

# LEEDS CHINESE COMMUNITY SCHOOL

England & Wales · Charity number 516097

## Details

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Other names	LEEDS AND DISTRICT CHINESE COMMUNITY WORD UNDERSTANDING CLASS
Status	Registered
Legal form	Other
Registered	1985-02-18
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Leeds Chinese Community School C/o: Temple Moor High School Field End Grove Selby Road Leeds LS15 0PT
Phone	07565248392
Email	<a href="mailto:lccs@gmx.co.uk">lccs@gmx.co.uk</a>
Website	<a href="http://www.leedschineseschool.org.uk">www.leedschineseschool.org.uk</a>

## Activities

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**Objects:** (A) THE ADVANCEMENT AND PROMOTION OF EDUCATION IN THE CULTURE, TRADITIONS AND LANGUAGE OF CHINA AMONGST THE PUBLIC, AND IN PARTICULAR CHINESE ADULTS AND CHILDREN RESIDENT IN THE COUNTY OF WEST YORKSHIRE. (B) THE ADVANCEMENT, PROMOTION AND TEACHING OF THE PUBLIC IN PARTICULAR CHINESE ADULTS AND CHILDREN RESIDENT IN THE SAID AREA. (C) TO PROVIDE RECREATIONAL CHARITIES ACT 1958. (D) TO RELIEVE PERSONS IN THE AREA OF BENEFIT WHO ARE IN CONDITIONS OF NEED, HARDSHIP AND DISTRESS.

**Activities:** Provides out-of-school-hours activities for school age children, e.g. Chinese Language lessons (both Mandarin and Cantonese), Chinese Dance, Calligraphy, Crafts, etc, in Leeds and Districts. We also provide Chinese language lessons for adults and promote Chinese culture amongst local community.

## Classification

- **How:** Provides Human Resources, Provides Services
- **What:** General Charitable Purposes, Education/training, The Prevention Or Relief Of Poverty, Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

## Geography

- **Area of benefit:** COUNTY OF WEST YORKSHIRE
- Bradford City
- Calderdale
- City Of Wakefield
- Kirklees
- Leeds City

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£64,574	£73,101	-	-
2024-08-31	£77,306	£47,813	-	-
2023-08-31	£37,882	£37,774	-	-
2022-08-31	£43,292	£25,667	-	-
2021-08-31	£27,352	£25,653	-	-
2020-08-31	£58,607	£43,355	-	-

## Trustees

Name	Role	Appointed
<b>Dr YI LING CHAN</b>	Chair	
Cheng Cheong Choy		2024-03-23
Dr Yue Huang		2023-06-17
Fiona Kit		2017-12-10
Kayan Tsang		2018-05-06
Lisa Cheng		2015-05-17
Michelle Lam		2015-05-17



**LEEDS CHINESE COMMUNITY SCHOOL**

England & Wales - Charity number 516097

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# Accounts

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# Leeds Chinese Community School

Charity number 516097

## Annual Report and Financial Statements for the year ended 31 August 2025



# **Leeds Chinese Community School**

## **Annual Report and Financial Statements for the year ended 31 August 2025**

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Statement of assets and liabilities	6
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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Leeds Chinese Community School**

## **Trustees' report for the year ended 31 August 2025**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Yi Ling Chan	Chair	
Kayan Tsang	Deputy Chair	
Michelle Lam		
Fiona Kit	Treasurer	
Lisa Cheng		
Yue Huang		
Cheng Cheong Choy		
Lucinda Pang		Appointed 4 May 2025

**Charity number** 516097 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
C/o Temple Moor High School	Barclays Bank plc
Field End Grove	Leicester
Selby Road	LE87 2BB
Leeds	
LS15 0PT	

### **Independent examiner**

Kay Sargeant ACA  
**West Yorkshire Community Accountancy Service CIO**  
Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is governed by a constitution adopted on 20 January 1985 as amended 18 May 2003.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **Leeds Chinese Community School**

## **Trustees' report (continued) for the year ended 31 August 2025**

### **Objectives and activities**

#### **The charity's objects**

The advancement and promotion of education in the culture, traditions and language of China amongst the public, and in particular Chinese adults and children resident in the county of West Yorkshire.

The advancement, promotion and teaching of the public, in particular Chinese adults and children resident in the said area.

To provide recreational activities pursuant to the provisions of the Recreational Charities Act 1958.

To relieve persons in the area of benefit, who are in conditions of need, hardship and distress.

#### **The charity's main activities**

Provides out of school hours activities for school age children, e.g., Chinese language lessons (both Mandarin and Cantonese), Chinese Dance, Taekwondo, Tai Chi etc. in Leeds and districts. We also provide Chinese language lessons for adults and promote Chinese culture amongst the local community.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education, promotion of social inclusion, cultural understanding and diversity and community development.

#### **Achievements and performance**

During the reporting period, Leeds Chinese Community School (LCCS) continued to deliver high-quality supplementary education in Chinese language and culture, alongside a growing programme of cultural, creative and community-facing activity. By July 2025, the school supported 243 pupils with the contribution of approximately 40 staff and volunteers, reflecting sustained growth in both participation and capacity.

During the year, LCCS delivered 22 language classes, providing continuous provision from Reception through to GCSE level, alongside adult Mandarin and Cantonese classes. The school also ran a range of cultural clubs, including Chinese dance, Lion dance, and calligraphy.

A major achievement during and following the reporting period was the confirmed move to a new venue at Temple Moor High School, which has now taken place. This transition has strengthened the school's long-term sustainability, improved facilities for learners, and enabled the expansion of cultural and community activity.

The charity hosted and contributed to several large-scale public events, generating significant wider public benefit. In February 2025, LCCS delivered a major Lunar New Year celebration and half-term activities at the Merrion Centre, attracting an estimated 3,000 attendees. A further public cultural event at Temple Newsam engaged approximately 500 participants. These free, open-access events promoted cultural exchange, creativity and community cohesion across Leeds.

Educational outcomes remained strong. In the Summer 2025 GCSE Chinese (Higher Tier) examinations, 94% of pupils achieved grades A–A\*, with 12 pupils achieving full marks (grade 9), demonstrating the effectiveness and quality of teaching provision.

In April 2025, LCCS hosted a five-week placement programme for four students from the School of Education, University of Leeds, contributing to teacher development, sector learning and knowledge exchange. The school also worked collaboratively with partner organisations and artists on projects exploring Chinese heritage, community, sustainability and creativity, extending learning beyond the classroom.

Overall, LCCS's work during the year delivered clear public benefit by supporting children and young people's education, preserving and sharing cultural heritage, strengthening community connections, and contributing positively to the cultural life of the city.

#### **Financial review**

The net payments for the year were £8,527, all unrestricted in nature.

# **Leeds Chinese Community School**

## **Trustees' report (continued) for the year ended 31 August 2025**

### **Financial review**

The net payments for the year were £8,527, all unrestricted in nature.

### **Reserves policy**

The charity's free reserves, at the year end were £154,571.

The primary objective of the reserve policy is to fortify the financial stability and sustainability of Leeds Chinese Community School, given our reliance on tuition fees as the primary source of income. Unlike organisations with regular funding, our charity school depends heavily on the consistent flow of tuition fees to meet operational needs.

The charities reserves policy is to maintain reserves at a minimum of 1 year and a maximum of 2 years' worth of annual expenditure, factoring in a 10% inflation rate. Based on the anticipated expenditure for 2025/26 of £69k this means reserves would be in the range of approximately £76k and £153k.

Approved by the board of trustees on 7/5/26

Fiona Kit (Trustee)

# **Leeds Chinese Community School**

## **Independent examiner's report to the trustees of Leeds Chinese Community School**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2025, which are set out on pages 5 to 8.

### **Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

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

Kay Sargeant ACA

8/5/26

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# Leeds Chinese Community School

## Receipts and payments account

### for the year ended 31 August 2025

	Notes	2025 Total funds £	2024 Total funds £
<b>Receipts</b>			
Grants and donations	(2)	6,321	12,791
Tuition fees		54,602	57,989
Other fees and charges		345	16
Events and activities		400	3,615
Exam fees		2,532	3,744
Bank interest		374	351
<b>Total receipts</b>		<b>64,574</b>	<b>78,506</b>
<b>Payments</b>			
Freelance, volunteer staff and related costs		20,533	20,548
Travel		505	71
Printing and stationery		886	137
Books and publications		4,491	4,077
Insurance		854	1,541
Independent examination		495	495
Bookkeeping		618	563
Equipment		2,451	2,184
Food		1,818	914
DBS checks		478	396
Rent and room hire		25,600	8,400
Exam fees		3,584	2,269
Events and activities		2,297	5,254
Other administrative costs		244	101
Awards and prizes		1,391	1,612
Software and website costs		48	451
Freelance management fees		6,808	-
<b>Total payments</b>		<b>73,101</b>	<b>49,013</b>
<b>Net receipts / (payments)</b>		<b>(8,527)</b>	<b>29,493</b>
<b>Fund balances brought forward</b>		<b>163,098</b>	<b>133,605</b>
<b>Fund balances carried forward</b>		<b>154,571</b>	<b>163,098</b>

**Leeds Chinese Community School**  
**Statement of assets and liabilities**  
**as at 31 August 2025**

	2025	2024
	Total	Total
	£	£
<b>Cash funds</b>		
Cash at bank	153,669	163,098
Cash in hand	902	-
<b>Total cash funds</b>	<u>154,571</u>	<u>163,098</u>

**Assets retained for the charity's own use**

Various mobile phones and laptops  
 Classroom equipment  
 Colour printer

**Liabilities**

	2025
	£
Accruals	750
Pre-paid tuition fees	39,266
	<u>40,016</u>

The financial statements were approved by the board of trustees on 7/5/26

Fiona Kit (Trustee)

# **Leeds Chinese Community School**

## **Notes to the accounts**

### **for the year ended 31 August 2025**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

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

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

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Leeds Chinese Community School**  
**Notes to the accounts continued**  
**for the year ended 31 August 2025**

2 Grants and donations	2025	2024
	Total	Total
	funds	funds
	£	£
Leeds City Council (LCC)	1,000	1,200
Town Centre Security	3,820	-
Other donations	1,501	11,591
	<u>6,321</u>	<u>12,791</u>

**3 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee expenses**

During the year 2 trustees were paid a total of £1,120 in respect of travel expenses and tuition (previous year: 5 trustees and £2,893).

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this year. In the previous year £1,000 was paid to Bei Gao for exam officer fees, this was disclosed last year as Bei Gao was a trustee during the 2023/24 financial year but was not a trustee during the 2024/25 financial year.

**LEEDS CHINESE COMMUNITY SCHOOL**

England & Wales - Charity number 516097

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# Accounts

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# Leeds Chinese Community School

Charity number 516097

## Annual Report and Financial Statements for the year ended 31 August 2024



# **Leeds Chinese Community School**

## **Annual Report and Financial Statements for the year ended 31 August 2024**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Leeds Chinese Community School**

## **Trustees' report for the year ended 31 August 2024**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Bei Gao	Chair	Resigned 5 May 2024
Kayan Tsang	Deputy Chair	
Michelle Lam	Safeguarding	
Yi Ling Chan	Safeguarding	
Fiona Kit	Treasurer	
Man Chiu Leung	Health & Safety Officer	Resigned 5 May 2024
Lisa Cheng		
Danilu Liu	Child Protection	Resigned 18 March 2024
Fu Yin Heinberg		Resigned 5 May 2024
Yue Huang		
Cheng Cheong Choy		Appointed 26 March 2024

**Charity number** 516097 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
C/o Bishop Young C of E Academy	Barclays Bank plc
Bishop Way	Vicar Lane Business Centre
Seacroft	1 The Headrow
Leeds	Leeds
LS14 6NU	LS1 1JS

#### **Independent examiner**

Kay Sargeant ACA

#### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

#### **Structure, governance and management**

The charity is governed by a constitution adopted on 20 January 1985 as amended 18 May 2003.

#### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **Leeds Chinese Community School**

## **Trustees' report (continued) for the year ended 31 August 2024**

### **Objectives and activities**

#### **The charity's objects**

The advancement and promotion of education in the culture, traditions and language of China amongst the public, and in particular Chinese adults and children resident in the county of West Yorkshire.

The advancement, promotion and teaching of the public, in particular Chinese adults and children resident in the said area.

To provide recreational activities pursuant to the provisions of the Recreational Charities Act 1958.

To relieve persons in the area of benefit, who are in conditions of need, hardship and distress.

#### **The charity's main activities**

Provides out of school hours activities for school age children, e.g., Chinese language lessons (both Mandarin and Cantonese), Chinese Dance, Taekwondo, Tai Chi etc. in Leeds and districts. We also provide Chinese language lessons for adults and promote Chinese culture amongst the local community.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education, promotion of social inclusion, cultural understanding and diversity and community development.

#### **Achievements and performance**

Leeds Chinese Community School (LCCS) resumed face-to-face teaching at Bishop Young CoE Academy in September 2022. All language classes are operational, alongside activity classes such as children's dance, adult dance, and music. Cultural events and activities are held throughout the year. Presently, we host 22 classes, serving 203 pupils with the support of 30 teaching volunteers.

In 2023-24, LCCS achieved outstanding exam results, with all Cantonese GCSE students scoring top grades and strong performances in Mandarin GCSE. The school hosted a range of cultural workshops, including dance, calligraphy, and singing. Major events included Chinese New Year celebrations. Students actively participated in national competitions, winning awards in calligraphy, greeting card, and Faichun design contests.

#### **Financial review**

The net receipts for the year were £29,493, including net receipts of £29,493 on unrestricted funds and net receipts of £0 on restricted funds.

# **Leeds Chinese Community School**

## **Trustees' report (continued) for the year ended 31 August 2024**

### **Reserves policy**

The charity's free reserves, at the year end were £163,098.

The primary objective of the reserve policy is to fortify the financial stability and sustainability of Leeds Chinese Community School, given our reliance on tuition fees as the primary source of income. Unlike organisations with regular funding, our charity school depends heavily on the consistent flow of tuition fees to meet operational needs.

The charities reserves policy is to maintain reserves at a minimum of 1 year and a maximum of 2 years' worth of annual expenditure, factoring in a 10% inflation rate. Based on the annual expenditure for 2024/25 financial year of £62k this means reserves would be in the range of approximately £68k and £136k.

The trustees acknowledge the current reserves are in excess of the maximum specified in their policy by approximately £27k and are committed to strategically allocating funds for impactful initiatives, including teacher retention scheme, additional management team hours for handling increased workload, training and development, cultural events, school outings, equipment upgrades and accessibility initiatives.

In addition, discounted rates received in rent and room hire are due to be withdrawn in the current financial year, and therefore costs are expected increase further, and therefore this excess is currently being held as a buffer, until the full cost is known.

Approved by the board of trustees on 23/3/2025

Fiona Kit (Trustee)

# **Leeds Chinese Community School**

## **Independent examiner's report to the trustees of Leeds Chinese Community School**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2024, which are set out on pages 6 to 9.

### **Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

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

Kay Sargeant ACA

7/4/2025

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Leeds Chinese Community School**  
**Receipts and payments account**  
**for the year ended 31 August 2024**

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Receipts</b>					
Grants and donations	(2)	11,591	1,200	12,791	2,022
Tuition fees		57,989	-	57,989	31,959
Other fees and charges		16	-	16	42
Events and activities		3,615	-	3,615	3,080
Exam fees		3,744	-	3,744	672
Bank interest		351	-	351	107
<b>Total receipts</b>		<b>77,306</b>	<b>1,200</b>	<b>78,506</b>	<b>37,882</b>
<b>Payments</b>					
Freelance, volunteer staff and related costs		20,548	-	20,548	16,371
Travel		71	-	71	205
Printing and stationery		137	-	137	251
Books and publications		4,077	-	4,077	2,670
Insurance		1,541	-	1,541	815
Independent examination		495	-	495	384
Bookkeeping		563	-	563	450
Equipment		2,184	-	2,184	799
Food		914	-	914	1,850
DBS checks		396	-	396	192
Rent and room hire		8,400	-	8,400	7,203
Exam fees		2,269	-	2,269	2,919
Events and activities		4,054	1,200	5,254	1,135
Other administrative costs		101	-	101	413
Awards and prizes		1,612	-	1,612	1,775
Software and website costs		451	-	451	342
<b>Total payments</b>		<b>47,813</b>	<b>1,200</b>	<b>49,013</b>	<b>37,774</b>
<b>Net receipts / (payments)</b>		<b>29,493</b>	<b>-</b>	<b>29,493</b>	<b>108</b>
<b>Fund balances brought forward</b>		<b>133,605</b>	<b>-</b>	<b>133,605</b>	<b>133,497</b>
<b>Fund balances carried forward</b>	(3)	<b>163,098</b>	<b>-</b>	<b>163,098</b>	<b>133,605</b>

**Leeds Chinese Community School**  
**Statement of assets and liabilities**  
**as at 31 August 2024**

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	163,098	-	163,098	133,605
<b>Total cash funds</b>	<u>163,098</u>	<u>-</u>	<u>163,098</u>	<u>133,605</u>

**Debtors and prepayments**

	2024
	£
Prepayments	142
	<u>142</u>

**Assets retained for the charity's own use**

Various mobile phones and laptops  
Classroom equipment

**Liabilities**

	2024
	£
Accruals	6,078
	<u>6,078</u>

The financial statements were approved by the board of trustees on 23/3/2025

Fiona Kit (Trustee)

# **Leeds Chinese Community School**

## **Notes to the accounts**

### **for the year ended 31 August 2024**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

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

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

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Leeds Chinese Community School**  
**Notes to the accounts continued**  
**for the year ended 31 August 2024**

2 Grants and donations	2024	2024	2024	2023
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Leeds City Council (LCC)	-	1,200	1,200	-
Other donations	11,591	-	11,591	2,022
	<u>11,591</u>	<u>1,200</u>	<u>12,791</u>	<u>2,022</u>

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Leeds Inspired (LCC)	-	1,200	1,200	-	-
	<u>-</u>	<u>1,200</u>	<u>1,200</u>	<u>-</u>	<u>-</u>

**Fund name**

Leeds Inspired (LCC)

**Purpose of restriction**

Funding for eight free workshops (four Chinese flag dance and four calligraphy and Chinese painting), two exhibitions, and two public events during the Lunar New Year period in 2024.

**4 Related party transactions**

**Trustee expenses**

During the year 5 trustees were paid a total of £2893 in respect of tuition (previous year: 7 trustees and £2,439).

**Trustee remuneration and benefits**

**Details of remuneration and benefits**

Name of trustee or related party	Legal authority	2024	2023
		£	£
Bei Gao (Exam fees)	Governing document	1,000	1,000
		<u>1,000</u>	<u>1,000</u>

**LEEDS CHINESE COMMUNITY SCHOOL**

England & Wales - Charity number 516097

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# Accounts

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# Leeds Chinese Community School

Charity number 516097

## Annual Report and Financial Statements for the year ended 31 August 2023



# **Leeds Chinese Community School**

## **Annual Report and Financial Statements for the year ended 31 August 2023**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Leeds Chinese Community School**

## **Trustees' report for the year ended 31 August 2023**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Bei Gao	Chair	
Kayan Tsang	Deputy Chair	
Michelle Lam	Safeguarding	
Yi Ling Chan	Safeguarding	
Fiona Kit	Treasurer	
Yuan Ming Li	Co-Treasurer	Resigned November 2022
Man Chiu Leung	Health & Safety Officer	
Lisa Lau		
Yan Chu		Resigned February 2023
Danilu Liu	Child Protection	
Hui Wen Chang		Resigned May 2023
Fu Yin Heinberg		Appointed November 2022
<b>Charity number</b>	516097	Registered in England and Wales

**Registered and principal address**  
C/o Bishop Young C of E Academy  
Bishop Way  
Seacroft  
Leeds  
LS14 6NU

**Bankers**  
Barclays Bank plc  
Vicar Lane Business Centre  
1 The Headrow  
Leeds  
LS1 1JS

#### **Independent examiner**

Kay Sargeant ACA

#### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

#### **Structure, governance and management**

The charity is governed by a constitution adopted on 20 January 1985 as amended 18 May 2003.

#### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **Leeds Chinese Community School**

## **Trustees' report (continued) for the year ended 31 August 2023**

### **Objectives and activities**

#### **The charity's objects**

The advancement and promotion of education in the culture, traditions and language of China amongst the public, and in particular Chinese adults and children resident in the county of West Yorkshire.

The advancement, promotion and teaching of the public, in particular Chinese adults and children resident in the said area.

To provide recreational activities pursuant to the provisions of the Recreational Charities Act 1958.

To relieve persons in the area of benefit, who are in conditions of need, hardship and distress.

#### **The charity's main activities**

Provides out of school hours activities for school age children, e.g., Chinese language lessons (both Mandarin and Cantonese), Chinese Dance, Taekwondo, Tai Chi etc. in Leeds and districts. We also provide Chinese language lessons for adults and promote Chinese culture amongst the local community.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education, promotion of social inclusion, cultural understanding and diversity and community development.

#### **Achievements and performance**

Exam results for Summer 2023: GCSE exam results: 6 students scored 9 in Cantonese, 3 scored 9 in Mandarin, 1 scored 8 and 1 scored 7 in Mandarin. 100% A-A\* result.

All classes from reception to GCSE level are running.

Children's dance classes and adult dance classes are running.

A little Chinese library with over 100 children's story books is running for parent to borrow.

A Chinese New Year event was held for 2023.

#### **Financial review**

The net receipts for the year were £108, all of which were unrestricted in nature.

#### **Reserves policy**

The charity's free reserves, at the year end were £133,605.

The charities reserves policy is to maintain reserves at a minimum of 1 year and a maximum of 2 years' worth of annual expenditure, factoring in a 10% inflation rate. Based on the annual expenditure for 2022/23 financial year, this means reserves would be in the range of approximately £42k and £91k.

The trustees acknowledge the current reserves are in excess of the maximum by approximately £42k and are committed to strategically allocating funds for impactful initiatives, including teacher retention scheme, additional management team hours for handling increased workload, training and development, cultural events, school outings, equipment upgrades and accessibility initiatives, as well as a 10% contingency for unforeseen expenses.

Approved by the board of trustees on 8/3/2024

Fiona Kit (Trustee)

# **Leeds Chinese Community School**

## **Independent examiner's report to the trustees of Leeds Chinese Community School**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2023, which are set out on pages 5 to 8.

### **Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

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

Kay Sargeant ACA

2/4/2023

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Leeds Chinese Community School**  
**Receipts and payments account**  
**for the year ended 31 August 2023**

	Notes	2023 Total funds £	2022 Total funds £
<b>Receipts</b>			
Grants and donations	(2)	2,022	13,707
Tuition fees		31,959	25,423
Other fees and charges		42	359
Events and activities		3,080	804
Exam fees		672	-
Bank interest		107	4
Rent refund		-	2,041
<b>Total receipts</b>		<u>37,882</u>	<u>42,338</u>
<b>Payments</b>			
Freelance, volunteer staff and related costs		16,371	16,142
Travel		205	31
Printing and stationery		251	147
Books and publications		2,670	1,372
Membership fees		-	395
Insurance		815	789
Independent examination		384	330
Bookkeeping		450	420
Equipment		799	1,012
Food		1,850	1,155
DBS checks		192	24
Rent and room hire		7,203	40
Exam fees		2,919	629
Events and activities		1,135	1,047
Other administrative costs		413	536
Awards and prizes		1,775	16
Online teaching costs		342	628
<b>Total payments</b>		<u>37,774</u>	<u>24,713</u>
<b>Net receipts / (payments)</b>		108	17,625
<b>Fund balances brought forward</b>		<u>133,497</u>	<u>115,872</u>
<b>Fund balances carried forward</b>	(3)	<u>133,605</u>	<u>133,497</u>

**Leeds Chinese Community School**  
**Statement of assets and liabilities**  
**as at 31 August 2023**

	2023	2022
	Total	Total
	£	£
<b>Cash funds</b>		
Cash at bank	133,605	133,497
<b>Total cash funds</b>	<u>133,605</u>	<u>133,497</u>

	2023
	£
<b>Debtors and prepayments</b>	
Prepayments	136
	<u>136</u>

**Assets retained for the charity's own use**  
 Various mobile phones and laptops  
 Classroom equipment

	2023
	£
<b>Liabilities</b>	
Accruals	495
	<u>495</u>

The financial statements were approved by the board of trustees on 8/3/2024

Fiona Kit (Trustee)

# **Leeds Chinese Community School**

## **Notes to the accounts**

### **for the year ended 31 August 2023**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

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

**Leeds Chinese Community School**  
**Notes to the accounts continued**  
**for the year ended 31 August 2023**

<b>2 Grants and donations</b>	2023	2022
	Total	Total
	funds	funds
	£	£
Chinese Language & Culture Educat'n of China	-	11,968
University of Leeds	-	500
Other grants and donations	2,022	1,239
	<u>2,022</u>	<u>13,707</u>

**3 Related party transactions**

**Trustee expenses**

During the year 7 trustees were paid a total of £2,439 in respect of teaching and travel expenses.

**Trustee remuneration and benefits**

**Details of remuneration and benefits**

		2023	2022
		£	£
<b>Name of trustee or related party</b>	<b>Legal authority</b>		
Bei Gao (Exam fees/GCSE teaching)	Governing document	1,000	500
Yan Chu (Freelance A Level teaching)	Governing document	-	1,350
		<u>1,000</u>	<u>1,850</u>

# Leeds Chinese Community School

Charity number 516097

## Annual Report and Financial Statements for the year ended 31 August 2023



# **Leeds Chinese Community School**

## **Annual Report and Financial Statements for the year ended 31 August 2023**

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Statement of assets and liabilities	6
Notes to the accounts	7 to 8

**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Leeds Chinese Community School**

## **Trustees' report for the year ended 31 August 2023**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Bei Gao	Chair	
Kayan Tsang	Deputy Chair	
Michelle Lam	Safeguarding	
Yi Ling Chan	Safeguarding	
Fiona Kit	Treasurer	
Yuan Ming Li	Co-Treasurer	Resigned November 2022
Man Chiu Leung	Health & Safety Officer	
Lisa Lau		
Yan Chu		Resigned February 2023
Danilu Liu	Child Protection	
Hui Wen Chang		Resigned May 2023
Fu Yin Heinberg		Appointed November 2022
<b>Charity number</b>	516097	Registered in England and Wales

**Registered and principal address**  
C/o Bishop Young C of E Academy  
Bishop Way  
Seacroft  
Leeds  
LS14 6NU

**Bankers**  
Barclays Bank plc  
Vicar Lane Business Centre  
1 The Headrow  
Leeds  
LS1 1JS

#### **Independent examiner**

Kay Sargeant ACA

#### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

#### **Structure, governance and management**

The charity is governed by a constitution adopted on 20 January 1985 as amended 18 May 2003.

#### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **Leeds Chinese Community School**

## **Trustees' report (continued) for the year ended 31 August 2023**

### **Objectives and activities**

#### **The charity's objects**

The advancement and promotion of education in the culture, traditions and language of China amongst the public, and in particular Chinese adults and children resident in the county of West Yorkshire.

The advancement, promotion and teaching of the public, in particular Chinese adults and children resident in the said area.

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#### **The charity's main activities**

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In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education, promotion of social inclusion, cultural understanding and diversity and community development.

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Exam results for Summer 2023: GCSE exam results: 6 students scored 9 in Cantonese, 3 scored 9 in Mandarin, 1 scored 8 and 1 scored 7 in Mandarin. 100% A-A\* result.

All classes from reception to GCSE level are running.

Children's dance classes and adult dance classes are running.

A little Chinese library with over 100 children's story books is running for parent to borrow.

A Chinese New Year event was held for 2023.

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The net receipts for the year were £108, all of which were unrestricted in nature.

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The trustees acknowledge the current reserves are in excess of the maximum by approximately £42k and are committed to strategically allocating funds for impactful initiatives, including teacher retention scheme, additional management team hours for handling increased workload, training and development, cultural events, school outings, equipment upgrades and accessibility initiatives, as well as a 10% contingency for unforeseen expenses.

Approved by the board of trustees on 8/3/2024

Fiona Kit (Trustee)

# **Leeds Chinese Community School**

## **Independent examiner's report to the trustees of Leeds Chinese Community School**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2023, which are set out on pages 5 to 8.

### **Responsibilities and basis of report**

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Kay Sargeant ACA

2/4/2023

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Leeds Chinese Community School**  
**Receipts and payments account**  
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	Notes	2023 Total funds £	2022 Total funds £
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**as at 31 August 2023**

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 Various mobile phones and laptops  
 Classroom equipment

	2023
	£
<b>Liabilities</b>	
Accruals	495
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The financial statements were approved by the board of trustees on 8/3/2024

Fiona Kit (Trustee)

# **Leeds Chinese Community School**

## **Notes to the accounts**

### **for the year ended 31 August 2023**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

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**Leeds Chinese Community School**  
**Notes to the accounts continued**  
**for the year ended 31 August 2023**

<b>2 Grants and donations</b>	2023	2022
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During the year 7 trustees were paid a total of £2,439 in respect of teaching and travel expenses.

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**Details of remuneration and benefits**

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<b>Name of trustee or related party</b>	<b>Legal authority</b>		
Bei Gao (Exam fees/GCSE teaching)	Governing document	1,000	500
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		<u>1,000</u>	<u>1,850</u>

**Leeds Chinese Community School**  
**Independent examiner's report to the trustees of Leeds Chinese**  
**Community School**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2023, which are set out on pages 5 to 8.

**Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
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I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Signed: .....

Name: Kay Sargeant ACA

2/4/2023

**West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**LEEDS CHINESE COMMUNITY SCHOOL**

England & Wales - Charity number 516097

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# Accounts

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# Leeds Chinese Community School

Charity number 516097

## Annual Report and Financial Statements for the year ended 31 August 2022



West Yorkshire Community Accounting Service

# **Leeds Chinese Community School**

## **Annual Report and Financial Statements for the year ended 31 August 2022**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# Leeds Chinese Community School

## Trustees' report for the year ended 31 August 2022

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Bei Gao	Chair	
Kayan Tsang	Deputy Chair	
Michelle Lam	Safeguarding	
Yi Ling Chan	Safeguarding	
Fiona Kit	Treasurer	
Yuan Ming Li	Co-Treasurer	Resigned November 2022
Man Chiu Leung	Health & Safety Officer	
Lisa Lau		
Yan Chu		
Danilu Liu	Child Protection	
Hui Wen Chang		
Fu Yin Heinberg		Appointed November 2022
<b>Charity number</b>	516097	Registered in England and Wales

### Registered and principal address

C/o Bishop Young C of E Academy  
Bishop Way  
Seacroft  
Leeds  
LS14 6NU

### Bankers

Barclays Bank plc  
Vicar Lane Business Centre  
1 The Headrow  
Leeds  
LS1 1JS

### Independent examiner

Stephen Procter

### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is governed by a constitution adopted on 20 January 1985 as amended 18 May 2003.

### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

# **Leeds Chinese Community School**

## **Trustees' report (continued) for the year ended 31 August 2022**

### **Objectives and activities**

#### **The charity's objects**

The advancement and promotion of education in the culture, traditions and language of China amongst the public, and in particular Chinese adults and children resident in the county of West Yorkshire.

The advancement, promotion and teaching of the public, in particular Chinese adults and children resident in the said area.

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To relieve persons in the area of benefit, who are in conditions of need, hardship and distress.

#### **The charity's main activities**

Provides out of school hours activities for school age children, e.g., Chinese language lessons (both Mandarin and Cantonese), Chinese Dance, Taekwondo, Tai Chi etc. in Leeds and districts. We also provide Chinese language lessons for adults and promote Chinese culture amongst the local community.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education.

### **Achievements and performance**

#### **Headteacher's Year End Report**

The Leeds Chinese Community School (LCCS) continued online teaching in 2021/2022 due to the ongoing COVID-19 pandemic. It has been and continues to be an extraordinarily difficult time for the whole school. Our students, parents, teaching and non-teaching volunteers have been putting an immense amount of effort into the online learning and teaching. I would like to thank all LCCS members for working so hard to keep the school going.

#### **Student numbers for Chinese language classes**

Full details of classes and numbers are available in the Headteacher's full report but to summarise. We have lost more students compare with last year. We understand that online learning is challenging for young learners and believe the numbers will go up when we are able to return to campus.

#### **Activity classes**

Due to COVID-19 pandemic, at the beginning of 2021/2022 school year the school continued with online classes and the activity classes had been suspended. The children's choir re-opened but online only from March for a 10 week session.

#### **Exams**

GCSE exam results: 2 students scored 9; 5 students scored 8; 1 student scored 6.

A-Level exam results: 2 students achieved A\*; 2 students achieved A; 1 student achieved B; 1 student achieved C.

GCSE and A-level exams are set to make a return this summer following the upheaval caused by the COVID pandemic. Tests will go ahead as normal in 2022 after formal exams were cancelled two years in a row because of the virus. Ms Bei Gao has been newly appointed as our Exam Officer and she started this role from January 2022. Exam work has gone well this year – thanks to our exam officer, admin, treasurers, exam class teachers, examiner teachers, students and parents for their collaboration and amazing work ethic.

# **Leeds Chinese Community School**

## **Trustees' report (continued) for the year ended 31 August 2022**

### **Achievements and performance (continued)**

#### **Teacher training**

Regular meetings have been held for teachers to discuss any issues for online teaching. • Online training resources have been shared in the teachers WeChat group. • Teachers have been attending teacher trainings including exam trainings provided by UKFCS and UKAPCE. • Some teachers attended singing training offered by the school and singing teacher Ms Fiona Chen, to prepare for the UKAPCE Winter Olympic singing competition. • Headteacher Joyce Cai attended Overseas Chinese school Headteacher training (online) from 6 - 25 December 2021 provided by Overseas Chinese Affairs Office of the Chinese State Council and Jinan University.

#### **Chinese New Year (CNY) events**

There was no Chinese event this year due to the pandemic. However, a video has been made to showcase Chinese New Year greetings from the school. Thanks to teachers and students who took part in the video recording project for the CNY greetings video, which has been used as a promotion video for the school. The video has been uploaded to our school's Facebook and YouTube channel.

#### **Extracurricular activities and cultural events**

Our teacher Ms Ivy Yin was awarded Excellent Teacher by UKAPCE in their teacher's festival online event in October 2021. The event has also showcased our school's singing video "Tomorrow will be better", which was successfully selected to be one of the performances for the event.

9 students attended the 2-week long event Chinese Cultural Camp 2021 (UK and Portugal) organised by UKAPCE, Overseas Chinese Affairs Office of the Chinese State Council and Huaqiao University from China during the Christmas break. Our students learned and showcased their Chinese artwork including calligraphy, Kung Fu, dance, singing, poem reading, maths, painting, paper cutting and cooking.

All students have participated in UKFCS calligraphy competition.

9 students participated in UKFCS Chinese New Year card design competition.

7 staff and 7 students took part in the UKAPCE Winter Olympic singing competition (virtual choir video) on behalf of the school and won the 1st 4 prize with highest marks. The song of the video has also been recommended by Meilan Academy of China and showed to worldwide head of states and VIPs at the Beijing 2022 Winter Olympics Games conference and exhibition centre. I would like to thank all participants for their time and hard work, particularly Ms Fiona Chen who had been working round the clock for this competition.

6 students and 4 teachers participated in UKAPCE calligraphy competition.

3 students participated in the 19th UK Mandarin Reading Competition organised by UKAPCE and the 45h Global Mandarin Reading Competition in May and Jun 2022.

#### **Staffing**

It has been extremely difficult to recruit teachers who are confident in online teaching. A big thank you to the deputy headteachers Yan and Thuc Van who have been looking into any possible resources to resolve the problem. Some of our former teachers who have left Leeds or left the UK are reaching out and helping in training our new teachers. Big applause to all our teachers for their continued hard work and holding together at this difficult time.

I would like to thank our school committee for being so supportive in staff wellbeing and benefit, making our school a remarkable and driven community.

Thanks to Thuc Van who has served as school representative in UKFCS for the last 2 years. Our Cantonese teacher Ms Kam Yee Li has recently taken over this role after Thuc Van resigned from UKFCS.

I (Joyce) will continue to serve in UKAPCE as a member on behalf of our school.

# **Leeds Chinese Community School**

## **Trustees' report (continued) for the year ended 31 August 2022**

### **Achievements and performance (continued)**

Whilst the past year has been another period of unparalleled challenge, we have met that challenge with determination, creativity and always with the needs of our students and teachers at the very heart of our decision making.

This has been achieved through the dedication, determination, and hard work of all colleagues and, once again, I thank you all for everything you have done for the school.

Joyce Cai  
Headteacher

### **Financial review**

Net receipts for the year were £17,625, all relating to unrestricted funds.

### **Reserves policy**

The charity's free reserves, at the year end were £133,497.

The matter of excess reserves has been discussed previously and the trustees intend to review the position regarding the policy and the level of reserves further in the current year when normal activity resumes post Covid and new premises for the school have been secured. It is anticipated that with increased rents going forward and moving costs reserves will be reduced.

Approved by the board of trustees on 23/02/2023

Fiona Kit (Trustee)

# **Leeds Chinese Community School**

## **Independent examiner's report to the trustees of Leeds Chinese Community School**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2022, which are set out on pages 7 to 10.

### **Responsibilities and basis of report**

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Stephen Procter

27/02/2023

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Leeds Chinese Community School**  
**Receipts and payments account**  
**for the year ended 31 August 2022**

	Notes	2022 Total funds £	2021 Total funds £
<b>Receipts</b>			
Grants and donations	(2)	13,707	270
Tuition fees	(3)	26,377	27,072
Other fees and charges		359	5
Events and activities		804	-
Bank interest		4	5
Rent refund		2,041	-
<b>Total receipts</b>		<u>43,292</u>	<u>27,352</u>
<b>Payments</b>			
Freelance, volunteer staff and related costs		16,142	16,287
Travel		31	-
Printing and stationery		147	-
Books and publications		1,372	1,139
Membership fees		395	130
Insurance		789	787
Independent examination		330	330
Bookkeeping		420	420
Equipment		1,012	-
Food		1,155	140
DBS checks		24	24
Rent and room hire		40	-
Exam fees		629	-
Events and activities		1,047	-
Other payments		536	863
Tuition fee refund		954	3,149
Henan donation		-	150
Awards and prizes		16	931
Online teaching costs		628	1,303
<b>Total payments</b>		<u>25,667</u>	<u>25,653</u>
<b>Net receipts</b>		17,625	1,699
<b>Fund balances brought forward</b>		<u>115,872</u>	<u>114,173</u>
<b>Fund balances carried forward</b>		<u>133,497</u>	<u>115,872</u>

**Leeds Chinese Community School**  
**Statement of assets and liabilities**  
**as at 31 August 2022**

	2022	2021
	Total	Total
	£	£
<b>Cash funds</b>		
Cash at bank	133,497	115,872
<b>Total cash funds</b>	<u>133,497</u>	<u>115,872</u>

**Assets retained for the charity's own use**

Leeds Chinese Community School holds a number of items of equipment and resources for its own use.  
A full inventory of these items is held by the charity.

<b>Liabilities</b>	2022
	£
Accruals	384
	<u>384</u>

The financial statements were approved by the board of trustees on 23/02/2023

Fiona Kit (Trustee)

# **Leeds Chinese Community School**

## **Notes to the accounts**

### **for the year ended 31 August 2022**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

All funds are unrestricted (general) funds and are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

**Leeds Chinese Community School**  
**Notes to the accounts continued**  
**for the year ended 31 August 2022**

<b>2 Grants and donations</b>	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Chinese Language and Culture Education of China	11,968		11,968	-
University of Leeds	500		500	-
Other donations	1,239		1,239	270
	<u>13,707</u>	<u>-</u>	<u>13,707</u>	<u>270</u>

<b>3 Tuition fees</b>	2022	2021
	£	£
Receipts in year	37,937	27,072
Add receipts recorded in previous year	22,889	26,328
Less early receipts for next school year	<u>24,229</u>	<u>22,889</u>
Current year tuition fees	<u>36,597</u>	<u>30,511</u>

**4 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

		2021	2020
		£	£
<b>Name of trustee</b>	<b>Legal authority</b>		
Bei Gao (Exam fees/GCSE teaching)	Governing document	500	1,455
Yan Chu (Freelance A Level teaching)	Governing document	1,350	1,455
		<u>1,850</u>	<u>2,910</u>

No trustee received any other remuneration or benefit during this or the previous year.

**LEEDS CHINESE COMMUNITY SCHOOL**

England & Wales - Charity number 516097

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# Accounts

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# **Leeds Chinese Community School**

Charity number 516097

## **Annual Report and Financial Statements for the year ended 31 August 2021**



West Yorkshire Community Accounting Service

# **Leeds Chinese Community School**

## **Annual Report and Financial Statements for the year ended 31 August 2021**

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**Prepared by West Yorkshire Community Accounting Service**

# **Leeds Chinese Community School**

## **Trustees' report for the year ended 31 August 2021**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>
Bei Gao	Chair
Kayan Tsang	Deputy Chair
Michelle Lam	Safeguarding
Yi Ling Chan	Safeguarding
Fiona Kit	Treasurer
Yuan Ming Li	Co-Treasurer
Man Chiu Leung	Health & Safety Officer
Lisa Lau	
Yan Chu	
Danilu Liu	Child Protection
Hui Wen Chang	

### **Charity number**

The charity was registered with the Charity Commission for England and Wales, number 516097, on 18 February 1985.

### **Principal address**

19 Oakwell Avenue  
Leeds  
LS8 4AQ

### **Bankers**

Barclays Bank plc  
Vicar Lane Business Centre  
1 The Headrow  
Leeds  
LS1 1JS

### **Independent examiner**

Stephen Procter

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is governed by a constitution adopted on 20 January 1985 as amended 18 May 2003.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **Leeds Chinese Community School**

## **Trustees' report (continued) for the year ended 31 August 2021**

### **Objectives and activities**

#### **The charity's objects**

The advancement and promotion of education in the culture, traditions and language of China amongst the public, and in particular Chinese adults and children resident in the county of West Yorkshire.

The advancement, promotion and teaching of the public, in particular Chinese adults and children resident in the said area.

To provide recreational activities pursuant to the provisions of the Recreational Charities Act 1958.

To relieve persons in the area of benefit, who are in conditions of need, hardship and distress.

#### **The charity's main activities**

Provides out of school hours activities for school age children, e.g., Chinese language lessons (both Mandarin and Cantonese), Chinese Dance, Taekwondo, Tai Chi etc. in Leeds and districts. We also provide Chinese language lessons for adults and promote Chinese culture amongst the local community.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education.

#### **Achievements and performance**

Academic results in the year:

GCSE exam results: 2 students scored 9; 5 students scored 8; 1 student scored 6.

A-Level exam results: 2 students achieved A\*; 2 students achieved A; 1 student achieved B; 1 student achieved C.

UK Association for the Promotion of Chinese Education 2020 13th Calligraphy Competition: 4 students won 3rd place; 2 students and 2 teachers won 2nd place.

UK Federation of Chinese Schools 2020 Chinese New Year Card Design Competition: 1 student won 2nd place and 1 student won 3rd place.

UK Federation of Chinese Schools 2020 Chinese Calligraphy Competition: 1 teacher and 1 student won 1st place; 2 students won 3rd place.

UK Federation of Chinese Schools 2021 Chinese New Year Card Design Competition: 1 student won 1st place; 1 student won 2nd place; 1 student won 3rd place.

Online Live Chinese Culture Camp 2020: 1 student awarded Excellent Member of the Camp; 2 teachers awarded Excellent Team Leader.

UK Association for the Promotion of Chinese Education 18th UK Mandarin Reading Competition: 1 student won Gold Award; 1 student won Popularity Award.

Again, similar to the previous year, the school has been running online classes since February 2020 due to the overall anxieties and concerns expressed by parents, students, and staff within the Chinese community after the COVID-19 outbreak in China in December 2019. The online teaching continues to the present time following the general lock-down in the UK.

Our host school, the Grammar School at Leeds, agreed to discontinue charging rent from 2 February 2020, though on 6 May 2021 the host school has informed of their school building reconfiguration and with their school operation changes around the Covid situation, and uncertainty around the our schools operation from September 2021, they are not in a position to commit and offer their facility with LCCS' requirements with the classroom hire. Therefore, LCCS (committee members) are in discussions seeking potential new premises to hire when possible, meanwhile, the classes remain online teaching until further notice. The pupils' parents are notified with any changes when due and applicable.

All teaching staff allowance is paid as usual. The financial impact on the school is currently low as the expenditure on rental charge remains low.

# **Leeds Chinese Community School**

## **Trustees' report (continued) for the year ended 31 August 2021**

### **Achievements and performance (continued)**

As for the next academic year, the financial situation will depend on the Covid-19 situation and with the overall student enrolment rate. Should the enrolment be lowered significantly, a considerable impact is foreseen. The cash reserves could be used to ensure the school's continuity for 12 months.

Should the situation worsen during the period, the Trustee board will review the situation and make further decisions.

### **Financial review**

The net receipts for the year were £1,699, all relating to unrestricted funds.

### **Reserves policy**

The charity's free reserves at the year end were £115,872.

The matter of excess reserves has been discussed previously and the trustees intend to review the position regarding the policy and the level of reserves further in the current year when normal activity resumes post Covid.

Signed on behalf of the board of trustees on 27/02/2022

Fiona Kit (Trustee)

# **Leeds Chinese Community School**

## **Independent examiner's report to the trustees of Leeds Chinese Community School**

I report to the charity trustees on my examination of the accounts of the Trust for the year ended 31 August 2021, which are set out on pages 6 to 9.

### **Responsibilities and basis of report**

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

I report in respect of my examination of the Trust's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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

Stephen Procter

14/03/2022

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Leeds Chinese Community School**  
**Receipts and payments account**  
**for the year ended 31 August 2021**

	Notes	2021 Total funds £	2020 Total funds £
<b>Receipts</b>			
Grants and donations	(2)	270	4,967
Tuition fees	(3)	27,072	50,449
Other fees and charges		5	446
Fundraising for Mo Ching		-	1,104
Dance class		-	805
Events and activities		-	140
Exam fees		-	355
Yoga class		-	300
Bank interest		5	41
<b>Total receipts</b>		<u>27,352</u>	<u>58,607</u>
<b>Payments</b>			
Freelance, volunteer staff and related costs		16,287	19,629
Travel		-	304
Printing and stationery		-	1,597
Books and publications		1,139	4,312
Membership fees		130	359
Insurance		787	776
Independent examination		330	330
Bookkeeping		420	508
Equipment		-	1,232
Food		140	298
DBS checks		24	192
Rent and room hire		-	7,632
Exam fees		-	728
Events and activities		-	1,063
Other payments		863	425
Tuition fee refund		3,149	553
Bereavement for Mo Ching		-	1,104
Henan donation		150	-
Awards and prizes		931	443
Online teaching costs		1,303	245
Dance expense		-	1,625
<b>Total payments</b>		<u>25,653</u>	<u>43,355</u>
<b>Net receipts</b>		1,699	15,252
<b>Fund balances brought forward</b>		<u>114,173</u>	<u>98,921</u>
<b>Fund balances carried forward</b>		<u>115,872</u>	<u>114,173</u>

**Leeds Chinese Community School**  
**Statement of assets and liabilities**  
**as at 31 August 2021**

	2021	2020
	Total	Total
	£	£
<b>Cash funds</b>		
Business saver account	25,479	25,474
Community account	90,393	88,699
<b>Total cash funds</b>	<u>115,872</u>	<u>114,173</u>

**Assets retained for the charity's own use**

Leeds Chinese Community School holds a number of items of equipment and resources for its own use. A full inventory of these items is held by the charity.

<b>Liabilities</b>	£
Independent examination	330
	<u>330</u>

**Approval of the accounts**

The financial statements were approved by the board of trustees on 27/02/2022

Fiona Kit (Trustee)

# **Leeds Chinese Community School**

## **Notes to the accounts**

### **for the year ended 31 August 2021**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

All funds are unrestricted (general) funds and are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

**Leeds Chinese Community School**  
**Notes to the accounts continued**  
**for the year ended 31 August 2021**

<b>2 Grants and donations</b>	2021 Total funds £	2020 Total funds £
University of Leeds	-	500
Other donations	270	4,467
	<u>270</u>	<u>4,967</u>

<b>3 Tuition fees</b>	2021 £	2020 £
Receipts in year	27,072	50,449
Add receipts recorded in previous year	26,328	22,649
Less early receipts for next school year	22,889	26,328
Current year tuition fees	<u>30,511</u>	<u>46,770</u>

**4 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

<b>Name of trustee</b>	<b>Legal authority</b>	2021 £	2020 £
Bei Gao (Freelance GCSE teaching)	Governing document	1,455	1,350
Yan Chu (Freelance A Level teaching)	Governing document	1,455	1,350
		<u>2,910</u>	<u>2,700</u>

No trustee received any other remuneration or benefit during this or the previous year.

**LEEDS CHINESE COMMUNITY SCHOOL**

England & Wales - Charity number 516097

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# Accounts

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# **Leeds Chinese Community School**

Charity number 516097

## **Annual Report and Financial Statements for the year ended 31 August 2020**



West Yorkshire Community Accounting Service

# **Leeds Chinese Community School**

## **Annual Report and Financial Statements for the year ended 31 August 2020**

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**Prepared by West Yorkshire Community Accounting Service**

# **Leeds Chinese Community School**

## **Trustees' report for the year ended 31 August 2020**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Bei Gao	Chair	
Kayan Tsang	Deputy Chair	
Michelle Lam	Safeguarding	
Yi Ling Chan	Safeguarding	
Fiona Kit	Treasurer	
Yuan Ming Li	Co-Treasurer	
Man Chiu Leung	Health & Safety Officer	
Lisa Lau		
Yong Hong Peng		Resigned May 2020
Yan Chu		
Danilu Liu	Child Protection	
Hui Wen Chang		

### **Charity number**

The charity was registered with the Charity Commission for England and Wales, number 516097, on 18 February 1985.

### **Principal address**

c/o The Grammar School at Leeds  
Alwoodley Gates  
Harrogate Road  
Leeds  
LS17 8GS

### **Bankers**

Barclays Bank plc  
Vicar Lane Business Centre  
1 The Headrow  
Leeds  
LS1 1JS

### **Independent examiner**

Stephen Procter

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is governed by a constitution adopted on 20 January 1985 as amended 18 May 2003.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **Leeds Chinese Community School**

## **Trustees' report (continued) for the year ended 31 August 2020**

### **Objectives and activities**

#### **The charity's objects**

The advancement and promotion of education in the culture, traditions and language of China amongst the public, and in particular Chinese adults and children resident in the county of West Yorkshire.

The advancement, promotion and teaching of the public, in particular Chinese adults and children resident in the said area.

To provide recreational activities pursuant to the provisions of the Recreational Charities Act 1958.

To relieve persons in the area of benefit, who are in conditions of need, hardship and distress.

#### **The charity's main activities**

Provides out of school hours activities for school age children, e.g., Chinese language lessons (both Mandarin and Cantonese), Chinese Dance, Taekwondo, Tai Chi etc. in Leeds and districts. We also provide Chinese language lessons for adults and promote Chinese culture amongst the local community.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education.

#### **Achievements and performance**

Same as previous year, though due to Covid-19 pandemic outbreak from January 2020, again during this school year many activities and some other school work has been paused.

Our student achievements include:

Mandarin GCSE exam: 4 students scored 9 and 3 students scored 8.

Mandarin A Level exam: 1 student achieved A; 2 students achieved B.

Mandarin AS exam: 3 students achieved A.

Cantonese A Level exam: 1 student achieved A; 1 student achieved B

UK Association for the Promotion of Chinese Education 2020 Calligraphy Competition:

8 students have been awarded 2nd and 3rd prizes.

UK Federation of Chinese Schools 2020 Chinese New Year Card Design Competition:

2 students have been awarded 2nd and 3rd prizes.

UK Federation of Chinese Schools 2020 Chinese Calligraphy Competition:

2 First prizes and 2 Third prizes.

Extra curriculum activities:

September 2019, our school choir (Singing class) attended the 70th anniversary of the founding of the People's Republic of China in London.

Feb 2020 - Adult dance group and Children dance group performed at Manchester Chinese New Year Gala.

#### **Covid-19**

Enrolment for school year 2020/2021 was reduced by 1/3 due to unable to return to classroom. The rent for the premises stopped from February 2020.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

#### **Financial review**

The net receipts for the year were £15,252, all relating to unrestricted funds.

# **Leeds Chinese Community School**

## **Trustees' report (continued) for the year ended 31 August 2020**

### **Reserves policy**

The charity's free reserves at the year end were £114,173.

The matter of excess reserves has been discussed and the trustees intend to review the position in the coming year. For example, we have discussed in our recent committee meeting to use some of the reserves to recruit an exam officer in the new year to cope with the workload of organising the exams for the new GCSE and A level specification

Due to the Covid-19 pandemic outbreak from January 2020, again during this school year period much school work has been paused, we will review our policy once the restriction is lifted and school is back to normal.

Signed on behalf of the board of trustees on 12/05/2021

Fiona Kit (Trustee)

# **Leeds Chinese Community School**

## **Independent examiner's report to the trustees of Leeds Chinese Community School**

I report to the charity trustees on my examination of the accounts of the Trust for the year ended 31 August 2020, which are set out on pages 6 to 9.

### **Responsibilities and basis of report**

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

I report in respect of my examination of the Trust's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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

Stephen Procter

17/05/2021

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Leeds Chinese Community School**  
**Receipts and payments account**  
**for the year ended 31 August 2020**

	Notes	2020 Total funds £	2019 Total funds £
<b>Receipts</b>			
Grants and donations	(2)	4,967	7,436
Tuition fees	(3)	50,449	48,972
Other fees and charges		446	5,332
Fundraising for Moching		1,104	1,694
Dance class		805	608
Events and activities		140	3,437
Exam fees		355	1,035
Yoga class		300	-
Bank interest		41	51
<b>Total receipts</b>		<b>58,607</b>	<b>68,565</b>
<b>Payments</b>			
Freelance, volunteer staff and related costs		19,629	20,369
Travel		304	690
Printing and stationery		1,597	1,479
Training		-	327
Books and publications		4,312	2,851
Membership fees		359	51
Insurance		776	761
Independent examination and bookkeeping		838	420
Equipment		1,232	923
Food		298	616
DBS checks		192	144
Rent and room hire		7,632	8,890
Exam fees		728	1,160
Events and activities		1,063	9,305
Other payments		425	1,153
Tuition fee refund		553	685
Bereavement for Moching		1,104	-
Awards and prizes		443	582
Online teaching costs		245	-
Dance expense		1,625	736
<b>Total payments</b>		<b>43,355</b>	<b>51,142</b>
<b>Net receipts</b>		<b>15,252</b>	<b>17,423</b>
<b>Fund balances brought forward</b>		<b>98,921</b>	<b>81,498</b>
<b>Fund balances carried forward</b>		<b>114,173</b>	<b>98,921</b>

# Leeds Chinese Community School

## Statement of assets and liabilities

as at 31 August 2020

	2020	2019
	Total	Total
	£	£
<b>Cash funds</b>		
Business saver account	25,474	25,432
Community account	88,699	73,489
<b>Total cash funds</b>	<u>114,173</u>	<u>98,921</u>

### Assets retained for the charity's own use

Photocopier  
Laptop computer x 3  
Yamaha keyboard  
Flipchart  
Vacuum cleaner  
Mobile phones  
Radio equipment  
Camcorder

### Liabilities

£

Independent examination

330

330

### Approval of the accounts

The financial statements were approved by the board of trustees on 12/05/2021

Fiona Kit (Trustee)

# **Leeds Chinese Community School**

## **Notes to the accounts**

### **for the year ended 31 August 2020**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

All funds are unrestricted (general) funds and are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

**Leeds Chinese Community School**  
**Notes to the accounts continued**  
**for the year ended 31 August 2020**

<b>2 Grants and donations</b>	2020	2019
	Total funds	Total funds
	£	£
Consulate of the Chinese Embassy	-	2,099
UKFCS	-	200
Healthwatch Leeds	-	100
Leeds City Council	-	100
University of Leeds	500	400
Other donations	4,467	4,537
	<u>4,967</u>	<u>7,436</u>

<b>3 Tuition fees</b>	2020	2019
	£	£
Receipts in year	50,449	48,972
Add receipts recorded in previous year	22,649	16,013
Less early receipts for next school year	26,328	22,649
Current year tuition fees	<u>46,770</u>	<u>42,336</u>

**4 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

		2020	2019
		£	£
<b>Name of trustee</b>	<b>Legal authority</b>		
Bei Gao (Freelance GCSE teaching)	Governing document	1,350	-
Yan Chu (Freelance A Level teaching)	Governing document	1,350	-
		<u>2,700</u>	<u>-</u>

No trustee received any other remuneration or benefit during this or the previous year.