



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

		Unrestricted Fund	Restricted Fund	Designated Fund	Total Fund 2022	Total Fund 2021
	Notes	£	£	£	£	£
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
Total incoming resources		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
Total funds carried forward		119,874	1,132	33,161	154,167	155,289


<u>Balance Sheets as at 31 August 2021</u>		2022	2021
	Notes	£	£
FIXED ASSETS		0	0
CURRENT ASSETS			
Bank		173,402	175,204
Cash		387	50
Prepayments			
		173,459	175,254
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		19,292	19,965
NET CURRENT ASSETS		154,167	155,289
TOTAL ASSETS LESS CURRENT LIABILITIES		154,167	155,289
UNRESTRICTED FUNDS		119,874	120,996
RESTRICTED FUNDS	5	1,132	1,132
DESIGNATED FUNDS	6	33,161	33,161
TOTAL FUNDS		154,167	155,289

- (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:
- 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:


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.