

Company registration number 02306765 (England and Wales)

Charity registration number 800646 (England and Wales)

CHINESE INFORMATION AND ADVICE CENTRE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

CHINESE INFORMATION AND ADVICE CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

| | | |
|---------------------------------|--|---|
| Trustees | F K Poon E Yeo | |
| Secretary | | |
| Trustees of the Charity | Edmond Yeo F K Poon James Ng Sonia Brown MBE | Chair- Trustee Trustee Trustee Trustee |
| Country of incorporation | United Kingdom (England and Wales) | 02306765 |
| Charity registration | England and Wales | 800646 |
| Registered office | 2 Gerrard Place London W1D 5PB | |
| Independent examiner | RehncyShaheen Chartered Accountants 1276/1278 Greenford Road Greenford Middlesex UB6 0HH | |

CHINESE INFORMATION AND ADVICE CENTRE

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CHINESE INFORMATION AND ADVICE CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The Trustees present their annual report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the 's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)".

Objectives and activities

The mission of the Chinese Information and Advice Centre (the "Charity" or "CIAC") is to ensure that disadvantaged people of Chinese origin in the UK are able to access quality advice, information and support. In planning the Charity's activities to achieve its aim, the Trustees have given considerations to the guidance of the Charity Commission on public benefit. The Charity's main activities and who it helps are described below. All CIAC's charitable activities are undertaken to further its charitable purposes for the public benefit.

The Charity historically specialized in providing advice and support on immigration and asylum law. It has developed a wide spectrum of services to meet the needs of the community. The services offered include a unique support programme for Chinese women and their children, in particular to those vulnerable to domestic violence; advice and advocacy on social welfare and benefits, housing and homelessness, which are extended to destitute refugees and asylum seekers. Through partnership initiatives, such as NHS, the Charity works towards the betterment of the life of the local community. Moreover, the Charity collects and disseminates information to the Chinese communities throughout the UK.

Public benefit

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities they should undertake.

CHINESE INFORMATION AND ADVICE CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Achievements and performance

Significant activities and achievements against objectives

1. Solace Ascent Funding

During the 2024–2025 financial year, CIAC received four quarterly payments from the Solace Ascent programme, totaling £47,834.00. This funding supported:

Caseworker salaries

Staff and volunteer travel expenses

Volunteer subsidies for visiting service users

Essential assistance for vulnerable individuals and victims of domestic violence

This funding enabled CIAC to continue delivering timely and professional support to disadvantaged members of the Chinese community affected by domestic violence.

2. Health Forum Project – £10,000

CIAC received £10,000 to support the Health Forum Project, aimed at promoting community health awareness, cultural exchange, and engagement within the Chinese community. The budget was allocated as follows:

Item Cost (£)

Equipment (camera for filming/video/short clips/live streaming) 1,500

Staff time (project coordination & cultural/community advisory work) 3,300

Volunteer time/skills (design, production, artwork, translation) 3,000

Promotional sessions/workshops with Chinese audiences (speakers, venue hire, refreshments)

Proof-reading & editing 500

Project publicity 400

Staff/volunteer travel expenses 800

Publicity materials (roller banners, leaflets/booklets) & telephone/IT use 500

Total 10,000

The project delivered a series of community sessions and digital content that strengthened public understanding of health topics within the Chinese community.

3. London Legal Support Trust Sponsored Walk

This year, all CIAC volunteers participated in The Law Society's 5 km and 10 km charity walk, raising a total of £1,386.25. All funds contributed to:

Free legal advice for vulnerable service users

Enhancing CIAC's legal support capacity

The event successfully raised awareness of the importance of accessible legal support.

CHINESE INFORMATION AND ADVICE CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2025*

4. Women & Girls Project CIAC received £31,417.92 to enhance services for women and girls, particularly those affected by domestic violence. The funding supported:

Caseworker salaries

Travel and meal expenses

Additional emergency support, including:

Food

Transport fares

Postage fees and stationery

Counselling services

This funding strengthened our ability to provide crisis intervention and long-term support to vulnerable women and girls in need.

5. Westminster VCS Core Funding

In the first year of the grant, CIAC received £15,000 in core funding from Westminster City Council. This contributed to essential organisational costs, including:

Administrative staff costs

Publicity and promotional activities

Office Rental and venue costs

IT and equipment use

Volunteer training

Accounting and annual auditing Core funding ensures CIAC's operational stability and enables us to focus resources on frontline community support.

CHINESE INFORMATION AND ADVICE CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Financial review

Reserves policy

It is the policy of the that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the 's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Structure, governance and management

The charity is a company limited by guarantee and not having a share capital incorporated in the United Kingdom on 18 October 1988 with registration no. 02306765. The company is a registered charity with registration number 800646.

F K Poon

E Yeo

The Trustees' report was approved by the Board of Trustees.

F K Poon

E Yeo

8 December 2025

CHINESE INFORMATION AND ADVICE CENTRE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CHINESE INFORMATION AND ADVICE CENTRE

I report to the Trustees on my examination of the financial statements of Chinese Information and Advice Centre for the year ended 31 March 2025.

Responsibilities and basis of report

As the Trustees of the (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the 's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

I have completed my examination. I confirm that no 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 as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

RehncyShaheen Chartered Accountants

1276/1278 Greenford Road

Greenford

Middlesex

UB6 0HH

9 December 2025

CHINESE INFORMATION AND ADVICE CENTRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

| | Notes | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|--|-------|------------------------------------|------------------------------------|
| Income from: | | | |
| Donations and legacies | 3 | 15,000 | 9,600 |
| Charitable activities | 4 | 124,779 | 185,860 |
| Investments | 5 | 1,044 | 1,378 |
| Total income | | 140,823 | 196,838 |
| Expenditure on: | | | |
| Charitable activities | 6 | 149,015 | 246,228 |
| Total expenditure | | 149,015 | 246,228 |
| Net expenditure and movement in funds | | (8,192) | (49,390) |
| Reconciliation of funds: | | | |
| Fund balances at 1 April 2024 | | 71,887 | 121,277 |
| Fund balances at 31 March 2025 | | 63,695 | 71,887 |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

CHINESE INFORMATION AND ADVICE CENTRE

BALANCE SHEET

AS AT 31 MARCH 2025

| | Notes | 2025 £ | £ | 2024 £ | £ |
|---|-------|---------------|---------------|---------------|---------------|
| Current assets | | | | | |
| Debtors | 12 | 7,266 | | 7,266 | |
| Cash at bank and in hand | | 70,671 | | 81,407 | |
| | | <u>77,937</u> | | <u>88,673</u> | |
| Creditors: amounts falling due within one year | 13 | (14,242) | | (16,786) | |
| Net current assets | | | 63,695 | | 71,887 |
| | | | <u>63,695</u> | | <u>71,887</u> |
| The funds of the | | | | | |
| Unrestricted funds | 15 | | 63,695 | | 71,887 |
| | | | <u>63,695</u> | | <u>71,887</u> |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 8 December 2025

F K Poon

CHINESE INFORMATION AND ADVICE CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Chinese Information and Advice Centre is a private company limited by guarantee incorporated in England and Wales. The registered office is 2 Gerrard Place, London, W1D 5PB.

1.1 Basis of preparation

The financial statements have been prepared in accordance with the 's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)". The is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the . Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the .

1.4 Income

Income is recognised when the is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

CHINESE INFORMATION AND ADVICE CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

| | |
|------------------------------|--------------------------|
| Leasehold land and buildings | over length of the lease |
| Fixtures and fittings | over 5 years |
| Computers | over 3 years |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the 's balance sheet when the becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the 's contractual obligations expire or are discharged or cancelled.

CHINESE INFORMATION AND ADVICE CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the 's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|--------|------------------------------------|------------------------------------|
| Grants | 15,000 | 9,600 |

4 Income from charitable activities

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|-----------------------------------|------------------------------------|------------------------------------|
| Donations and gifts | | |
| Donations | 30,247 | 18,884 |
| Women and Children support | | |
| Other income | 94,532 | 166,976 |
| | 124,779 | 185,860 |

CHINESE INFORMATION AND ADVICE CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

5 Income from investments

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|---------------------|------------------------------------|------------------------------------|
| Interest receivable | 1,044 | 1,378 |

6 Expenditure on charitable activities

| | Women and children support 2025 £ | Women and children support 2024 £ |
|---|---|---|
| Direct costs | | |
| Staff costs | 33,308 | 61,883 |
| Depreciation and impairment | - | 6,236 |
| Event Cost | 22,063 | 44,921 |
| Rent & rates | 23,879 | 28,473 |
| Advertising | - | 1,200 |
| Consultancy fees | 46,975 | 62,754 |
| Travel & Subsistence | 5,567 | 11,131 |
| Motor Expenses | - | 5,945 |
| Insurance | 1,367 | 3,033 |
| Postage & stationery | 8,680 | 7,878 |
| Telephone & internet | 1,429 | 1,216 |
| Computer cost | 772 | 834 |
| Sundry Expenses | 339 | 2,765 |
| Bank Charges | 119 | 124 |
| Legal Fee | 192 | - |
| Training Expenses | 30 | - |
| Charity expense | 1,895 | - |
| | 146,615 | 238,393 |
| Share of support and governance costs (see note 7) | | |
| Support | 2,400 | 7,835 |
| | 149,015 | 246,228 |
| Analysis by fund | | |
| Unrestricted funds | 149,015 | 246,228 |

CHINESE INFORMATION AND ADVICE CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

7 Support costs allocated to activities

| | 2025 £ | 2024 £ |
|----------------------------|-----------|-----------|
| Governance costs | 2,400 | 7,835 |
| Analysed between: | | |
| Women and children support | 2,400 | 7,835 |

8 Net movement in funds

| | 2025 £ | 2024 £ |
|--|-----------|-----------|
| The net movement in funds is stated after charging/(crediting): | | |
| Fees payable for the independent examination of the charity's financial statements | - | - |
| Depreciation of owned tangible fixed assets | - | 6,236 |

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the during the year.

10 Employees

The average monthly number of employees during the year was:

| | 2025 Number | 2024 Number |
|-------|----------------|----------------|
| Total | - | - |

Employment costs

| | 2025 £ | 2024 £ |
|-----------------------|-----------|-----------|
| Wages and salaries | 32,252 | 60,982 |
| Social security costs | - | 222 |
| Other pension costs | 1,056 | 679 |
| | 33,308 | 61,883 |

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

CHINESE INFORMATION AND ADVICE CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

12 Debtors

| | 2025 £ | 2024 £ |
|--------------------------------------|-----------|-----------|
| Amounts falling due within one year: | | |
| Other debtors | 7,266 | 7,266 |

13 Creditors: amounts falling due within one year

| | 2025 £ | 2024 £ |
|------------------------------------|-----------|-----------|
| Other taxation and social security | 6,866 | 9,410 |
| Accruals and deferred income | 7,376 | 7,376 |
| | 14,242 | 16,786 |

14 Retirement benefit schemes

| | 2025 £ | 2024 £ |
|---|-----------|-----------|
| Defined contribution schemes | | |
| Charge to profit or loss in respect of defined contribution schemes | 1,056 | 679 |

The operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the in an independently administered fund.

15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

| | At 1 April 2024 £ | Incoming resources £ | Resources expended £ | At 31 March 2025 £ |
|----------------|----------------------|----------------------------|----------------------------|--------------------------|
| General funds | 71,887 | 140,823 | (149,015) | 63,695 |
| Previous year: | At 1 April 2023 £ | Incoming resources £ | Resources expended £ | At 31 March 2024 £ |
| General funds | 121,277 | 196,838 | (246,228) | 71,887 |

16 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).