

COPY

CHINESE INFORMATION AND ADVICE CENTRE  
(A Company Limited by Guarantee)  
and  
(A Registered Charity)

DIRECTORS' REPORT  
AND  
FINANCIAL STATEMENTS

31ST MARCH 2000



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# CHINESE INFORMATION AND ADVICE CENTRE

## LEGAL AND ADMINISTRATIVE INFORMATION AS AT 31ST MARCH 2000

### STATUS

The company is limited by guarantee without a share capital under registration number 2306765 and is a registered charity under number 800646.

### DIRECTORS

The directors who served during the year were as follows:

Sue Jardine	- Throughout the year
Chinese Mental Health Association	- " " "
Cecilia Ko	- " " "
Doris Sew Hoy	- " " "
Pam Young	- " " "
Conrad Law	- " " "
Patricia Lee	- " " "
Annette Elder	- " " "
Hin Fong Chan	- Appointed 16th March 2000
Kan Inglez	- " " " "
Lee Fulton	- " " " "
Andy-Gunn Cheung	- Resigned 14th October 1999

All directors of the company are also trustees of the charity and there are no other trustees.

The Chinese Mental Health Association was represented at Board meetings by a nominee.

### REGISTERED OFFICE

1st Floor  
53 New Oxford Street  
London  
W1CA 1BL

### BANKERS

Midland Bank plc  
138 Shaftesbury Avenue  
London  
WC2H 8HB

### AUDITORS

John Rogers & Co.  
232 Leigham Court Road  
London  
SW16 2RB

## CHINESE INFORMATION AND ADVICE CENTRE

### REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31ST MARCH 2000

The Board of Management presents its report and the audited financial statements for the year ended 31st March 2000.

#### OBJECTS AND ACTIVITIES

The objects of the charity are to relieve poor persons of Chinese origin primarily living or working in London in particular by the establishment and maintenance of an information and advice centre and to promote good race relations to help eliminate discrimination on grounds of race and to encourage equality of opportunity between persons of Chinese origin and persons of other racial or ethnic origin.

#### REVIEW OF THE YEAR

This was a significant year of growth for CIAC as a result of successful fundraising activities aimed at diversifying its sources of funds. Total income increased by 35% to over £173,000, enabling effective resourcing of existing and additional services to better meet clients' needs.

CIAC was awarded a further three years contract under the Legal Aid Board franchise to assist in immigration law issues for the Chinese community following a successful first year audit in December 1999. Other new services include CIAC's Domestic Violence Befriending project, translation of factsheets, publication of a free quarterly newsletter and the provision of workshops and seminars to other advice workers in the Chinese community.

#### INCOME AND EXPENDITURE ACCOUNT

A summary of the income and expenditure for the year is given on page 5 of the financial statements.

#### TANGIBLE FIXED ASSETS

Movements in fixed assets during the year are shown in note 5 to the financial statements.

#### STATEMENT OF DIRECTORS RESPONSIBILITIES

The directors are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the income and expenditure of the charity for that period. In preparing those financial statements, the directors are required to:

select suitable accounting policies and then apply them consistently;

make judgements and estimates that are prudent;

follow applicable accounting standards;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

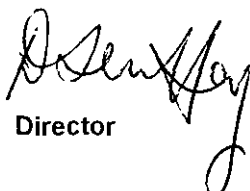
The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act. They are also responsible for safeguarding the assets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

#### AUDITORS

The auditors, John Rogers & Co., have stated that they will not be standing for re-appointment and a proposal for the appointment of new auditors will be put to the annual general meeting.

#### APPROVAL

This report was approved by the directors on 22 June 2000 and signed on their behalf by:

  
Director

**AUDITORS' REPORT TO THE MEMBERS OF  
CHINESE INFORMATION AND ADVICE CENTRE**

We have audited the financial statements on pages 5 to 9 which have been prepared under the historical cost convention and the accounting policies set out on page 7.

**Respective responsibilities of the directors and auditors**

As described on page 3, the directors of the company, who are also the trustees of the charity, for the purposes of company law are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

**Basis of opinion**

We conducted our audit in accordance with auditing standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we have also evaluated the overall adequacy of the presentation in the financial statements.

**Opinion**

In our opinion the financial statements give a true and fair view of the charity's affairs at 31st March 2000 and of its incoming resources and application of resources, including its income and expenditure, in the period then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.

232 Leigham Court Road  
London, SW16 2RB



John Rogers & Co.  
Chartered Accountants  
and  
Registered Auditors

22 June 2000

## CHINESE INFORMATION AND ADVICE CENTRE

**STATEMENT OF FINANCIAL ACTIVITIES  
AND  
SUMMARY INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31ST MARCH 2000**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2000 £	Total Funds 1999 £
<b>INCOME/INCOMING RESOURCES</b>					
Grants receivable	2	-	165,554	165,554	125,322
Donations		5,238	-	5,238	902
Bank interest		1,327	-	1,327	1,166
Sundry income		1,354	-	1,354	1,357
<b>Total income/incoming resources</b>		<b>7,919</b>	<b>165,554</b>	<b>173,473</b>	<b>128,747</b>
<b>EXPENDITURE/RESOURCES EXPENDED</b>					
Direct charitable expenditure	3	4,577	147,609	152,186	111,188
Publicity		697	2,719	3,416	500
Management of the charity		200	6,293	6,493	5,910
<b>Total expenditure/resources expended</b>		<b>5,474</b>	<b>156,621</b>	<b>162,095</b>	<b>117,598</b>
<b>NET MOVEMENT IN RESOURCES AND FUNDS</b>		<b>2,445</b>	<b>8,933</b>	<b>11,378</b>	<b>11,149</b>
Funds brought forward		9,969	20,724	30,693	19,544
<b>FUNDS CARRIED FORWARD</b>		<b>12,414</b>	<b>29,657</b>	<b>42,071</b>	<b>30,693</b>

All of the above relates to continuing activities.

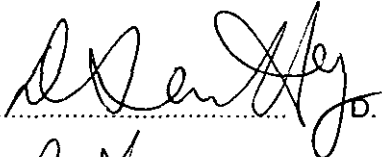
There were no recognised gains or losses apart from the above.

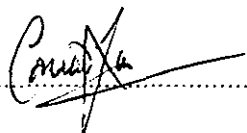
## CHINESE INFORMATION AND ADVICE CENTRE

BALANCE SHEET  
AS AT 31ST MARCH 2000

		2000	1999
	Note	£	£
<b>FIXED ASSETS</b>	5	6,320	2,853
<b>CURRENT ASSETS</b>			
Debtors	6	5,238	3,350
Cash at bank and in hand		54,615	48,617
		59,853	51,967
Less:			
<b>CREDITORS: amounts falling due within one year</b>	7	(18,789)	(19,793)
<b>NET CURRENT ASSETS</b>		41,064	32,174
<b>PROVISIONS FOR LIABILITIES</b>			
Dilapidations		( 3,000)	( 3,000)
Sickness relief		( 2,313)	( 1,334)
		( 5,313)	( 4,334)
<b>NET ASSETS</b>		<b>42,071</b>	<b>30,693</b>
<b>RESERVES</b>			
<b>UNRESTRICTED FUNDS</b>		12,414	9,969
<b>RESTRICTED FUNDS</b>	8	29,657	20,724
		<b>42,071</b>	<b>30,693</b>

Approved by the Board of directors on *22<sup>nd</sup> June 2000* and signed on their behalf by:

  
..... D. Sew-Hoy (Chair)

  
..... C. Law (Treasurer)

**CHINESE INFORMATION AND ADVICE CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2000**

**1. ACCOUNTING POLICIES**

- A) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice - Accounting for Charities and the Companies Act 1985.
- B) Depreciation is provided on the straight line basis so as to write off the cost of fixed assets over their estimated useful lives as follows:
- |                        |   |                  |
|------------------------|---|------------------|
| Office Equipment       | - | over three years |
| Furniture and fittings | - | over ten years   |
- C) The company has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cashflow statement on the grounds that it is a small company.

**2. GRANTS RECEIVABLE**

	2000	1999
	£	£
London Boroughs Grants Committee Award	88,297	101,854
Legal Aid Board contract	51,868	23,468
National Lottery Charities Board	8,050	-
Millenium Festival Awards for All	5,000	-
Chinese Women Refugee Group	3,689	-
VISIO International Limited	3,150	-
The Hilden Charitable Trust	3,000	-
Westminster Accreditation Skills Project	2,500	-
	<hr/> 165,554	<hr/> 125,322

- 2.a. A net grant of £88,297 (1999 - £101,854) was received from the London Borough Grants Committee Award for the purpose of contributing towards salaries and running costs and was entirely spent for those purposes.

**3. EXPENDITURE/RESOURCES EXPENDED**

	Direct	Management	2000	1999
	Charitable	Publicity of the charity	Total	Total
	£	£	£	£
Staff costs	102,581	-	5,518	108,099
Premises costs	24,202	-	-	24,202
Audit and accountancy	-	-	750	750
Other costs	25,403	3,416	225	29,044
	<hr/> 152,186	<hr/> 3,416	<hr/> 6,493	<hr/> 162,095
	<hr/> 152,186	<hr/> 3,416	<hr/> 6,493	<hr/> 117,598

**4. STAFF COSTS**

	2000	1999
	£	£
Gross salaries	99,131	62,901
National insurance contributions	8,968	5,863
	<hr/> 108,099	<hr/> 68,764
	<hr/> 108,099	<hr/> 68,764

The average number of employees was:

	5.7	3.5
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## CHINESE INFORMATION AND ADVICE CENTRE

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2000

## 5. FIXED ASSETS

	Office Equipment £	Furniture & Fittings £	2000 Total £	1999 Total £
<b>Cost</b>				
At 1st April 1999	14,517	5,841	20,358	20,008
Additions in year	8,115	165	8,280	350
At 31st March 2000	<u>22,632</u>	<u>6,006</u>	<u>28,638</u>	<u>20,358</u>
<b>Depreciation</b>				
At 1st April 1999	13,009	4,496	17,505	15,413
Charge for the year	4,213	600	4,813	2,092
At 31st March 2000	<u>17,222</u>	<u>5,096</u>	<u>22,318</u>	<u>17,505</u>
<b>Net Book Value</b>				
At 1st April 1999	<u>1,508</u>	<u>1,345</u>	<u>2,853</u>	<u>4,595</u>
At 31st March 2000	<u>5,410</u>	<u>910</u>	<u>6,320</u>	<u>2,853</u>

## 6. DEBTORS

	2000 £	1999 £
Rent deposit	3,000	3,000
Prepayments	663	350
Accrued income	1,575	-
	<u>5,238</u>	<u>3,350</u>

## 7. CREDITORS: amounts falling due within one year

Funds held for other organisations	2,670	2,670
Payroll taxes	3,504	1,147
Deferred income	-	8,493
Value added tax	4,759	4,057
Accruals	7,856	3,426
	<u>18,789</u>	<u>19,793</u>

CHINESE INFORMATION AND ADVICE CENTRE

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2000

8. RESTRICTED FUNDS

	As at 1.4.99	Movement in Resources		As at 31.3.00
	£	Incoming £	Outgoing £	£
Salaries and running costs	11,757	88,297	(100,054)	-
Legal Aid Franchise	4,528	51,868	( 48,107)	8,289
Fixed assets	4,439	5,000	( 2,721)	6,718
Domestic violence support programme	-	3,689	( 647)	3,042
Volunteer costs	-	3,000	( 1,828)	1,172
Salary of part-time advice worker	-	3,150	( 3,150)	-
Accredited skills project	-	2,500	( 114)	2,386
Information and development work	-	8,050	-	8,050
	<b>20,724</b>	<b>165,554</b>	<b>(156,621)</b>	<b>29,657</b>

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets £	Net Current Assets £	Total £
Restricted funds	5,558	24,099	29,657
Unrestricted funds	762	11,652	12,414
	<b>6,320</b>	<b>35,751</b>	<b>42,071</b>

10. MEMBERS' GUARANTEES

The company is limited by guarantee so that in the event of the winding-up or dissolution of the company, the liability of each member will not exceed £1.

## CHINESE INFORMATION AND ADVICE CENTRE

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2000

## 11. DETAILED INCOME AND EXPENDITURE ACCOUNT

	2000		1999	
	£	£	£	£
<b>INCOME</b>				
Grants and contracts		165,554		125,322
Donations		5,238		902
Bank interest		1,327		1,166
Sundry income		1,354		1,357
		<hr/>		<hr/>
		173,473		128,747
<b>EXPENDITURE</b>				
Salaries	108,099		68,763	
Rent and rates	21,756		12,526	
Light and heat	1,663		1,111	
Telephone and fax	3,107		1,651	
Property Insurance	783		352	
Professional Indemnity Insurance	470		336	
Recruitment	1,849		4,068	
Annual report	225		500	
Printing, stationery and postage	3,160		1,852	
Professional fees	517		11,347	
Fundraising	697		-	
Marketing	2,719		-	
Volunteers expenses	1,447		-	
Training	2,640		761	
Audit and accountancy	800		500	
Travelling	697		240	
Bank charges	493		368	
Repairs and maintenance	1,160		4,821	
Dilapidations	-		3,000	
Subscriptions	1,348		584	
Sundry expenditure	1,493		920	
Depreciation	4,813		2,094	
Irrecoverable VAT	2,159		1,804	
		<hr/>		<hr/>
		(162,095)		(117,598)
<b>NET SURPLUS FOR THE YEAR</b>		<hr/>		<hr/>
		11,378		11,149
		=====		=====