

Charity Number 1119944
Company Number 05053668

Sheffield Chinese Association

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

for the year ended 31 August 2021

Sheffield Chinese Association

Contents

	Page
Legal and administrative information	1
Directors' annual report	2 - 4
Accountants' report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the accounts	8 – 12

Sheffield Chinese Association

Administrative information for the year ended 31 August 2021

Directors

Mrs. S Chan	Chairperson
Mr. A Yam	Vice Chairperson
Mr. S C Lee	Treasurer

Company Secretary

Mr. S C Lee

Company number

05053668

Charity number

1119944

Principal Address

349 London Road
Sheffield
S2 4NG

Independent Examiner

Susan Cochrane, FCA
Employee of:
VAS Community Accountancy
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Sheffield Chinese Association

Directors' annual report for the year ended 31 August 2021

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 August 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the charities Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; FRS 102) issued in October 2019.

Structure, governance and management

Sheffield Chinese Association (Company number 05053668) was incorporated on 14 February 2004 and its Memorandum and Articles of Association govern it. Its legal status is that of a company limited by guarantee and a registered charity (Charity number 1119944).

Overall management of the charity is the responsibility of the trustees who are elected and co-opted under the terms of the memorandum of articles and association. Day to day project activity is managed and carried out by volunteers.

Objectives and activities

The objectives of the Sheffield Chinese Association are to promote the benefit of the inhabitants of the city of Sheffield and surrounding areas and in particular those who are of Chinese origin or descent by bringing together statutory, voluntary and other organisations and inhabitants in a common effort to relieve poverty, to advance education (and in particular education of the public in Chinese language, arts and culture) and to provide facilities in the interests of social welfare and for recreation and leisure time occupation with the objective of improving the quality of life of the said inhabitants and to enable them to participate in the wider community.

The Sheffield Chinese Association has 3 sub groups, the Evergreen Luncheon Club, the Women's Association and Sheffield Chinese School.

In planning the activities, the trustees have due regard to the Charity Commission guidance on public benefit.

Activities during the year

The Evergreen Luncheon Club operates a very popular weekly event for the senior Chinese citizens at the Sheffield Chinese Community Centre on London Road, run by volunteer cooks, it provides a regular opportunity for them to gather, meet friends and to socialise over a nutritious meal. The luncheon club also celebrates all major Chinese festivals throughout the year with traditional food to mark the occasion including sticky rice parcels at Dragon Boat Festival and moon cakes at Mid-Autumn Festival. Due to the Covid-19 pandemic, the luncheon club has currently stopped all activities in order to protect our members whilst following the government's strict lockdown guidelines. The Sheffield Chinese Community Centre, the venue of our activities has also closed to public.

The Women's Association sub group usually runs the weekly swimming lessons at Ponds Forge which are well attended by both male and female swimmers of all abilities. Due to the Covid-19 pandemic, swimming activities has stopped in order to protect our members whilst following the government's strict lockdown guidelines. The Sheffield Chinese Community Centre, the venue of our activities has also closed to public.

The Association usually arranges trips which are well attended and well received particularly with the senior citizens attending the Evergreen Luncheon Club. The luncheon club was unable to organise a similar trip for the summer of 2021 due to the Covid-19 pandemic.

Sheffield Chinese Association

Directors' annual report (continued) for the year ended 31 August 2021

Sheffield Chinese School

Sheffield Chinese School provides Chinese language classes and varied cultural activities to children and young people in Sheffield and the surrounding towns, including both Mandarin and Cantonese lessons to GCSE and A Level standard.

90 students enrolled to the Mandarin speaking classes and Cantonese speaking classes in 2020-2021 school year. Despite the reformation of the Chinese syllabus, 10 students entered for the GCSE Level exams in May 2021 in the summer of 2021 and all achieved the A* grade. We are very proud of all the hard work the students have put into their studies and extremely appreciative for the continuous support provided by our dedicated and experienced teaching staff.

The school continues to expand the range of cultural activities offered to pupils enrolled on the language classes including traditional lion and dragon dance; Chinese folk dancing; singing. Chinese art and recreational classes. These extra-curricular activities have increased the students' appreciation of the rich Chinese culture, and the outcome of their hard work was proudly showcased during the School's annual Chinese New Year celebrations attended by distinguished guests, parents, relatives and teachers.

Subject to the outbreak of the covid-19 pandemic, the school governor committee made the decision of continue suspending our cultural activities and in-class teaching in the 2021. Later in the month, Chinese language lessons had switched to online teaching using platform such as Zoom until it will be safe for face-to-face teaching to recommence.

Within the covid-19 pandemic, we tried our best to provide volunteers to support in Chinese teaching. We very much appreciate our volunteer teachers who continue teaching our students by using the new video technology apps, such as Zoom and Google class. The loss of face-to-face lessons may have affected the student's learning ability, progress and interest in learning.

For the nationwide closure, we are unable to get involved to the wider network with other organisations. Our students lost the chance to sit in their Summer Edexcel Chinese GCSE and GCE (A level) examinations which resulted in a deferral to their graduation.

The new school year may have to switch to online teaching. Students will miss out on valuable social and face-to-face interaction especially with newcomers. It will be a huge reduction of contribution from parents in the new school year which cannot be started in September 2021.

The Management Committee would like to formally thank our volunteer teachers and assistants for their commitment towards the development of their pupils, and the continual support of parents and students which have been vital for the on-going success of the Sheffield Chinese School.

Sheffield Chinese Association

Directors' annual report (continued) for the year ended 31 August 2021

Reserves Policy

It is the policy of the directors to maintain sufficient reserves to cover one year's operating expenditure (including School expenditure). Based on yearly costs when not affected by Covid 19 this is approximately £40,000. Free reserves were £23,768 (2020: £27,028) and £34,127 (2020: £40,253) was held in the Sheffield Chinese School restricted fund as at 31 August 2021.

Current reserves held are in accordance with this requirement. However, due to the Coronavirus pandemic it is expected that some of the reserves will be used to pay charity operating costs in the next financial year. The policy will be reviewed again at the next annual general meeting.

Small company provisions:

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The directors declare that they have approved the directors' report above on 8/5/2022

Name: SARAH CHAN 

Position: CHAIRPERSON

Accountants' Report to the board of directors on the preparation of the unaudited statutory accounts of Sheffield Chinese Association for the year ended 31 August 2021

In order to assist you to fulfil your duties, we have prepared for your approval the accounts of Sheffield Chinese Association for the year ended August 2021 as set out on pages 6 to 12 from the accounting records and from information and explanations you have given us.

This report is made solely to the Directors of Sheffield Chinese Association, in accordance with the terms of our engagement letter dated 3 August 2020. Our work has been undertaken solely to prepare for your approval the accounts of Sheffield Chinese Association and state those matters that we have agreed to the Directors of Sheffield Chinese Association. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Sheffield Chinese Association and its Directors for our work or for this report.

It is your duty to ensure that Sheffield Chinese Association has kept adequate accounting records and to prepare accounts that give a true and fair view of the financial position of Sheffield Chinese Association.

We have not been instructed to carry out an independent examination or a review of the accounts of Sheffield Chinese Association. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on these accounts.

VAS Community Accountancy
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Voluntary Action Sheffield

Date: 08/05/2022

Sheffield Chinese Association

Statement of financial activities (incorporating the income and expenditure account) for the year ended 31 August 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total £	Unrestricted funds £	Restricted funds £	2020 Total £
Income							
Donations and grants	2	450	1,800	2,250	14,225	-	14,225
Events income		-	-	-	3,988	-	3,988
Women's group member contributions		-	-	-	620	-	620
Lunch club catering contributions		-	-	-	4,128	-	4,128
Lunch club trip contributions		-	-	-	-	-	-
Bank interest		6	-	6	20	-	20
Chinese School income	7	-	15,350	15,350	-	24,349	24,349
Total income		456	17,150	17,606	22,981	24,349	47,330
Expenditure							
Activities and events		71	-	71	760	-	760
Activities and events - Women's Group		-	-	-	700	-	700
Lunch club - catering		-	-	-	4,400	-	4,400
Activities and events - lunch club		-	-	-	886	-	886
Rent		5,000	-	5,000	5,000	-	5,000
Water rates		197	-	197	-	-	-
SCC rates		39	-	39	210	-	210
Light and heat		384	-	384	411	-	411
Independent examination - see school expenses		-	-	-	-	-	-
Other expenditure		215	1,800	2,015	4,603	-	4,603
Chinese School expenditure	7	-	19,286	19,286	-	22,565	22,565
Total expenditure		5,906	21,086	26,992	16,970	22,565	39,535
Net income/(expenditure)		(5,450)	(3,936)	(9,386)	6,011	1,784	7,795
Transfers	5	2,190	(2,190)	-	2,400	(2,400)	-
Net movement in funds		(3,260)	(6,126)	(9,386)	8,411	(616)	7,795
Total funds brought forward		27,028	40,253	67,281	18,617	40,869	59,486
Total funds carried forward		23,768	34,127	57,895	27,028	40,253	67,281

Sheffield Chinese Association

Balance Sheet as at 31 August 2021

	Notes	2021 £	2020 £
Current Assets			
Balance at bank and cash		70,120	81,278
Debtors		-	-
Total current assets		<u>70,120</u>	<u>81,278</u>
Creditors: amounts falling due within one year	3	(12,225)	(13,997)
Net current assets		<u>57,895</u>	<u>67,281</u>
Total assets less current liabilities		57,895	67,281
Creditors: amounts falling due after one year		-	-
Total net assets		<u><u>57,895</u></u>	<u><u>67,281</u></u>
Represented By			
FUNDS			
Unrestricted income fund		23,768	27,028
Restricted funds	5	34,127	40,253
	6	<u><u>57,895</u></u>	<u><u>67,281</u></u>

For the year ending 31 August 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Authorised and approved by the Board on 8/5/2022

Signed on behalf of the board by:

Sign: Sarah Chan

Print name: SARAH CHAN
Director

Sheffield Chinese Association

Notes to the financial statements for the year ended 31 August 2021

1 Accounting Policies

The Sheffield Chinese Association is a Company Limited by Guarantee and a registered charity registered in England and Wales. The registered office is 349 London Road, Sheffield, S2 4NG.

(a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The financial statements have also adopted Charities SORP (FRS 102) Bulletin 1 to not prepare a Statement of Cashflows.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value.

The financial statements are presented in sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

(b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Parental fees and exam fees are included in the academic year in which the teaching took place.

(c) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

(d) Funds

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor.

(e) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

(f) Trade debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

**Notes to the financial statements (continued)
for the year ended 31 August 2021**

1 Accounting Policies (continued)

(g) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(h) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these accounts. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(i) Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised when the revision affects only that period, or in the period of revision and future periods where the revision affects both current and future periods.

2 Income from donations and grants

	2021	2020
	£	£
Donations	2,250	4,225
Grants	-	10,000
	<u>2,250</u>	<u>14,225</u>

3 Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals and deferred income	12,225	13,997
	<u>12,225</u>	<u>13,997</u>

Sheffield Chinese Association

Notes to the financial statements (continued) for the year ended 31 August 2021

4 Related party transactions and Director expenses

No directors were paid remuneration during the year (2020: £nil).

The following expenses were paid to directors:

	2021 no of directors	2021 £	2020 £
Rent	1	5,000	5,000
School volunteer expenses	0	-	1,250

5 Restricted funds

Notes	Balance at 1 Sep 2020 £	Income £	Expenditure £	Transfer £	Balance at 31 Aug 2021 £
Sheffield Chinese School - general	40,253	15,350	(19,286)	(2,190)	34,127
China flood relief	-	1,800	(1,800)	-	-
6	40,253	17,150	(21,086)	(2,190)	34,127

Sheffield Chinese School is a sub-group of the Association. The transfer reflects the net of 2021 contribution to recharged rental costs and costs paid on behalf of the school.

Prior year comparative

	Balance at 1-Sep-19 £	Income £	Expenditure £	Transfer £	Balance at 31-Aug-20 £
Sheffield Chinese School - general	40,869	24,349	(22,565)	(2,400)	40,253
Sheffield Chinese School - UKPCE	-	-	-	-	-
	40,869	24,349	(22,565)	(2,400)	40,253

Sheffield Chinese Association

Notes to the financial statements (continued) for the year ended 31 August 2021

6 Net assets by fund

	Unrestricted funds £	Restricted funds £	2021 Total £
Current assets	23,768	46,352	70,120
Current liabilities	-	(12,225)	(12,225)
	<u>23,768</u>	<u>34,127</u>	<u>57,895</u>
<i>Prior year comparative</i>	<i>Unrestricted funds £</i>	<i>Restricted funds £</i>	<i>2020 Total £</i>
Current assets	27,508	53,770	81,278
Current liabilities	(480)	(13,517)	(13,997)
	<u>27,028</u>	<u>40,253</u>	<u>67,281</u>

Sheffield Chinese Association

Notes to the financial statements (continued) for the year ended 31 August 2021

7 Sheffield Chinese School

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Income				
Parental fee	13,431	-	13,431	20,776
Performance	-	-	-	343
Books and Cd sales	8	-	8	25
Exam fee	840	-	840	1,050
Fundraising - other	-	-	-	-
Bank interest	1	-	1	15
Other income	1,070	-	1,070	2,140
Total income	15,350	-	15,350	24,349
Expenditure				
Exam fee	1,825	-	1,825	-
Transport	-	-	-	-
Office costs	2,400	-	2,400	2,400
Educational books	442	-	442	201
Telephone stationery and postage	62	-	62	823
Insurance	537	-	537	513
Light & heat	-	-	-	1,330
Volunteers' travel expenses	13,440	-	13,440	16,045
Training	-	-	-	480
Membership	35	-	35	35
Accountancy	330	-	330	-
Independent examination	-	-	-	540
Other expenses	215	-	215	198
Total expenditure	19,286	-	19,286	22,565
Net income/(expenditure)	(3,936)	-	(3,936)	1,784
Transfer between funds	(2,190)	-	(2,190)	(2,400)
Net movement in funds	(6,126)	-	(6,126)	(616)
Total funds brought forward	40,253	-	40,253	40,869
Total funds carried forward	34,127	-	34,127	40,253