

2306765

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

**DIRECTORS' REPORT**  
**AND**  
**FINANCIAL STATEMENTS**

**31ST MARCH 1999**



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# CHINESE INFORMATION AND ADVICE CENTRE

## LEGAL AND ADMINISTRATIVE INFORMATION

AS AT 31ST MARCH 1999

### 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
Andy-Gunn Yu Cheung	-	" " "
Chinese Mental Health Association	-	" " "
Cecilia Ko	-	" " "
Doris Sew Hoy	-	" " "
Pam Young	-	" " "
Conrad Law	-	" " "
Patricia Lee	-	" " "
Annette Elder	-	Appointed 7th October 1998

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

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31ST MARCH 1999

The Board of Management present its report and the audited financial statements for the year ended 31st March 1999.

**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**

The year ended 31st March 1999 was a landmark for the Charity as it was awarded a Legal Aid Board franchise to assist in immigration law issues for the Chinese community. In order to facilitate this expansion of activities and due to the expiry of the lease for offices in Shaftesbury Avenue, the opportunity was taken to move to larger offices in New Oxford Street. The Charity continued to operate an information and advice centre throughout the year.

**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.

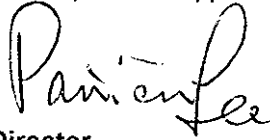
**AUDITORS**

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

**APPROVAL**

This report was approved by the directors on

and signed on their behalf by:



Director

24/6/99

PATRICIA LEE

CHINESE INFORMATION AND ADVICE CENTRE

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 1999 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

24.6.99

CHINESE INFORMATION AND ADVICE CENTRE

STATEMENT OF FINANCIAL ACTIVITIES  
AND  
SUMMARY INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 1999

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 1999 £	Total Funds 1998 £
<b>INCOME/INCOMING RESOURCES</b>					
Grants receivable	2	-	125,322	125,322	116,812
Donations		902	-	902	934
Bank interest		1,166	-	1,166	680
Sundry income		1,357	-	1,357	1,502
<b>Total income/incoming resources</b>		<b>3,425</b>	<b>125,322</b>	<b>128,747</b>	<b>119,928</b>
<b>EXPENDITURE/RESOURCES EXPENDED</b>					
Direct charitable expenditure	3	-	111,188	111,188	99,946
Publicity		-	500	500	441
Management of the charity		-	5,910	5,910	8,859
<b>Total expenditure/resources expended</b>		<b>-</b>	<b>117,598</b>	<b>117,598</b>	<b>109,246</b>
<b>NET MOVEMENT IN RESOURCES AND FUNDS</b>		<b>3,425</b>	<b>7,724</b>	<b>11,149</b>	<b>10,682</b>
Funds brought forward		6,544	13,000	19,544	8,862
<b>FUNDS CARRIED FORWARD</b>		<b>9,969</b>	<b>20,724</b>	<b>30,693</b>	<b>19,544</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 1999

		1999	1998
	Note	£	£
<b>FIXED ASSETS</b>	5	2,853	4,595
<b>CURRENT ASSETS</b>			
Debtors	6	3,350	8,273
Cash at bank and in hand		48,617	20,136
		51,967	28,409
Less:			
<b>CREDITORS: amounts falling due within one year</b>	7	(24,127)	(13,460)
<b>NET CURRENT ASSETS</b>		27,840	14,949
<b>NET ASSETS</b>		30,693	19,544
<b>RESERVES</b>			
<b>UNRESTRICTED FUNDS</b>		9,969	6,544
<b>RESTRICTED FUNDS</b>	8	20,724	13,000
		30,693	19,544

Approved by the Board of directors on 24/6/99

and signed on their behalf by:

*P. Lee*  
*C. Law*

P. Lee (Chair)

C. Law (Treasurer)

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 1999

## 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) Charitable grants received specifically for the purchase of fixed assets are deducted from the cost of the assets prior to the calculation of depreciation.
- C) Depreciation is provided on the straight line basis so as to write off the net cost of fixed assets over their estimated useful lives as follows:
- |                        |   |                  |
|------------------------|---|------------------|
| Office Equipment       | - | over three years |
| Furniture and fittings | - | over ten years   |
- D) 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

	1999	1998
	£	£
London Boroughs Grants Scheme	101,854	98,412
Legal Aid Franchise Grant	23,468	-
Bridge House Estates	-	13,000
Baring Foundation	-	5,400
	<b>125,322</b>	<b>116,812</b>

## 3. EXPENDITURE/RESOURCES EXPENDED

	Direct Charitable	Publicity of the charity	Management	1999 Total	1998 Total
	£	£	£	£	£
Staff costs	63,853	-	4,910	68,763	66,658
Premises costs	17,990	-	-	17,990	15,098
Audit and accountancy	-	-	500	500	588
Other costs	29,345	500	500	30,345	26,902
	<b>111,188</b>	<b>500</b>	<b>5,910</b>	<b>117,598</b>	<b>109,246</b>

## 4. STAFF COSTS

	1999	1998
	£	£
Gross salaries	62,901	60,725
National insurance contributions	5,863	5,933
	<b>68,764</b>	<b>66,658</b>

The average number of employees was:

3.5                      3

CHINESE INFORMATION AND ADVICE CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 1999

5. FIXED ASSETS

	Office Equipment & £	Furniture & Fittings £	1999 Total £	1998 Total £
<b>Cost</b>				
At 1st April 1998	17,795	5,491	23,286	18,762
Additions in year	-	350	350	4,524
At 31st March 1999	<b>17,795</b>	<b>5,841</b>	<b>23,636</b>	<b>23,286</b>
<b>Charitable grants</b>				
At 1st April 1998 and 31st March 1999	<b>3,278</b>	-	<b>3,278</b>	<b>3,278</b>
<b>Depreciation</b>				
At 1st April 1998	11,501	3,912	15,413	13,356
Charge for the year	1,508	584	2,092	2,057
At 31st March 1999	<b>13,009</b>	<b>4,496</b>	<b>17,505</b>	<b>15,413</b>
<b>Net Book Value</b>				
At 1st April 1998	<b>3,016</b>	<b>1,579</b>	<b>4,595</b>	<b>2,128</b>
At 31st March 1999	<b>1,508</b>	<b>1,345</b>	<b>2,853</b>	<b>4,595</b>

6. DEBTORS

	1999 £	1998 £
Rent deposit	3,000	4,750
Prepayments	350	3,523
	<b>3,350</b>	<b>8,273</b>

7. CREDITORS: amounts falling due within one year

Funds held for other organisations	2,670	2,670
PAYE/National insurance	1,147	3,545
Deferred income	8,493	-
Value added tax	4,057	-
Accruals	7,760	7,245
	<b>24,127</b>	<b>13,460</b>

CHINESE INFORMATION AND ADVICE CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 1999

8. RESTRICTED FUNDS

	As at 1.4.98	Movement in Incoming	Resources Outgoing	As at 31.3.99
	£	£	£	£
Salaries and running costs	-	101,854	( 90,097)	11,757
Legal Aid Franchise	-	23,468	( 14,501)	8,967
Training programme	13,000	-	( 13,000)	-
	<b>13,000</b>	<b>125,322</b>	<b>(117,598)</b>	<b>20,724</b>

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets	Net Current Assets	Total
	£	£	£
Restricted funds	-	20,724	20,724
Unrestricted funds	2,853	7,116	9,969
	<b>2,853</b>	<b>27,840</b>	<b>30,693</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 1999

## 11. DETAILED INCOME AND EXPENDITURE ACCOUNT

	1999		1998	
	£	£	£	£
<b>INCOME</b>				
Grant - LBG		101,854		98,412
Legal Aid Franchise Grant		23,468		-
Grant - others		-		5,400
Training grant		-		13,000
Donations		902		934
Bank interest		1,166		680
Sundry income		1,357		1,502
		<u>128,747</u>		<u>119,928</u>
<b>EXPENDITURE</b>				
Salaries	68,763		66,658	
Rent and rates	12,526		14,881	
Light and heat	1,111		217	
Telephone and fax	1,651		2,092	
Property Insurance	352		1,176	
Professional Indemnity Insurance	336		237	
Recruitment	4,068		2,193	
Annual report	500		441	
Printing, stationery and postage	1,852		1,860	
Professional fee	11,347		9,500	
Training and library	761		1,278	
Audit and accountancy	500		588	
Travelling	240		468	
Bank charges	368		334	
Repairs and maintenance	4,821		4,476	
Dilapidations	3,000		-	
Subscriptions	584		257	
Sundry expenditure	920		533	
Depreciation	2,094		2,057	
Irrecoverable VAT	1,804		-	
		<u>(117,598)</u>		<u>(109,246)</u>
<b>NET SURPLUS FOR THE YEAR</b>		<u>11,149</u>		<u>10,682</u>