



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', written over the printed name and date.



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 |
| Total incoming resources | | 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 allworance | | (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 |
| Total funds carried forward | | 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/> 195,770 | <hr/> 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/> 38,159 | <hr/> 31,411 |
| NET CURRENT ASSETS | | <hr/> 157,611 | <hr/> 147,641 |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <hr/> <hr/> 157,611 | <hr/> <hr/> 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 | <hr/> <hr/> 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
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

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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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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.

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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 |
| Total incoming resources | | 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 allworance | | (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 |
| Total funds carried forward | | 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/> 195,770 | <hr/> 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/> 38,159 | <hr/> 31,411 |
| NET CURRENT ASSETS | | <hr/> 157,611 | <hr/> 147,641 |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <hr/> <hr/> 157,611 | <hr/> <hr/> 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 | <hr/> <hr/> 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
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 date.



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 |
| Total incoming resources | | 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 allworance | | (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 |
| Total funds carried forward | | 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/> 195,770 | <hr/> 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/> 38,159 | <hr/> 31,411 |
| NET CURRENT ASSETS | | <hr/> 157,611 | <hr/> 147,641 |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <hr/> <hr/> 157,611 | <hr/> <hr/> 147,641 |
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| RESTRICTED FUNDS | 5 | 1,132 | 1,132 |
| DESIGNATED FUNDS | 6 | 33,161 | 33,161 |
| TOTAL FUNDS | | <hr/> <hr/> 157,611 | <hr/> <hr/> 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;
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- (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)

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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;
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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.
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