

CHINESE INFORMATION AND ADVICE CENTRE

(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)

Report of the Directors and Financial Statements

For the year ended 31 March 2008

Charity no.: 800646
Company no.: 2306765

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CHINESE INFORMATION AND ADVICE CENTRE

STRUCTURE, REFERENCES AND ADMINISTRATIVE DETAILS

Company

The Chinese Information and Advice Centre is a company limited by guarantee and not having a share capital incorporated in the United Kingdom on 18 October 1988 with registration no. 2306765. The company is a registered charity number 800646.

Board of Directors and Trustees

The directors of the company are its trustees for the purpose of Charities Act, and throughout this report are collectively referred to as the trustees. Under the Articles of Association of the company, the trustees are elected at the AGM to serve for a period of three years and are eligible for re-election at an AGM thereafter.

The trustees who are in office during the year and up to the date of this report were as follows:

	Appointed	Resigned
Cllr. Edmond Yeo JP (Chair)		
Kan Inglez		
Emily Lung	30 May 2007	
Kim Suan Tan		22 July 2008
Christina Ting		18 June 2008
Merlene Emerson		15 December 2008
Robin Clive Gill		1 June 2007
Chung Wen Li		18 May 2007
Julius Tsui		14 May 2007

Company Secretary

Emily Lung

Treasurer

Emily Lung

Registered Office

104-108 Oxford Street, London W1D 1LP

Auditors

Wong & Co Chartered Accountants and Registered Auditors

Bankers

HSBC Bank plc, 138 Shaftsbury Avenue, London WC2H 8HB

CHINESE INFORMATION AND ADVICE CENTRE

REPORT OF THE TRUSTEES

The Trustees are pleased to present their report together with the audited financial statements of the company for the year ended 31 March 2008.

Objects and Activities

The mission of the Chinese Information and Advice Centre (the Charity) is to ensure that disadvantaged people of Chinese origin in the UK are able to access quality advice, information and support.

The Charity specialises in providing advice and support on immigration and asylum law. It also offers support services to refugees and asylum seekers as well as a unique support programme for Chinese women, in particular to those vulnerable to domestic violence. In addition, the Charity collects and disseminates information to Chinese communities throughout the UK.

Governance & Management

The Board of Trustees meets at least six times a year and is responsible for the governance of the organisation. New Trustees are supported through an induction process which includes a written material on their responsibilities and code-of-conduct as trustees. In addition to the regular meetings each year, there are two Awaydays to discuss on longer-term strategies.

Decisions on the day-to-day operation of the Charity are undertaken by the Chief Executive or, in his absence, acting Chief Executive, in consultation with the Trustee sub-committees. Assessment of the financial position of the Charity and monitoring of its resources is carried out by the Executive Committee. There are two other committees formed by the Trustees together with the Chief Executive Officer and co-opted members to oversee personnel and fundraising matters.

Decisions on matters with significant implications for the organisation are brought to the Board of Trustees including organisational priorities and changes, resources risk, major initiatives and formation and development policies.

Trustees are elected at AGM, and new Trustees may be recruited during the year to fill up vacancy or take on additional responsibilities. New Trustees are recruited through introductions, enquiries and the Charity's website.

Results

The net incoming resources for the year amounted to £4,685 (2007: £17,885) of which there was a net deficit of £449 (2007: £10,799 surplus) on restricted projects and net surplus of £5,134 (2007: £7,087) on unrestricted purposes.

Achievements and Performance

(i) Legal Advice

The Charity had been awarded another year of contract by the Legal Services Commission (LSC) on the provision of legal advice on immigration and asylum law. This service is also provided under the Association of London Government (ALG) contract. All of the legal advisor team members have attained the required level of accreditation. The Charity had been providing on going training to equip the staff to achieve their next level of accreditation.

During the year, the Legal Advice Team opened 135 new cases under LSC contract and 80 cases under ALG contract. The Team also handled 431 telephone enquiries.

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(ii) Refugees and Asylum Seekers Support

This project provides advice and assistance in the areas of asylum support, welfare benefit, housing, health and education for Chinese new arrivals. The Charity continued to represent and advocate on behalf of the service users to local authorities and National Asylum Support Service. After its funding ceased in June 2006, the project was carried on at a minimum level with the support from the Charity's reserves until December 2007. In January 2008, the project continued in full scale upon a new grant from Lloyds TSB Foundation.

The 2nd phase of the Language Exchange Programme was funded by the Home Office in May 2007. The Charity had processed about 90 volunteers and refugee learners and successfully matched up 26 refugee service users with native English speaking volunteers on a one-to-one basis. While the volunteers were helping the refugees learning English, they also familiarised themselves with Chinese dialects and their culture.

(iii) Women's Support

Women's Support project provides Chinese women safety planning, emotional support, interpretation, assistance in finding refuge or temporary accommodation, and advice on housing, benefits and children issues. In the year under review, the Charity had handled approximate 180 enquiries by telephone or email and opened 31 new cases. There were 5 volunteers on outreach providing on-going assistance to 41 services users. The Charity also raised the awareness of domestic violence amongst the Chinese community through multi-agency partnership and Chinese media. The project received the continued support from Tudor Trust Foundation, City Parochial Foundation and Nationwide Foundation.

(iv) Information Development

CIAC published quarterly newsletters (in traditional and simplified Chinese characters as well as in English) to provide news on immigration and nationality laws and policies changes and events within the Chinese community. The publication of the Charity's Newsletter had been suspended in March 2006 due to the lack of funding. However, CIAC re-launched the newsletter in Spring 2008 with the support of the volunteers.

In partnership with Wandsworth Council, the Charity held the annual cultural awareness workshop for the Council staff to enable them to better understand Chinese culture and working with the Chinese community. The Charity also organized a workshop to promote a special scheme by the International Organization for Migration under which it encouraged refugees and asylum seekers to return to their home country voluntarily. In addition, CIAC maintains the Chinese information section inside the Charing Cross Library.

Fundraising

The Charity has formed a Capital Appeal Working Committee. This committee aims to raise enough capital towards core costs including the acquisition of an office premises. During the year, the Charity held a fundraising concert, organised a stall in London China Town during the Chinese New Year and the annual canal cruise. A gross sum of £7,806 (2007: £18,662) was raised and £2,139 (2007: £9,552) net of expenses.

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Plans for Future Periods

The Charity had conducted some researches on the proposed projects in the past. We still need more research work to be done in order to apply funding in those new areas. The projects under study are:

- Outreach service for supporting Chinese having difficulties accessing mainstream agencies;
- Organising vocational training for refugees including cookery, food hygiene, citizenship, English and basic computer skills;
- Support for prisoners of Chinese origin; and
- Outreach service to Chinese elderly people residing in homes for the aged.

Reserves Policy

The Trustees considered the level of free reserves (being funds not tied up in fixed assets, designated funds or restricted funds) that the Charity will require to provide financial flexibility over the course of the forthcoming year should be 3 months of the resources expended, which was approximate £70,000 in general funds. At present the free reserves amounted to £58,771 (2007: £53,637) which do not reach such target level. The Trustees had held a number of fundraising events in the financial year and a series of fundraising activities are now in the pipeline to increase the unrestricted reserves in the following year.

Investment Policy

Under the memorandum and articles of association, the Charity has the power to make any investment as the Trustees think fit.

Risk Review

Review of the Charity's strategy and activities are carried out on an annual basis to produce a comprehensive three-year rolling strategic plan setting out the major opportunities available and the risks exposed. The Trustees regularly monitor progress against the strategic objectives. As part of this process, the trustees have implemented a risk management strategy that comprises of:

- An annual review of the risks which the Charity may face;
- The establishment of systems and procedures to mitigate those risks identified; and
- The implementation of procedures designed to minimise any potential impact on the Charity should any of those risks materialise.

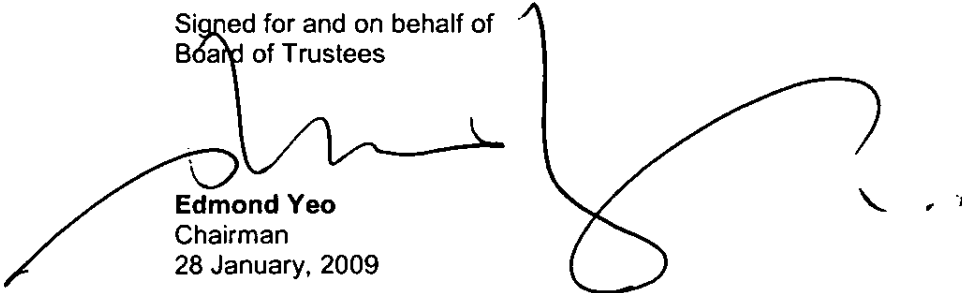
Related Parties

The Charity reimburses its Trustees for expenditure. During the year, there was no related party transaction.

Auditors

The auditors, Wong & Co. are willing to stand for re-appointment and a proposal for their re-appointment will be put to the annual general meeting.

Signed for and on behalf of
Board of Trustees


Edmond Yeo
Chairman
28 January, 2009

CHINESE INFORMATION AND ADVICE CENTRE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the Trustees to prepare financial statements for each financial year. Which give a true and fair state of the affairs of the company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

1. Select suitable accounting policies and then apply them consistently;
2. Make judgements and estimates that are reasonable and prudent; and
3. Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

We have audited the financial statements of the Charity for the year ended 31 March 2008 which comprised the statements of financial activities, the balance sheet and the related notes 1-19, which have been prepared under the accounting policies set out therein.

Respective responsibilities of Directors and auditors

As described in the statement of Trustees' responsibilities, you are responsible as directors for the preparation of the financial statements, which are required to be prepared in accordance with applicable United Kingdom law and accounting standards. It is our responsibility to form an opinion, based on our audit, on those statements and to report our opinion to you. We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We read the Trustees' report for the above year and consider the implications for our report if we became aware of any apparent misstatements or material inconsistencies with the financial statements.

Basis of opinion

We conducted our audit in accordance with United Kingdom auditing standards issued by 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 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 which we considered 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 also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion, the financial statements give a true and fair view of the Charity's state of affairs as at 31 March 2008 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Wong & Co
*Chartered Accountants &
Registered Auditors*

29 January 2009



CHINESE INFORMATION AND ADVICE CENTRE

STATEMENT OF FINANCIAL ACTIVITIES & SUMMARY INCOME & EXPENDITURE ACCOUNT For the year ended 31 March 2008

		2008	2008	2008	2007
		Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income - gifts and donations		996	-	996	2,792
- grants		323	-	323	568
- interpretation fees		170	-	170	125
Activities for generating funds					
Interest income		3,038	-	3,038	1,417
Fundraising		7,806	-	7,806	18,662
Incoming resources from charitable activities					
	3				
Legal advice		-	144,555	144,555	193,350
Refugees & asylum support		-	25,000	25,000	-
Women's support		-	31,000	31,000	49,917
Information development		-	-	-	500
Capital Grant			(966)	(966)	8,215
Total incoming resources		12,333	199,589	211,922	275,546
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising costs of grants and donations		5,667	-	5,667	9,110
Charitable activities					
	4				
Legal advice		-	145,848	145,848	191,718
Refugees & asylum seeker support		1,396	14,222	15,618	11,338
Women's support		-	36,525	36,525	42,518
Information development		136	-	136	500
Governance costs					
	5				
		-	3,443	3,443	2,477
Total resources expended		7,199	200,038	207,237	257,661
Net (outgoing)/incoming resources and Net movement in funds	6	5,134	(449)	4,685	17,885
Total funds brought forward from previous year		53,637	36,475	90,112	72,227
Total funds carried forward as at 31 March		58,771	36,026	94,797	90,112

All incoming resources and resources expended derive from continuing activities.
The statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 10 to 16 form an integral part of these financial statements

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BALANCE SHEET

As at 31 March 2008

	Note	2008 £	2007 £
Fixed Assets	9	<u>5,233</u>	<u>1,180</u>
Current Assets			
Debtors	10	31,763	74,962
Cash at bank and in hand		<u>111,128</u>	<u>38,635</u>
		142,891	113,597
Liabilities			
Creditors: Amount falling due within one year	11	<u>50,014</u>	<u>19,504</u>
Net Current Assets		<u>92,877</u>	<u>94,093</u>
Total Assets net Current Liabilities		<u>98,110</u>	<u>95,273</u>
Deferred income over one year	12	-	1,848
Other Provisions	12	3,313	3,313
Total Assets less Total Liabilities		<u>94,797</u>	<u>90,112</u>
Funds			
Unrestricted funds	13	58,771	53,637
Restricted funds	14	<u>36,026</u>	<u>36,475</u>
		94,797	90,112

The notes on pages 10 to 16 form an integral part of these financial statements.

Approved by the Board of Directors on 28 January 2009 and signed on its behalf by


Edmond Yeo
Director


Emily Lung
Director

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NOTES TO THE ACCOUNTS

For the year ended 31 March 2008

1. Accounting policies

The financial statements are prepared in accordance with the Statement of Recommended Practice 2005 "Accounting and Reporting by Charities" and applicable accounting standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements areas follows:

(a) Accounting Convention

The financial statements are prepared under the historical cost convention.

(b) Incoming resources

All income is recognised in the statement of financial activities when the conditions for receipt have been met and there is reasonable assurance of receipt.

Grants for revenue expenditure

Grants are recognised in the statement of financial activities when the conditions for receipt have been complied with.

Grants for fixed assets expenditure

Grants are recognised in the statement of financial activities when they are receivable.

Donations

Donations are included in incoming resources when they are receivable.

Interest income

Interest is included when receivable by the charitable company.

(c) Resources expended

All expenditure is accounted for on an accruals basis and has been allocated on the basis indicated below.

Charitable activities

This includes all expenditure directly related to the objects of the charitable company and comprises the following:-

Legal advice

Provision of legal advice to legal aid clients under Legal Aid Franchise and non-legal aid clients.

Refugee and asylum seeker support

Provision of general refugee and asylum seeker support including language exchange project.

Women's support

Provision of support for female domestic violence victims

Information Development

The provision of information development services

Governance costs

These costs include the costs of governance arrangements which relate to the general running of the charitable company as opposed to the direct management functions in generating funds, service delivery and programme or project work. This includes such items external audit and trustees meeting expenses.

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Notes to the Accounts (continued)

For the year ended 31 March 2008

Support costs

Support costs represent the staffing and associated costs of finance, personnel and general administration in supporting the operational programmes for which the charitable company is responsible. These are allocated to the relevant cost area and are explained in more detail in the notes to the accounts.

(d) Cash flow statement

The charitable company has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

(e) Fund accounting

The charitable company maintains various types of funds as follows:

Restricted funds

Restricted funds represent grants and donations received which are allocated by the donor for specific purposes.

Unrestricted funds

Unrestricted general funds are amounts which have been put aside at the discretion of the trustees.

(f) Fixed assets

Fixed assets are stated at cost less depreciation which is provided on a straight-line basis so as to write off the cost of the fixed assets over their estimated useful life as follows:-

Leasehold improvements	- over length of the lease or until rental review, if shorter
Office equipment	- over 3 years
Furniture and fittings	- over 5 years

2. Legal status of the charitable company

The charitable company is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

3. Incoming resources from charitable activities

Funder	Project	2008	2007
Legal Services Commission	Legal Aid Franchise advice	62,555	111,350
Association of London Government	Legal advice	82,000	82,000
Lloyds TSB Foundation	Refugee & asylum seeker support	15,000	-
Home Office	Language exchange programme	10,000	-
The Tudor Trust	Women's support	26,000	24,000
Nationwide	Women's support project	5,000	4,917
City Parochial Foundation	Women's support	-	20,000
The Wates Foundation	Women's support	-	500
Awards For All	Capital grant for I.T. & office equipment	(966)	8,215
See Woo Supermarket	Women's support project	-	500
Evelyn Oldfield Unit	Information development	-	500
		<u>199,589</u>	<u>251,982</u>

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Notes to the Accounts (continued) For the year ended 31 March 2008

4. Charitable activities

	Legal Advice £	Refugee & asylum seeker support £	Women's support £	Information Develop- ment £	Total £	Basis of Allocation
Charitable Activities	145,146	15,562	36,358	136	197,202	
Support Costs						
Bank Charges	250	20	59	-	329	Project size
Professional fee	272	22	65	-	359	Project size
Administration	36	3	9	-	48	Project size
Information Technology	144	11	34	-	189	Project size
	<u>702</u>	<u>56</u>	<u>167</u>	<u>-</u>	<u>925</u>	
Total	<u>145,848</u>	<u>15,618</u>	<u>36,525</u>	<u>136</u>	<u>198,127</u>	

No management cost related to salaries and national insurance contribution was incurred during the year. The current chief executive was on a voluntary basis and therefore no quantifiable cost was accounted for.

Support costs are not charged to restricted fund projects unless the project agreement allows such charges.

5. Governance costs

	Unrestricted Funds £	Restricted Funds £	Total 2008 £	Total 2007 £
Audit fees	-	800	800	1,000
Trustees expenses	-	1,161	1,161	712
Professional indemnity insurance	-	1,482	1,482	765
Total governance costs	<u>-</u>	<u>3,443</u>	<u>3,443</u>	<u>2,477</u>

The directors and officers professional indemnity insurance extends to the Charity's advisory services.

6. Net (outgoing)/incoming resources and net movement in funds

	2008 £	2007 £
Net (outgoing)/incoming resources and Net movement in funds for the year are stated after charging		
Auditors' remuneration	800	1,000
Depreciation of fixed assets	2,049	1,239
Operating lease rentals - land and buildings	<u>30,489</u>	<u>30,489</u>

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Notes to the Accounts (continued)

For the year ended 31 March 2008

7. Staff costs

	2008	2007
	Number	Number
Average number of employees during the year calculated on the basis of full-time equivalent	8	9
	£	£
Staff costs comprise:		
Wages and salaries	130,990	170,189
Social security costs	12,390	11,326
Employer's pension contribution	-	-
	<u>143,380</u>	<u>181,515</u>

There were no employees with emoluments above £60,000 defined for taxation purpose during the year.

8. Trustees' remuneration

During the year the total expenses reimbursed to 2 Trustees amounted to £1,161 (2007: £712). This principally represents reimbursed travelling incurred in attending Trustee's, committees and other meetings and providing executive cover during the period the post of chief executive was vacated.

No other Trustees received any remuneration during the year (2007: Nil).

The Charity purchased a directors and officers indemnity insurance costing £727 (2007: £764) to indemnify the trustees and officers against any wrongful acts in the role of Directors/Trustees/officers including breach of duty or trust, neglect, error, misstatement, omission or breach of warranty of authority. This was further extended to cover any damages or claims incurred by the Trustees or the Charity under employment practice for unfair / wrongful dismissal, wrongful failure to employ or promote, etc.

9. Fixed assets

	Leasehold Improvement	Office Equipment	Furniture & Fittings	Total
Cost				
as at 1 April 2007	3,715	41,781	11,457	56,953
Additions	-	6,102	-	6,102
as at 31 March 2008	<u>3,715</u>	<u>47,883</u>	<u>11,457</u>	<u>63,055</u>
Accumulated Depreciation				
as at 1 April 2007	3,715	40,830	11,228	55,773
Charge for the year	-	1,820	229	2,049
as at 31 March 2008	<u>3,715</u>	<u>42,650</u>	<u>11,457</u>	<u>57,822</u>
Net Book Value				
as at 31 March 2008	<u>-</u>	<u>5,233</u>	<u>-</u>	<u>5,233</u>
as at 31 March 2007	<u>-</u>	<u>951</u>	<u>229</u>	<u>1,180</u>

In the Trustees' opinion the fixed assets were used wholly for charitable purposes.

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Notes to the Accounts (continued) For the year ended 31 March 2008

10. Debtors

	2008	2007
	£	£
Rent deposit	13,434	13,434
Other debtors	10,153	53,166
Prepayments	8,177	8,362
	<u>31,764</u>	<u>74,962</u>

11. Creditors: amounts falling due within 1 year

	2008	2007
	£	£
Payroll taxes	3,613	3,105
Other creditors	43,553	9,982
Net VAT payable	-	1,406
Accruals & deferred income	2,848	5,011
	<u>50,014</u>	<u>19,504</u>

12. Deferred income over one year and other provisions

	2008	2007
	£	£
Deferred income over one year	-	1,848
Dilapidation	1,000	1,000
Sickness relief	2,313	2,313
	<u>3,313</u>	<u>5,161</u>

13. Movement in unrestricted funds

	1 April 2007	Incoming	Expenditure	31 March 2008
	£	£	£	£
General funds	53,637	12,333	7,199	58,771

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Notes to the Accounts (continued)

For the year ended 31 March 2008

14. Movement in restricted funds

Restricted funds comprise the following

	1 April 2007	Incoming	Expenditure	31 March 2008
	£	£	£	£
Salaries & administration costs	-	82,000	82,000	-
Legal Aid Franchise	5,020	62,555	66,137	1,438
Domestic violence support programme	1,151	-	-	1,151
Women's support	18,327	31,000	36,441	12,886
Refugee and asylum seeker project	-	15,000	4,194	10,806
Language exchange programme	-	10,000	10,000	-
Accredited skills project	3,644	-	-	3,644
Purchase of fixed assets	8,333	(966)	1,266	6,101
	36,475	199,589	200,038	36,026

15. Analysis of assets and liabilities between funds

	Unrestricted Funds	Restricted Funds	Total 2008
	£	£	£
Tangible Fixed Assets	280	4,953	5,233
Net Current Assets			
Debtors	4,633	13,697	18,330
Cash at bank and in hand	54,252	70,309	124,561
Current liabilities	(394)	(49,620)	(50,014)
	58,491	34,386	92,877
Other provisions	-	(3,313)	(3,313)
Net Assets	58,771	36,026	94,797

16. Taxation

As a registered charity the charitable company is exempt from taxation of income and gains falling within section 505 Taxes Act 1988 or section 256 Taxation of Chargeable Gains Act 1992 to the extent these are applied to its charitable objects. No tax charge has arisen during the year.

17. Guarantees and contingent liabilities

The charitable company has not entered into any guarantee arrangements (2007: nil)

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Notes to the Accounts (continued)

For the year ended 31 March 2008

18. Operating lease commitments

At the year end the charitable company was committed to make the following payments during the next year in respect of operating leases:

	2008 £	2007 £
Land and Building		
Expiring within 1 year	17,150	-
Expiring 2-5 years	-	34,300

19. Related parties

Expenditure incurred in the year included nil payment (2007: Nil) to Trustees. There was no outstanding balance with the Trustees as at the balance sheet date.