



**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 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 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 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 31<sup>st</sup> 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 £46,252 (2022: £39,791), membership fees from 223 members (2022: 202 members) of £4,460 (2022: £4,040). 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