

**General Information****Trustees (Management Committee Members) 2023 - 2024**

Mr Stephen Chu  
Mrs Yung Erica Delefortrie  
Dr Wendy Wensheng Huang  
Ms Choon Foong Liao  
Mr Tak Chuen Ng  
Mrs Estella Man-Kin Packwood  
Dr Lei Song  
Mrs Yan Ling Anne Tsang (from 9.9.2023)  
Mr Chun Hei Wong  
Mr Shui Hing Yiu

**Accountants and Independent Examiner:** Meng Yong Teh  
M Y Teh & Co Limited  
Unit 21, Kingspark Business Centre  
152-178 Kingston Road  
New Malden, Surrey, KT3 3ST

**Advisers:** Sir Hugo Brunner  
Ms Erica Davis  
Dr Lesheng Kong  
Mr John Lay

**Legal Adviser:** Mr Ronald Peet  
Mrs Brenda Robinson

**Bankers:** Santander  
Business Banking Centre  
T54, Ground Floor Ops  
Bridle Road  
Bootle, Merseyside  
L30 4GB

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PO Box 333  
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**Oxfordshire Chinese Community & Advice Centre**  
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**財政報告 Financial Accounts for 2023 - 2024****信託委員報告 Report of the Trustees for the Year Ended 31st March 2024**

The Trustees have pleasure in presenting their report with the financial statements of the Oxfordshire Chinese Community and Advice Centre (OCCAC) for the year ended 31st March 2024.

The financial statements comply with the Charities Act 2011 and 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 (FRS102) (effective 1 January 2019).

**Charitable Status**

The Oxfordshire Chinese Community and Advice Centre is a registered charity and is governed by its Constitution adopted on 16th June 1991. Its registered number is 1006710.

**Charitable Objects**

OCCAC exists to serve the Chinese community in Oxfordshire by assisting them in gaining access to services and benefits they are entitled to and helping them to integrate into society.

**The main objectives are:**

- (i) To help the needy by the provision of advice and assistance;
- (ii) To advance education and to improve living and employment skills;
- (iii) To provide recreational & cultural, art & music activities; to combat social isolation and improve quality of life.
- (iv) To promote healthy living and good mental health.

**Public Benefits**

The Trustees have a duty to report on the public benefits that OCCAC brings to society. Each year the Trustees review OCCAC's objectives and activities to ensure that they continue to reflect its aims. In carrying out this review the Trustees have considered the Charity Commission's general guidance on public benefit. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

OCCAC's purposes and aims are set out above in the section entitled 'Charitable Objects'. OCCAC has sought to achieve these objects by undertaking the following activities:

- (i) Opening the Centre for the needy, socially isolated, older, non-English speaking Chinese people to drop in and seek help, enabling them to gain equal access to services through the provision of advice, translation and interpretation services;
- (ii) Organising appropriate educational talks, workshops and classes to enhance clients' career prospects and promote good citizenship;
- (iii) Organising suitable cultural, music and recreational activities for the scattered Chinese community to combat social isolation;
- (iv) Organising health talks and walks, mental health support and carers' support activities as well as day care for the elderly;
- (v) Acting as a bridge between the Chinese community, the wider community and public bodies;
- (vi) Recruiting volunteers to help and serve the Chinese community and the needy people in society.

**Achievements and Performance**

OCCAC has been serving the local Chinese community, especially the disadvantaged, vulnerable, non-English-speaking, older members over the last 32 years, providing culturally, ethnically, and linguistically appropriate services.

OCCAC's overall performance is limited by the resources that it can obtain. The demand for services far exceeds what it can provide with current resources.

Our activities and achievements from April 2023 to March 2024 are summarised as follows:

**i) OCCAC core services and activities**

OCCAC endeavoured to meet the needs of the local Chinese community by:

\* Providing bilingual advice and assistance to help clients gain access to services

\* Organising social care and community support services, cultural/recreational activities and festival celebrations to combat social isolation and promote social inclusion and integration  
More than 2,000 people benefited over the last year.

Despite lack of funding, OCCAC has tried its best to do what it could to help and support non-English-speaking, disadvantaged and most vulnerable Chinese people in Oxfordshire to access services, improve their physical, mental and social well-being, and lead more active and fulfilled lives.

From April 2023 to March 2024, OCCAC undertook the following activities:

- 1) Bilingual advice and interpretation (40 clients assisted)
- 2) 8 health and mental health talks/workshops (204 beneficiaries)
- 3) 50 Monday Café/ Peer Support/ Connect Group activities (523 beneficiaries)
- 4) Dragon Boat Festival, Mid-Autumn Festival, Christmas and Lunar New Year celebrations (over 1,400 participants)
- 5) 3 walking trips, 2 visits to Rectory Farm, 3 Family Sports Days (409 participants)
- 6) Assisted Ashmolean Museum's One World Family Festival on Saturday 10 February (Lunar New Year Day) by providing Dunhuang Dance, Peking Opera, Erhu Solo, Dressing Up in Traditional Chinese Costumes, Mah Jong and papercutting workshops
- 7) Visited vulnerable and socially isolated Chinese; Showed concern to and supported carers and their families; Assisted them in applying for welfare benefits and sheltered accommodation, and arranging funeral services.

ii) After the funding from the Department of Levelling Up, Housing and Communities (DLUHC) for the BN(O) Welcome Programme finished in March 2023, OCCAC strived to do what it could to help the newly arrived BN(O) friends settle in Oxfordshire.

**Main objectives:**

- 1) Enabling new arrivals to positively contribute to the UK and the areas in which they settle, both economically and socially, enriching our society.
- 2) Allowing BN(O) holders to feel fully part of British society, able to mix confidently with people of diverse backgrounds.
- 3) Providing support to both local resident communities and BN(O) holders so they are welcomed and able to integrate into their new communities
- 4) Enabling BN(O) status holders to get access to the right support services to support their settlement.

The following services and engaging activities were delivered:

- 1) Support and maintenance to "OCCAC Oxfordshire Hongkongers (牛津郡香港人) network (374 members/families) and 7 Peer Support WhatsApp groups (208 members/families) as of 31 March 2024
- 2) Monday Café/Advice Surgery sessions to provide advice and assistance, facilitate access to services, and signpost as necessary
- 3) English Conversation Café in Bicester to build confidence in spoken English and link with the host community
- 4) 6 sessions of the Online UKHK Welcome Course to understand British customs, culture, and "Life in the UK" test
- 5) Peer Support Group activities and cookery sessions, sharing how to make Chinese delicacies and rice dumplings as a 'cure' for homesickness, socialising with local communities and other BN(O) friends, encouraging mutual help and support amongst participants
- 6) Dragon Boat Festival, Mid-Autumn Festival, Christmas and Lunar New Year Celebrations, Lunar New Year Market and befriending visitations to Anchor Court Sheltered Accommodation residents, to contribute to the community through volunteering
- 7) Encouraging BN(O) friends to St Andrew's Church's CASA Café monthly to practise spoken English and link with the host community
- 8) Introducing employment opportunities with Estelle Manor in Witney through Zoom meeting where a few BN(O) friends managed to obtain jobs

Through the above activities, the BN(O)s could access the right support services, mix with people of diverse backgrounds in their new communities, and feel part of British society. Consequently, their settlement is supported and they can contribute to and enrich our society.

#### Conclusion

We are very grateful to our funders Oxfordshire County Council, Oxford City Council, Garfield Weston Foundation and donors for their invaluable support, without which OCCAC might not be able to provide services.

We are also very thankful to local churches and friends, including Orchard Baptist Church, Bicester and St Andrews Church, Oxford, for their contribution to the BN(O) English Conversation Cafe, and to many volunteers for their dedicated support in assisting new arrivals and local Chinese to connect and build friendship with others. We welcome over 4,000 BN(O) friends who have arrived in Oxfordshire from Hong Kong in the past 3 years, and hope they can settle in Oxfordshire and integrate into the society.

We would be most grateful to receive any donations or suggestions of funding sources for our work to meet the needs of the disadvantaged, marginalised, vulnerable, non-English-speaking and older members, and the newly arrived BN(O) friends.

#### Structure, Governance and Management

The Management Committee (MC) directs the general management and policy of OCCAC. It must meet at least four times a year, and consists of between four and twelve members who are elected at the annual general meeting by the membership of OCCAC. Election is for three years, and one third of the committee retires annually by rotation and shall be eligible for re-election. The membership of the MC includes people from the local Chinese community as well as those with specialist skills.

The pool of specialist skills available to OCCAC is enhanced by the appointment of advisers, who are not necessarily members, but who may be called upon to give specialist advice on an ad hoc basis.

A scheme of delegation is in place and day-to-day responsibility for the provision of the services rests with the Administration Officer. The Administration Officer is responsible for ensuring that the charity delivers the services specified in its aims and objectives.

#### Going concern

OCCAC's objectives, aims, activities, achievements and performance are set out on page 2, while a 'Financial review' is included below.

The financial position of OCCAC, its liquidity position and reserves are described in the financial statements and notes on pages 6 to 10. In addition, note 2 to the financial statements includes OCCAC's policies for managing its funds. The management of financial and other risks is described below.

OCCAC has sufficient liquid financial resources in its bank accounts totalling around £121,000 of which £54,237 has been set aside as designated contingency fund to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions. In the current economic climate it is difficult to be certain about ongoing funding from local authorities and donations.

OCCAC was awarded a grant of £24,834 from NHS to do Cancer Prevention Project from January 2024 to December 2024, and a grant of £20,000 from The National Lottery Community Fund (Awards for All) for a 18 months project from April 2024. With increased efforts in searching for grants and fundraising, the Trustees consider that the Centre has adequate resources to continue in operational existence for at least 2 years. Thus they continue to adopt the going concern basis of accounting in preparing the annual financial statements.

#### Risk Management

The Trustees are responsible to oversee OCCAC's risk management activities. Detailed considerations of risk are delegated to the Administration Officer. The risks to which OCCAC is exposed are evaluated annually when preparing and updating the Service Strategy and Trustees' Report. The risks, as identified by the Trustees, have been reviewed and systems established to mitigate those risks.

#### Financial review and results for the year

The Oxfordshire Chinese Community and Advice Centre continues to pursue its objectives as stated above and the moneys which have been given towards these objects and the manner in which these moneys have been expended or set aside for future use are shown in the Accounts on pages 5 to 7.

We continue to set aside funds to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions.

#### Statement of Trustees' Responsibilities

The Charity Trustees are responsible for preparing Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the charity Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable organisation and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS102, have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Community and Advice Centre will continue to operate.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the Community and Advice Centre and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the royal charters and bye-laws. They are also responsible for safeguarding the assets of the Community and Advice Centre and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees of the charity are aware of their duty under section 17 of the Charities Act 2011 to have due regards to public benefit guidance published by the Charity Commission for England and Wales.

Each person who is a Trustee at the date of approval of this report confirms that:

- (a) so far as the Trustee is aware, there is no relevant audit information of which the auditors are unaware, and
- (b) each Trustee has taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

#### Independent Examiner

A resolution for the reappointment of M Y Teh & Co Limited as Independent Examiner for OCCAC will be proposed at the forthcoming Annual General Meeting.

On behalf of the Trustees



Date: 29th June 2024

趙初興先生 Mr Stephen Chu (主席 Chairman)

**核數師聲明****Report of the Independent Examiner to the trustees of Oxfordshire Chinese Community and Advice Centre**

I report to the charity trustees on my examination of the accounts of Oxfordshire Chinese Community and Advice Centre for the year ended 31st March 2024 set out on pages 5 to 10.

**Responsibilities and basis of report**

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

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

**Basis of Independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as 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 next statement.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts do not accord with such records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Report) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.



鄭明榮 會計師

**Meng Yong Teh**

M Y Teh & Co Limited

Chartered Certified Accountants

Unit 21 Kingspark Business Centre

152-178 Kingston Road

New Malden, Surrey, KT3 3ST

Date: 29th June 2024

	31/3/2024 Unrestricted Funds 常費 £	31/3/2024 Restricted Funds 指定經費 £	31/3/2024 Total 總數 £	31/3/2023 Total 總數 £	
<b>收入 INCOME FROM :</b>					
捐贈和遺產 Donations and legacies	35,496.35	-	35,496.35	21,610.31	Note 3
慈善活動 Charitable activities	47,040.33	12,208.50	59,248.83	139,119.02	Note 4
銀行利息 Investments	503.70	3.41	507.11	114.24	Note 5
<b>總收入 TOTAL INCOME</b>	<b>83,040.38</b>	<b>12,211.91</b>	<b>95,252.29</b>	<b>160,843.57</b>	
<b>支出 EXPENDITURE ON :</b>					
籌款費用 Raising funds	-	-	0.00	0.00	
慈善活動 Charitable activities	88,325.66	13,862.43	102,188.09	148,194.85	Note 7
<b>總支出 TOTAL EXPENDITURE</b>	<b>88,325.66</b>	<b>13,862.43</b>	<b>102,188.09</b>	<b>148,194.85</b>	
<b>轉移前淨收入/支出(-) Net Income/(expenditure) for the year</b>	<b>-5,285.28</b>	<b>-1,650.52</b>	<b>-6,935.80</b>	<b>12,648.72</b>	
常費轉移至指定經費 Transfers between funds	-1,653.93	1,653.93	-	-	Note 2h
<b>淨資金流動 Net movement in funds for the year</b>	<b>-6,939.21</b>	<b>3.41</b>	<b>-6,935.80</b>	<b>12,648.72</b>	
<b>Reconciliation of funds</b>					
去年盈餘 Total funds brought forward	81,619.41	283.71	81,903.12	69,254.40	
<b>現結盈餘 Total funds carried forward</b>	<b>£74,680.20</b>	<b>£287.12</b>	<b>£74,967.32</b>	<b>£81,903.12</b>	Note 14

Further details of our income and expenditure are provided on the following pages, and in the notes on pages 8 to 10, which also form part of these accounts.

## 資產負債表 (於2023年3月31日) Balance Sheet at 31st March 2024

	31/3/2024 Total 總數 £	31/3/2023 Total 總數 £	
固定資產 Tangible Assets	849.34	2,255.30	Note 10
<b>固定資產總額 Total Fixed Assets</b>	<b>849.34</b>	<b>2,255.30</b>	
流動資產 Current Assets			
待收回款項 Debtors	4,550.50	3,080.63	Note 11
銀行存款及現款 Cash at Bank and in Hand	120,940.98	104,874.12	
<b>流動資產總額 Total Current Assets</b>	<b>125,491.48</b>	<b>107,954.75</b>	
流動負債 Current Liabilities			
Creditors: Amounts falling due within one year	51,373.50	28,306.93	Note 12
<b>淨流動資產 Net Current Assets</b>	<b>74,117.98</b>	<b>79,647.82</b>	
<b>淨資產 Net Assets</b>	<b>£74,967.32</b>	<b>£81,903.12</b>	
基金 Funds of the Charity :			
限制收入 Restricted income	287.12	283.71	Note 14
不受限制收入 Unrestricted income	74,680.20	81,619.41	Note 14
<b>Total Funds</b>	<b>74,967.32</b>	<b>81,903.12</b>	

The notes on pages 7 to 10 form part of these accounts.

核准者

Approved by the Management Committee, and signed on its behalf by:



趙初興先生 Mr Stephen Chu (主席 Chairman)



黃萬照先生 Mr Chun Hei Wong (司庫 Treasurer)

Date: 29th June 2024

**Notes to the Accounts for the Year Ended 31st March 2024****1. Organisation**

Oxfordshire Chinese Community & Advice Centre is a registered Charity. (Registration No. 1006710)

The Community & Advice Centre is governed by its Constitution adopted on 16th June, 1991 and it is constituted as an unincorporated association. The Centre had 10 Trustees in the year 2023-24, about one third of the Trustees are elected annually for a 3 year term by OCCAC members at the annual general meeting. The administrative office is at 44B Princes Street Oxford OX4 1DD.

**2. Accounting Policies****a) Basis of Accounting**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note (s) to these accounts. The accounts have been prepared in accordance with 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) - (Charities SORP (FRS102) effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

OCCAC meets the definition of a public benefit entity under FRS 102.

**b) Preparation of accounts on a going concern basis**

OCCAC was awarded a grant of £24,834 from NHS to do Cancer Prevention Project from January 2024 to December 2024, and a grant of £20,000 from The National Lottery Community Fund (Awards for All) for a 18 months project from April 2024. With increased efforts in searching for grants and fundraising, the Trustees consider that the Centre has adequate resources to continue in operational existence for at least 2 years. Accordingly, they continue to adopt the going concern basis in preparing the financial statements as outlined in the report of Trustees on page 3.

**c) Income recognition**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. If grants and other sources of income relate to a specified period they are time apportioned over the period to which they apply. Grants, which are paid as a reimbursement of specific expenditure incurred, are allocated to the period in which that expenditure takes place.

Restricted income includes amounts received from government and local authorities to fund specific aspects of OCCAC's primary objectives. Where such income is received in advance it is treated as deferred income and released to income as the service is provided over the period of the project.

**d) Volunteers**

The Charity relies heavily on volunteers who are mainly members of the general public. The volunteers play an important role in organising events, fundraising, food catering and providing administrative and clerical work. The value of services provided by volunteers is not incorporated into these financial statements. In accordance with the Charities SORP (FRS102), the general volunteer time of regular participants and members of the general public is not recognised.

**e) Donated services and facilities**

Donated services and facilities are recognised as income when received, at the value of the gift to the charity provided the value of the gift can be measured reliably. A corresponding amount is then recognised in expenditure in the period of receipt.

**f) Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accrual basis. Expenditure includes any VAT which is reported as part of the expenditure to which it relates. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure heading where appropriate. Governance costs are those associated with constitutional and statutory requirements.

Where possible costs are allocated directly to the activity that they are associated with. Where this is not possible costs are allocated on an estimated time basis or as agreed by the activities funders. Failing that costs are allocated in proportion to the income attributable to an activity.

**g) Tangible fixed assets and depreciation**

OCCAC capitalises assets whose value are over £500. Depreciation is provided using the straight line method at the following annual rate to reduce the book value of the assets concerned to their estimated residual value over their useful working lives. The life of the project is used if it is shorter than the normal useful working life.

Fixtures, fittings and equipment – 20% on cost (5 years useful working life)

Computer, plant and machinery – 33.33% on cost (Between 3 and 5 years useful working life)

**h) Fund accounting**

OCCAC's funds consist of Restricted, Unrestricted, Base Funds and Elderly Welfare Fund. The unrestricted funds are usually referred to as General Funds. Restricted Funds are earmarked by the funding local authorities or grant giving bodies for a particular purpose that is more specific than OCCAC's primary objectives. Unrestricted Funds are those given by the funders towards the general objectives of OCCAC without any restrictions being imposed. The Base Fund is a designated contingency fund set aside to safeguard the operations of OCCAC in meeting its charitable objectives taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions. A fourth fund - The Elderly Welfare Fund, set up after receiving a £5,000 donation from an anonymous couple in 2007/08, was spent for the benefit of the needy elderly, in relation to trips and lunches, at the discretion of the Management Committee or Administration Officer.

Examples of Restricted Funds are those given for specific health and mental health projects, or training courses, while General Funds are applied to advice and community work.

Since Restricted Funds are normally spent within twelve months of receipt, any interest earned forms part of the General Fund.

OCCAC's policy is to use General Funds to supplement the restricted activities where appropriate or to provide match funding where it is required to secure fundings.

Gift Aid is included gross i.e. including tax recoverable from HM Revenue and Customs.

**i) Pensions**

OCCAC operates a defined contribution pension scheme for the benefit of its staff. Contributions payable are charged to the Statement of Financial Activities in the period in which they are payable.

		Unrestricted Funds £	Restricted Funds £	Total £	Total £
<b>3. 捐款及其他籌款收入</b>	<b>Income from donations and legacies</b>				
捐款	Donations	9,658.85	-	9,658.85	1,173.83
捐款及稅款回贈	Gift Aid	19,837.50	-	19,837.50	10,436.48
		<u>29,496.35</u>	<u>-</u>	<u>29,496.35</u>	<u>11,610.31</u>
捐贈設施	Donated facilities *	6,000.00	-	6,000.00	10,000.00
		<u>35,496.35</u>	<u>-</u>	<u>35,496.35</u>	<u>21,610.31</u>

\* OCCAC received a donation in kind, from Oxford City Council, for the rent and storage facilities of premises, the value of which included in these financial statements was £6,000 (2023: £10,000).

<b>4. 資助</b>	<b>Income from charitable activities</b>				
	<b>Local Authorities :</b>				
地方政府	Oxford City Council	3,700.00	-	3,700.00	12,250.00
牛津市政府	Oxfordshire County Council - Sustainability fund (BNO)	-	6,000.00	6,000.00	2,000.00
牛津郡政府					
	<b>National Lottery</b>				
國家獎券基金	Health, Mental Health & Carers Project	-	-	0.00	36,938.00
健康及心理健康工作					
	<b>Other Grants</b>				
牛津郡社區基金	Oxfordshire Community Foundation	10,000.00	-	10,000.00	3,749.99
牛津郡社區基金	Oxfordshire Community Foundation - NHS	-	6,208.50	6,208.50	-
嘉菲·韋斯頓基金	Garfield Weston Foundation	11,250.00	-	11,250.00	4,583.34
地方發展、房屋及社區部	Department of Levelling Up, Housing and Communities BN(O) Welcome Project	-	-	0.00	64,000.00
	<b>Fundraising activities</b>				
義賣	Sale of Food & Materials	3,182.70	-	3,182.70	1,318.99
會員及組員費	Membership Fees	1,060.00	-	1,060.00	730.00
獎券	Raffle Tickets	1,379.00	-	1,379.00	1,408.00
節目收入	Event Charges	16,468.63	-	16,468.63	12,140.70
		<u>47,040.33</u>	<u>12,208.50</u>	<u>59,248.83</u>	<u>139,119.02</u>

**Local Authority Grants above :**  
Oxford City Council  
Oxfordshire County Council - BN(O) Project

**Nature of the grants**  
Provide running costs for the community and advice centre, and rent for festival celebration  
Provide funding for Welcome Project follow up work

<b>5. 投資收益</b>	<b>Investment income</b>				
銀行存款利息	Bank interest on deposit accounts	503.70	3.41	507.11	114.24

		31/3/2024	31/3/2023
<b>6. 全年淨收入/支出</b>	<b>Net Income/(expenditure) for the year</b>		
	This is stated after charging:		
	Depreciation of tangible assets	1,405.96	1,392.75
	Independent examiner's fee	2,370.00	2,370.00
	Accountancy fees	1,080.00	1,080.00
	BN(O) Project accountancy fee	0.00	2,760.00

		31/3/2024 Unrestricted Funds £	31/3/2024 Restricted Funds £	31/3/2024 Total £	31/3/2023 Total £
<b>7. 中心工作開支</b>	<b>Expenditure On Charitable Activities</b>				
	諮詢中心 Advice Centre	58,427.83	-	58,427.83	16,325.33
	Department of Levelling Up, Housing and Communities - BN(O) Welcome Project	-	-	0.00	67,904.24
移居英國港人歡迎計劃	Oxfordshire County Council - BN(O) Project Training / Bridge Fund	-	7,021.83	7,021.83	2,000.00
移居英國港人過渡基金	Festivals, Fund-raising & Trips	15,055.34	-	15,055.34	7,722.93
節日慶祝、籌款、旅行	Oxford City Council - Cultural Activities	-	-	0.00	1,000.00
牛津市政府	Oxford City Council	4,060.42	-	4,060.42	12,279.86
牛津郡社區基金	Oxfordshire Community Foundation	10,782.07	-	10,782.07	3,783.23
健康、心理健康及護理者工作	Health, Mental Health & Carers Project	-	-	0.00	37,179.26
牛津郡社區基金	Oxfordshire Community Foundation - NHS	-	6,840.60	6,840.60	-
	<b>Total</b>	<b>88,325.66</b>	<b>13,862.43</b>	<b>102,188.09</b>	<b>148,194.85</b>
<b>8. 員工及義工費用</b>	<b>Staff costs</b>			<b>2022/2024</b>	<b>2022/2023</b>
	Salaries			49,669.32	73,353.65
	Employer's NI contributions			4,376.40	5,719.86
	Pensions			1,428.01	1,243.05
				<b>55,473.73</b>	<b>80,316.56</b>
	The average full time equivalent number of employees for the year was 2.5 (2023: 3). No employee has employee benefits in excess of £60,000 (2023: None). No remuneration was paid to the Trustees in 2023/24 or any previous year.				
	The key management personnel of the charity comprise the trustees and Administrator. The total employee benefits of the key management personnel of the charity were £18,000 (2023 : £15,000 ).				
<b>9. 交通費</b>	<b>Sums reimbursed to Trustees</b>			<b>2022/2024</b>	<b>2022/2023</b>
	Reimbursements to Trustees			0.00	0.00
<b>10. 固定資產</b>	<b>Tangible Fixed Assets</b>	<b>31/3/2024</b>	<b>31/3/2024</b>	<b>31/3/2024</b>	<b>31/3/2023</b>
	- fittings, fixtures and equipment	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<u>Cost</u>	<b>Funds</b>	<b>Funds</b>	<b>£</b>	<b>£</b>
	Balance at 1st April 2023	22,033.94	77,405.95	99,439.89	97,755.94
	Additions during the year	-	-	-	1,683.95
	Disposals	-	-	-	-
	Balance at 31st March 2024	22,033.94	77,405.95	99,439.89	99,439.89
	<u>Less accumulated depreciation</u>				
	Balance at 1st April 2023	-20,626.29	-76,558.30	-97,184.59	-95,791.84
	Charge for the year	-561.31	-844.65	-1,405.96	-1,392.75
	Less Depreciation written off during the year	-	-	-	-
	Disposals	-	-	-	-
	Balance at 31st March 2024	-21,187.60	-77,402.95	-98,590.55	-97,184.59
	<b>Net Book Value carried forward</b>	<b>846.34</b>	<b>3.00</b>	<b>849.34</b>	<b>2,255.30</b>
<b>11. 待收回款項</b>	<b>Debtors: Due within one year</b>				
	Receivable income			4,107.50	2,087.50
	Other Debtors and Prepayment			443.00	993.13
				<b>4,550.50</b>	<b>3,080.63</b>
<b>12. 尚欠款項</b>	<b>Creditors: Amount falling due within one year</b>				
	Other Creditors and Accruals			8,738.00	17,056.93
	Income received in advance			42,635.50	11,250.00
				<b>51,373.50</b>	<b>28,306.93</b>

	31/3/2024 Unrestricted Funds £	31/3/2024 Restricted Funds £	31/3/2024 Total £	31/3/2023 Total £
<b>13. 預收收入</b>				
<b>Income received in advance</b>				
<u>Balance brought forward</u>	11,250.00	0.00	11,250.00	30,583.33
<u>Plus received during the year</u>				
Garfield Weston Foundation Grant	-	-	0.00	11,250.00
BN(O) Welcome Project	-	-	0.00	40,000.00
TNLCF - Awards for all	-	20,000.00	20,000.00	-
Oxfordshire Community Foundation - NHS Membership	10.00	-	10.00	-
Donations	4,000.00	-	4,000.00	-
	<b>4,010.00</b>	<b>38,625.50</b>	<b>42,635.50</b>	<b>51,250.00</b>
<u>Less credited to revenue during the year</u>				
Garfield Weston Foundation Grant	11,250.00	-	-	833.34
Oxfordshire County Council - Training	-	-	0.00	2,000.00
BN(O) Welcome Project	-	-	0.00	64,000.00
Oxfordshire Community Foundation	-	-	0.00	3,749.99
	<b>11,250.00</b>	<b>0.00</b>	<b>11,250.00</b>	<b>70,583.33</b>
<u>Balance carried forward</u>	<b>4,010.00</b>	<b>38,625.50</b>	<b>42,635.50</b>	<b>11,250.00</b>

The above incoming resources are not recognised in the current year but deferred until the period in which OCCAC is entitled to expend the resource.

	31/3/2024 Unrestricted Funds £	31/3/2024 Restricted Funds £	31/3/2024 Total £	31/3/2023 Total £
<b>14. 儲備</b>				
<b>Charity Funds</b>				
Balance brought forward				
General Fund	27,885.18	0.00	27,885.18	15,350.53
Designated Base Fund	53,734.23	-	53,734.23	53,620.78
Elderly Welfare Fund	-	283.71	283.71	283.09
	<b>81,619.41</b>	<b>283.71</b>	<b>81,903.12</b>	<b>69,254.40</b>
Surplus/(Deficit) for the year				
General Fund	-7,441.98	-	-7,441.98	12,534.65
Designated Base Fund	502.77	-	502.77	113.45
Elderly Welfare Fund	-	3.41	3.41	0.62
	<b>-6,939.21</b>	<b>3.41</b>	<b>-6,935.80</b>	<b>12,648.72</b>
Transfers between funds				
General Fund	0.00	-	0.00	0.00
Designated Base Fund	0.00	-	0.00	0.00
Elderly Welfare Fund	0.00	-	0.00	0.00
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Balance carried forward				
General Fund	20,443.20	-	20,443.20	27,885.18
Designated Base Fund	54,237.00	-	54,237.00	53,734.23
Elderly Welfare Fund	-	287.12	287.12	283.71
<b>TOTAL Funds</b>	<b>74,680.20</b>	<b>287.12</b>	<b>74,967.32</b>	<b>81,903.12</b>

#### Reserve policy

The Base Fund is a designated contingency fund set aside to safeguard the operations of OCCAC in meeting its charitable objectives. The level of reserves is determined by the Management Committee taking into due consideration such risks posed to OCCAC, and the possible need for reserves to meet cash flow difficulties, as well as statutory laws and legislation affecting redundancy provisions.

All reserves are held in OCCAC's savings and current accounts.

The Elderly Welfare Fund, set up after receiving a £5,000 donation from an anonymous couple in 2007/08, was spent for the benefit of the needy elderly, in relation to trips and lunches, at the discretion of the Management Committee or Senior Administration Officer.

#### 15. 關聯交易

##### Related party transactions

There have been no related party transactions in this reporting period.