



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2020		31	03	2021

Section A Reference and administration details

Charity name UK Guan Yin Citta Dharma Door Buddhist Charity Foundation

Other names charity is known by

Registered charity number (if any) 1165696

Charity's principal address Units 5-6, No.8 Lyon Way

Greenford

London

Postcode

UB6 0BN

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Tze Wei Siow	Chair	Acted from 2nd Dec 18 up to date	
2	Tuck Heng Cheah	Trustee	Acted from 2nd Dec 18 up to date	
3	Guat Faung Eyu	Trustee	Acted from 2nd Dec 18 up to date	
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Appointed

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

<p>Policies and Procedures adopted for training of Trustees:-</p> <ol style="list-style-type: none"> 1. Assisted by one of the Volunteer Assistant Trustees who qualified ACCA, regular training was provided by her job. <p>Structure and network with which the charity works:-</p> <ol style="list-style-type: none"> 1. All Trustees including One Chair Trustee and all volunteers are unpaid, regular volunteers travel from and to events outside London will be paid by charity. 2. Regular hosting Free Vegetarian Tasting Event, Workshops provided all free to public and our community. 3. Liaising with local community centres on a regular basis. <p>*** Due to pandemic, all the travel and activities has been temporally suspended. ***</p> <p>Relationship with Related Party:-</p> <p>The Trustees give significant donations to the charity and there is no reimbursement of expenses occurred for this year end.</p> <p>Major Risk and procedures to extenuate it:-</p> <ol style="list-style-type: none"> 1. Cash Donation would be scrutinized regularly by Trustees, review on monthly basis normally would be two volunteers on daily duty. 2. Two signatures would be required on the Day Duty Log Book CCTV in place wireless connected to chair trustee's phone Only trained and trustworthy volunteers would have access to cash. <p>*** Temple was not opened to the public during locked down period apart from daily duty volunteer. Hence, there is no cash donation from visitor, only cash donation brought in from daily duty volunteer on behalf other donator ***</p>
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Summary of the objects of the charity set out in its governing document

- Promoting the teaching, study, practice and practical application of Buddhism and Guan Yin Citta in the UK.
- Organising public events and facilitating the public dissemination and interchange of ideas and information about the practice of Buddhism.
- Promoting activities to foster racial and religious harmony, equality, diversity and peace.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

- The charity activities its far different compared to last year during this pandemic: -
- Hosting online Buddhist teaching class for the children for a virtual practice.
 - Hosting online meeting to interchange of ideas and information about the practice of Buddhism for members and local community.
 - Sent out free disposal masks to members, vulnerable elderly and local community who in need during early typical Covid-19.
 - Keep in touch regularly via called and message between members and elderly who in need, helps, attention and concern right through the year.
 - All these to make peoples and local community aware of us and provide another method for free advice during locked down period.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We have planned and applied for some of the government funding specially for the Covid-19 this year. The decision was declined due to charity did not meet the criteria and requirement for those relevant funding.

Contributions received from public, members and volunteers are strictly monitored. No investment should be made from donations under any circumstances.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Entered the early 2021, the world still suffering with Covid-19. We were aware that we can't be there to support each other in person especially during the locked down period. But through a donation of £3000 to British Red Cross, it has gone to support the most vulnerable communities, including families who are in refugee camps, suffering from the effects of the coronavirus pandemic with minimal healthcare provisions and the frontline medical aid workers supporting them.

Plus, 21,000 pieces of Type IIR Masks which cost £630 were donated to the British Red Cross response for use by frontline volunteers and staff who will be using masks for crisis response work and independent living services. Please check the link as below for more detail:-

<https://www.gycitta.org.uk/charity-donation-helps-the-british-red-cross-provide-ppe-and-other-resources-to-those-struggling-with-the-pandemic/>

Section E

Financial review

Brief statement of the charity's policy on reserves

We have achieved all above while maintain a healthy financial position, as we have regular donations from volunteers and members, no loan or debt taken in the year and we have no intention to do so in the next 12 months.

As we are facing the Covid issue, lots of beneficial community's activities won't be able to carry out as usual as previous year, which mean the expenditure was less than usual. Moreover, we have planned to move the temple to a more accessible location with a new contract plus utilities bill on top. Hence, we must plan carefully with the expenses.

The new temple can hold a good number of guests if running any community activities such as vegetarian events. This will be saved up on hiring other venue in term of cost wise or a small fee to hire a next door venue for a bigger space if essential. All our suspended beneficial activities will be run as normal as soon as the daily Covid cases is under control.

Details of any funds materially in deficit

No deficit in this financial year due to the rental which is our bigger expenses has been paid off for 2 years on last financial year. We have vacated the temple when the lease came to the end of October 2020 more over the temple was not allow opened to the public. The entire inventory has been removed and stored at unit storage in term of rental wise. Although we have donated to British Red Cross to support peoples suffering from Covid-19, but we are still showing £9,000 of surplus over this financial year.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Sources of Fund: No government Grant, mainly relied on Donations from members and public, we would only have expected people to donate after they have benefited from our help and Buddhism teaching promoted, hence no street raising fund events have ever been held.

Main Expenditures: Landlord has charged £5320 for renovation fees from rental deposit while we vacated the temple in Greenford. Other expenses such as telephone and broadband, removal expenses, unit storage rental and Zoom Meeting subscription. These decisions and expenses will be strictly reviewed and scrutinized by the trustees.

No Investments can be made from Donations.

None of the Trustees were reimbursed out of pocket expenses and 3 of the Trustees donated a total of £850 over the financial year.

Section F Other optional information

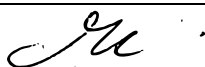
N/A

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Tze Wei Siow

Position (eg Secretary, Chair, etc)

Chairman

Date

9th January 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

UK GUAN YIN CITTA DHARMA DOOR BUDDHIST CHARITY
FOUNDATION

No (if any)

1165696

Receipts and payments accounts

For the period
from

Period start date

4/1/20

To

Period end date

3/31/21


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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	16,946	-	-	16,946	21,322
Interest	10	-	-	10	38
Rental Deposit Refund	430	-	-	430	-
	- 0	-	-	-	-
	- 0	-	-	-	-
	- 0	-	-	-	-
	- 0	-	-	-	-
	- 0	-	-	-	-
Sub total (Gross income for AR)	17,386	-	-	17,386	21,360
A2 Asset and investment sales, (see table).					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	- 0
Sub total	- 0	- 0	- 0	-	- 0
Total receipts	17,386	- 0	- 0	17,386	21,360
A3 Payments					
Telephone and broadband	394	-	-	394	694
Storage Rent	1,956	-	-	1,956	-
Public transport	- 0	-	-	-	160
Hotel+train+flight+other travel	- 0	-	-	-	-
Office admin + event	144	-	-	144	580
Insurance	- 0	-	-	-	335
Website host + design	- 0	-	-	-	-
Professional fees	1,080	-	-	1,080	-
Independent Examination Fees	650			650	550
Donations to British Red Cross	3,630	-	-	3,630	3,000
Facebook promotion	- 0			-	-
Bank charges	- 0	-	-	-	65
Removal	420	-	-	420	-
Sub total	8,274	-	-	8,274	5,384
A4 Asset and investment purchases, (see table)					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	
Sub total	- 0	- 0	- 0	-	- 0
Total payments	8,274	- 0	- 0	8,274	5,384
Net of receipts/(payments)	9,112	-	-	9,112	15,976
A5 Transfers between funds	- 0	-	-	-	-
A6 Cash funds last year end	36,003	-	-	36,003	20,027
Cash funds this year end	45,115	-	-	45,115	36,003

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	HSBC Current Account	23,792	-	-
	HSBC Savings Account	21,323	-	-

		-	-	-
	Total cash funds	45,115	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets	Rent Deposit Old Unit (VAT Refund)	1,150	-	-
			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Independent Examination Fee	Unrestricted	325	
	Professional Fee	Unrestricted	110	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		Guat Eyu		9th January 2022