Committee Members

Professor Shu Lan Tang (Chairman from February 2021)

### **Key management personnel: Trustees and Directors**

Chair of Trustees

### **Senior manager**

Mrs Shirley Lo Ping He

### **Registered Office**

6-8 Houldsworth Street

Manchester

M1 1EJ

**Independent Examiners**

Community Accountancy Service Limited  
The Grange  
Pilgrim Drive  
Beswick  
Manchester  
M11 3TQ

**Bankers**

Royal Bank of Scotland  
St Ann Street,  
Manchester  
M60 2SS

**Objectives and activities**

The purpose of the charity is to provide culturally appropriate, high-quality and professional health advice services to Manchester's local Chinese and South-East Asian communities.

The aims of the charity are:

1. To tackle health inequalities
2. To promote wellbeing
3. To prevent illness

The objectives of the charity are to work closely with both statutory and voluntary organizations, liaise with health and educational professionals and involve Greater Manchester's local Chinese Communities to:

4. Improve the health status and quality of life for Chinese individuals and community groups living in and around the Manchester area
5. Provide accessible and culturally appropriate health information services to the Chinese and South-East Asian communities
6. Provide consultative, advisory and support services to other organizations
7. Participate in health policy consultations; health needs assessments; research and evaluation aimed at identifying service gaps and improving services to meet those needs

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities, and setting the policies for the year.

The charity furthers its charitable purposes for the public benefit through the organization and provision of a wide range of health information, advice and activities, designed reduce loneliness and isolation, to improve service user's physical and mental health and wellbeing.



## **CHINESE HEALTH INFORMATION CENTRE**

### **Structure, governance and management**

Chinese Health Information Centre is a company limited by guarantee governed by its Memorandum and Articles of Association dated 29th June 2002. It is registered as a charity with the Charity Commission 7th October 2002.

### **Appointment of trustees**

As set out in the Articles of Association the appointment of trustees shall be reviewed every three years.

### **Trustee induction and training**

On appointment, Trustees are given an induction to their roles and responsibilities and access to relevant literature from the Charity Commission, Companies House etc.

### **Organization**

The board of trustees administers the charity. The board normally meets 6 times a year. A Nurse Operations Manager is appointed by the trustees to manage the day-to-day operations of the charity.

### **Related parties and co-operation with other organizations**

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee and senior manager with any service providers must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year such related party transactions are reported in Note 10.

### **Review of achievements and performance**

This year CHIC has experienced the worse and unprecedented situation both financially and operationally since the outbreak of the covid pandemic started in March 2020. The Centre was forced to close down nearly all its daily services and to follow the Government's lockdown policy. We endeavored to overcome all the obstacles to do as much as we could to support, help and comfort the people we have always served in particularly those isolated and lonely vulnerable adults and older people in our community. We have made changes, adaptation and innovation, and a developed a new way to operate and deliver services by setting up online a broad range of health activities including classes for basic English, Medical terms, Tai Chi, Stretching exercise, Dancing, Singing, Memory Lane Club for chat time, listen to music and play quizzes, one to one befriending telephone support to people who we continually support and care for. Extra support was given to help with shopping, making phone calls to GPs and hospitals, refer people to the appropriate agents including NHS Walk-in Centres, using NHS 111 etc.

The main achievements during the financial year 2020/2021 were:

**CHIC was able to secure funding from the SLA health partnership with Your Housing Group (YHG) which enables the following services to continue and be maintained:**

- i) 32 sessions Tai Chi delivered and benefitted 96 people among whom were all older people.
- ii) 19 sessions of stretching exercise were delivered and 113 people benefitted.

## CHINESE HEALTH INFORMATION CENTRE

- iii) 9 sessions of Memory Lane Support Group were held. The purpose of the activity is to keep people connecting and engaging socially by listening to and memorizing reminiscing old folk songs. This provided a good opportunity for people to be able to talk to, be listened to. They can chat and share freely.  
In total 72 people benefitted from it.
- iv) 20 sessions of one to one befriending help and support were provided to 100 elders among whom 50 were the old people living in the housing association.
- v) 4 large scale community health talks were delivered and well attended with 50-70 people per session; these talks were given by health professionals to raise health awareness including, What is health?, A health concern-combating High Blood Pressure and Cholesterol, Prevention & Treatment of Covid 19 Related Stress by Chinese Medicine, Guideline and Advice about Covid /Flu Vaccination, understanding the Truths and Myths of Covid Vaccination to provide information for people who are anxious to have the covid vaccination. These talks proved to be very useful and helpful and as a result more members from the community are less fearful of receiving covid vaccination.

In total 250 people benefitted from these health talks.

- vi) We held an online event for the first time in our life to celebrate the Chinese New Year in February 2021, with the aim of bringing some positivizes in the midst of battling against the pandemic, to enjoy a moment of relaxation and happiness. It was very successful with 120 people took part in it with joy.

Besides the above services CHIC were able to achieve and provide the following:

- 15 sessions Basic English class on a weekly basis, 70 regularly people take part in it.
- 15 sessions Health Medical Terminology Class on a weekly basis, 94 people regularly take part in it.
- 21 sessions of Mandarin Class were delivered and 67 people took part in it.
- 7 sessions of Singing class were organized with 50 people benefitted from it
- 18 sessions of Dancing Class were organized, 56 people took part in it.
- An extra 15 Stretching Exercise was provided and over 100 people benefitted.

These classes are contributed to by CHIC's dedicated volunteers who graciously give their valuable time.

All the above activities were aimed at empowering and getting people physically, mentally and socially active, connecting and engaging. It is important particularly during the pandemic lockdown when people are less active, and there is a fear of isolation and loneliness. Verbal feedback of these activities from users was very positive and useful. People are able to learn new skills, adapting new ways of making friends and engaging on line. The number of people taking part in all these activities is not less than any pre-pandemic time. Although there was physical limitation, these activities provided a very important window for older people who were in insolation due to the pandemic lockdown.

**Recent new health activities development during the pandemic**

On lines learning and health activities particularly important and beneficial to people who had to stay at home during the pandemic lockdown. In terms of promoting and keeping people active physically, socially and mentally to reduce of feeling of isolation, loneliness and lacking support, CHIC has developed the following services:

- Stretching Exercise
- Dancing Class
- Mandarin Class
- Singing Class
- Quizzes and Chat time session
- One to one be friendly telephone support

The above services are mostly made possible by the significant contribution of a group of dedicated volunteers giving their valuable time. These services have a huge impact on the lives of the local Chinese community during the pandemic lockdown to keep people occupied, socially and mentally active. It is particularly vital to those isolated vulnerable adults, older people in the community and they have been encouraged to join these activities on line using zoom facilities and mobile phones and so on. The on line facilities is a new way connecting, joining people together, is like a platform, an opportunity for people to meet, to chat and to share with one another face to face.. There has been much positive verbal feedback including being able to be more focused, able to learn better. They were given the platform and opportunity to talk and to meet other people; a sense of belonging in an appropriate cultural environment and being able to express their feelings in their own language. It is very important during the covid pandemic.

CHIC has been able to recruit 4 volunteers

**Financial review**

The attached statements show the current state of the Charity's finances, which the Trustees consider to be satisfactory. The management committee continues to invest in and develop services while maintaining existing services. This required us to use some of our reserve funds in the year. Total income in the year was £80,504 (2020 £162,368) and total expenses £98,877 (2020 £172,891) returning a deficit of £18,373 (2020 £10,523). The major sources of income were Your Housing, income generated from health interpreting services and an annual charity fundraising event.

**Investment powers and policy**

The trustees, having regard to the liquidity requirements of operating the charity, have kept available funds in an interest bearing deposit account.

**Reserves policy and going concern**

The balance held in unrestricted reserves at 31st March 2021 was £435,813 of which £264,710 was free reserves, after allowing for funds tied up in tangible fixed assets.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately eighteen months of normal pre Covid running costs (currently £258,000). This meets with CHIC's financial strategic plan. The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

Having regard to the level of reserves, financial strategic plan and annual budget the trustees consider that the charity is a going concern. Any reliance on grant funding is managed through a flexible

approach to staffing and service provision.

### **Risk management**

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

### **Plans for Future Periods**

CHIC Management Committee has set out a Financial Strategy Plan for future as follows:

- Minimize costs and reduce running costs
- Increase interpreting service income
- Continue to organise annual Fund-raising activities
- Use the opportunity of Chinese New Year celebrations to fund raise
- Continue the SLA with Your Housing Group (YHG)
- Seek, identify and bid for other sources of funding and sponsorship
- Publish a room hire facility on CHIC's website to generate more funds
- Further develop and expand the Carers for Autistic Children Support Group
- Maintain all core services
- Maintain financial stability in long term

2020-2021 it was a most challenging and unpredicted year due to the outbreak of the new coronavirus pandemic which has a severe financial impact on CHIC. We had experienced the most unprecedented situation in history of our lives and confronted the worse financial uncertainty. Due to the pandemic situation and the lockdown, CHIC has lost all the vital income generated both from the interpreting service and from the annual charity fund-raising event. They are the major source of income to help and support the sustainability of the entire operations of the Centre's charity work. More so, CHIC has entered the fifth year without any mainstream funding. Despite of facing the uncertainty financial situation, CHIC has endeavored to maintain financial stability without affecting services to our users. The Centre was forced to close down, a new way of operating and delivering our services had been developed by adopting on line services using zoom, WhatsApp, mobile phones, messaging facilities, and this proves to be very effective and beneficial to people's physical, social and mental well-being. We provide a wide range of services keeping people active, connecting and engaging to reduce social isolation and loneliness that during the lockdown. In fact more and new services had been developed including one to one telephone support and help service, dancing, Mandarin and stretching classes. Financially, by closely monitoring the financial situation and constantly reviewed the financial plan, we managed to reduce some of our running and staff costs. We have made use of the Government's lockdown policy adopting the furlough scheme and the Job Retention Scheme (CJRS).

CHIC was successfully to receive the MCC Fast Track Grant of £10,000 to support small business, the grant came in timely help. Although the SLA from Your Housing Group has reduced by 50%, nevertheless, the fund has significant contribution to support the Centre during this difficult time. We are pleased that significantly have maintained and stabilized our budget in line with our strategic plan. Thanks to all the support from the Management Committee and all the hard working staff team and volunteers. With the rising cases of the covid pandemic and new variants, inevitably it is going to have a huge impact our economy, we are going to face financial uncertainty in the coming months; therefore looking for other financial support and funding are still our top priority for the coming year.



## CHINESE HEALTH INFORMATION CENTRE

### **Trustees responsibilities in relation to the financial statements**

The charity trustees (who are also the directors of Chinese Health Information Service for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

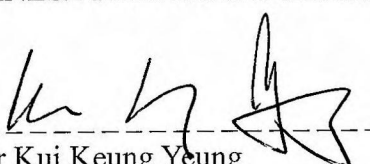
Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the board of trustees

CHINESE HEALTH INFORMATION CENTRE

  
-----  
Mr Kui Keung Yeung

Date: 22 December 2021

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CHINESE HEALTH INFORMATION PROJECT

I report on the accounts of the company for the year ended 31<sup>st</sup> March 2021, which are set out on pages 9 to 19.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act ;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from 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 statement below.

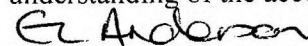
### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
  - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



EL Anderson MA FCA CTA  
Community Accountancy Service Ltd  
The Grange, Pilgrim Drive  
Beswick, Manchester, M11 3TQ

Date: 22 December 2021

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(including Income & Expenditure Account)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

				Year Ended 31.03.21 Total Funds £	Year Ended 31.03.20 Total Funds £
<b>INCOME FROM:</b>	Notes	Unrestricted Funds £	Restricted Funds £		
<b>Incoming Resources from Generated Funds</b>					
Donations & Legacies		-	-	-	510
Donation in Kind		-	2,710	2,710	-
Investment Income		113	-	113	558
Other Trading Activities	5	503	-	503	23,779
Charitable Activities	4	18,091	59,087	77,178	137,521
<b>TOTAL</b>		<u>18,707</u>	<u>61,797</u>	<u>80,504</u>	<u>162,368</u>
<b>EXPENDITURE ON:</b>					
Raising Funds	6	-	-	-	(8,823)
Charitable Expenditure	7	(37,080)	(61,797)	(98,877)	(164,068)
<b>TOTAL</b>		<u>(37,080)</u>	<u>(61,797)</u>	<u>(98,877)</u>	<u>(172,891)</u>
<b>NET INCOMING (OUTGOING) RESOURCES BEFORE TRANSFERS</b>		(18,373)	-	(18,373)	(10,523)
Gross Transfers between funds	16	-	-	-	-
		<u>(18,373)</u>	<u>-</u>	<u>(18,373)</u>	<u>(10,523)</u>
<b>RECONCILIATION OF FUNDS</b>					
Total Funds Brought Forward		454,186	-	454,186	464,709
<b>TOTAL FUNDS CARRIED F/W/D</b>	16	<u>435,813</u>	<u>-</u>	<u>435,813</u>	<u>454,186</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 12 to 19 form part of these accounts.

## CHINESE HEALTH INFORMATION CENTRE

Co.Reg. No. 4473484

10

## BALANCE SHEET AS AT 31 MARCH 2021

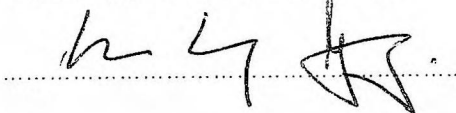
		2021 £	2020 £
<b>FIXED ASSETS</b>			
Tangible Fixed Assets	12	171,103	175,381
<b>CURRENT ASSETS</b>			
Debtors	13	8,034	26,299
Cash at Bank and in Hand		265,668	280,377
		<u>273,702</u>	<u>306,676</u>
<b>LIABILITIES:</b>			
Amounts falling due within one year	14	(8,992)	(27,871)
<b>NET CURRENT ASSETS</b>		264,710	278,805
		<u>435,813</u>	<u>454,186</u>
<b>THE FUNDS OF THE CHARITY</b>			
Restricted Funds	17	-	-
Unrestricted Funds	17	435,813	454,186
<b>TOTAL CHARITY FUNDS</b>		<u>435,813</u>	<u>454,186</u>

For the year in question the company was entitled to the exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required The company to obtain an audit of its accounts for the year in question in accordance with section 476.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved on behalf of the Board of Trustees:



Trustee Mr Kui Keung Yeung

Date: 22 December 2021

The notes on pages 12 to 19 form part of these accounts.



## STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 31st MARCH 2021

RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH  
FLOW FROM OPERATING ACTIVITIES

	2021	2020
	£	£
Net movement in funds	(18,373)	(10,523)
Add back depreciation	4,278	4,278
Deduct investment income	(113)	(558)
Decrease/(increase) in debtors	18,265	776
Increase/(decrease) in creditors	(18,879)	12,144
<b>Net cash used in operating activities</b>	<b>(14,822)</b>	<b>6,117</b>
<b>Cash flows from investment activities:</b>		
Interest	113	558
<b>Net cash provided by investing activities</b>	<b>113</b>	<b>558</b>
Increase/(decrease) in cash and cash equivalents during the year	(14,709)	6,675
Cash and cash equivalents brought forward	280,377	273,702
<b>Cash and cash equivalents carried forward</b>	<b>265,668</b>	<b>280,377</b>

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

**1. ACCOUNTING POLICIES****(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued January 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**(b) Funds structure**

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There are no restricted funds at the year end.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion have created a fund for a specific purpose.

Further details of each fund are disclosed in note 16.

**(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.

Fee and grant income are reflected in the accounts when receivable. Grants are recognised when the conditions for their receipt have been met - this may be based on performance of a task or purchase of goods or services. Grants which relate to a specified future period are deferred.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Operating income represents grants, contracts, fees and sundry income receivable.

**(d) 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 accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (g) below.

**(e) Irrecoverable VAT**

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

**(f) Allocation of support and governance costs**

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on staff time and facilities used in each activity.

The allocation of support and governance costs is analysed in note 8.

**(g) Charitable Activities**

Costs of charitable activities include governance costs and an apportionment of support costs as shown in Note 7.

**(h) Tangible fixed assets and depreciation**

Fixed assets are included in the accounts at net book value. Additions of a single item or a group of similar assets exceeding £500, are capitalised at cost (valuation for donated assets).

Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets over their estimated useful lives as follows:-

Computers	33 1/3% p.a. on original cost
Fixtures, Fittings & Equipment	25% p.a. on original cost
Buildings	over 50 years from 2012
Refurbishment	20% on cost

**(i) Debtors**

Trade and other debtors are recognised at settlement amount due after any trade discount offered.

Prepayments are valued at the amount prepaid net of any trade discounts due.

**(j) Creditors and Provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**(k) Taxation**

The organisation is exempt from income tax by reason of its charitable status. Income tax suffered on investment income is reclaimed in full. The Charity is registered for VAT.

**(l) Pensions**

The charity is a member of an auto enrolment pension scheme in due course. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions.

**(m) Contingent liabilities**

A contingent liability is identified and disclosed for those transactions resulting from a possible obligation which will only be confirmed by the occurrence of one or more uncertain future events not wholly within the trustees' control.

**2 NET INCOME FOR THE YEAR**

	2021	2020
	£	£
This is stated after charging:		
Depreciation - owned assets	4,278	4,278
Independent Examiners Fees	985	980
Other financial services	1,235	840

**3 TAX ON SURPLUS ON ORDINARY ACTIVITIES**

(See taxation policy note above)

-	-
---	---

**4 INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Specialist Interpreting Services (medical / health)	8,076	-	8,076
HMRC CJRS	-	54,087	54,087
Your Housing - Wellbeing Services	-	5,000	5,000
Manchester City Council - Covid Support	10,000	-	10,000
Activity Income	15	-	15
	<u>18,091</u>	<u>59,087</u>	<u>77,178</u>
Previous Year	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Specialist Interpreting Services (medical / health)	122,845	-	122,845
Your Housing - Wellbeing Services	-	10,000	10,000
LCVS Community Impact Fund	-	2,000	2,000
Trip & Activity Income	-	2,676	2,676
	<u>122,845</u>	<u>14,676</u>	<u>137,521</u>

**5 INCOME FROM OTHER TRADING ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Chinese New Year Fundraising	503	-	503
	<u>503</u>	<u>-</u>	<u>503</u>
Previous Year	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Charity Gala Dinner Fundraising Event	23,779	-	23,779
	<u>23,779</u>	<u>-</u>	<u>23,779</u>

**6 COST OF RAISING FUNDS**

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Charity Fundraising Event	-	-	-	8,823
(all unrestricted funds)	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,823</u>

## 7 EXPENDITURE

	Interpreting Service £	Health Promotion £	Other Activities £	Total 2021 £
Wages and Salaries	37,956	-	120	38,076
Wages and Salaries - interpreting	25,043	-	-	25,043
Bank Interpreting Expenses	788	-	-	788
Activities for Older People	-	-	30	30
Tai Chi Classes	-	-	1,153	1,153
Centre Health Activities	-	-	2,710	2,710
Support Costs	-	-	28,688	28,688
Governance Costs	-	-	2,389	2,389
	<u>63,787</u>	<u>-</u>	<u>35,090</u>	<u>98,877</u>
Restricted	42,324	-	19,473	61,797
Unrestricted	21,463	-	15,617	37,080
	<u>63,787</u>	<u>-</u>	<u>35,090</u>	<u>98,877</u>

Previous Year	Interpreting Service £	Health Promotion £	Other Activities £	Total 2020 £
Wages and Salaries	38,924	-	3,478	42,402
Wages and Salaries - interpreting	34,105	-	-	34,105
Travelling Expenses	538	-	54	592
Training & Consultancy	30	-	5	35
Volunteer Expenses	-	-	725	725
Bank Interpreting Expenses	39,291	-	-	39,291
Day trips for older people	-	-	2,916	2,916
Activities for Older People	-	-	281	281
Health Promotion Activities	-	35	-	35
Tai Chi Classes	-	-	2,450	2,450
Activities for Children	-	-	2,003	2,003
Centre Health Activities	-	-	718	718
Footcare Screening Service	-	1,082	-	1,082
DBS Checks	334	-	-	334
Support Costs	-	-	33,377	33,377
Governance Costs	-	-	3,722	3,722
	<u>113,222</u>	<u>1,117</u>	<u>49,729</u>	<u>164,068</u>
Restricted	-	-	15,176	15,176
Unrestricted	113,222	1,117	34,553	148,892
	<u>113,222</u>	<u>1,117</u>	<u>49,729</u>	<u>164,068</u>

**8 ALLOCATION OF GOVERNANCE AND SUPPORT COSTS**

	<i>Basis of Apportionment</i>	<b>General</b>		<b>Total 2021</b>	<b>Total 2020</b>
		<b>Support</b>	<b>Governance</b>		
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Employment Costs	<i>Staff Time</i>	14,704	-	14,704	18,945
Insurance	<i>Space Used</i>	2,452	-	2,452	2,446
Rent, Rates, Heat, Light & Water	<i>Space Used</i>	3,062	-	3,062	3,157
Repairs and Maintenance	<i>Space Used</i>	576	-	576	738
Minor Equipment	<i>Space Used</i>	-	-	-	314
Cleaning	<i>Space Used</i>	11	-	11	318
Printing, Stationery & Post	<i>Staff Time</i>	1,650	-	1,650	1,930
Telephone	<i>Staff Time</i>	782	-	782	928
Website	<i>Staff Time</i>	48	-	48	48
Depreciation	<i>Staff Time</i>	4,278	-	4,278	4,278
Sundries	<i>Staff Time</i>	20	-	20	49
Irrecoverable VAT		804	-	804	226
Management Committee Expenses		-	-	-	148
AGM		-	-	-	1,368
Accountancy & Payroll		-	2,220	2,220	1,820
Donations		301	-	301	-
Bank Charges & Interest		-	169	169	386
		<b>28,688</b>	<b>2,389</b>	<b>31,077</b>	<b>37,099</b>

**9 STAFF NUMBERS AND COSTS**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and Salaries	76,784	92,939
Social Security Costs	34	2,407
Pension Costs	1,005	106
	<b>77,823</b>	<b>95,452</b>

No employee earned £60,000 per annum or more.

The average number of employees was 10, 1 full time, 3 part time and 6 sessional interpreters.

The average number of employees by full time equivalent was:

Management & Administration	1	1
Provision of Services	2	3
	<b>3</b>	<b>4</b>

The charity considers its key management personnel comprises the trustees and manager. The total employment benefits, including employer N.I. and pension contributions of the key management personnel was £36,183 (previous year: £42,164).

No employee earned £60,000 p.a. or more, and no director was paid any remuneration.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

**10 CAPITAL COMMITMENTS**

Contracted for but not provided

£ nil	£ nil
-------	-------

**11 TRUSTEES' REMUNERATION AND EXPENSES**

No remuneration, directly or indirectly out of the funds of the charity, was paid or payable during the period, to any trustee or to any persons known to be connected with any of them. No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the period.

**12 TANGIBLE FIXED ASSETS**

	Building	Fixtures & Fittings	Computers & Equipment	Refurbishment	Total
<b>COST</b>		£	£	£	£
As At 1 April 2020	212,926	37,876	18,070	10,628	279,500
Additions					-
Disposals					-
At 31 March 2021	212,926	37,876	18,070	10,628	279,500
<b>DEPRECIATION</b>					
As At 1 April 2020	37,545	37,876	18,070	10,628	104,119
Charge for Year	4,278				4,278
Disposals					-
At 31 March 2021	41,823	37,876	18,070	10,628	108,397
<b>NET BOOK VALUE</b>					
At 31 March 2021	171,103	-	-	-	171,103
At 31 March 2020	175,381	-	-	-	175,381

**13 DEBTORS**

	2021 £	2020 £
Other Debtors	5,964	23,820
Prepayments	2,070	2,479
	8,034	26,299

**14 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Bank Current Account	4,200	11,778
Other Creditors	832	306
Other Taxes & Social Security Costs	1,021	10,441
Accruals	2,939	5,346
	8,992	27,871

**15 CONTINGENT LIABILITIES**

	2021 £	2020 £
At 31 March	-	-

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

## 16 MOVEMENT IN FUNDS

	Balance at 1.4.20 £	Incoming £	Transfers £	Outgoing £	Balance at 31.3.21 £
<b>RESTRICTED FUNDS</b>					
Your Housing Group - Older Peoples' Activities	-	5,000		(5,000)	-
Donation in Kind	-	2,710		(2,710)	-
HMRC CJRS	-	54,087		(54,087)	-
	-	61,797	-	(61,797)	-
<b>UNRESTRICTED FUNDS</b>					
General	278,805	18,707		(32,802)	264,710
Designated Capital Fund	175,381	-		(4,278)	171,103
	454,186	18,707	-	(37,080)	435,813
<b>TOTAL FUNDS</b>	<b>454,186</b>	<b>80,504</b>	<b>-</b>	<b>(98,877)</b>	<b>435,813</b>

Previous Year	Balance at 1.4.19 £	Incoming £	Transfers £	Outgoing £	Balance at 31.3.20 £
<b>RESTRICTED FUNDS</b>					
Your Housing Group - Older Peoples' Activities	-	10,000		(10,000)	-
Older People Contribution to Activities	-	1,490		(1,490)	-
LCVS Community Impact Fund - Activities	-	2,000		(2,000)	-
Donation - Older Peoples' Activities	-	500		(500)	-
Contribution to Childrens' Trip	-	1,186		(1,186)	-
	-	15,176	-	(15,176)	-
<b>UNRESTRICTED FUNDS</b>					
General	285,050	147,192		(153,437)	278,805
Designated Capital Fund	179,659	-		(4,278)	175,381
	464,709	147,192	-	(157,715)	454,186
<b>TOTAL FUNDS</b>	<b>464,709</b>	<b>162,368</b>	<b>-</b>	<b>(172,891)</b>	<b>454,186</b>

Designated Capital Fund - This represents the book value of assets still to be depreciated. The funds are fully spent.

## 17 ANALYSIS OF CHARITABLE FUNDS

	Tangible Fixed Assets £	Net Current Assets £	2021 Total £	Tangible Fixed Assets £	Net Current Assets £	2020 Total £
<b>RESTRICTED FUNDS:</b>	-	-	-	-	-	-
<b>UNRESTRICTED FUNDS:</b>	171,103	264,710	435,813	175,381	278,805	454,186
	171,103	264,710	435,813	175,381	278,805	454,186

## 18 COMPANY STATUS

The charitable company is limited by guarantee and all members have agreed to contribute a sum not exceeding £1 in the event of a winding up.

## 19 GOING CONCERN

The company's main source of income is grant funding and interpreting services. The Trustees having regard to future budgets and the current level of reserves consider that it is appropriate to prepare the accounts on a going concern basis and, consequently the accounts do not include any adjustments that would be necessary if the funding sources should cease.



**20 POST BALANCE SHEET EVENTS**

The trustees consider that there are no significant post balance sheet events that impact on the financial statements as presented. Covid has continued to impact the interpreting service after the year end but Government funding and reserves mean that the Centre is viable for the next 12 months.

**21 FINANCIAL INSTRUMENTS**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised on a transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at an amortised cost using the effective interest method.

**21 CONTROLLING PARTIES**

The company is under the joint control of the volunteer Board of Trustees named on Page 1. '