

CHINESE ASSOCIATION OF WOKING

England & Wales · Charity number 1109595

Details

Other names CA WOKING, CAW

Status Registered

Legal form Charitable company

Company number 05132321

Registered 2005-05-23

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

Contact

Address Restwynde
Pyrford Woods
Woking
Surrey
GU22 8QR

Phone 07917 758998

Email chairman@cawoking.org.uk

Website www.cawoking.org.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC IN ALL ASPECTS OF CHINESE CULTURE, ARTS, TRADITION, HISTORY AND LANGUAGE AND IN PARTICULAR BUT NOT EXCLUSIVELY TO PERSONS OF CHINESE ORIGIN OR DESCENT, WITHOUT DISTINCTION OF SEX, POLITICAL OR OTHER OPINIONS, RESIDENT OR WORKING WITHIN (BUT NOT LIMITED TO) THE BOROUGH OF WOKING AND THE SURROUNDING AREA ("THE AREA OF BENEFIT"), THE PROMOTION OF RACIAL HARMONY WITHIN THE AREA OF BENEFIT AND TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES IN THE INTERESTS OF EDUCATION, HEALTH, SOCIAL WELFARE AND RECREATION AND OTHER LEISURE TIME OCCUPATION TO IMPROVE THE SOCIAL EDUCATIONAL, CULTURAL AND PHYSICAL DEVELOPMENT OF THE INHABITANTS OF THE COMMUNITY IN THE AREA OF BENEFIT.

Activities: Supports the running of a Chinese Saturday school, Chinese Language Playgroups for the under 5s, a Chinese Community Project, a Children's Chinese Library Project and supports various Chinese cultural activities.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

Geography

- **Area of benefit:** BOROUGH OF WOKING AND THE SURROUNDING AREA. (BUT NOT LIMITED TO)
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£65,496	£55,526	-	-
2023-08-31	£56,778	£63,304	-	-
2022-08-31	£44,217	£45,339	-	-
2021-08-31	£35,426	£38,598	-	-
2020-08-31	£65,842	£48,319	-	-

Trustees

Name	Role	Appointed
Susie Sau-Ching JAMIESON	Chair	2019-06-22
ANITA CHI WAI HO		
Adela Shuk Man Shum		2025-11-15
Anthony Roger James		2022-01-29
Jing Chang		2024-04-20
Jing Hu		2024-04-20
Qinmin Zhang		2020-09-12

CHINESE ASSOCIATION OF WOKING

England & Wales - Charity number 1109595

Accounts



Company Registered No. 05132321
Charity No. 1109595

CHINESE ASSOCIATION OF WOKING

Annual Report and Accounts
for the year ended 31 August 2024



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Trustees' Annual Report (incorporating the Director's Report) for the year ended 31 August 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

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

CAW is supported by the Woking Borough Council's Community Development team which provides a wide range of support and training for charities in the local area. All trustees are DBS (Disclosure and Barring Service) checked via the Woking Borough Council. Trustees are encouraged to attend the training sessions on new policies which are relevant to the work of the Association.

AIMS AND OBJECTIVES

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

ACTIVITIES & ACHIEVEMENTS

CAW has undertaken the following activities for the public benefit in relation to its objectives set out in its Memorandum and Articles of Association. Trustees have had regard to the guidance issued by the Charity Commission.

Saturday Chinese School

Woking Chinese School (WCS) is the main project of the Chinese Association of Woking (CAW) in promoting Chinese language education and delivering Chinese cultural awareness. WCS takes place at St John the Baptist school in Woking. There are 33 weeks in the school calendar, three terms a year.

WCS is governed by the School Governing Body (GB) under delegated authority from the CAW board of directors. The GB consists of the chairman, senior school management team, representatives from the parents, teachers, the CAW board of directors. The administration of the school is led by a head teacher, assisted by the deputy head of language department, the deputy head of cultural activities department, and a group of volunteers. The school provides in-house and external training for the language teachers. The parents' club helps with looking after the security of the school. They also run a tuck shop which provides refreshments to teachers, students and volunteers during break time.

The school offers children and adult Mandarin classes and Cantonese classes. It takes on children from age 5 onwards. Students who reach the standard of the GCSE will take the public examination. In addition, the school runs a Cantonese and a Mandarin playgroup for children under 5 years old. The playgroups have been designed to support children's language development and encourage their interest in learning Chinese through songs, stories, rhymes and games.

WCS welcomes all races to join their classes. The number of mix-raced students and non-Chinese students has increased steadily over the last few years. This reflects the diversity of the school.

The playgroups and language classes run between 10:00 am to 12:00 pm and are followed by afternoon activities classes from 12:30 pm. The cultural activities classes aim to promote Chinese culture among the community.

Apart from some activity teachers, all the teachers and helpers of WCS are volunteers. The main source of the income of the school comes from the school fees.

WCS is a member of the Association for the Promotion of Chinese Education (UKAPCE).

The school took part in various competitions organized by UKAPCE as well as other Chinese educational organizations. Our students continued to perform well and won a number of prizes, including Calligraphy, Reading and Singing competition.

The teachers and students at the school also participated in a variety of performances outside the school. They performed lion dancing, traditional Chinese dancing, martial arts display and singing to the public.

CAW Social Club

The CAW Social Club (formerly known as the Chinese Community Project (CCP)) provides a platform for CAW members and non-members to socialise and learn new skills such as cooking, flower arrangements and gardening. The CAW Social Club is managed by two voluntary project co-ordinators. Depending on the co-ordinators' availability, the Social Club opens once a month between 11am and 2pm at the Old Woking Community Centre.

Children's Chinese Library Project

The Chinese Library Project started in 2017, continues to be a unique offering of specialist Chinese books made available to Surrey readers and to support our school students' learning. The CAW signed a Memorandum of Understanding with Surrey Libraries to formalise the long-term relationship between the two parties. With young Chinese language and culture learners' needs in mind, CAW's team of volunteers took care to choose from vast sources suitable graded reading books, children's award-winning picture books and English translation of Chinese classic stories. Since July 2022, a group of volunteers started to run regular storytelling sessions at Woking Library, with the aim to promote Chinese cultures and language via stories and crafts. This was welcomed by local communities.

Cultural Performances

In order to raise awareness of the Chinese culture to the wider public, CAW delivers cultural performances at various venues and during various occasions. Each cultural performance activity is led by a cultural activity co-ordinator. Bigger events, such as the Chinese New Year celebration in Woking Town Centre and the Mid-Autumn Festival celebration, are led by a designated project manager. The main performance areas are Lion Dancing, Chinese Dancing, Kung Fu and Tai Chi demonstrations. The performers are made up of the Saturday school children, teachers, parents and other members of the CAW.

FINANCIAL REVIEW

The Treasurer's Report following this part of the document summarises the financial details of CAW for the year ended 31st August 2024.

CAW maintained a designated reserve of £33,161 at the end of the financial year on the 31 August 2024 these funds are held to meet any unforeseen expenditure that may occur.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees, who are also the directors of the Chinese Association of Woking for the purpose of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any 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 charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company, and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This Trustees' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.


ON BEHALF OF THE BOARD

Susie Jamieson

Chairman

Chinese Association of Woking

Date: 22/05/2025



Treasurer's Report for the year ended 31 August 2024

I am pleased to present the account that has been examined by an independent examiner for the year ended 31 August 2024. The accounts have been prepared in accordance with the format that complies with the requirement of the SORP.

The main sources of income for the current year were school fees of £53,811(2023: £46,252), membership fees from 223 members are £4460 (2023: £4460). The total income for the year was £65,496 compared to £56,778 last year. The increase in income was largely due to school fees, bank interest and donations received for cultural performances.

The total expenditure for the year was £55,526 (2023: £63,304). Majority of the expenditure related to the running costs of the school. The total expenditure was comparatively higher in 2023 due to the inclusion of some premises cost that were incurred in 2022 but paid in 2023.

The net surplus in unrestricted funds for the financial year was £9,970 (2023: -£6,526).

The accumulation of any surplus in unrestricted funds will be used to further the charitable objectives of the association at the discretion of the board of directors and to sustain the running costs of the association.

Qinmin Zhang
Treasurer
Chinese Association of Woking
Date: 22/05/2025

A handwritten signature in black ink, appearing to read 'Qinmin Zhang', is written over the printed name and title.



Reference and administration details for the year ended 31 August 2024

Charity Name: CHINESE ASSOCIATION OF WOKING
Registered Office: Restwynde, Pyrford Woods Road, Woking GU22 8QR
Company registration number: 05132321
Charity registration number: 1109595

Directors

Anita Chi Wai Ho
Roger James
Susie Sau Ching Jamieson
Qinmin Zhang
Chongjun Feng
Wai Yee Winnie Kwong
Bin Li
Adelina Berishaj (Appointed 20/04/2024)
Jing Hu (Appointed 20/04/2024)
Jing Chang (Appointed 20/04/2024)

Secretary Adelina Berishaj

Independent Examiner Sunny Ma

Banker Santander
CAF Bank
Scottish Widows

Statement of Financial Activities (including Income and Expenditure Accounts)**for the year ended 31 August 2024**

	Notes	Unrestricted Fund £	Restrict ed Fund £	Designated Fund £	Total Fund 2024 £	Total Fund 2023 £
INCOMING RESOURCES	1					
Income resources from generated funds:						
Donation					0	0
Other incoming resources – Grant					0	10
Income resources from charitable activities						
School fees, books & exam fees		53,811			53,811	46,252
Membership fee		4,460			4,460	4,460
Fund-raising events & CCP						
CAW Social Club		36			36	263
Chinese New Year events		1,827			1,827	1,488
Mid-Autumn Festival event		39			39	1,036
Cultural group performances		1,040			1,040	469
Other fund-raising events		300			300	670
Investment Income						
Bank interest received		3,983			3,983	2,140
<i>Total incoming resources</i>		65,496			65,496	56,778
RESOURCES EXPENDED	2					
Governance costs:	3	(2,522)			(2,522)	(3,040)
Charitable activities:						
Teaching		(24,503)			(24,503)	(26,477)
School administration and support costs		(24,867)			(24,867)	(29,159)
CAW Social Club		(83)			(83)	(234)
Chinese New Year events		(1,698)			(1,698)	(1,762)
Mid-Autumn Festival events		(1,232)			(1,232)	(1,837)
Cultural events		(621)			(621)	(474)
library - story telling teacher allowance		(0)			(0)	(321)
Total resources expended		(55,526)	0	0	(55,526)	(63,304)
Gross transfers between funds						
<i>Net movement in funds</i>		9,970	0	0	9,970	(6,526)
Total funds brought forward		113,348	1,132	33,161	147,641	154,167
<i>Total funds carried forward</i>		123,318	1,132	33,161	157,611	147,641

Balance Sheets as at 31 August 2024

	Notes	2024 £	2023 £
FIXED ASSETS		0	0
CURRENT ASSETS			
Bank		191,196	178,773
Cash		4,574	578
		<hr/>	<hr/>
		195,770	179,052
CREDITORS: due within one year			
Advance fees		33,726	27,632
Accruals		1,633	949
Parent club	4	2,800	2,800
NET CURRENT LIABILITIES		<hr/>	<hr/>
		38,159	31,411
NET CURRENT ASSETS		157,611	147,641
TOTAL ASSETS LESS CURRENT LIABILITIES		<hr/>	<hr/>
		157,611	147,641
UNRESTRICTED FUNDS		123,318	113,348
RESTRICTED FUNDS	5	1,132	1,132
DESIGNATED FUNDS	6	33,161	33,161
TOTAL FUNDS		<hr/>	<hr/>
		157,611	147,641

- (a) For the year ended 31 August 2024 the Company was entitled to exemption under section 477 of the Companies Act 2006;
- (b) No Members have required the Company to obtain an audit in accordance with section 476 of the Companies Act 2006;
- (c) The directors acknowledge their responsibilities for:
- Ensuring the Company keeps accounting records which comply with section 386 of the Companies Act 2006;
 - Preparing accounts which give a true and fair view of the state of affairs of the Company s at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Company.
- (d) The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act relating to small companies.

Approved by the Board of Directors of Chinese Association of Woking and signed on its behalf by:

Qinmin Zhang
Treasurer

Date: 22/05/2025



Notes forming part of the financial statements for the year ended 31 August 2024**1. Principal accounting policies****a. Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable in the UK and Republic of Ireland to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102, the Companies Act 2006, the Charities Act 2011 and applicable UK accounting standards. Assets and liabilities are recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s)

b. Funds accounting

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

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

Designated funds: These are funds which were set aside by the board of directors out of unrestricted funds for specific future purposes or projects.

c. Incoming resources

- School fee collections are accounted for the period from Sept 2023 to June 2024. Expenses are accounted for as if they are known with certainty;
- Donations are taken to unrestricted funds for use for teaching training and supports;
- Membership fees are accounted when receivable;
- Other activities to generate income are from fund raising and raffles held at cultural events;
- Special fund-raising events, jumble sales and contributions are taken to "unrestricted fund" where the funds will be spent for charitable activities;
- CAW had no investments other than cash at bank. Investment income is included when receivable.

2. Resources expended

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

3. Governance costs

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

	2024	2023
Governance costs	£	£
Stationeries, Toners, Printing, Postage	(0)	(0)
Subscriptions, Website	(669)	(584)
Hall hiring, Garage hiring, AGM, Meeting expenses, Training fee, travel.	(1,040)	(1550)
Insurance, Companies House filing fees	(813)	(706)
Independent Examiner's fee		(200)
Subtotal	(2,522)	(3040)

4. **Parents Club Funds** – The balance as at 31 August 2024 was £2,800 (2022: £2,800). This amount does not belong to the association as the fund was kept in the association's bank account for safekeeping only.

5. **Restricted funds** are £1,132 of which:
 - a. £480 is restricted fund from Surrey Youth Opportunity;
 - b. £652 is from Benevolent Fund to provide financial help for beneficiaries who are registered CAW Chinese School students who have mitigating circumstances. The fund was transferred from the designated fund.

6. **Designated funds** – Total of £33,161 was designated by the board of directors for emergencies or any shortfall in the school.

7. **Trustees Remuneration**

No trustees received any remuneration for their work as trustees or had any personal interest in any contract or transaction entered into by the charity during the year.

8. **Taxation**

There is no corporation tax liability as the association is a non-profit organisation and a registered charity.



Company Registered No. 05132321
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CHINESE ASSOCIATION OF WOKING

Annual Report and Accounts
for the year ended 31 August 2024



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Trustees' Annual Report (incorporating the Director's Report) for the year ended 31 August 2024

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FINANCIAL REVIEW

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This Trustees' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.


ON BEHALF OF THE BOARD

Susie Jamieson
Chairman
Chinese Association of Woking
Date: 22/05/2025



Treasurer's Report for the year ended 31 August 2024

I am pleased to present the account that has been examined by an independent examiner for the year ended 31 August 2024. The accounts have been prepared in accordance with the format that complies with the requirement of the SORP.

The main sources of income for the current year were school fees of £53,811(2023: £46,252), membership fees from 223 members are £4460 (2023: £4460). The total income for the year was £65,496 compared to £56,778 last year. The increase in income was largely due to school fees, bank interest and donations received for cultural performances.

The total expenditure for the year was £55,526 (2023: £63,304). Majority of the expenditure related to the running costs of the school. The total expenditure was comparatively higher in 2023 due to the inclusion of some premises cost that were incurred in 2022 but paid in 2023.

The net surplus in unrestricted funds for the financial year was £9,970 (2023: -£6,526).

The accumulation of any surplus in unrestricted funds will be used to further the charitable objectives of the association at the discretion of the board of directors and to sustain the running costs of the association.

Qinmin Zhang
Treasurer
Chinese Association of Woking
Date: 22/05/2025

A handwritten signature in black ink, appearing to read 'Qinmin Zhang', written in a cursive style.



Reference and administration details for the year ended 31 August 2024

Charity Name: CHINESE ASSOCIATION OF WOKING

Registered Office: Restwynde, Pyrford Woods Road, Woking GU22 8QR

Company registration number: 05132321

Charity registration number: 1109595

Directors

Anita Chi Wai Ho
Roger James
Susie Sau Ching Jamieson
Qinmin Zhang
Chongjun Feng
Wai Yee Winnie Kwong
Bin Li
Adelina Berishaj (Appointed 20/04/2024)
Jing Hu (Appointed 20/04/2024)
Jing Chang (Appointed 20/04/2024)

Secretary Adelina Berishaj

Independent Examiner Sunny Ma

Banker Santander
CAF Bank
Scottish Widows

Statement of Financial Activities (including Income and Expenditure Accounts)**for the year ended 31 August 2024**

	Notes	Unrestricted Fund £	Restrict ed Fund £	Designated Fund £	Total Fund 2024 £	Total Fund 2023 £
INCOMING RESOURCES	1					
Income resources from generated funds:						
Donation					0	0
Other incoming resources – Grant					0	10
Income resources from charitable activities						
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Investment Income						
Bank interest received		3,983			3,983	2,140
<i>Total incoming resources</i>		65,496			65,496	56,778
RESOURCES EXPENDED	2					
Governance costs:	3	(2,522)			(2,522)	(3,040)
Charitable activities:						
Teaching		(24,503)			(24,503)	(26,477)
School administration and support costs		(24,867)			(24,867)	(29,159)
CAW Social Club		(83)			(83)	(234)
Chinese New Year events		(1,698)			(1,698)	(1,762)
Mid-Autumn Festival events		(1,232)			(1,232)	(1,837)
Cultural events		(621)			(621)	(474)
library - story telling teacher allowance		(0)			(0)	(321)
Total resources expended		(55,526)	0	0	(55,526)	(63,304)
Gross transfers between funds						
<i>Net movement in funds</i>		9,970	0	0	9,970	(6,526)
Total funds brought forward		113,348	1,132	33,161	147,641	154,167
<i>Total funds carried forward</i>		123,318	1,132	33,161	157,611	147,641

<u>Balance Sheets as at 31 August 2024</u>		2024	2023
	Notes	£	£
FIXED ASSETS		0	0
CURRENT ASSETS			
Bank		191,196	178,773
Cash		4,574	578
		<hr/>	<hr/>
		195,770	179,052
CREDITORS: due within one year			
Advance fees		33,726	27,632
Accruals		1,633	949
Parent club	4	2,800	2,800
NET CURRENT LIABILITIES		<hr/>	<hr/>
		38,159	31,411
NET CURRENT ASSETS		157,611	147,641
TOTAL ASSETS LESS CURRENT LIABILITIES		<hr/>	<hr/>
		157,611	147,641
UNRESTRICTED FUNDS		123,318	113,348
RESTRICTED FUNDS	5	1,132	1,132
DESIGNATED FUNDS	6	33,161	33,161
TOTAL FUNDS		<hr/>	<hr/>
		157,611	147,641

- (a) For the year ended 31 August 2024 the Company was entitled to exemption under section 477 of the Companies Act 2006;
- (b) No Members have required the Company to obtain an audit in accordance with section 476 of the Companies Act 2006;
- (c) The directors acknowledge their responsibilities for:
- i. Ensuring the Company keeps accounting records which comply with section 386 of the Companies Act 2006;
 - ii. Preparing accounts which give a true and fair view of the state of affairs of the Company s at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Company.
- (d) The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act relating to small companies.

Approved by the Board of Directors of Chinese Association of Woking and signed on its behalf by:

Qinmin Zhang
Treasurer

Date: 22/05/2025



Notes forming part of the financial statements for the year ended 31 August 2024**1. Principal accounting policies****a. Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable in the UK and Republic of Ireland to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102, the Companies Act 2006, the Charities Act 2011 and applicable UK accounting standards. Assets and liabilities are recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s)

b. Funds accounting

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

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

Designated funds: These are funds which were set aside by the board of directors out of unrestricted funds for specific future purposes or projects.

c. Incoming resources

- School fee collections are accounted for the period from Sept 2023 to June 2024. Expenses are accounted for as if they are known with certainty;
- Donations are taken to unrestricted funds for use for teaching training and supports;
- Membership fees are accounted when receivable;
- Other activities to generate income are from fund raising and raffles held at cultural events;
- Special fund-raising events, jumble sales and contributions are taken to "unrestricted fund" where the funds will be spent for charitable activities;
- CAW had no investments other than cash at bank. Investment income is included when receivable.

2. Resources expended

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

3. Governance costs

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

	2024	2023
Governance costs	£	£
Stationeries, Toners, Printing, Postage	(0)	(0)
Subscriptions, Website	(669)	(584)
Hall hiring, Garage hiring, AGM, Meeting expenses, Training fee, travel.	(1,040)	(1550)
Insurance, Companies House filing fees	(813)	(706)
Independent Examiner's fee		(200)
Subtotal	(2,522)	(3040)

4. **Parents Club Funds** – The balance as at 31 August 2024 was £2,800 (2022: £2,800). This amount does not belong to the association as the fund was kept in the association's bank account for safekeeping only.

5. **Restricted funds are £1,132 of which:**
 - a. £480 is restricted fund from Surrey Youth Opportunity;
 - b. £652 is from Benevolent Fund to provide financial help for beneficiaries who are registered CAW Chinese School students who have mitigating circumstances. The fund was transferred from the designated fund.

6. **Designated funds** – Total of £33,161 was designated by the board of directors for emergencies or any shortfall in the school.

7. **Trustees Remuneration**

No trustees received any remuneration for their work as trustees or had any personal interest in any contract or transaction entered into by the charity during the year.

8. **Taxation**

There is no corporation tax liability as the association is a non-profit organisation and a registered charity.



Company Registered No. 05132321
Charity No. 1109595

CHINESE ASSOCIATION OF WOKING

Annual Report and Accounts
for the year ended 31 August 2024



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Trustees' Annual Report (incorporating the Director's Report) for the year ended 31 August 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

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

CAW is supported by the Woking Borough Council's Community Development team which provides a wide range of support and training for charities in the local area. All trustees are DBS (Disclosure and Barring Service) checked via the Woking Borough Council. Trustees are encouraged to attend the training sessions on new policies which are relevant to the work of the Association.

AIMS AND OBJECTIVES

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

ACTIVITIES & ACHIEVEMENTS

CAW has undertaken the following activities for the public benefit in relation to its objectives set out in its Memorandum and Articles of Association. Trustees have had regard to the guidance issued by the Charity Commission.

Saturday Chinese School

Woking Chinese School (WCS) is the main project of the Chinese Association of Woking (CAW) in promoting Chinese language education and delivering Chinese cultural awareness. WCS takes place at St John the Baptist school in Woking. There are 33 weeks in the school calendar, three terms a year.

WCS is governed by the School Governing Body (GB) under delegated authority from the CAW board of directors. The GB consists of the chairman, senior school management team, representatives from the parents, teachers, the CAW board of directors. The administration of the school is led by a head teacher, assisted by the deputy head of language department, the deputy head of cultural activities department, and a group of volunteers. The school provides in-house and external training for the language teachers. The parents' club helps with looking after the security of the school. They also run a tuck shop which provides refreshments to teachers, students and volunteers during break time.

The school offers children and adult Mandarin classes and Cantonese classes. It takes on children from age 5 onwards. Students who reach the standard of the GCSE will take the public examination. In addition, the school runs a Cantonese and a Mandarin playgroup for children under 5 years old. The playgroups have been designed to support children's language development and encourage their interest in learning Chinese through songs, stories, rhymes and games.

WCS welcomes all races to join their classes. The number of mix-raced students and non-Chinese students has increased steadily over the last few years. This reflects the diversity of the school.

The playgroups and language classes run between 10:00 am to 12:00 pm and are followed by afternoon activities classes from 12:30 pm. The cultural activities classes aim to promote Chinese culture among the community.

Apart from some activity teachers, all the teachers and helpers of WCS are volunteers. The main source of the income of the school comes from the school fees.

WCS is a member of the Association for the Promotion of Chinese Education (UKAPCE).

The school took part in various competitions organized by UKAPCE as well as other Chinese educational organizations. Our students continued to perform well and won a number of prizes, including Calligraphy, Reading and Singing competition.

The teachers and students at the school also participated in a variety of performances outside the school. They performed lion dancing, traditional Chinese dancing, martial arts display and singing to the public.

CAW Social Club

The CAW Social Club (formerly known as the Chinese Community Project (CCP)) provides a platform for CAW members and non-members to socialise and learn new skills such as cooking, flower arrangements and gardening. The CAW Social Club is managed by two voluntary project co-ordinators. Depending on the co-ordinators' availability, the Social Club opens once a month between 11am and 2pm at the Old Woking Community Centre.

Children's Chinese Library Project

The Chinese Library Project started in 2017, continues to be a unique offering of specialist Chinese books made available to Surrey readers and to support our school students' learning. The CAW signed a Memorandum of Understanding with Surrey Libraries to formalise the long-term relationship between the two parties. With young Chinese language and culture learners' needs in mind, CAW's team of volunteers took care to choose from vast sources suitable graded reading books, children's award-winning picture books and English translation of Chinese classic stories. Since July 2022, a group of volunteers started to run regular storytelling sessions at Woking Library, with the aim to promote Chinese cultures and language via stories and crafts. This was welcomed by local communities.

Cultural Performances

In order to raise awareness of the Chinese culture to the wider public, CAW delivers cultural performances at various venues and during various occasions. Each cultural performance activity is led by a cultural activity co-ordinator. Bigger events, such as the Chinese New Year celebration in Woking Town Centre and the Mid-Autumn Festival celebration, are led by a designated project manager. The main performance areas are Lion Dancing, Chinese Dancing, Kung Fu and Tai Chi demonstrations. The performers are made up of the Saturday school children, teachers, parents and other members of the CAW.

FINANCIAL REVIEW

The Treasurer's Report following this part of the document summarises the financial details of CAW for the year ended 31st August 2024.

CAW maintained a designated reserve of £33,161 at the end of the financial year on the 31 August 2024 these funds are held to meet any unforeseen expenditure that may occur.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees, who are also the directors of the Chinese Association of Woking for the purpose of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any 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 charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company, and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This Trustees' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.


ON BEHALF OF THE BOARD

Susie Jamieson
Chairman
Chinese Association of Woking
Date: 22/05/2025



Treasurer's Report for the year ended 31 August 2024

I am pleased to present the account that has been examined by an independent examiner for the year ended 31 August 2024. The accounts have been prepared in accordance with the format that complies with the requirement of the SORP.

The main sources of income for the current year were school fees of £53,811(2023: £46,252), membership fees from 223 members are £4460 (2023: £4460). The total income for the year was £65,496 compared to £56,778 last year. The increase in income was largely due to school fees, bank interest and donations received for cultural performances.

The total expenditure for the year was £55,526 (2023: £63,304). Majority of the expenditure related to the running costs of the school. The total expenditure was comparatively higher in 2023 due to the inclusion of some premises cost that were incurred in 2022 but paid in 2023.

The net surplus in unrestricted funds for the financial year was £9,970 (2023: -£6,526).

The accumulation of any surplus in unrestricted funds will be used to further the charitable objectives of the association at the discretion of the board of directors and to sustain the running costs of the association.

Qinmin Zhang
Treasurer
Chinese Association of Woking
Date: 22/05/2025

A handwritten signature in black ink, appearing to read 'Qinmin Zhang', is written over the printed name and title.



Reference and administration details for the year ended 31 August 2024

Charity Name: CHINESE ASSOCIATION OF WOKING

Registered Office: Restwynde, Pyrford Woods Road, Woking GU22 8QR

Company registration number: 05132321

Charity registration number: 1109595

Directors

Anita Chi Wai Ho
Roger James
Susie Sau Ching Jamieson
Qinmin Zhang
Chongjun Feng
Wai Yee Winnie Kwong
Bin Li
Adelina Berishaj (Appointed 20/04/2024)
Jing Hu (Appointed 20/04/2024)
Jing Chang (Appointed 20/04/2024)

Secretary Adelina Berishaj

Independent Examiner Sunny Ma

Banker Santander
CAF Bank
Scottish Widows

Statement of Financial Activities (including Income and Expenditure Accounts)**for the year ended 31 August 2024**

	Notes	Unrestricted Fund £	Restrict ed Fund £	Designated Fund £	Total Fund 2024 £	Total Fund 2023 £
INCOMING RESOURCES	1					
Income resources from generated funds:						
Donation					0	0
Other incoming resources – Grant					0	10
Income resources from charitable activities						
School fees, books & exam fees		53,811			53,811	46,252
Membership fee		4,460			4,460	4,460
Fund-raising events & CCP						
CAW Social Club		36			36	263
Chinese New Year events		1,827			1,827	1,488
Mid-Autumn Festival event		39			39	1,036
Cultural group performances		1,040			1,040	469
Other fund-raising events		300			300	670
Investment Income						
Bank interest received		3,983			3,983	2,140
<i>Total incoming resources</i>		65,496			65,496	56,778
RESOURCES EXPENDED	2					
Governance costs:	3	(2,522)			(2,522)	(3,040)
Charitable activities:						
Teaching		(24,503)			(24,503)	(26,477)
School administration and support costs		(24,867)			(24,867)	(29,159)
CAW Social Club		(83)			(83)	(234)
Chinese New Year events		(1,698)			(1,698)	(1,762)
Mid-Autumn Festival events		(1,232)			(1,232)	(1,837)
Cultural events		(621)			(621)	(474)
library - story telling teacher allowance		(0)			(0)	(321)
Total resources expended		(55,526)	0	0	(55,526)	(63,304)
Gross transfers between funds						
<i>Net movement in funds</i>		9,970	0	0	9,970	(6,526)
Total funds brought forward		113,348	1,132	33,161	147,641	154,167
<i>Total funds carried forward</i>		123,318	1,132	33,161	157,611	147,641

<u>Balance Sheets as at 31 August 2024</u>		2024	2023
	Notes	£	£
FIXED ASSETS		0	0
CURRENT ASSETS			
Bank		191,196	178,773
Cash		4,574	578
		<hr/>	<hr/>
		195,770	179,052
CREDITORS: due within one year			
Advance fees		33,726	27,632
Accruals		1,633	949
Parent club	4	2,800	2,800
NET CURRENT LIABILITIES		<hr/>	<hr/>
		38,159	31,411
NET CURRENT ASSETS		157,611	147,641
TOTAL ASSETS LESS CURRENT LIABILITIES		<hr/>	<hr/>
		157,611	147,641
UNRESTRICTED FUNDS		123,318	113,348
RESTRICTED FUNDS	5	1,132	1,132
DESIGNATED FUNDS	6	33,161	33,161
TOTAL FUNDS		<hr/>	<hr/>
		157,611	147,641

- (a) For the year ended 31 August 2024 the Company was entitled to exemption under section 477 of the Companies Act 2006;
- (b) No Members have required the Company to obtain an audit in accordance with section 476 of the Companies Act 2006;
- (c) The directors acknowledge their responsibilities for:
- i. Ensuring the Company keeps accounting records which comply with section 386 of the Companies Act 2006;
 - ii. Preparing accounts which give a true and fair view of the state of affairs of the Company s at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Company.
- (d) The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act relating to small companies.

Approved by the Board of Directors of Chinese Association of Woking and signed on its behalf by:

Qinmin Zhang
Treasurer

Date: 22/05/2025



Notes forming part of the financial statements for the year ended 31 August 2024**1. Principal accounting policies****a. Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable in the UK and Republic of Ireland to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102, the Companies Act 2006, the Charities Act 2011 and applicable UK accounting standards. Assets and liabilities are recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s)

b. Funds accounting

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

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

Designated funds: These are funds which were set aside by the board of directors out of unrestricted funds for specific future purposes or projects.

c. Incoming resources

- School fee collections are accounted for the period from Sept 2023 to June 2024. Expenses are accounted for as if they are known with certainty;
- Donations are taken to unrestricted funds for use for teaching training and supports;
- Membership fees are accounted when receivable;
- Other activities to generate income are from fund raising and raffles held at cultural events;
- Special fund-raising events, jumble sales and contributions are taken to "unrestricted fund" where the funds will be spent for charitable activities;
- CAW had no investments other than cash at bank. Investment income is included when receivable.

2. Resources expended

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

3. Governance costs

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

	2024	2023
Governance costs	£	£
Stationeries, Toners, Printing, Postage	(0)	(0)
Subscriptions, Website	(669)	(584)
Hall hiring, Garage hiring, AGM, Meeting expenses, Training fee, travel.	(1,040)	(1550)
Insurance, Companies House filing fees	(813)	(706)
Independent Examiner's fee		(200)
Subtotal	(2,522)	(3040)

4. **Parents Club Funds** – The balance as at 31 August 2024 was £2,800 (2022: £2,800). This amount does not belong to the association as the fund was kept in the association's bank account for safekeeping only.

5. **Restricted funds** are £1,132 of which:
 - a. £480 is restricted fund from Surrey Youth Opportunity;
 - b. £652 is from Benevolent Fund to provide financial help for beneficiaries who are registered CAW Chinese School students who have mitigating circumstances. The fund was transferred from the designated fund.

6. **Designated funds** – Total of £33,161 was designated by the board of directors for emergencies or any shortfall in the school.

7. **Trustees Remuneration**

No trustees received any remuneration for their work as trustees or had any personal interest in any contract or transaction entered into by the charity during the year.

8. **Taxation**

There is no corporation tax liability as the association is a non-profit organisation and a registered charity.

CHINESE ASSOCIATION OF WOKING

England & Wales - Charity number 1109595

Accounts



Company Registered No. 05132321
Charity No. 1109595

CHINESE ASSOCIATION OF WOKING

Annual Report and Accounts
for the year ended 31 August 2023



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Trustees' Annual Report (incorporating the Director's Report) for the year ended 31 August 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

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

CAW is supported by the Woking Borough Council's Community Development team which provides a wide range of support and training for charities in the local area. All trustees are DBS (Disclosure and Baring Service) checked via the Woking Borough Council. Trustees are encouraged to attend the training sessions on new policies which are relevant to the work of the Association.

AIMS AND OBJECTIVES

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

ACTIVITIES & ACHIEVEMENTS

CAW has undertaken the following activities for the public benefit in relation to its objectives set out in its Memorandum and Articles of Association. Trustees have had regard to the guidance issued by the Charity Commission.

Saturday Chinese School

Woking Chinese School (WCS) is the main project of the Chinese Association of Woking (CAW) in promoting Chinese language education and delivering Chinese cultural awareness. WCS takes place at St John the Baptist school in Woking. There are 33 weeks in the school calendar, three terms a year.

WCS is governed by the School Governing Body (GB) under delegated authority from the CAW board of directors. The GB consists of the chairman, senior school management team, representatives from the parents, teachers, the CAW board of directors. The administration of the school is led by a head teacher, assisted by the deputy head of language department, the deputy head of cultural activities department, and a group of volunteers. The school provides in-house and external training for the language teachers. The parents' club helps with looking after the security of the school. They also run a tuck shop which provides refreshments to teachers, students and volunteers during break time.

The school offers children and adult Mandarin classes and child Cantonese classes. It takes on children from age 5 onwards. Students who reach the standard of the GCSE will take the public examination. In addition, the school runs a Cantonese and a Mandarin playgroup for children under 5 years old. The playgroups have been designed to support children's language development and encourage their interest in learning Chinese through songs, stories, rhymes and games.

WCS welcomes all races to join their classes. The number of mix-raced students and non-Chinese students has increased steadily over the last few years. This reflects the diversity of the school.

The playgroups and language classes run between 10:00 am to 12:00 pm and are followed by the afternoon activities classes from 12:30 pm. The cultural activities classes aim to promote Chinese culture among the community.

Apart from some activity teachers, all the teachers and helpers of WCS are volunteers. The main source of the income of the school comes from the school fees.

WCS is a member of the Association for the Promotion of Chinese Education (UKAPCE).

The school took part in various competitions organised by UKAPCE as well as other Chinese educational organisations. Our students continued to perform well and won a number of prizes, including Calligraphy, Reading and Singing competition.

The teachers and students of the school also participated in a variety of performances outside the school. They performed lion dancing, traditional Chinese dancing, martial arts display and singing to the general public.

In 2022-2023, the school ran 2 playgroups, 21 language classes (5 child Cantonese classes, 15 child Mandarin classes and 1 adult Mandarin class). Cultural activities classes included Kung Fu, Tai Chi, Lion Dance, Traditional Chinese Dance, Art and Calligraphy. In addition, the school also ran a fortnightly Ladies Defence class for adults.

CAW Social Club

The CAW Social Club (formerly known as the Chinese Community Project (CCP)) provides a platform for CAW members and non-members to socialise and learn new skills such as cooking, flower arrangements and gardening. The CAW Social Club is managed by two voluntary project co-ordinators. Depending on any government restrictions as a result of Covid and the co-ordinators' availability, the Social Club opens twice a month on Wednesdays between 11am and 2pm at the Maybury Community Centre.

Children's Chinese Library Project

The Chinese Library Project started in 2017, continues to be a unique offering of specialist Chinese books made available to Surrey readers and to support our school students' learning. The CAW signed a Memorandum of Understanding with Surrey Libraries to formalise the long-term relationship between the two parties. With young Chinese language and culture learners' needs in mind, CAW's team of volunteers took care to choose from vast sources suitable graded reading books, children's award-winning picture books and English translation of Chinese classic stories. Since July 2022, a group of volunteers started to run regular storytelling sessions at Woking Library, with the aim to promote Chinese cultures and language via stories and crafts. This was welcomed by local communities.

Cultural Performances

In order to raise awareness of the Chinese culture to the wider public, CAW delivers cultural performances at various venues and during various occasions. Each cultural performance activity is led by a cultural activity co-ordinator. Bigger events, such as the Chinese New Year celebration in Woking Town Centre and the Mid-Autumn Festival celebration, are led by a designated project manager. The main performance areas are Lion Dancing, Chinese Dancing, Kung Fu and Tai Chi demonstrations. The performers are made up of the Saturday school children, teachers, parents and other members of the CAW.

FINANCIAL REVIEW

The Treasurer's Report following this part of the document summarises the financial details of CAW for the year ended 31st August 2023.

CAW maintained a designated reserve of £33,161 at the end of the financial year on the 31 August 2023 these funds are held in order to meet any unforeseen expenditure that may occur.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees, who are also the directors of the Chinese Association of Woking for the purpose of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any 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 charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company, and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This Trustees' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.



ON BEHALF OF THE BOARD

Susie Jamieson

Chairman

Chinese Association of Woking

Date: 24/5/2024



Treasurer's Report for the year ended 31 August 2023

I am pleased to present the account that has been examined by an independent examiner for the year ended 31 August 2023. The accounts have been prepared in accordance with the format that complies with the requirement of the SORP.

The main sources of income for the current year were school fees of £46252 (2022: £39,791), membership fees from 223 members (2022:202 members) of £4460 (2022: £4040). The total income for the year was £56,778 compared to £44,217 last year. The increase in income was largely due to school fees, bank interest, donations received for cultural performances, Chinese New Year funding and Mid-Autumn Festival activities.

The total expenditure for the year was £63,304 (2022: £45,339). The increase in expenditure was primarily due to higher school premises costs and Mid-Autumn Festival costs.

The net deficit in unrestricted funds for the financial year was £6,526 (2022: £1,122).

The accumulation of any surplus in unrestricted funds will be used to further the charitable objectives of the association at the discretion of the board of directors and to sustain the running costs of the association.

A handwritten signature in blue ink, appearing to read 'Qinmin Zhang', is written over the printed name.

Qinmin Zhang
Treasurer

Chinese Association of Woking

Date: 24/05/2024

CHINESE ASSOCIATION OF WOKING

England & Wales - Charity number 1109595

Accounts



Company Registered No. 05132321
Charity No. 1109595

CHINESE ASSOCIATION OF WOKING

Annual Report and Accounts
for the year ended 31 August 2022



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Trustees' Annual Report (incorporating the Director's Report) for the year ended 31 August 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

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

CAW is supported by the Woking Borough Council's Community Development team which provides a wide range of support and training for charities in the local area. All trustees are DBS (Disclosure and Barring Service) checked via the Woking Borough Council. Trustees are encouraged to attend the training sessions on new policies which are relevant to the work of the Association.

AIMS AND OBJECTIVES

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

ACTIVITIES & ACHIEVEMENTS

CAW has undertaken the following activities for the public benefit in relation to its objectives set out in its Memorandum and Articles of Association. Trustees have had regard to the guidance issued by the Charity Commission.

Saturday Chinese School

Woking Chinese School (WCS) is the main project of the Chinese Association of Woking (CAW) in promoting Chinese language education and delivering Chinese cultural awareness. WCS takes place at St John the Baptist school in Woking. There are 33 weeks in the school calendar, three terms a year.

WCS is governed by the School Governing Body (GB) under delegated authority from the CAW board of directors. The GB consists of the chairman, senior school management team, representatives from the parents, teachers, the CAW board of directors. The administration of the school is led by a head teacher, assisted by the deputy head of language department, the deputy head of cultural activities department, and a group of volunteers. The school provides in-house and external trainings for the language teachers. The parents' club helps with looking after the security of the school. They also run a tuck shop which provides refreshments to teachers, students and volunteers during break time.

The school offers child and adult Mandarin classes and child Cantonese classes. It takes on children from aged 4 onwards. Students who reach the standard of the GCSE or A level will take the public examination.

WCS welcomes all races to join their classes. The number of mix-raced students and non-Chinese students has increased steadily over the last few years. This reflects the diversity of the school.

The language classes run between 10:00 am to 12:00pm and are followed by the afternoon school activities from 12:30 pm. The cultural activities classes aim to promote Chinese culture among the community.

Apart from some activity teachers, all the teachers and helpers of WCS are volunteers. Main source of the income of the school comes from the school fees.

WCS is a member of the Association for the Promotion of Chinese Education (UKAPCE) and regularly takes part in the various activities such as Calligraphy and Reading competitions organised by them.

In 2021-20, the school ran 23 language classes (5 child Cantonese classes, 16 child Mandarin classes and 2 adult Mandarin classes). Due to the evolving Covid related restrictions, the school responded by switching between online and face to face lessons in line with the prevailing government guidelines. We also resumed our cultural activity classes after Easter.

It was testament to the resilience and steadfastness of our teachers and students that, despite the challenging circumstances, the school was able to attain the following achievements:

- In the 2022 Chinese GCSE exam, the school achieved excellent results where our students gained 94% grade 7 and above and 100% grade 6 and above.
- At the 19th UK Reading Competition, our students won 1 gold, 2 silver and 1 bronze awards. .
- At the 14th UK Chinese Calligraphy Competition, our students were awarded 8 bronze prizes.

We are also very proud to have celebrated Chinese New Year at the school on 5th Feb 2022. The event was a great success and was reported in the local newspaper.

CAW Social Club

The CAW Social Club (formerly known as the Chinese Community Project (CCP)) provides a platform for CAW members and non-members to socialise and learn new skills such as cooking, flower arrangements and gardening. The CAW Social Club is managed by two voluntary project co-ordinators. Depending any government restrictions as a result of Covid and the co-ordinators' availability, the Social Club opens twice a month on Wednesdays between 11am and 2pm at the Maybury Community Centre.

Chinese Language Playgroups for the Under 5s

The Cantonese and a Mandarin playgroup continue to be offered to the community. The playgroups have been designed to support children's language development and to encourage their interest in Chinese through songs, stories, rhymes and games. The sessions are also very beneficial for the parents and carers in supporting their engagement with Chinese culture and developing a sense of community with other families. The sessions are run between 10:15am and 12.00 noon every Saturday during term time at St John the Baptist School, the same location as the CAW Chinese School. Each playgroup session lasts for about 45 minutes, with the Cantonese playgroup starting at 10:15 and the Mandarin playgroup at 11.15am. Since 1st September 2021, the playgroups have been run as part of the Woking Chinese School.

Children's Chinese Library Project

The Chinese Library Project started in 2017, continues to be a unique offering of specialist Chinese books made available to Surrey readers and to support our school students' learning. The CAW signed a Memorandum of Understanding with Surrey Libraries to formalise the long-term relationship between the two parties. With young Chinese language and culture learners' needs in mind, CAW's team of volunteers took care to choose from vast sources suitable graded reading books, children's award-winning picture books and English translation of Chinese classic stories. Since July 2022, a group of volunteers started to run regular storytelling sessions at Woking Library, with the aim to promote Chinese cultures and language via stories and crafts. This was welcomed by local communities.

Cultural Performances

In order to raise awareness of the Chinese culture to the wider public, CAW delivers cultural performances at various venues and during various occasions. Each cultural performance activity is led by a cultural activity co-ordinator. Bigger events, such as the Chinese New Year celebration in Woking Town Centre and the Mid-Autumn Festival celebration, are led by a designated project manager. The main performance areas are Lion Dancing, Chinese Dancing, Kung Fu and Tai Chi demonstrations. The performers are made up of the Saturday school children, teachers, parents and other members of the CAW.

FINANCIAL REVIEW

The Treasurer's Report following this part of the document summarises the financial details of CAW for the year ended 31st August 2022.

CAW maintained a designated reserve of £33,161 at the end of the financial year on the 31 August 2022 these funds are held in order to meet any unforeseen expenditure that may occur.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees, who are also the directors of the Chinese Association of Woking for the purpose of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any 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 charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company, and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This Trustees' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD



Susie Jamieson
Chairman
Chinese Association of Woking
Date: 17/05/2023



Treasurer's Report for the year ended 31 August 2022

I am pleased to present the account that has been examined by an independent examiner for the year ended 31 August 2022. The accounts have been prepared in accordance with the format that complies with the requirement of the SORP.

The main sources of income for the current year was school fees of £39,791 (2021: £30,187), membership fees from 202 members (2021:169 members) of £4040 (2020: £3,370). The total income for the year was £44,217 compared to £35,426 last year. The increase in income was largely due to an increase in student fees and the resumption of activities classes this year.

The total expenditure for the year was £45,339 (2021: £38,598). The increase in expenditure was primarily due to higher premises costs as the school returned to face to face teaching.

The net deficit in unrestricted funds for the financial year was £1,122 (2021:£3,172).

The accumulation of any surplus in unrestricted funds will be used to further the charitable objectives of the association at the discretion of the board of directors and to sustain the running costs of the association.

A handwritten signature in black ink, appearing to read 'Qinmin Zhang', is written over a light blue horizontal line.

Qinmin Zhang

Treasurer

Chinese Association of Woking

Date:

17/05/2023



**Reference and administration details
for the year ended 31 August 2022**

Charity Name: CHINESE ASSOCIATION OF WOKING
Registered Office: Restwynde, Pyrford Woods Road, Woking GU22 8QR
Company registration number: 05132321
Charity registration number: 1109595

Directors

Anita Chi Wai Ho
Clara Chipping
Fan Hong Kong
Jeanette Agatha Wei Chu Ho
Michelle Wong
Mei Ping Cheung
Jianyong Niu
Roger James
Susie Jamieson
Kim Ping Lee
Qinmin Zhang
Xiaoyan Liu
Chongjun Feng
Yue Li
Zhi Song

Secretary Chongjun Feng
Independent Examiner Sunny Ma
Banker Santander
CAF Bank

Statement of Financial Activities (including Income and Expenditure Accounts)
for the year ended 31 August 2022


	Notes	Unrestricted Fund £	Restricted Fund £	Designated Fund £	Total Fund 2022 £	Total Fund 2021 £
INCOMING RESOURCES	1					
Income resources from generated funds:						
Donation					0	60
Other incoming resources – Grant					0	1,500
Income resources from charitable activities						
School fees, books & exam fees		39,791			39,791	30,187
Membership fee		4,040			4,040	3,370
Fund-raising events & CCP						
CAW Social Club		148			148	0
Chinese New Year events		0			0	0
Mid-Autumn Festival event		0			0	0
Cultural group performances		0			0	0
Other fund-raising events		0			0	0
Investment Income						
Bank interest received		238			238	309
<i>Total incoming resources</i>		44,017			44,217	35,426
RESOURCES EXPENDED	2					
Governance costs:						
	3	(2,958)			(2,958)	(1,460)
Charitable activities:						
Teaching		(24,357)			(24,357)	(24,558)
School administration and support costs		(17,917)			(17,917)	(11,080)
CAW Social Club		(107)			(107)	(1,500)
Chinese New Year events						0
Mid-Autumn Festival events						0
Cultural Group costs						0
Total resources expended		(45,339)	0	0	(45,339)	(38,598)
Gross transfers between funds						
<i>Net movement in funds</i>		(1,122)	0	0	(1,122)	(3,172)
Total funds brought forward		120,996	1,132	33,161	155,289	158,461
<i>Total funds carried forward</i>		119,874	1,132	33,161	154,167	155,289

<u>Balance Sheets as at 31 August 2021</u>	Notes	2022	2021
		£	£
FIXED ASSETS		0	0
CURRENT ASSETS			
Bank		173,402	175,204
Cash		387	50
Prepayments			
		<u>173,459</u>	<u>175,254</u>
CREDITORS: due within one year			
Advance fees		14,278	15,465
Accruals		2,215	1,700
Parent club	4	2,800	2,800
NET CURRENT LIABILITIES		<u>19,292</u>	<u>19,965</u>
NET CURRENT ASSETS		154,167	155,289
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>154,167</u>	<u>155,289</u>
UNRESTRICTED FUNDS		119,874	120,996
RESTRICTED FUNDS	5	1,132	1,132
DESIGNATED FUNDS	6	33,161	33,161
TOTAL FUNDS		<u>154,167</u>	<u>155,289</u>

- (a) For the year ended 31 August 2021 the Company was entitled to exemption under section 477 of the Companies Act 2006;
- (b) No Members have required the Company to obtain an audit in accordance with section 476 of the Companies Act 2006;
- (c) The directors acknowledge their responsibilities for:
- i. Ensuring the Company keeps accounting records which comply with section 386 of the Companies Act 2006;
 - ii. Preparing accounts which give a true and fair view of the state of affairs of the Company s at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Company.
- (d) The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act relating to small companies.

Approved by the Board of Directors of Chinese Association of Woking and signed on its behalf by:

Qinmin Zhang
Treasurer
Date:


17/05/2023

Notes forming part of the financial statements for the year ended 31 August 2021**1. Principal accounting policies****a. Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable in the UK and Republic of Ireland to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102, the Companies Act 2006, the Charities Act 2011 and applicable UK accounting standards. Assets and liabilities are recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s)

b. Funds accounting

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

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

Designated funds: These are funds which were set aside by the board of directors out of unrestricted funds for specific future purposes or projects.

c. Incoming resources

- School fee collections are accounted for the period from Sept 2020 to June 2021. Expenses are accounted for as if they are known with certainty;
- Donations are taken to unrestricted funds for use for teaching training and supports;
- Membership fees are accounted when receivable;
- Other activities to generate income are from fund raising and raffles held at cultural events;
- Special fund-raising events, jumble sales and contributions are taken to "unrestricted fund" where the funds will be spent for charitable activities;
- CAW had no investments other than cash at bank. Investment income is included when receivable.

2. Resources expended

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

3. Governance costs

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

	2022	2021
Governance costs	£	£
Stationeries, Toners, Printing, Postage	(20)	(0)
Subscriptions, Website	(509)	(329)
Hall hiring, Garage hiring, AGM, Meeting expenses	(1,519)	(175)
Insurance, Companies House filing fees	(710)	(756)
Independent Examiner's fee	(200)	(200)
Subtotal	(2,958)	(1,460)

4. **Parents Club Funds** – The balance as at 31 August 2022 was £2,800 (2021: £2,800). This amount does not belong to the association as the fund was kept in the association's bank account for safekeeping only.

5. **Restricted funds** are £1,132 of which:
 - a. £480 is restricted fund from Surrey Youth Opportunity;
 - b. £652 is from Benevolent Fund to provide financial help for beneficiaries who are registered CAW Chinese School students who have mitigating circumstances. The fund was transferred from the designated fund.

6. **Designated funds** – Total of £33,161 was designated by the board of directors for emergencies or any shortfall in the school.

7. **Trustees Remuneration**

No trustees received any remuneration for their work as trustees or had any personal interest in any contract or transaction entered into by the charity during the year.

8. **Taxation**

There is no corporation tax liability as the association is a non-profit organisation and a registered charity.

CHINESE ASSOCIATION OF WOKING

England & Wales - Charity number 1109595

Accounts



**Company Registered No. 05132321
Charity No. 1109595**

CHINESE ASSOCIATION OF WOKING

**Annual Report and Accounts
for the year ended 31 August 2021**



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Trustees' Annual Report (incorporating the Director's Report) for the year ended 31 August 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

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

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AIMS AND OBJECTIVES

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ACTIVITIES & ACHIEVEMENTS

CAW has undertaken the following activities for the public benefit in relation to its objectives set out in its Memorandum and Articles of Association. Trustees have had regard to the guidance issued by the Charity Commission.

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WCS is governed by the School Governing Body (GB) under delegated authority from the CAW board of directors. The GB consists of the chairman, senior school management team, representatives from the parents, teachers, the CAW board of directors. The administration of the school is led by a head teacher, assisted by the deputy head of language department, the deputy head of cultural activities department, and a group of volunteers. The school provides in-house and external trainings for the language teachers. The parents' club helps with looking after the security of the school. They also run a tuck shop which provides refreshments to teachers, students and volunteers during break time.

The school offers child and adult Mandarin classes and child Cantonese classes. It takes on children from aged 4 onwards. Students who reach the standard of the GCSE or A level will take the public examination.

WCS welcomes all races to join their classes. The number of mix-raced students and non-Chinese students has increased steadily over the last few years. This reflects the diversity of the school.

The language classes run between 10:00 am to 12:00pm and are followed by the afternoon school activities from 12:30 pm. The cultural activities classes aim to promote Chinese culture among the community.

Apart from some activity teachers, all the teachers and helpers of WCS are volunteers. Main source of the income of the school comes from the school fees.

WCS is a member of the Association for the Promotion of Chinese Education (UKAPCE) and regularly takes part in the various activities such as Calligraphy and Reading competitions organised by them.

In 2020-21, the school ran 24 language classes (4 children Cantonese classes, 17 child Mandarin classes and 3 adult Mandarin classes). Due to the evolving Covid related restrictions, the school responded by switching between a hybrid approach (where around half the school had face to face lessons and the rest were taught online) and fully online during the national lockdowns. All the activity classes were also cancelled.

It was testament to the resilience and steadfastness of our teachers and students that, despite the challenging circumstances, the school was able to attain the following achievements:

- In the 2021 Chinese GCSE exam, the school achieved excellent results where our students gained 100% grade 7 and above
- At the 18th UK Reading Competition (also the 2nd round of the 4th Global Reading Competition) held on 3rd May 2021, our students won 2 gold, 4 silver and 6 bronze awards. In addition, Woking Chinese School was awarded the Best Organised School certificate.
- At the 4th Global Reading Competition, 22 of our students were awarded recital brilliance certificates.
- At the Analects and Idioms Studies competition held in July 2021, our students won 3 gold, 2 silver and 2 bronze awards.
- The school was awarded a Certificate of Appreciation by the Office of National Statistics on 5th May 2021 in recognition of our effort in helping promote Census 2021 in our community.

We are also very proud to have held the school's first ever online Chinese New Year party on 5th Feb 2021. The event was a great success and attended by over 300 families.

Chinese Community Project

The Chinese Community Project (CCP) provides a social platform for CAW members and non-members. The CCP is managed by two voluntary project co-ordinators and it runs a weekly drop in social gathering on Tuesdays (apart from during Christmas and Summer holidays) between 10:30am and 2pm at the Old Woking Community Centre.

Following the outbreak of the coronavirus in 2020, all CCP activities were cancelled.

Chinese Language Playgroups for the Under 5s

The Cantonese and a Mandarin playgroup continue to be offered to the community. The playgroups have been designed to support children's language development and to encourage their

interest in Chinese through songs, stories, rhymes and games. The sessions are also very beneficial for the parents and carers in supporting their engagement with Chinese culture and developing a sense of community with other families. The sessions are run between 10:15am and 12.00 noon every Saturday during term time at St John the Baptist School, the same location as the CAW Chinese School. Each playgroup session lasts for about 45 minutes, with the Cantonese playgroup starting at 10:15 and the Mandarin playgroup at 11.15am.

The Playgroup along with the Chinese Association closely monitored the pandemic that was unfolding in the news and responded by switching between online and face to face sessions during the 2020/21 academic year.

Children's Chinese Library Project

The Chinese Library Project started in 2017, continues to be a unique offering of specialist Chinese books made available to Surrey readers and to support our school students' learning. The CAW signed a Memorandum of Understanding with Surrey Libraries to formalise the long-term relationship between the two parties. With young Chinese language and culture learners' needs in mind, CAW's team of volunteers took care to choose from vast sources suitable graded reading books, children's award-winning picture books and English translation of Chinese classic stories.

Cultural Performances

In order to raise awareness of the Chinese culture to the wider public, CAW delivers cultural performances at various venues and during various occasions. Each cultural performance activity is led by a cultural activity co-ordinator. Bigger events, such as the Chinese New Year celebration in Woking Town Centre and the Mid-Autumn Festival celebration, are led by a designated project manager. The main performance areas are Lion Dancing, Chinese Dancing, Kung Fu and Tai Chi demonstrations. The performers are made up of the Saturday school children, teachers, parents and other members of the CAW.

Confronting COVID-related Hate Project 2020-2021

In December 2020, the CAW joined a national emergency project to support British Chinese, East, and Southeast Asian community organisations to respond to the rising levels of hate crime being experienced triggered by the pandemic.

Led by Protection Approaches, the Chinese Welfare Trust and Newham Chinese Association, the CAW joined a network of 20 other community groups to participate in training. The project was funded by the National Lottery Community Fund Grant and the London Funders Community Response Fund.

Three CAW volunteers participated in training in understanding hate crime and incidents, and how to support community members should they experience such events. Further training was also provided on raising awareness within the community. Support materials developed by the project was received and shared with our community members.

The project concluded with CAW's participation to an end-of-project video conference when all 24 organisations came together to review lessons learned and share best practice. As part of the project, funding was allocated to the CAW to participate in the project and support the subsequent initiatives aimed at maintaining awareness of race hate-related crimes and support.

The CAW reported on its project participation in the local newspaper and used social media to raise awareness as well as directly communicating with members.

FINANCIAL REVIEW

The Treasurer's Report following this part of the document summarises the financial details of CAW for the year ended 31st August 2021.

CAW maintained a designated reserve of £33,161 at the end of the financial year on the 31 August 2021 these funds are held in order to meet any unforeseen expenditure that may occur.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees, who are also the directors of the Chinese Association of Woking for the purpose of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any 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 charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company, and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This Trustees' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD



Susie Jamieson

Chairman

Chinese Association of Woking

Date: 12 May 2022



Treasurer's Report for the year ended 31 August 2021

I am pleased to present the account that has been examined by an independent examiner for the year ended 31 August 2021. The accounts have been prepared in accordance with the format that complies with the requirement of the SORP.

The main sources of income for the current year was school fees of £30,410 (2020: £46,253), membership fees from 169 members (2020: 242 members) of £3,370 (2020: £4,840). The total income for the year was £35,426 compared to £65,842 last year. The decrease in income was largely due to a fall in student numbers and cancellation of the activities classes this year compounded by a one-off fund raising for Covid-19 relief which had boosted the income last year.

The total expenditure for the year was £38,598 (2020: £48,319). The decrease in expenditure was primarily attributable to the Covid related donations of £8,208 expended last year.

The net deficit in unrestricted funds for the financial year was £3,172 (2020: surplus £17,523).

The accumulation of any surplus in unrestricted funds will be used to further the charitable objectives of the association at the discretion of the board of directors and to sustain the running costs of the association.

A handwritten signature in black ink, appearing to read 'Qinmin Zhang', is written in a cursive style.

Qinmin Zhang

Treasurer

Chinese Association of Woking

Date: 12/05/2022



Reference and administration details for the year ended 31 August 2021

Charity Name: CHINESE ASSOCIATION OF WOKING
Registered Office: Restwynde, Pyrford Woods Road, Woking GU22 8QR
Company registration number: 05132321
Charity registration number: 1109595

Directors

Anita Chi Wai Ho
Clara Chipping (resigned on 06/11/2021)
Fan Hong Kong
Jeanette Agatha Wei Chu Ho (resigned on 29/01/2022)
Michelle Wong (resigned on 29/01/2022)
Mei Ping Cheung (resigned on 29/01/2022)
Jianyong Niu (resigned on 29/01/2022)
Roger James (resigned on 12/09/2020, re-appointed on 29/01/2022)
Susie Jamieson
Kim Ping Lee
Qinmin Zhang
Xiaoyan Liu
Chongjun Feng (appointed on 29/01/2022)
Yue Li (appointed on 29/01/2022)
Zhi Song (appointed on 29/01/2022)

Secretary Chongjun Feng

Independent Examiner Sunny Ma

Banker Santander
CAF Bank

**Statement of Financial Activities (including Income and Expenditure Accounts)
for the year ended 31 August 2021**

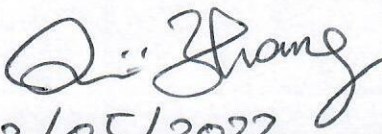
	Notes	Unrestricted Fund £	Restricted Fund £	Designated Fund £	Total Fund 2021 £	Total Fund 2020 £
INCOMING RESOURCES	1					
Income resources from generated funds:						
Donation	5a	60			60	8,208
Other incoming resources – Grant			1,500		1,500	0
Income resources from charitable activities						
Language class fees, books & exam fees		30,410			30,410	46,253
Other School activities		(1,038)			(1,038)	3,148
Playgroup		815			815	960
Membership fee		3,370			3,370	4,840
Fund-raising events & CCP						
Chinese Community Project						731
Chinese New Year events						0
Mid-Autumn Festival event						1,012
Cultural group performances						459
Other fund-raising events						24
Investment Income						
Bank interest received		309			309	207
Total incoming resources		33,926	1,500	0	35,426	65,842
RESOURCES EXPENDED	2					
Governance costs:						
	3	(1,460)			(1,460)	(1,332)
Charitable activities:						
Donation	5b					(8,208)
Teaching	4a	(23,888)			(23,888)	(25,174)
School administration and support costs	4b	(11,080)			(11,080)	(11,042)
Playgroup	4c	(670)			(670)	(324)
Chinese Community Project related costs						
Chinese Community Project	4d		(1,500)		(1,500)	(662)
Chinese New Year events						(39)
Mid-Autumn Festival events						(1,503)
Cultural Group costs						(35)
Total resources expended		(37,098)	(1,500)	0	(38,598)	(48,319)
Gross transfers between funds						
<i>Net movement in funds</i>		(3,172)	0	0	(3,172)	17,523
Total funds brought forward		124,168	1,132	33,161	158,461	140,938
Total funds carried forward		120,996	1,132	33,161	155,289	158,461

<u>Balance Sheets as at 31 August 2021</u>	Notes	2021 £	2020 £
FIXED ASSETS		0	0
CURRENT ASSETS			
Bank		175,204	171,065
Cash		50	1,163
Prepayments		0	0
		<u>175,254</u>	<u>172,228</u>
CREDITORS: due within one year			
Advance fees		15,465	10,069
Accruals		1,700	848
Parent club	6	2,800	2,850
NET CURRENT LIABILITIES		<u>19,965</u>	<u>13,767</u>
NET CURRENT ASSETS		155,289	158,461
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>155,289</u>	<u>158,461</u>
UNRESTRICTED FUNDS		120,996	124,168
RESTRICTED FUNDS	7	1,132	1,132
DESIGNATED FUNDS	8	33,161	33,161
TOTAL FUNDS		<u>155,289</u>	<u>158,461</u>

- (a) For the year ended 31 August 2021 the Company was entitled to exemption under section 477 of the Companies Act 2006;
- (b) No Members have required the Company to obtain an audit in accordance with section 476 of the Companies Act 2006;
- (c) The directors acknowledge their responsibilities for:
- i. Ensuring the Company keeps accounting records which comply with section 386 of the Companies Act 2006;
 - ii. Preparing accounts which give a true and fair view of the state of affairs of the Company s at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Company.
- (d) The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act relating to small companies.

Approved by the Board of Directors of Chinese Association of Woking and signed on its behalf by:

Qinmin Zhang
Treasurer
Date:


12/05/2022

Notes forming part of the financial statements for the year ended 31 August 2021**1. Principal accounting policies****a. Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable in the UK and Republic of Ireland to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102, the Companies Act 2006, the Charities Act 2011 and applicable UK accounting standards. Assets and liabilities are recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s)

b. Funds accounting

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

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

Designated funds: These are funds which were set aside by the board of directors out of unrestricted funds for specific future purposes or projects.

c. Incoming resources

- School fee collections are accounted for the period from Sept 2020 to June 2021. Expenses are accounted for as if they are known with certainty;
- Donations are taken to unrestricted funds for use for teaching training and supports;
- Membership fees are accounted when receivable;
- Other activities to generate income are from fund raising and raffles held at cultural events;
- Special fund-raising events, jumble sales and contributions are taken to "unrestricted fund" where the funds will be spent for charitable activities;
- CAW had no investments other than cash at bank. Investment income is included when receivable.

2. Resources expended

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

3. Governance costs

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

	2021	2020
Governance costs	£	£
Stationeries, Toners, Printing, Postage	(0)	(26)
Subscriptions, Website	(329)	(245)
Hall hiring, AGM, Meeting expenses	(175)	(197)
Insurance, Companies House filing fees	(756)	(664)
Independent Examiner's fee	(200)	(200)
Subtotal	(1,460)	(1,332)

4. Charitable expenditures**a. Teaching expenditures** are costs related to teaching costs of the Chinese school as follows:

	2021	2020
Teaching Expenditures	£	£
Teachers' allowance	(20,961)	(20,123)
Teachers' training and equipment	(459)	(989)
Head Teacher & Deputy Heads' allowance	(2,468)	(2,397)
Kungfu & Tai Chi teacher's fees	(0)	(965)
Art teacher's allowance	(0)	(200)
Dance teacher's allowance	(0)	(500)
Lion Dance teacher's allowance	(0)	(0)
Subtotal	(23,888)	(25,174)

b. School Administration & Support expenditures are costs related to support and administration costs of the Chinese school as follows:

	2021	2020
School Admin & Support Expenditures	£	£
Caretaker	(370)	(280)
Safety officer	(240)	(195)
Administrator	(706)	(778)
Treasurer	(510)	(495)
School facility & cleaning	(7,551)	(7,245)
Book controller	(330)	(330)
Travelling to competitions	(0)	(311)
Bank charges	(85)	(60)
Sundries	(277)	(537)
Refreshments for teachers and helpers	(0)	(300)
Postage, printing and stationeries	(144)	(507)
Student prizes/other gifts	(867)	(4)
Subtotal	(11,080)	(11,042)

c. Playgroup expenditures are costs related to running the Cantonese and Mandarin playgroups for under 5's as follows:

	2021	2020
Playgroup Expenditures	£	£
Playgroup teaching & admin volunteers' allowances	(660)	(210)
Teaching materials, books, stationeries, etc	(10)	(114)
Subtotal	(670)	(324)

d. Chinese Community Project Expenditure

	2021	2020
	£	£
Hall hire costs	(0)	(452)
Food, materials and coach hire etc	(0)	(210)
Hate crime project	(1,500)	(0)
Subtotal	(1,500)	(662)

5. Donation

a. Funds raised

	2021	2020
	£	£
General donation	60	0
NHS Covid-19 relief	0	6,671
Covid-19 relief in China	0	1,537
Subtotal	60	8,208

b. Funds donated

	2021	2020
	£	£
NHS Covid-19 relief	0	6,671
Covid-19 relief in China	0	1,537
Subtotal	(0)	(8,208)

6. **Parents Club Funds** – The balance as at 31 August 2021 was £2,800 (2020: £2,850). This amount does not belong to the association as the fund was kept in the association's bank account for safekeeping only.

7. **Restricted funds** are £1,132 of which:

- a. £480 is restricted fund from Surrey Youth Opportunity;
- b. £652 is from Benevolent Fund to provide financial help for beneficiaries who are registered CAW Chinese School students who have mitigating circumstances. The fund was transferred from the designated fund.

8. **Designated funds** – Total of £33,161 was designated by the board of directors for emergencies or any shortfall in the school.

9. Trustees Remuneration

No trustees received any remuneration for their work as trustees or had any personal interest in any contract or transaction entered into by the charity during the year.

10. Taxation

There is no corporation tax liability as the association is a non-profit organisation and a registered charity.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Chinses Association of Woking

**On accounts for the year
ended**

31 August 2021

**Charity no
(if any)**

1109595

Set out on pages

1 -13

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2021.

**Responsibilities and
basis of report**

As the charity's trustees, 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 Trust'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**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Chartered Institute of Management Accountants. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting 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 Reports) 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.

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Sunny Ma

Date:

31st May 2022

Name:

Yat Hang Sunny Ma

Relevant professional qualification(s) or body (if any):

Associate Chartered Management Accountant

Address:

The Vineyard
Fair Ridge
High Wycombe HP11 1PL

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

[Empty box for disclosure details]

CHINESE ASSOCIATION OF WOKING

England & Wales - Charity number 1109595

Accounts



Company Registered No. 05132321
Charity No. 1109595

CHINESE ASSOCIATION OF WOKING

Annual Report and Accounts
for the year ended 31 August 2020



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Treasurer's report	7
Reference and administration details	8
Statement of financial activities	9
Balance sheet	10
Notes forming part of the financial statements	11-13

Trustees' Annual Report (incorporating the Director's Report) for the year ended 31 August 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

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

CAW is supported by the Woking Borough Council's Community Development team which provides a wide range of support and training for charities in the local area. All trustees are DBS (Disclosure and Baring Service) checked via the Woking Borough Council. Trustees are encouraged to attend the training sessions on new policies which are relevant to the work of the Association.

AIMS AND OBJECTIVES

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

ACTIVITIES & ACHIEVEMENTS

CAW has undertaken the following activities for the public benefit in relation to its objectives set out in its Memorandum and Articles of Association. Trustees have had regard to the guidance issued by the Charity Commission.

Saturday Chinese School

Woking Chinese School (WCS) is the main project of the Chinese Association of Woking (CAW) in promoting Chinese language education and delivering Chinese cultural awareness. WCS takes place at St John the Baptist school in Woking. There are 33 weeks in the school calendar, three terms a year.

WCS is governed by the School Governing Body (GB) under delegated authority from the CAW board of directors. The GB consists of the chairman, senior school management team, representatives from the parents, teachers, the CAW board of directors. The administration of the school is led by a head teacher, assisted by the deputy head of language department, the deputy head of cultural activities department, and a group of volunteers. The school provides in-house and external trainings for the language teachers. The parents' club helps with looking after the security of the school. They also run a tuck shop which provides refreshments to teachers, students and volunteers during break time.

The school offers child and adult Mandarin classes and child Cantonese classes. It takes on children from aged 4 onwards. Students who reach the standard of the GCSE or A level will take the public examination.

WCS welcomes all races to join their classes. The number with non-Chinese origins and the number of mix-raced students and non-Chinese students has increased steadily over the last few years. This reflects the diversity of the school.

The language classes run between 10:00 am to 12:00pm and are followed by the afternoon school activities from 12:30 pm. The cultural activities classes aim to promote Chinese culture among the community.

Apart from some activity teachers, all the teachers and helpers of WCS are volunteers. Main source of the income of the school comes from the school fees.

WCS is a member of the Association for the Promotion of Chinese Education (UKAPCE) and regularly takes part in the various competitions such as Calligraphy and Reading organised by them.

In 2019-20, the school ran 24 language classes (4 children Cantonese classes, 17 child Mandarin classes and 3 adult Mandarin classes). The school also ran activities classes in Tai Chi, Kung Fu, Lion Dance and Chinese Dance classes. However, as the pandemic unfolded in 2020, all the language classes were moved online, and the activity classes were cancelled.

It was testament to the resilience and steadfastness of our teachers and students that, despite the challenging circumstances, the school was able to switch over to online teaching very quickly and still managed to achieve excellent results in the 2020 Chinese GCSE exam where our students gained 100% grade 9.

Chinese Community Project

The Chinese Community Project (CCP) provides a social platform for CAW members and non-members. The CCP is managed by two voluntary project co-ordinators and it runs a weekly drop in social gathering on Tuesdays (apart from during Christmas and Summer holidays) between 10:30am and 2pm at the Old Woking Community Centre.

In 2019 CCP continued to organise regular activities, which provided a social network for the local community. During school holidays, CCP organised multiple activities, Painting, Sticky Rice Dumpling, Cake and Dim Sum making activities, which were all very well attended.

Following the outbreak of the coronavirus in 2020, all CCP activities were cancelled.

Chinese Language Playgroups for the Under 5s

The Cantonese and a Mandarin playgroup continue to be offered to the community. The playgroups have been designed to support children's language development and to encourage their interest in Chinese through songs, stories, rhymes and games. The sessions are also very beneficial for the parents and carers in supporting their engagement with Chinese culture and developing a sense of community with other families. The sessions are run between 10:15am and 12.00 noon every Saturday during term time at St John the Baptist School, the same location as the CAW Chinese School. Each playgroup session lasts for about 45 minutes, with the Cantonese playgroup starting at 10:15 and the Mandarin playgroup at 11.15am.

The Playgroup along with the Chinese Association closely monitored the pandemic that was unfolding in the news and responded by starting to close sessions as early as Jan 2020, and largely remained closed for the remainder of the school academic year.

Children's Chinese Library Project

The Chinese Library Project started in 2017, continues to be a unique offering of specialist Chinese books made available to Surrey readers and to support our school students' learning. The CAW signed a Memorandum of Understanding with Surrey Libraries to formalise the long-term relationship between the two parties. With young Chinese language and culture learners' needs in mind, CAW's team of volunteers took care to choose from vast sources suitable graded reading books, children's award-winning picture books and English translation of Chinese classic stories.

Cultural Performances

In order to raise awareness of the Chinese culture to the wider public, CAW delivers cultural performances at various venues and during various occasions. Each cultural performance activity is led by a cultural activity co-ordinator. Bigger events, such as the Chinese New Year celebration in Woking Town Centre and the Mid-Autumn Festival celebration, are led by a designated project manager. The main performance areas are Lion Dancing, Chinese Dancing, Kung Fu and Tai Chi demonstrations. The performers are made up of the Saturday school children, teachers, parents and other members of the CAW.

Activities

In 2019-20, the CAW Cultural group performed at various events. The programme of events was reduced due to the Covid-19 epidemic.

There was no celebration of the Chinese New Year in Woking Town centre this year.

Our Ladies Dance Group performed in the Innovate Woking Dance Festival on 17th November.

We also performed as part of the CAW mid-autumn celebrations on 8th October 2019. In addition to Lion Dancing, Chinese Dancing and Martial Arts, the show included performances from students of the Chinese School and other members of CAW.

Over the year we delivered a number of cultural performances to other organisations:

- Ripley Court School, 22nd January.
- The Meath Epilepsy Charity, Godalming, 4th February, Lion dance, Dragon dance, Martial arts.
- Marist Catholic Primary School, West Byfleet, 5th February, Chinese New Year Celebrations for year 2 students with Kung Fu and origami.
- 1st Mewsey Cub Scouts, 10th February, Lion dance workshop and Chinese New Year story telling.

Fund Raising for Covid-19 Relief

During the peak of the pandemic in 2020, our members, teachers, parents and students generously donated a total of £6,671 to the NHS and £1,537 to China in support of their Covid-19 relief effort.

Of the £6,671 raised for the NHS, CAW donated £2,000 to Frimley Hospital, £2,000 to St Peter's Hospital, £1,000 to We Care NHS, £1,000 to Surrey County Hospital; and spent £671 to purchase 1,500 masks. Of the 1,500 masks, 800 were donated to Surrey County Council, 500 to Woking Food Bank and 200 to Coxhill Manor Nursing Home.

The £1,537 raised was paid to UKAPCE who organised the fund raising to help China in February 2020.

FINANCIAL REVIEW

The financial position of CAW continued to strengthen during the year ended 31 August 2020. The Treasurer's Report following this part of the document summarises the financial details of CAW for the year.

CAW maintained a designated reserve of £33,161 at the end of the financial year on the 31 August 2020. These funds are held in order to meet any unforeseen expenditure that may occur.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees, who are also the directors of the Chinese Association of Woking for the purpose of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any 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 charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company, and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This Trustees' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD



Clara Chipping
Chairman
Chinese Association of Woking

Date: 4th May 2021



Treasurer's Report for the year ended 31 August 2020

I am pleased to present the account that has been examined by an independent examiner for the year ended 31 August 2020. The finalisation of the complete set of accounts prepared in accordance with the format that complies with the requirement of the SORP.

The main sources of income for the current year was school fees of £46,253 (2019: £48,698), membership fees from 242 members (2019: 260 members) of £4,840 (2019: £5,200), and other school activities of £3,148 (2019: £4,971). The total income for the year was £65,842 compared to £69,469 last year.

The total expenditure for the year was £48,319 (2019: £61,638). The fall in expenditure was primarily due to the savings in premises costs as a result of moving the teaching online in 2020.

The net surplus in unrestricted funds for the financial year was £17,523 (2019: £7,831).

The accumulation of any surplus in unrestricted funds will be used to further the charitable objectives of the association at the discretion of the board of directors and to sustain the running costs of the association.

The association continues to generate healthy level of income to cover all expenditures required to provide quality language and activities classes, to promote cultural awareness among the local community and to represent the Chinese community in the society.

A handwritten signature in black ink, appearing to read 'Jeanette Ho', is written over a light blue horizontal line.

Jeanette Ho
Treasurer
Chinese Association of Woking
Date: 4th May 2021



Reference and administration details for the year ended 31 August 2020

Charity Name: CHINESE ASSOCIATION OF WOKING
Registered Office: 9 Hillary Crescent, Walton-On-Thames, Surrey KT12 2DE
Company registration number: 05132321
Charity registration number: 1109595

Directors

Anita Chi Wai Ho
Clara Chipping
Fan Hong Kong
Jeanette Agatha Wei Chu Ho
Mei Ping Cheung
Jianyong Niu (appointed on 22/10/2019)
Roger James (appointed on 07/12/2019)
Susie Sau-Ching Jamieson
Kim Ping Lee
Yu Zhang (resigned on 26/10/2019)
Zhi Song (resigned on 22/10/2019)

Secretary Jianyong Niu

Independent Examiner John Wrigley

Banker Santander
CAF Bank

**Statement of Financial Activities (including Income and Expenditure Accounts)
for the year ended 31 August 2020**

	Notes	Unrestricted Fund £	Restricted Fund £	Designated Fund £	Total Fund 2020 £	Total Fund 2019 £
INCOMING RESOURCES	1					
Income resources from generated funds:						
Donation	5a		8,208		8,208	
Other incoming resources – Grant		0			0	900
Income resources from charitable activities						
Language class fees, books & exam fees		46,253			46,253	48,698
Other School activities		3,148			3,148	4,971
Playgroup		960			960	1,612
Membership fee		4,840			4,840	5,200
Fund-raising events & CCP						
Chinese Community Project		731			731	4,595
Chinese New Year events		0			0	1,952
Mid-Autumn Festival event		1,012			1,012	383
Cultural group performances		459			459	933
Other fund-raising events		24			24	25
Investment Income						
Bank interest received		207			207	200
Total incoming resources		57,634	8,208	0	65,842	69,469
RESOURCES EXPENDED	2					
Governance costs:	3	(1,332)			(1,332)	(1,769)
Charitable activities:						
Donation	5b		(8,208)		(8,208)	
Teaching	4a	(25,174)			(25,174)	(25,797)
School administration and support costs	4b	(11,042)			(11,042)	(24,234)
Playgroup	4c	(324)			(324)	(1,591)
Chinese Community Project related costs						
Chinese Community Project	4d	(662)			(662)	(4,267)
Chinese New Year events		(39)			(39)	(2,532)
Mid-Autumn Festival events		(1,503)			(1,503)	(1,030)
Cultural Group costs		(35)			(35)	(418)
Total resources expended		(40,111)	(8,208)	(0)	(48,319)	(61,638)
Gross transfers between funds						
<i>Net movement in funds</i>		17,523	0	0	17,523	7,831
Total funds brought forward		106,645	1,132	33,161	140,938	133,107
Total funds carried forward		124,168	1,132	33,161	158,461	140,938

<u>Balance Sheets as at 31 August 2020</u>		2020	2019
	Notes	£	£
FIXED ASSETS		0	0
CURRENT ASSETS			
Bank		171,065	169,815
Cash		1,163	2,455
Prepayments			0
		<u>172,228</u>	<u>172,270</u>
CREDITORS: due within one year			
Advance fees		10,069	30,200
Accruals		848	1,132
Parent club	6	<u>2,850</u>	<u>0</u>
NET CURRENT LIABILITIES		<u>13,767</u>	<u>31,332</u>
NET CURRENT ASSETS		158,461	140,938
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>158,461</u>	<u>140,938</u>
UNRESTRICTED FUNDS		124,168	106,645
RESTRICTED FUNDS	7	1,132	1,132
DESIGNATED FUNDS	8	<u>33,161</u>	<u>33,161</u>
TOTAL FUNDS		<u>158,461</u>	<u>140,938</u>

- (a) For the year ended 31 August 2020 the Company was entitled to exemption under section 477 of the Companies Act 2006;
- (b) No Members have required the Company to obtain an audit in accordance with section 476 of the Companies Act 2006;
- (c) The directors acknowledge their responsibilities for:
- Ensuring the Company keeps accounting records which comply with section 386 of the Companies Act 2006;
 - Preparing accounts which give a true and fair view of the state of affairs of the Company s at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Company.
- (d) The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act relating to small companies.

Approved by the Board of Directors of Chinese Association of Woking and signed on its behalf by:

Jeanette Ho
Treasurer



Date:

4th May 2021

Notes forming part of the financial statements for the year ended 31 August 2020**1. Principal accounting policies****a. Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable in the UK and Republic of Ireland to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102, the Companies Act 2006, the Charities Act 2011 and applicable UK accounting standards. Assets and liabilities are recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s)

b. Funds accounting

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

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

Designated funds: These are funds which were set aside by the board of directors out of unrestricted funds for specific future purposes or projects.

c. Incoming resources

- School fee collections are accounted for the period from Sept 2018 to June 2019. Expenses are accounted for as if they are known with certainty;
- Donations are taken to unrestricted funds for use for teaching training and supports;
- Membership fees are accounted when receivable;
- Other activities to generate income are from fund raising and raffles held at cultural events;
- Special fund-raising events, jumble sales and contributions are taken to "unrestricted fund" where the funds will be spent for charitable activities;
- CAW had no investments other than cash at bank. Investment income is included when receivable.

2. Resources expended

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

3. Governance costs

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

	2020	2019
Governance costs	£	£
Stationeries, Toners, Printing, Postage	(26)	(12)
Subscriptions, Website	(245)	(410)
Hall hiring, AGM, Meeting expenses	(197)	(412)
Insurance, Companies House filing fees	(664)	(735)
Independent Examiner's fee	(200)	(200)
Subtotal	(1,332)	(1,769)

4. Charitable expenditures**a. Teaching expenditures** are costs related to teaching costs of the Chinese school as follows:

	2020	2019
Teaching Expenditures	£	£
Teachers' allowance	(20,123)	(18,303)
Teachers' training and equipment	(989)	(1,539)
Head Teacher & Deputy Heads' allowance	(2,397)	(2,315)
Kungfu & Tai Chi teacher's fees	(965)	(2,175)
Art teacher's allowance	(200)	(340)
Dance teacher's allowance	(500)	(690)
Lion Dance teacher's allowance	(0)	(435)
Subtotal	(25,174)	(25,797)

b. School Administration & Support expenditures are costs related to support and administration costs of the Chinese school as follows:

	2020	2019
School Admin & Support Expenditures	£	£
Caretaker	(280)	(640)
Safety officer	(195)	(465)
Administrator	(778)	(855)
Treasurer	(495)	(495)
School facility & cleaning	(7,245)	(17,930)
Book controller	(330)	(320)
Travelling to competitions	(311)	(109)
Bank charges	(60)	(60)
Sundries	(537)	(610)
Staff party	(0)	(900)
Refreshments for teachers and helpers	(300)	(900)
Stationeries	(507)	(605)
Student prizes/other gifts	(4)	(345)
Subtotal	(11,042)	(24,234)

c. Playgroup expenditures are costs related to running the Cantonese and Mandarin playgroups for under 5's as follows:

	2020	2019
Playgroup Expenditures	£	£
Hall hire costs	(0)	(396)
Playgroup teaching & admin volunteers' allowances	(210)	(1,050)
Teaching materials, books, stationeries, etc	(114)	(145)
Subtotal	(324)	(1,591)

d. Chinese Community Project Expenditure

	2020	2019
	£	£
Hall hire costs	(452)	(875)
Food, materials and coach hire etc	(210)	(3,392)
Subtotal	(662)	(4,267)

5. Donation**a. Funds raised**

	2020	2019
	£	£
NHS Covid-19 relief	6,671	(0)
Covid-19 relief in China	1,537	(0)
Subtotal	(8,208)	(0)

b. Funds donated

	2020	2019
	£	£
NHS Covid-19 relief	6,671	(0)
Covid-19 relief in China	1,537	(0)
Subtotal	(8,208)	(0)

6. Parents Club Funds – The balance as at 31 August 2020 was £2,850 (2019: £Nil). This amount does not belong to the association as the fund was kept in the association's bank account for safekeeping only.

7. Restricted funds are £1,132 of which:

- a. £480 is restricted fund from Surrey Youth Opportunity;
- b. £652 is from Benevolent Fund to provide financial help for beneficiaries who are registered CAW Chinese School students who have mitigating circumstances. The fund was transferred from the designated fund.

8. Designated funds – Total of £33,161 was designated by the board of directors for emergencies or any shortfall in the school.

9. Trustees Remuneration

No trustees received any remuneration for their work as trustees or had any personal interest in any contract or transaction entered into by the charity during the year.

10. Taxation

There is no corporation tax liability as the association is a non-profit organisation and a registered charity.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Chinese Association of Woking

On accounts for the year
ended

31 August 2020

Charity No 1109595

Set out on pages

1 - 13

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, 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 Trust'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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting 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 Reports) 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.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

12 May 2021

Name:

E J Wrigley

Relevant professional
qualification(s) or body

Former Fellow of Chartered Institute of Bankers, now retired

(if any):

Address: Madingley, Pyrford Woods, WOKING Surrey GU22 8QR

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

