

CCC CHINESE SCHOOL TRUST

Report and Financial Statements for the year ended 31 August 2023

**19-20 Frith Street
London W1D 4RL
Tel: 0207 734 5984**

Charity Registration Number 273198

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CCC Chinese School Trust

Legal and Administrative Information

Charity Name: CCC Chinese School Trust
Charity Registration Number: 273198
Operational Address: 19-20 Frith Street
London W1D 4RL

Board of Trustees

Mr Tit Ying Tang	33 Brandreth Court, Sheepcote Road, Harrow, Middlesex HA1 2JU.
Mr Ye So Wong	4 Wimbone Drive, Peterborough PE1 4RR
Mr Keith Ka Tsun Tsang (elected 9 th June 2008)	163 Cornwall Road, Ruislip Manor, Middlesex HA4 6AG.
Mr Shun Bun Lee (elected 15 th March 2011)	252 Norbury Avenue, Norbury, London SW16 3RN.
Mr Ka Lun Wong (elected 15 th March 2011)	34 Normandy Way, Bletchley, Milton Keynes MK3 7UN
Mrs Pok Sang Tang (elected 9 th April 2013)	33 Brandreth Court, Sheepcote Road, Harrow, Middlesex HA1 2JU.
Mr Ian Cheok Ung (elected 1st September 2016)	Elm Lodge, Cridet Green, Mitcham, Surrey GR4 4LB

Independent Examiners

Fong Baldwin & Co., Chartered Certified Accountants,
1st Floor, 6 Gerrard Street, London W1D 5PG

Bankers

The Bank of East Asia, Limited
75 Shaftesbury Avenue, London, W1D 5BB.

Report of the Trustees for the year ended 31 August 2023

The Trustees present their report and independently examined financial statements for the year ended 31 August 2023.

Status

The trust was registered as an unincorporated association charity in 1977.

Risk Management

The Board of Trustees has reviewed the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimized by the implementation of procedures for authorisation of all transactions and projects. Policies and procedures are in place to minimize health and safety risks for staff, volunteers, clients and visitors to the operational centre and for staff, volunteers and clients during home visits.

Organisational Structure

The Board of Trustees of CCC Chinese School Trust meets every month and they are responsible for the strategic direction and policy of the charity. At present the Board of Trustees has five members from a variety of backgrounds relevant to the work of the charity.

Day to day responsibility for the provision of the services is delegated to the General Secretary and the headmaster of the school. The General Secretary is responsible for the funding and administration of the charity and for the overall management of the operating centre. The headmaster is responsible for recruiting teachers and ensuring the teachers observe the objective of the Trust.

Aims and Activities

CCC Chinese School Trust is a charity dedicated to providing Chinese classes for the public in general but mainly for the Chinese children in London. The School opens on Saturday and Sunday throughout the year except on school holidays and bank holidays. There are various classes with different level of competence which include beginner's class right up to GCSE and GCE in Chinese. The School has also been used as an examination centre for GSCE and GCE in Chinese.

Other than the Chinese language classes, the School also offers classes for Chinese Art and Cultural learning, piano lessons, computer courses and Mathematics tuition etc.

The objective of CCC Chinese School is to provide for its students to have an opportunity to learn Chinese language and Chinese art & culture.

Responsibilities of the Board of Trustees

Company law requires the Board of Trustees to prepare financial statements each financial year which give a true and fair view of the state of the affairs of the charitable trust as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the trust will continue on that basis.

The Trustees are responsible for maintaining 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. The Trustees are also responsible for safeguarding the assets of the charitable trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board of Trustees

Members of the Board of Trustees, who served during the year and up to the date of this report are set out on page 2.

In accordance with company law, as trustees, we certify that:

- so far as we are aware, there is no relevant audit information of which the trust's independent examiners are unaware; and
- as trustees, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's independent examiners are aware of that information.

Independent Examiners

Messrs Fong Baldwin & Co. was appointed as the charitable trust's independent examiner during the year and has expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 2006 relating to small entities.

Approved by the Board of Trustees on 23rd May 2024 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'Ka Lun Wong', written over a horizontal line.

Mr Ka Lun Wong
On behalf of the Board of Trustees

CCC Chinese School Trust

STATEMENT OF FINANCIAL ACTIVITIES: for the year ended 31 August 2023

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
Incoming Resources		£	£	£	£
Incoming resources from charitable activities:					
Voluntary Income					
Donations	3	28,675	-	28,675	11,411
Incoming resources from generated funds:					
Income from teaching	2	57,623	-	57,623	43,469
Other Income:					
Bank interest receivable		864	-	864	38
Total incoming resources		87,162	-	87,162	54,918
Resources expended					
Cost of generating funds		-	-	-	-
Charitable activities	4	48,633	-	48,633	43,679
Governance costs	4	38,334	-	38,334	26,677
Total resources expended	4	86,967	-	86,967	70,356
Net (expended) incoming resources before transfers		195		195	(15,438)
Transfers between funds		-	-	-	-
Net movement of funds		195	-	195	(15,438)
Reconciliation of funds					
Total funds brought forward	12	206,605	-	206,605	222,043
Total funds carried forward	12	206,800	-	206,800	206,605

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

CCC CHINESE SCHOOL TRUST

BALANCE SHEET as at 31 August 2023

		2023	2022
<u>Fixed Assets</u>	Notes		
Intangible Fixed Assets	8	1	1
Tangible Fixed Assets	9	123,414	123,414
<u>Current Assets</u>			
Debtors	10	2,843	1,821
Cash at bank		117,979	138,017
		244,237	263,253
Creditors: amounts falling due within one year	11	(37,437)	(56,648)
Net Current Assets		206,800	206,605
Net Assets		206,800	206,605
Unrestricted funds			
Designated Funds	12	206,800	206,605
Restricted Funds		-	-
Total Funds		206,800	206,605

These accounts are prepared in accordance with the special provisions of Part VII of the companies Act 2006 relating to small entities.

Approved by the Trustees on 23rd May 2024 and signed on their behalf by:

Mr Ka Lun Wong, Trustee 

CCC Chinese School Trust

Notes forming part of the Financial Statements for the year ended 31 August 2023

1. Accounting Policies

The principle accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

a) Basis of accounting

The financial statements have been prepared under the historical cost convention, in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

b) Tangible fixed assets

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Equipment	10%	straight line
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c) Fund accounting

Unrestricted funds are available for use at the discretion of trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

d) Incoming resources

Incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.

Donated services are included at the value where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

e) Resources expended

Expenditure is recognized on an accrual basis as a liability is incurred. Expenditure included any Vat which cannot be recovered, and is part of the expenditure to which it relates:

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fund raising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. time allocation.

2. Incoming resources from generated funds:

School Fees	Unrestricted	Restricted	2023 Total	2022 Total
	£	£	£	£
School Fees received	57,623	-	57,623	43,469
Exam Fees	-	-	-	-
Total	57,623	-	57,623	43,469

3. Incoming resources from others:

	Unrestricted	Restricted	2023 Total	2022 Total
	£	£	£	£
Donation	28,675	-	28,675	11,411
Others	-	-	-	-
Total	28,675	-	28,675	11,411

4. Total Resources expended

	Basis of Allocation	Cost of Generating Funds	2023 Total	2022 Total
		£	£	£
Costs directly allocated to activities				
Staff costs	Direct	43,925	43,925	40,042
Prizes for students	Direct	2,417	2,417	1,690
Reading material	Direct	2,291	2,291	1,947
Sub total		48,633	48,633	43,679
Support costs allocated to activities				
Travel, meeting expenses	Direct	6,184	6,184	-
Office costs	Usage	31,080	31,080	25,912
Communications	Usage	1,070	1,070	765
Depreciation	Direct	-	-	-
Sub total		38,334	38,334	26,677
Total Resources Expended		86,967	86,967	70,356

5. Staff costs and numbers

	2023	2022
	£	£
Salaries and wages	43,925	40,042
Total	43,925	40,042

6. Trustee Remuneration & Related Party Transactions

No trustees received any remuneration during the year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the 12 months.

7. Taxation

As a charity CCC Chinese School is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to charitable objects. No tax charges have arisen in the charity.

8. Intangible Fixed Assets

	Improvement £
Cost at 1 September 2022	55,695
Additions	-
Cost at 31 August 2023	<u>55,695</u>
Depreciation at 1 September 2022	55,694
Charger for the year	-
Depreciation at 31 August 2023	<u>55,694</u>
Net Book Value at 31 August 2023	<u>1</u>
Net Book Value at 31 August 2022	<u>1</u>

9. Tangible Fixed Assets

	Freehold £	Equipment £
Cost at 1 September 2022	123,413	25,387
Additions	-	-
Cost at 31 August 2023	<u>123,413</u>	<u>25,387</u>
Depreciation at 1 September 2022	-	25,386
Charge for the year	-	-
Depreciation at 31 August 2023	<u>-</u>	<u>25,386</u>
Net Book Value at 31 August 2023	<u>123,413</u>	<u>1</u>
Net Book Value at 31 August 2022	<u>123,413</u>	<u>1</u>

10. Debtors

	2023 £	2022 £
Debtors prepayments	2,843	1,821
Total	2,843	1,821

11. Creditors: Amounts falling due within One Year

	2023 £	2022 £
Taxation and social security	-	-
Accruals and deferred income	-	3,489
Deferred Income – School fees deposit	37,437	53,159
Total	37,437	56,648

12. Analysis of Net Assets between funds

School Fees	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Intangible Fixed Assets	1	-	1	1
Tangible Fixed Assets	123,414	-	123,414	123,414
Current Assets	120,822		120,822	139,838
Current Liabilities	(37,437)		(37,437)	(56,648)
Total	206,800	-	206,800	206,605

CCC Chinese School Trust

Charity Number 273198

INDEPENDENT EXAMINER'S REPORT To the Trustees of CCC Chinese School Trust

We report on the accounts for the year to 31st August 2023 as set out on pages 2 to 10.

Respective responsibilities of Trustees and Examiner

The charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) as amended by S.28 of the Charities Act 2006 and that an independent examination is needed.

It is our responsibility to

- examine the accounts (under Section 43 of the 1993 Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act), and
- to state whether particular matters have come to our attention.

Basis of Independent Examiner's Statement

Our examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection of our examination, no matter has come to our attention

1. which gives us reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or
2. to which, in our opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Fong Baldwin & Co
Chartered Certified Accountants
1st Floor, 6 Gerrard Street
London W1D 5PG.

23rd May 2024