

## **Commentary on the model Trustees' Annual Report and accounts: Westbeach Youth Club**

This example is for a charity preparing receipts and payments accounts.

The youth club charity had an income of £47,476 in the year and is eligible for independent examination. As the charity is below the larger charity threshold it may also prepare a simple annual report (refer to CC15d Charity Reporting and Accounting: The essentials and the Charities (Accounts and Reports) Regulations 2008). An example report by the charity's the independent examiner (see 'CC32- Independent Examination of Charity Accounts' for further examples of examiner's reports) is also included.

### **The trustees' annual report CC16b pro forma**

Trustees do not have to use the pro forma to write their annual report but the form includes all the information trustees must provide and gives an opportunity to provide further optional information if the trustees so wish.

The '**Summary of the main activities undertaken**' also includes confirmation that the trustees have had regard to our guidance on public benefit when planning the charity's activities. Further information about is provided in a '**Summary of the main achievements**'. Additional voluntary information is provided about the contribution made by volunteers, collaboration with other organisations and details of the charity's main policies and future plans. In addition, the report confirms that the trustees received no remuneration or other benefits from the charity.

### **The accounts CC16a pro forma (in original form as a separate excel document)**

The accounts pro forma is suitable for comparatively straightforward accounts. Before using the pro forma please read the completion notes. We also recommend that a bank reconciliation is prepared to reconcile the closing balance at bank before completing the form. Also charities with several restricted funds or more complex affairs may need to summarise their information before using the pro forma or alternatively use it as a tool to assist in the design of their own accounts.

In the example gift aid recovered from HM Revenue and Customs is shown separately. The charity has a small restricted fund, called the Youth Aid Appeal, associated with the awards scheme and has undertaken fundraising, the proceeds of which were restricted for the awards only. The acquisition of functional fixed assets is shown separately on row A4.

The statement of assets and liabilities includes cash at bank and also identifies an outstanding gift aid claim relating to the year which was not received by the 31<sup>st</sup> December 2016. Similarly there is an invoice from PC Services which has not been paid relating to work undertaken prior to the year end.

The minibus, office and computer equipment are listed under the section 'assets retained for the charity's own use' and the trustees have provided voluntary information about their estimate of the residual value of the minibus.



## Trustees' annual report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2025		31	12	2025

### Reference and administration details

Charity name

ASIAN WOMEN DEVELOPMENT PLAN INTERNATIONAL  
(UK)

Other names charity is known by

*AWDPI*

Registered charity number (if any)

*1204406*

Charity's principal address

*108 St.Pier Court*

*LONDON*

*London*

Postcode

*E13 9GU*

### 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	WEI YU DAI			
2	Lyuchen Mei			
3	Xi aoyu Ruan			
4	Di Zhang			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

**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 advisors (Optional information)**

Type of advisor	Name	Address
Bank		

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

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## Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	<i>Constitution adopted 18<sup>th</sup> August 2023</i>
How the charity is constituted (eg. trust, association, company)	<i>Unincorporated association</i>
Trustee selection methods (eg. appointed by, elected by)	<i>Trustees are appointed or reappointed annually at the Annual General Meeting</i>

**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

*All trustees and workers are volunteers; no employees, no remuneration or benefits received from the charity.*  
*No paid staff; all roles are voluntary.*  
*No related party relationships or additional governance structures in place during the period.*

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

*To promote and support the development, welfare , and empowerment of Asian women through charitable activities, education, advocacy, and community support.*

**Summary of the main activities undertaken for the public benefit in relation to these objects**

*During the reporting period, no charitable activities or programmes were undertaken as the charity is in the initial setup stage and has not yet commenced operational work. Trustees have had regard to Charity Commission guidance on public benefit in planning future activities.*

### **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

## Achievements and performance

**Summary of the main achievements of the charity during the year.**

*The charity successfully completed registration with the Charity Commission for England and Wales on 18 August 2023. No further operational activities or achievements occurred as services are yet to launch..*

## Financial review

**Brief statement of the charity's policy on reserves**

*No reserves held during the period. No bank account opened; no income, expenditure, or assets held.*

**Details of any funds materially in deficit**

*Not applicable*

**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.

## Other optional information

### Future Plans

*To open a bank account, recruit volunteers, develop operational policies, and launch charitable activities in support of Asian women's development and welfare.*

## Declaration

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

*Jiabao Wang*

**Full name(s)**

Jiabao Wang

**Position (eg secretary, chair, etc)**

secretary

**Date**

*03/04/2026*



## Independent examiner's report on the accounts

Report to the trustees/ members of	Charity Name <i>ASIAN WOMEN DEVELOPMENT PLAN INTERNATIONAL (UK)</i>
On accounts for the year ended	<i>31<sup>st</sup> December 2024</i>
Set out on pages	<i>9 and 10</i>

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts for the year ended 31 December 2016.

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under s145 of the Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under s145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*Jiabao Wang*

Date:

*03 / 04 / 2016*

Name:

Ji abao Wang

Relevant professional  
qualification(s) or body  
(if any):

Address:

*108 St. Pier Court London*

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

*None to report*





Charity Name <i>ASIAN WOMEN DEVELOPMENT PLAN INTERNATIONAL (UK)</i>	No (if any) <b>1204406</b>
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### Receipts and payments accounts

CC16a

for the period	Period start date <i>18/08/2023</i>	To	Period end date <i>31/12/2024</i>
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Charity Name

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
<i>Grants &amp; Donations</i>	-	-	-	-	-
<i>Membership subscriptions</i>	-	-	-	-	-
<i>Fundraising: 'Youth Aid' Appeal</i>	-	-	-	-	-
<i>Award entrance fees and Activities</i>	-	-	-	-	-
<i>Interest</i>	-	-	-	-	-
<i>Gift aid receipts</i>	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>A2 Asset and investment sales, etc.</b>	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-
<b>A3 Payments</b>					
<i>Awards and Activity Costs</i>	-	-	-	-	-
<i>Room Hire</i>	-	-	-	-	-
<i>Minibus expenses</i>	-	-	-	-	-
<i>Training/Affiliation</i>	-	-	-	-	-
<i>Staff Remuneration</i>	-	-	-	-	-
<i>Insurance</i>	-	-	-	-	-
<i>New Garden Project</i>	-	-	-	-	-
<i>Administration</i>	-	-	-	-	-
<i>Norlands Loft Activity Centre hire</i>	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-

<b>A4 Asset and investment purchases, etc.</b>					
	-	-	-	-	-
<b>Total payments</b>					
	-	-	-	-	-
<b>Net of receipts/(payments)</b>					
	-	-	-	-	-
<b>A5 Transfers Between Funds</b>					
	-	-	-	-	-
<b>A6 Cash funds last year end</b>					
	-	-	-	-	-
<b>Cash funds this year end</b>					
	-	-	-	-	-

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	<i>Cash at Bank</i>			
		-	-	-
		-	-	-
	<b>Total cash funds</b>			
	(agree balances with receipts and payments account(s))	-	-	-
<b>B2 Other monetary assets</b>	<i>Final gift aid claim</i>			
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	<i>Minibus</i>	<i>Unrestricted</i>	-	-
	<i>Donated office furniture</i>	<i>Unrestricted</i>	-	-
	<i>Computer Equipment</i>	<i>Unrestricted</i>	-	-
		<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>	<i>PC Services invoice due</i>	<i>Unrestricted</i>		
			-	
			-	
<b>Signed (on behalf of all the trustees)</b>				
<i>Jiabao Wang</i>				