



Company Registered No. 05132321
Charity No. 1109595

CHINESE ASSOCIATION OF WOKING

Annual Report and Accounts
for the year ended 31 August 2020



CONTENTS	Page
Trustees' annual report	3-6
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 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 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 Merrow 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.

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

		Unrestricted Fund	Restricted Fund	Designated Fund	Total Fund 2020	Total Fund 2019
	Notes	£	£	£	£	£
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


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

- (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.