

Company No: 02287510
Charity No: 800142

HACKNEY CHINESE COMMUNITY SERVICES ASSOCIATION LIMITED

(Private Company Limited By Guarantee)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021

HACKNEY CHINESE COMMUNITY SERVICES ASSOCIATION LIMITED

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TRUSTEES AND OTHER COMPANY INFORMATION

Directors:

L F Man
S Yeh
J Chan
A Jarosy
L Poon (Chair)
Y C Chong (Secretary)
K Qiao
C Pham
M Lam
M Tran

Trustees and Management Committee:

L F Man
S Yeh
J Chan
A Jarosy
L Poon (Chair)
Y C Chong (Secretary)
K Qiao
C Pham
M Lam
M Tran

Company Secretary:

Y C Chong

Company Number:

02287510 (England & Wales)

Charity Number:

800142

Registered Office:

28-32 Ellingfort Road
Hackney
London E8 3PA

Accountants:

Jacquards
Chartered Accountants
2 Burton House
Repton Place
White Lion Road
Amersham
Buckinghamshire HP7 9LP

REPORT OF THE TRUSTEES

The Directors and Management Committee, who are also the trustees of the Charity, present their annual report and financial statements for the year ended 31st March 2021. The Management Committee have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Governing Document

Hackney Chinese Community Services Association Limited is a company limited by guarantee governed by its memorandum and articles of association (as amended). It is a registered charity with the Charity Commission.

There are two main types of membership:

- Individual membership which is divided into three categories. Anyone living in the area of benefit and over the age of 18 can become a full member, anyone living in the area and under the age of 18 can become a junior member, and well-wishers anywhere can become associate members.
- Family membership which includes members and their spouse and issues under the age of 18.

In the event of the Charity winding up each member agrees to contribute £1 towards the assets of the Charity.

Construction and Appointment of the Management Committee/Trustees

The Management Committee shall consist of not less than five members nor more than 11 members, elected by the members at an AGM. All members of the Charity are entitled to nominate trustees prior to the AGM. Nominations must be made in writing and submitted within a set time before the AGM.

The Management Committee may in addition appoint not more than two co-opted members if, as a result, more than one third of the members of the Management Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Management Committee.

No member of the Management Committee shall be an employee of the organisation or having any form of salary and reward from his/her post. All members of the Management Committee shall retire from office together at the end of the next annual general meeting after the date on which they came into office but they may be re-elected or re-appointed.

Trustees Induction and Training

All new trustees attend an induction day to be briefed on their legal obligations under charity and company laws, the contents of the memorandum and articles of association, the policy handbooks, the decision-making processes and day to day workings of the Charity. During the induction day they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate their role.

Objects of the Charity and Organisation of Work

The Charity's objects and its principal activity are the provision, promotion and improvement of educational, social and health services to the local community of Hackney, London and primarily the Chinese community living in the area.

The Charity is organised so that the Management Committee meet regularly to manage its affairs. The Management Committee appoint a centre manager who is the Charity co-ordinator and manages the day to day administration of the Charity and organises fundraising initiatives. The remaining staff are utilised in the provision of charitable activities and the Management Committee is grateful for the support of volunteers in this endeavour.

REPORT OF THE TRUSTEES

Financial Review

The statement of financial activities shows the net surplus for the year of £65,068 and our reserves stand at £135,468 in aggregate. Of these reserves, there are designated funds of £687.

Achievements and Performance

We continue to provide a range of services across all ages for the Chinese/Vietnamese community, currently these include: Advisory, Elderly Luncheon Club, Health Outreach and Singing and Dancing. The centre is very proud to celebrate the various traditional Chinese cultural events throughout the year with its members as well as joining in the local festivals. The Charity has a strong reputation as a place providing a range of quality services for the Chinese and Vietnamese community in Hackney, and strives to maintain and develop the range of services that it can provide.

We aim to carry on the excellent work of the Charity by attaining funding or grants to further help the Chinese/Vietnamese community in Hackney, and to give the Chinese and Vietnamese community in Hackney a voice or platform so that their needs can be heard.

Directors

The directors who held office during the period 1st April 2020 to the date of this report are as follows:

L F Man	
S Yeh	- resigned on 26th October 2021
J Chan	
A Jarosy	
K X Luong	- retired in AGM 26th August 2020
L Poon	- Chair since 9th September 2020
Y C Chong	- Secretary since 1st May 2020
K Y K Ku	- retired on 30th April 2020
H Pai	- elected in AGM 26th August 2020 and retired on 23rd November 2020
V H Pho	- elected in AGM 26th August 2020 and retired on 21st October 2020
K Qiao	- elected in AGM 26th August 2020
C Pham	- elected in AGM 26th August 2020
M Lam	- co-opted on 24th February 2021
M Tran	- co-opted on 14th April 2021

None of the directors had a beneficial interest in the Charity.

Directors and Management Committee Responsibilities

The Directors are responsible for preparing financial statements in accordance with applicable laws and regulations.

The Directors and Management Committee are required by company law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its results for that period. In preparing those financial statements, the Directors and Management Committee are required to:

- select suitable accounting policies and then apply them consistently;
 - make judgements and estimates that are reasonable and prudent;
 - state that the financial statements comply with applicable financial reporting standards;
 - prepare financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.
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REPORT OF THE TRUSTEES

The Directors and Management Committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (effective 1 January 2019) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

On behalf of the Directors and Management Committee

L Poon
Director



Date:

 28/11/21

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HACKNEY CHINESE COMMUNITY SERVICES ASSOCIATION LIMITED

I report to the trustees on my examination of the accounts of Hackney Chinese Community Services Association Limited (the Charity) for the year ended 31 March 2021

Responsibilities and basis of report

The company's Directors and Management Committee (who are also the trustees for the charitable activities of the Charity) are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act). The Charity's trustees consider that an audit is not required for this year (under section 144(2) of the Act) and that an independent examination is required.

I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act, and in carrying out my examination I have followed the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act).

Independent Examiner's Report

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; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) 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.

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 to enable a proper understanding of the accounts to be reached.


Jayesh Patel
Jacquards

2 Burton House
Repton Place
White Lion Road
Amersham
Buckinghamshire HP7 9LP

Date: 28/11/21

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2021

SUMMARY INCOME AND EXPENDITURE ACCOUNT

	<u>Note</u>	<u>Restricted Funds</u>	<u>Designated Funds</u>	<u>General Funds</u>	<u>Total 2021</u>	<u>Total 2020</u>
		£	£	£	£	£
INCOMING RESOURCES						
Grants receivable	2	172,432	-	-	172,432	108,555
Voluntary income	3	-	-	17,328	17,328	4,233
Fundraising & other income	4	-	687	6,184	6,871	55,331
Investment income	5	-	-	-	-	-
TOTAL INCOMING RESOURCES		172,432	687	23,512	196,631	168,119
RESOURCES EXPENDED						
Governance expenditure	6	-	-	18,265	18,265	55,849
Direct charitable expenditure	7	111,322	-	-	111,322	107,036
Fundraising and events costs	8	-	-	1,976	1,976	3,932
Transfer of funds		54,888	-	(54,888)	-	-
TOTAL RESOURCES EXPENDED		166,210	-	(34,647)	131,563	166,817
NET INCOME/(EXPENDITURE) FOR YEAR		6,222	687	58,159	65,068	1,302

STATEMENT OF OTHER RECOGNISED GAINS AND LOSSES

	<u>Note</u>	<u>Restricted Funds</u>	<u>Designated Funds</u>	<u>General Funds</u>	<u>Total 2021</u>	<u>Total 2020</u>
Net movement in funds for the year		6,222	687	58,159	65,068	1,302
Movements in Capital Reserve	14	(1,555)	(432)	1,987	-	-
Funds brought forward		1,555	432	68,413	70,400	69,098
Funds carried forward		6,222	687	128,559	135,468	70,400

The notes on pages 8 to 13 form part of these accounts.

BALANCE SHEET AS AT 31ST MARCH 2021

		<u>2021</u>		<u>2020</u>	
	<u>Note</u>	£	£	£	£
FIXED ASSETS					
Tangible Assets	10		186		360
Investments	11		2		2
CURRENT ASSETS					
Debtors	12	43,177		36,800	
Cash at Bank and in Hand		152,642		98,304	
		195,819		135,104	
CREDITORS: Amounts falling due within one year	13	60,539		65,066	
NET CURRENT ASSETS			135,280		70,038
			135,468		70,400
Represented By:					
RESERVES					
Unrestricted Funds:					
Restricted Funds	14		6,222		1,555
Designated Funds	14		687		432
General Funds			128,559		68,413
			135,468		70,400

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2021 in accordance with Section 476 of the Companies Act 2006.

The Directors acknowledge their responsibility for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006, and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its income and expenditure for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Management Committee on 03/11/2021 and signed on its behalf by:

Y C Chong (Secretary)



L Poon (Director)



1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Cash Flow Statement

The accounts do not include a cash flow statement because the Charity, as a small reporting entity, has taken advantage of the exemption from the requirement to prepare such a statement under Financial Reporting Standard 1.

Tangible Fixed Assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Plant, fixtures and equipment - 25% straight line basis

Fixed Asset Investments

Fixed asset investments are stated at cost less provision for diminution.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in the furtherance of the general objectives of the Charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an agreement.

Incoming Resources

Voluntary income and donations are accounted for on a receipt basis. The income from fundraising ventures and events is shown gross, with the associated costs included in fundraising costs. No permanent endowments have been received in the period, but these are dealt with through the statement of financial activities when received.

Grants receivable are included in the statement of financial activities in the period in which they are received. Where grants are provided for a specific purpose and the related expenditure has not been incurred as at the balance sheet date, the grant is deferred and shown under creditors.

Resources Expended

Expenditure is recognised on an cash basis. Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. All costs are allocated between the expenditure categories on a basis designed to reflect the use of the resource.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

1. ACCOUNTING POLICIES - continued**Value Added Tax**

Value added tax is not recoverable by the Charity, and as such is included in the relevant expenditure headings in the statement of financial activities.

2.	<u>2021</u>	<u>2020</u>
	£	£
GRANTS RECEIVABLE		
London Borough of Hackney		
Advice Services Project	20,132	18,654
Hackney CVS		
Elderly Lunch Clubs	35,080	35,180
BAME Hackney Chinese Table Tennis Club	27,086	20,000
Homerton University Hospital NHS Foundation Trust		
Bi-lingual Health Advocacy	27,777	34,721
National Lottery Community Fund & H M Government		
- Coronavirus Community Support Fund		
East and Southeast Asian Outreach Project	35,367	-
City & Hackney Public Health - Hackney Giving		
Covid-19 Contact Point and Information Project	5,640	-
The Fore - RAFT Fund		
Racial Awareness Project	5,000	-
Coronavirus Response Fund - Hackney Giving		
Digital Inclusion Project	3,000	-
London Community Response Fund - Wave 4 Navigating Crisis Grant		
Mental Health Project	8,000	-
GLA-Community Conversation Grant		
GLA-Community Conversation Project	350	-
National Lottery & London Community Response Fund		
Confronting Covid-Related Hate Project	5,000	-
	<u>172,432</u>	<u>108,555</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

	2021		2020	
	£		£	
3. VOLUNTARY INCOME				
Donations and gifts	17,328		4,233	
	<hr/>		<hr/>	
4. FUNDRAISING & OTHER INCOME				
	2021		2020	
	Unrestricted		Unrestricted	
	Designated	General	Designated	General
	£	£	£	£
Membership subscriptions	-	1,200	-	1,472
BAME HCTTC	687	-	468	-
Luncheon fees	-	1,976	-	9,891
Self-generated income	-	3,008	-	43,500
	<hr/>	<hr/>	<hr/>	<hr/>
	687	6,184	468	54,863
	<hr/>	<hr/>	<hr/>	<hr/>
5. INVESTMENT INCOME				
Interest received on bank account	-		-	
	<hr/>		<hr/>	
6. GOVERNANCE EXPENDITURE				
Staff costs	42,090		35,265	
Rent, utilities and services	9,997		18,164	
Printing, postage and stationery	-		-	
Property refurbishment and repairs	817		1,528	
Accountants' fees	1,816		1,800	
Travelling and volunteer expenses	195		593	
Professional fees	-		12,550	
Depreciation/Capital expenditure	174		144	
Impairment of fixed asset investment	-		33,298	
Other	4,355		1,201	
Cross charges to direct charitable expenditure	(41,179)		(48,694)	
	<hr/>		<hr/>	
	18,265		55,849	
	<hr/>		<hr/>	

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

	<u>2021</u>	<u>2020</u>	
	£	£	
7. DIRECT CHARITABLE EXPENDITURE			
Staff costs	54,888	52,398	
Other apportioned direct services	56,434	54,638	
	<u>111,322</u>	<u>107,036</u>	
8. FUNDRAISING AND EVENTS			
Events expenditure covered by self-generated income	<u>1,976</u>	<u>3,932</u>	
9. SURPLUS/(DEFICIT) FOR THE YEAR			
The surplus/(deficit) of income over expenditure is stated after charging:			
Depreciation of tangible fixed assets	<u>174</u>	<u>144</u>	
10. FIXED ASSETS	<u>Computer Equipment</u>	<u>Furniture & Equipment</u>	<u>Total</u>
Cost	£	£	£
As at 1st April 2020	17,583	65,289	82,872
Additions	-	-	-
	<u>17,583</u>	<u>65,289</u>	<u>82,872</u>
As at 31st March 2021	<u>17,583</u>	<u>65,289</u>	<u>82,872</u>
Depreciation			
As at 1st April 2020	17,583	64,929	82,512
Charge for the year	-	174	174
	<u>17,583</u>	<u>65,103</u>	<u>82,686</u>
As at 31st March 2021	<u>17,583</u>	<u>65,103</u>	<u>82,686</u>
Net Book Value			
As at 31st March 2021	<u>-</u>	<u>186</u>	<u>186</u>
As at 31st March 2020	<u>-</u>	<u>360</u>	<u>360</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

11. FIXED ASSET INVESTMENTS	Listed Investments	Other non-listed Investments	Total
Cost	£	£	£
As at 1st April 2020	-	2	2
Impairments	-	-	-
	-----	-----	-----
As at 31st March 2021	-	2	2
	=====	=====	=====
Provision for Diminution			
As at 1st April 2020 & 31st March 2021	-	-	-
	-----	-----	-----
Net Book Value			
As at 31st March 2021	-	2	2
	-----	-----	-----
As at 31st March 2020	-	2	2
	=====	=====	=====

Other non-listed fixed asset investments comprise of investment in land and is stated at nominal value. By Management Committee resolution on 27th May 2020, it was agreed to recognise an impairment and to write off investment of two green belt lands in Kent relating to Yee Hong Elderly Foundation Project.

	<u>2021</u>	<u>2020</u>
	£	£
12. DEBTORS		
Grants and funding receivable	41,944	35,315
Other debtors	1,233	1,485
	-----	-----
	43,177	36,800
	=====	=====
13. CREDITORS - Amounts falling due within one year		
Sundry creditors and accruals	12,085	12,177
Deferred income	48,454	52,889
	-----	-----
	60,539	65,066
	=====	=====

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

	<u>2021</u>	<u>2020</u>
	£	£
14. RESTRICTED AND DESIGNATED FUNDS		
Restricted Funds:		
Balance as at 1st April 2020	1,555	-
Surplus for the year	6,222	1,555
Transfer (to)/from reserves	(1,555)	-
	<hr/>	<hr/>
Balance as at 31st March 2021	6,222	1,555
	<hr/> <hr/>	<hr/> <hr/>

Restricted funds relate to the Hackney Chinese Table Tennis Club project funded by Hackney CVS and Mental Health project funded by London Community Respose Fund.

Designated Funds:

Balance as at 1st April 2020	432	65,711
Surplus for the year	687	432
Transfer (to)/from reserves	(432)	(65,711)
	<hr/>	<hr/>
Balance as at 31st March 2021	687	432
	<hr/> <hr/>	<hr/> <hr/>

15. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid under non-cancellable leases:

Within one year	9,428	9,428
Between two and five years	2,540	11,968
	<hr/>	<hr/>
	11,968	21,396
	<hr/> <hr/>	<hr/> <hr/>

16. TRANSACTIONS WITH TRUSTEES

No remuneration is payable to Trustees in their capacity as members of the management committee.

Any transactions involving the management committee members were carried out in the course of normal activities of the Association, and are therefore not disclosed separately.