



Huaxia Chinese School

Registered Charity 1111588

<http://www.huaxiaschool.org.uk>

Tel. 07809 256762 Email: info@huaxiaschool.org.uk

Huaxia Chinese School 2019-20

June 2020

(中文版请看后面)

Summary of School Year 2019-20

Since January 2020, the School's work has been heavily interrupted by the Covid-19 outbreak, including an almost complete closure just before the start of the first lockdown. As a result, many planned works had to be suspended, including the AGM & school magazine.

Despite of all the difficulties, some works were still carried out during this period:

1. Edexcel exam related work

Exam registration started before the first lockdown.

During the lockdown, the relevant staff frequently met to discuss how to respond to the exam boards' new policy for the exams that year. An arrangement was put in place to resume teaching for exam classes. Parents were informed, and students who had to have evidence-based exam results last year were supported.

2. Arrangements for non-exam classes

A large number of online resources to support homeschooling were provided to all parents before the start of the first lockdown.

After the initial shock, teachers provided structured guidance to parents on a weekly basis, to help them encourage children to continue learning at home during this period.

3. Help provided to students/parents/staff and local community

The School contacted the Great Manchester Police Headquarter at the very early stage of the pandemic and obtained the latest information on how to deal with the hate crime. The information was shared with all parents/students/staff, and offered to provide support should any of our community members need it.

An online group for all staff was set up at the start of the first lockdown, in order to offer support to our staff effectively and provide help whenever it was needed.

We organised the distribution and donation of 2000 face masks to 10 local care homes at a time when they were not widely available.

4. Preparation to start online teaching

It became clear during the first lockdown that we must move to online teaching throughout the pandemic. Preparations for this began in the summer of 2020. We assessed various online teaching platforms and compared them in terms of security, integrated functionality for both classes and homework assignments, and other criteria, and reached the conclusion that Google Suite for Education is the best online teaching platform. Although it was a major challenge to gain access to this platform as we are not a mainstream school, we made a great effort and finally got our school successfully registered with Google to use Google Suite for Education for our teaching.



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华夏中文学校 2019-20 年度报告

2020 年 6 月

2019-20 年度总结

自 2020 年 1 月起，因为新冠疫情的爆发，学校的正常教学受到了严重影响，尤其是进入第一次封锁后，学校的几乎所有工作都陷入停滞，很多计划中的工作(包括年度会员大会和校刊等)都不得不延后。

尽管情况十分困难，仍然有一部分工作在继续进行：

1. 与 Edexcel 考试相关的工作

当年的考生注册在第一次封锁前已经完成。

封锁期间，相关员工多次密切商讨如何根据考试局的最新政策及时跟进，计划本校的工作，并安排好与家长的沟通。学校尽快恢复了考试班的教学，并按考试局的规定为去年必须参加考试的学生提供了评估成绩。

2. 非考试班的安排

学校关闭后，及时为家长们提供了大量关于在家学习的实用链接。；

老师每周布置阶段性作业和指导，以帮助鼓励学生在此特殊时期继续习中文。

3. 为学生/家长/员工/当地社区提供帮助

在疫情爆发的早期，学校就与大曼地区警察总部联系索取最新的如何应对仇恨犯罪的相关信息，及时分享给了所有学生/家长/员工，并承诺会为任何有需要的人提供帮助。

封锁开始后即建立了员工网络群，以便及时为员工提供帮助。

在口罩供应比较紧张的早期阶段，我们为本地的 10 家养老院捐赠了 2000 个口罩。

4. 在线教学准备工作

疫情的发展让大家看到，学校必须在疫情期间转向网络教学。各项准备工作在 2020 年夏天开始进行：学校评估了各种在线教学平台，并在安全性，功能性等方面进行了比较，得出的结论是 Google Suite for Education 是目前最好的在线教学平台。尽管由于我们的非主流学校身份而在申请使用该平台的过程中一直要面对各种各样的困难，但经过不懈努力，我们终于成功地向 Google 注册了通常主流学校才能使用的这一教学平台。

Registration number **1111588**
Registered Charity

Huaxia Chinese School Financial

Statements

for the year ended 31 July 2020

Huaxia Chinese School

Charity Information

| | | |
|----------|-------------------------|-----------|
| Trustees | Xue Teng | Chair |
| | Mengmei Wang | Treasurer |
| | Lai Wah Chan | |
| | Shixiong Guo | |
| | Na Li | Secretary |
| | Yongshui Song | |
| | Wai Hung Josephine Wong | |
| | Hujun Yin | |
| | Liqun Zhang | |

Registered Charity Number 1111588

Accountants Levell & Co Ltd
Atlantic Business Centre
Atlantic Street
Altrincham
WA14 5NQ

Charity Address c/o Ms Xue Teng
4 Lansdowne Road
Sale
Cheshire
M33 6PF

Bankers Barclays Bank Plc
Barclays Business Centre
Manchester City Office
PO Box 357
51 Mosley Street
Manchester
M60 2AU

Huaxia Chinese School

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**Huaxia Chinese School
Trustees Report
for the year ended 31 July 2020**

The trustees report and the financial statements for the year ended 31 July 2020.

The object of the charity is to advance the education of the public in particular those of Chinese ethnic origin in the Chinese language and culture.

STATEMENT OF TRUSTEES RESPONSIBILITIES

Charity law requires the Management Committee acting as Charity Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its financial activities for that period. In preparing those financial statements the Charity Trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) statement whether the policies adopted are in accordance with Charities SORP and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- d) prepare the financial statements on the going concern basis unless it is inappropriate to assume the Charity will continue operating.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011.



They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Trustees

The Trustees who served during the year are as stated below;

| | |
|-------------------------|-----------|
| Xue Teng | Chair |
| Mengmei Wang | Treasurer |
| Lai Wah Chan | |
| Shixiong Guo | |
| Na Li | Secretary |
| Yonghui Song | |
| Wai Hung Josephine Wong | |
| Hujun Yin | |
| Liqun Zhang | |

This report was approved by the Board and is signed on its behalf by:

| | | |
|----------|---|--|
| | Xue Teng | Mengmei Wang |
| Trustees |  |  |

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF HUAXIA CHINESE SCHOOL.

I report on the financial statements of the Charity for the period ended 31 July 2020, which are set out on pages 5 to 9.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 or under Regulation IO (1)(a) to (c) of The Charities Accounts Regulations 2006 and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Financial Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act and section 44(I)(c) of the Charities and Trustee Investment Act 2005 (the 2005 Act);
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission and is in accordance with Regulation 11 of the Charities Accounts Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the account, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 386 of the Companies Act 2006 and section 44(I)(a) of the 2005 Act; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006, section 44(I)(b) of the 2005 Act and Regulation 8 of the 2006 Accounts Regulations; and

- which are consistent with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

A handwritten signature in black ink, appearing to read 'John Bone', with a stylized, circular flourish on the left side.

John Bone AFA MJPA

Financial Accountants Levell
& Co Ltd
Biz Space Atlantic
Street Altrincham
WA14 5NQ

Income and Expenditure
for the year ended 31 July 2020

| | | | 2020 |
|--|-------|----------|--------|
| | Notes | | 2019 |
| Incoming Resources | | | £ |
| | | | £ |
| | | | <hr/> |
| | | | <hr/> |
| Excess / (Deficit) Income over Expenditure | 2 | (10,722) | 7,422 |
| Other interest receivable and similar income | | 51 | 22 |
| Interest payable and similar charges | | | |
| Net income / loss for the year | | (10,671) | 7,444 |
| Reserves brought forward | | 91,490 | 84,046 |
| Reserves carried forward | | 80,819 | 91,490 |
| Gifts, donations and fee income | | 32,260 | 86,531 |
| Administrative expenses | | 42,982 | 79,109 |

The notes on page 6 form an integral part of these financial statements.

Page 4

Balance sheet
as at 31 July 2020

| | | 2020 | | 2019 | |
|---|-------|--------|--------|--------|--------|
| | Notes | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | 3 | | 224 | | 264 |
| Current assets | | | | | |
| Debtors | 4 | 1,285 | | 1,285 | |
| Cash at bank and in hand | | 80,574 | | 91,480 | |
| | | <hr/> | | <hr/> | |
| | | 81,859 | | 92,765 | |
| Creditors: amounts falling due within one year | 5 | (1264) | | (1539) | |
| | | <hr/> | | <hr/> | |
| Net current assets | | | 80,595 | | 91,226 |
| | | | <hr/> | | <hr/> |
| Total assets less current liabilities | | | 80,819 | | 91,490 |
| | | | <hr/> | | <hr/> |
| Net assets | | | 80,819 | | 91,490 |
| | | | <hr/> | | <hr/> |
| Capital and reserves | | | | | |
| Movement during the year | | | 80,819 | | 91,490 |
| | | | <hr/> | | <hr/> |
| | | | 80,819 | | 91,490 |
| | | | <hr/> | | <hr/> |

The charity trustees consider that an audit is not required for this year and acknowledge that full responsibility for preparation of the financial statements.

Trustees
Xue Teng

Mengmei Wang:

The notes on page 6 form an integral part of these financial statements

Huaxia Chinese School

Notes to the Financial Statements for the year ended 31 July 2020

1. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

| | | |
|----------------------------------|---|----------------------|
| Plant and machinery | - | 15% Reducing balance |
| Fixtures, fittings and equipment | - | 15% Reducing balance |

2. Income

The total income of the charity for the year has been derived from its principal activity wholly undertaken in the UK.

| 3. Tangible fixed assets | Plant and machinery £ | Fixtures and fittings £ | Total £ |
|--------------------------|--------------------------|----------------------------|------------|
| Cost as at 01.08.19 | 1,045 | 440 | 1,485 |
| Additions | | | |
| As at 31.07.20 | 1,045 | 440 | 1,485 |
| Depreciation | | | |
| As at 01.08.19 | 917 | 304 | 1,221 |
| Charge for year | 19 | 20 | 39 |
| As at 31.07.20 | 935 | 324 | 1,259 |
| Net book values | | | |
| At 31.07.20 | 109 | 115 | 224 |
| At 31.07.19 | 128 | 139 | 264 |

| 4. Debtors | 2020 £ | 2019 £ |
|--------------------------------|-----------|-----------|
| Prepayments and accrued income | 1,285 | 1,285 |

| 5. Creditors: amounts falling due within one year | 2020 £ | 2019 £ |
|---|--------------|--------------|
| Trade creditors | - | - |
| Other taxes and social security costs | - | - |
| Other creditors | <u>1,264</u> | <u>1,539</u> |
| | <u>1,264</u> | <u>1,539</u> |

Huaxia Chinese School

Income and Expenditure Schedule for the year ended 31 July 2020

| | 2020 | 2019 |
|---|--------------------|--------------------|
| | £ | £ |
| Income | | |
| Membership Fees | 23,922 | 73,523 |
| Activity Club Income | 1,128 | 721 |
| Funds from Chinese Consulate Manchester | - | 11,425 |
| Donations/Tax refund | 6,238 | 61 |
| Other Income | 972 | 801 |
| Gross Profit | 100% 32,260 | 100% 86,531 |
| Unrestricted Expenses | | |
| Teacher's wages | 29,119 | 48,705 |
| Training | 1,290 | 870 |
| Awards for Students | 200 | 140 |
| Other Activities | 589 | 3,066 |
| Porter Security Charge | 4,312 | 10,100 |
| Rent and Rates | - | - |
| Examination Charge | 600 | 3,448 |
| Insurance | 544 | 544 |
| Printing, Stationery and Advertising | 1,135 | 3,932 |
| Teaching Materials & Books | 4,337 | 4,690 |
| School Magazine | 1,197 | 1,005 |
| Telephone | 318 | 531 |
| Computer Costs | 230 | 446 |
| Travelling Expenses | 14 | 181 |
| Legal and Professional | - | - |
| Accountancy | 775 | 500 |
| Subscriptions | 1,041 | 842 |
| General Expenses | 28 | 64 |
| Prior Year Adjustment | (2,786) | - |
| Depreciation | 39 | 45 |
| | (42,982) | (79,109) |
| Surplus / (Deficit) of Income over Expenditure | (10,722) | 7,422 |
| Other Income and Expenses | | |
| Bank Deposit Interest | 51 | 22 |
| Net Excess Income over Expenditure | (10,671) | 57,456 |

The notes on page 6 form an integral part of these financial statements.