

# **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:

<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		
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.

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**

#### **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**

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.

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>		<b>43,292</b>	<b>27,352</b>
<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>		<b>25,667</b>	<b>25,653</b>
<b>Net receipts</b>		<b>17,625</b>	<b>1,699</b>
<b>Fund balances brought forward</b>		<b>115,872</b>	<b>114,173</b>
<b>Fund balances carried forward</b>		<b>133,497</b>	<b>115,872</b>



**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

2 Grants and donations	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total 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>

3 Tuition fees	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

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

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