

Charity number: 288008
Company number: 01759054

Camden Chinese Community Centre
(A company limited by guarantee)

Council of Management's report and financial statements
for the year ended 31 March 2021

Camden Chinese Community Centre
(A company limited by guarantee)

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Legal and administrative information

Charity number	288008	
Company registration number	01759054	
Business address	9 Tavistock Place London WC1H 9SN	
Registered office	9 Tavistock Place London WC1H 9SN	
Council of Management	Linda Chung Kim Suan Tan Edward Tsui Annie Lee Sandy Smith Julie Chan Yongyi Neathercoat	Chair Vice Chair Treasurer
Auditors	Leftley Rowe & Company 2nd Floor, 87 Kenton Road Harrow Middlesex HA3 0AH	
Bankers	Lloyds TSB Bank Plc Westminster House 11 Portland Street Manchester M1 3HU Santander UK Plc Bridle Road Bootle Merseyside L30 4GB	
Solicitors	DKLM LLP 3 Cranwood Street London EC1V 9PE	

Camden Chinese Community Centre **(A company limited by guarantee)**

Council of Management's Report **for the year ended 31 March 2021**

The Council of Management members (who are the trustees of the Charity) present their report and the financial statements for the year ended 31 March 2021. The Council of Management members are also directors of Camden Chinese Community Centre for the purposes of company law and served during the year.

Structure, governance and management

Legal structure

Camden Chinese Community Centre is a registered charity and company limited by guarantee with no share capital. The liability of members in the event of insolvent liquidation is limited to £10 each. The Charity's governing document is its Memorandum and Articles of Association incorporated 5 October 1983, as amended by special resolution on 31 May 2005.

Governance and management

The Charity is governed by its Council of Management. The Council members are elected by the membership at the Annual General Meeting or co-opted between meetings and subject to election at the following AGM. Council Members serve for a period of three years but are eligible for re-election. Day to day management of the Charity is delegated to the two full-time Centre Managers with overall responsibility for the entire Centre's staff.

Trustee induction and training

New trustees undergo an orientation day to brief them on their legal obligations under charity and company law, the Charity Commission guidance on public benefit, and to inform them of the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction day they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Related parties

None of our trustees receive remuneration or other benefits from their work with the charity.

Pay policy for senior staff

The directors consider the board of directors, who are the Community Centre's trustees, and the senior management team comprising the key management personnel of the charity in charge of directing and controlling, running and operating the Trust on a day to day basis. All directors give their time freely and no director received remuneration in the year. The pay of the senior staff is reviewed annually and normally increased in accordance with average earnings and the financial performance of the charity.

Objectives and activities

Objectives

The principal objective of the Charity is to promote education through the study of Chinese arts, history and culture and to provide recreation and social welfare particularly to those of Chinese origin or descent in the London Borough of Camden and Greater London.

The Charity's aim is to enable local people to access activities and services by providing a native language link between the vulnerable people and statutory service providers. The Charity has over 1,300 members of whom the majority are older people.

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Council of Management's Report (continued)
for the year ended 31 March 2021

Main activities

The main activities undertaken by the Charity is to further its charitable purposes for the public benefit which include:

- Advisory services (on welfare benefits, health and housing);
- Community Development Project (includes working with Youth Club, Women's and Voluntary groups);
- Contributory Needs Assessment Project (in cooperation with social services and health authorities);
- Elderly Project (for promotion of social, nutritional and health welfare); and
- Housebound Project (for domiciliary and personal care of Chinese elderly and disabled).

The Charity also offers a wide range of community activities and hosts regular mini-surgeries by local opticians, dentists and healthcare practitioners. The daily luncheon club for the Elderly serves at least 30 diners per day and overall the Centre serves 26,000 user visits per year, averaging 520 visits per week.

Achievements and performance

It was with mixed feelings of relief and anticipation that we came to the end of the last financial year.

Like the rest of the nation, our Centre was on lockdown from April 2020, and we went through a period of adaptation to cope with the conditions imposed on us.

Our main thoughts were maintaining the good health of our staff, members, and clients. The majority of our services had to close, including with great regret, our social and luncheon clubs, our health and fitness, language, and cultural classes. We did our best to adapt so that we could continue to provide the essential services of our Centre, especially for our housebound and elderly.

The Homecare Services

This was the only service we were able to continue, though not a full capacity. The staff team used Zoom to conduct meetings, and also to carry out regular training.

All the staff, carers, support workers and the management team, took the opportunity to ensure their training was up to speed, and completed about 36 online training courses and tests. They felt that these were not only of great benefit to themselves, but to the ongoing high quality of service provision.

It is with pride and great congratulations to our Care Workers that we were able to continue to provide a top-class professional service. Their commitment and dedication in difficult circumstances, including coping with travel and in the face of the prevalence of Covid-19 virus health risks, was much to be admired and we thank them enormously.

We are pleased to report that none of our clients caught the virus, no doubt helped by the very stringent health protection conditions we imposed in all our work practices.

Advice and Information Service

We felt that it was essential to provide some basic services so that isolated clients were not entirely bereft of help if they needed it. Clients were able to contact us by telephone and we could arrange further telephone or Zoom discussions. We prioritised the urgency of the cases and could meet face to face, under health protection guidelines, if it was absolutely necessary.

Supporting the Community

It was a pleasure to work with partners in the community, including Camden Social Services and Camden Age UK. We were fortunate to be donated face masks which, with the help volunteers, we were able to distribute to members. Volunteers also came forward to help distribute food parcels, and we were able to make referrals to over 50 housebound and elderly, which was a lifeline to prevent hardship for many.

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Council of Management's Report (continued)
for the year ended 31 March 2021

The Prevention of Hate Crime Project

It is with great sadness that it was reported that there was an increase of racial abuse and incidents against those of Chinese, East and South East Asian appearance, blaming them for the cause of the Corona virus.

With the help of anti-hate groups, interested volunteers were able to join their prevention and protection training which helped their understanding of hate crime, reduce anxiety and increase confidence.

Building Refurbishment

While the building was empty, we took the opportunity to carry out some repairs and refurbishment, including improving the efficiency of our heating system. When our services cautiously and gradually resumed from September 2021, our staff and users saw a fresher looking kitchen, offices, and toilet areas.

Looking Ahead

Though the future is still uncertain as regards the health of the nation, we continue to be optimistic. As usual, despite the ups and downs of life in general, the life of the Centre continues at a steady pace, and our staff team will always be ready to help where they can. I pay tribute to the support of fellow Trustees, all the staff teams, and volunteers who through their hard work, has helped us to thrive, despite difficult times.

Financial review

The Charity achieved net increase on unrestricted funds of £99,111 (2020 - £21,833), increasing unrestricted funds from £1,044,156 to £1,143,267. Restricted funds remained unchanged at £754,999. Total funds increased from £1,799,155 to £1,898,266.

Risk management

The Council of Management actively reviews the major risks facing the Charity on a regular basis and believes that maintaining reserves at a level not less than the current level, combined with an annual review of the controls over the key financial systems will provide resources in the event of adverse conditions. The Council has also examined the other strategic and operational problems associated with the Centre and its users and confirm that systems have been established to enable regular reports to be made so that the necessary steps can be taken to mitigate the risks identified.

Reserves policy

The Council of Management has formulated a policy whereby, in the long term, general reserves held by the Trust should cover three months of non-discretionary resources. This currently equates to approximately £59,114 and would enable activities to continue in the short term should funding drop significantly.

At present the 'free' reserves, at approximately £215,132, exceed this target but in the context of the Charity's expansion, its mortgage liability and the long term maintenance requirements of the building, the surplus is not considered to be significant. In calculating 'free' reserves the Trustees have excluded the restricted reserves and the designated reserve that represent fixed assets.

Both the policy and its implementation are under regular review.

Plans for future periods

We aim to maintain the high standard of delivery for all our services and continue to monitor our financial resources and commitments in the ever depressing public funding environment.

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Council of Management's Report (continued)
for the year ended 31 March 2021

Public benefit statement

The Council of Management members confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The public benefit of the Charity's activities are outlined under 'Main activities' above.

Statement as to disclosure of information to auditors

In so far as the Council of Management members are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the Council of Management members have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Statement of Council of Management's responsibilities

The Council of Management members (who are also directors of Camden Chinese Community Centre for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the Council of Management members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Council of Management members are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Council of Management members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

Leftley Rowe & Company are deemed to be reappointed in accordance with Section 487(2) of the Companies Act 2006.

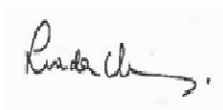
Small company provisions

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

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Council of Management's Report (continued)
for the year ended 31 March 2021

Signed on behalf of the board

A handwritten signature in black ink, appearing to read 'Linda Chung', is written over a light grey rectangular background.

Linda Chung
Chair

Date: 5 November 2021

Camden Chinese Community Centre
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Independent auditors' report to the members of Camden Chinese Community Centre
for the year ended 31 March 2021

Opinion

We have audited the financial statements of Camden Chinese Community Centre for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice) and the Companies Act 2006.

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Council of Management's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Council of Management with respect to going concern are described in the relevant sections of this report.

Other Information

The other information comprises the information included in the annual report, other than the financial statements and our auditors' report thereon. The Council of Management are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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Independent auditors' report to the members of Camden Chinese Community Centre
for the year ended 31 March 2021 (Continued)

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Council of Management's report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Council of Management's report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Council of Management's report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and the returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Council of Management were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of Council of Management members

As explained more fully in the Statement of Council of Management's Responsibilities set out on page 5, the Council of Management (who are also directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Council of Management determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Council of Management are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Council of Management either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

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Independent auditors' report to the members of Camden Chinese Community Centre
for the year ended 31 March 2021 (Continued)

Based on our understanding of the company and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to regulatory requirements of the Charities Commission, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006 and the Charities Act 2011.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to posting inappropriate journal entries and management bias in certain accounting estimates and judgements. Audit procedures performed included:

- Enquiries with management, including consideration of known or suspected instances of non-compliance with laws and regulations and fraud.
- Designing audit procedures to incorporate unpredictability around the nature, timing or extent of our testing.
- Identifying and testing journal entries, in particular any journal entries posted with unusual account combinations.
- Reviewing the financial statements for compliance with the Companies Act 2006.
- Evaluating and challenging the reasonableness of accounting estimates.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditor's report.

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Christopher Andrews
For and on behalf of Leftley Rowe & Company
Chartered Accountants
and Statutory Auditors
5 November 2021

2nd Floor, 87 Kenton Road
Harrow
Middlesex
HA3 0AH

Camden Chinese Community Centre
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Statement of financial activities (incorporating the income and expenditure account)

For the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Income and endowment					
Income from donations and legacies	2	42,960	-	42,960	19,935
Income from charitable activities	3	236,455	-	236,455	402,800
Income from other activities	4	169,177	-	169,177	188,799
Investment income	5	1,450	-	1,450	354
Other income	6	134,442	-	134,442	5,167
Total income and receipt		<u>584,484</u>	<u>-</u>	<u>584,484</u>	<u>617,055</u>
Expenditure					
Expenditure on raising funds	8	4,339	-	4,339	10,532
Expenditure on charitable activities	9	465,371	-	465,371	569,429
Other expenditure	11	15,663	-	15,663	15,261
Total expenditure	7	<u>485,373</u>	<u>-</u>	<u>485,373</u>	<u>595,222</u>
Net income for the year		99,111	-	99,111	21,833
Total funds brought forward		<u>1,044,156</u>	<u>754,999</u>	<u>1,799,155</u>	<u>1,777,322</u>
Total funds carried forward		<u>1,143,267</u>	<u>754,999</u>	<u>1,898,266</u>	<u>1,799,155</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 13 to 26 form an integral part of these financial statements.

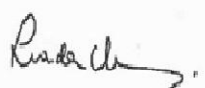
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Balance sheet
as at 31 March 2021

	Notes	£	2021 £	£	2020 £
Fixed assets					
Tangible assets	16		1,742,416		1,648,336
Current assets					
Debtors	17	52,611		105,349	
Cash at bank and in hand	18	256,131		261,683	
		308,742		367,032	
Creditors: amounts falling due within one year	19	(116,574)		(154,357)	
Net current assets			192,168		212,675
Total assets less current liabilities			1,934,584		1,861,011
Creditors: amounts falling due after more than one year	20		(36,318)		(61,856)
Net assets	21		1,898,266		1,799,155
Funds					
Restricted income funds			754,999		754,999
Unrestricted income funds			1,143,267		1,044,156
Total funds	22		1,898,266		1,799,155

The financial statements were approved by the board and signed on its behalf by

Linda Chung
Chair



Edward Tsui
Treasurer



Date : 5 November 2021

The notes on pages 13 to 26 form an integral part of these financial statements.