



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	August	2019		31	July	2020

## Section A Reference and administration details

**Charity name** Harrow Chinese School

**Other names charity is known by**

**Registered charity number (if any)** 801653

**Charity's principal address** c/o Whitmore High School

Porlock Avenue, Harrow

Middlesex

**Postcode**

HA2 0AD

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Wing Sun Pang	Chairman		
2	Elaine Li	Treasurer		
3	Tracy Siu-Fragoyannis	Treasurer		
4	Mandy Wai Man Chik			
5	Meredith Lap Han Bigwood			
6	Yee-Man Yau	Vice Chairman		
7	Sarah Chan			
8	Jenny Chan			
9	Ada Lui			
10	Winnie Wing Lau			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year


### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees are elected at AGM.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

Teaching Chinese in the Cantonese dialect and Traditional Writing.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The School use teaching materials specially developed by the UK Chinese Schools Association for local students. We focus our teaching on listening, speaking, reading and writing Chinese.

We encourage activity-based learning and participate in cultural activities including calligraphy, story-telling and festive card design competitions. We have a Chinese Dancing Class which performs regularly to external audiences across the region.

Lessons are usually held at Whitmore High School, Harrow on Saturday afternoon.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

During the year there were 118 pupils attended Chinese classes from nursery to GCSE Level Standard.

We are proud that:

- Our GCSE Level pupils have continued to achieve excellent examination results.
- The School Dance Team achieved remarkable results in various performances and competitions.
- Our School took part in various Chinese calligraphy and writing competitions and achieved impressive results.
- During, the School was affected by the global pandemic and lessons were not conducted in a face to face environment during this period. Instead, lessons were successfully moved online and this required extraordinary effort from the School's teachers, volunteers, students and their families.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

It is the policy of the trustees to retain in unrestricted reserves, amounts which in their judgement, can help to mitigate the effects of income volatility and retain funds to meet current and future operational activities of the charity.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Section F****Other optional information****Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

Wing Sun Pang	
Chairman	
15 May 2021	



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Harrow Chinese School

**On accounts for the year  
ended**

31 July 2020

**Charity no  
(if any)**

801653

**Set out on pages**

9

(remember to include the page numbers of additional sheets)

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

- In connection with my examination, no matter has come to my attention
1. which gives me reasonable cause to believe that in, any material respect, the requirements:
    - to keep accounting records in accordance with section 130 of the Charities Act; and
    - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
  2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:**

14 May 2021

**Name:**

Winnie Wong

**Relevant professional  
qualification(s) or body:**

**Address:**

119 Cassiobury Park Avenue

Watford

WD18 7LH

## Section B

## Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

Nil



**HARROW CHINESE SCHOOL**

Charity no: 801653

**STATEMENT OF FINANCIAL STATEMENT FOR THE YEAR ENDED 31 JULY 2020**

	2020 Unrestricted Fund £	2019 Unrestricted Fund £
<b>INCOME AND EXPENDITURE</b>		
INCOMING RESOURCES		
School fees	27,840	23,990
Donations/ sponsorship	1,100	11,450
Dance class	2,912	4,262
Chinese New Year income	1,675	2,756
Bank interest received	53	55
Other income	1,304	2,402
<b>TOTAL INCOMING RESOURCES</b>	<b>34,884</b>	<b>44,916</b>
<b>RESOURCES USED</b>		
Teachers' allowance	9,214	9,468
Hire of classrooms and hall	11,755	15,775
Dance class	3,323	4,761
Text books / Exercise books	-	1,147
Chinese New Year expenditure	766	171
Stationery/ accessories	174	683
Training	56	-
Awards for pupils	-	227
Other expenditure	1,517	2,664
<b>TOTAL RESOURCES USED</b>	<b>26,805</b>	<b>34,896</b>
NET MOVEMENT IN FUNDS	8,079	10,019
BALANCES AT THE START OF THE YEAR	103,156	93,137
<b>BALANCES AT THE END OF THE YEAR</b>	<b>111,235</b>	<b>103,156</b>
<b>BALANCE SHEET AS AT 31 JULY 2020</b>		
		£
<b>CURRENT ASSETS</b>		
Prepayment	-	208
Cash at bank and in hand	114,710	109,698
	114,710	109,906
<b>CURRENT LIABILITIES</b>		
Deferred income	-	6,750
Accruals	3,475	-
	3,475	6,750
NET CURRENT ASSETS	111,235	103,156
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>111,235</b>	<b>103,156</b>
<b>UNRESTRICTED FUNDS</b>		<b>103,156</b>

There were no restricted funds movement during the year.

The Board of Trustees approved the financial statements on 15 May 2021

Elaine Li - Treasurer