

# **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>		<b>27,352</b>	<b>58,607</b>
<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>		<b>25,653</b>	<b>43,355</b>
<b>Net receipts</b>		<b>1,699</b>	<b>15,252</b>
<b>Fund balances brought forward</b>		<b>114,173</b>	<b>98,921</b>
<b>Fund balances carried forward</b>		<b>115,872</b>	<b>114,173</b>

# 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

#### 2 Grants and donations

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

#### 3 Tuition fees

	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	<u>22,889</u>	<u>26,328</u>
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

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

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