
EDINBURGH CHINESE SCHOOL
(A company limited by guarantee)

UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015

WEDNESDAY



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EDINBURGH CHINESE SCHOOL
(A company limited by guarantee)

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EDINBURGH CHINESE SCHOOL
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 30 JUNE 2015**

Trustees

Dr Wayne Lam, Chairman (appointed 11 October 2014)
Mr Stefan Kaempf
Ms Wai Lee
Ms Vicki Moore (resigned 6 June 2015)
Mrs Sue Song
Ms Wai-Chi Lee (appointed 11 October 2014, resigned 5 March 2015)
Ms Geqian Cui (appointed 11 October 2014)
Ms Sharon Li (appointed 12 October 2014)
Mr Brian W K Tong (appointed 27 September 2015)
Mr James Chow (appointed 7 November 2015)

Company registered number

SC335413

Charity registered number

SC023606

Registered office

c/o 45 Bankton Avenue
Murieston
Livingston
West Lothian
EH54 9LD

Company secretary

Mr Brian W K Tong

Accountants

French Duncan LLP
Chartered Accountants
56 Palmerston Place
Edinburgh
EH12 5AY

EDINBURGH CHINESE SCHOOL
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TRUSTEES' REPORT
FOR THE YEAR ENDED 30 JUNE 2015

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Edinburgh Chinese School (the company) for the year ended 30 June 2015. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

✳ **Constitution**

The company, which is a recognised charity in Scotland, is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 18 Decemebr 2007.

✳ **Method of Appointment or Election of Trustees**

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

✳ **Policies Adopted for the Induction and Training of Trustees**

Should any new trustees be appointed they will be given whatever training they require and be provided with a full brief of the work and history of the charity.

✳ **Organisational Structure and Decision Making**

The Trustees are legally responsible for the overall governance, strategy, and direction of the charity. Trustees meet on a regular basis, however, day to day management of the charity is delegated to the School's Head Teacher Mrs Kim Wong.

✳ **Risk Management**

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

EDINBURGH CHINESE SCHOOL
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 30 JUNE 2015

OBJECTIVES

The principal objectives of the charity are :

1. to offer anyone an opportunity to learn Chinese languages (Cantonese and Mandarin) and culture
2. to promote racial harmony through language teaching and other educational activities
3. to raise awareness and mutual understanding among different races and cultures in society

The charity runs a school based at Drummond Community High School in Edinburgh which offers individuals the opportunity to aim for GCSE and GCE Level qualifications in Cantonese and Mandarin. The charity also runs various clubs and extra curricular activities to help promote Chinese culture.

✿ **GOING CONCERN**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

✿ **REVIEW OF THE YEAR**

Cultural Activities and Projects

All school activities were carried out according to the scheduled calendar. Apart from providing Mandarin and Cantonese lessons to school children and adults, the school has organised and participated in a wide range of cultural activities and events.

We organised the Mid-Autumn Festival and Chinese New Year celebrations. The Chinese New Year celebration was attended by nearly 200 people with guests including the Deputy Consul from the Chinese Consulate, the Community Liaison Police Officer of Police Scotland, the Headteacher and Community Programme manager of Drummond Community High School, etc. There were performances from our students, Edinburgh Chinese Choir and Edinburgh Malaysian Student Association performed the Lion Dance. Parents were enthusiastically involved in fund raising activities.

Internal Reading Competitions were held to develop students' confidence in reading Chinese. Externally we participated in the reading competitions held by UKAPCE (UK Association for the Promotion of Chinese Education) and UKFCS (UK Federation of Chinese Schools). Our students performed very well in the competitions winning several awards.

A GCSE student represented UK to enter the 3rd Chinese Cultural Knowledge and Talent Contest in China.

EDINBURGH CHINESE SCHOOL
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 30 JUNE 2015

FINANCIAL REVIEW

✳ **Reserves Policy**

The total reserves for the previous 12 month period to 30 June 2015 were £12,238 (Restricted Funds £103 and Unrestricted Funds £12,135).

The total reserves for the 12 month period to 30 June 2014 were £10,190 (Restricted Funds £136 and Unrestricted Funds £10,054).

✳ **Results for the year**

The review compares the finances for the 12 month period to 30 June 2014 and the 12 month period to 30 June 2015.

The accounting policies under which the financial statements have been prepared are detailed on page 10.

The charity's 'unrestricted' charitable activities for the 12 month period to 30 June 2015 resulted in a surplus of £2,048 compared with a surplus of £2,750, for the previous 12 month period to 30 June 2014.

Overall, the charity spent £11,474 (2014 - £11,734) on its core activities.

✳ **FUTURE DEVELOPMENTS**

The Board is continuously working with teachers to improve the quality of teaching and learning.

1. Encouraging and providing funding for teachers to attend external training courses
2. Reviewing the class diary format to monitor the teaching content and classroom activities
3. Recruiting supply teachers if required
4. Continuing to recruit volunteers as classroom and school assistants
5. Actively participating in UK wide cultural and Chinese languages activities
6. Reviewing the adult classes curriculum to tie in with HSK examinations
7. Updating school website
8. Setting up electronic student records
9. Improving communication with parents and encouraging parents' involvement in a flexible manner
10. Developing extra-curriculum activities for students

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 30 JUNE 2015

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of Edinburgh Chinese School for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these 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 judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on

and signed on their behalf by:


Mr Brian W K Tong
Company secretary

30/01/2016

EDINBURGH CHINESE SCHOOL
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INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 30 JUNE 2015

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF EDINBURGH CHINESE SCHOOL

I report on the financial statements of the company for the year ended 30 June 2015 which are set out on pages 8 to 13.

This report is made solely to the company's Trustees, as a body, in accordance with regulation 11 of the Charities Accounts (Scotland) Regulations 2006. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the Act) and the Charities Accounts (Scotland) Regulations 2006 (the Accounts Regulations). The Trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the financial statements as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with regulation 11 of the Accounts Regulations. An examination includes a review of the accounting records kept by the company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 I do not express an audit opinion on the view given by the accounts.

EDINBURGH CHINESE SCHOOL
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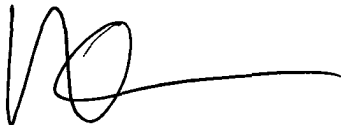
INDEPENDENT EXAMINER'S REPORT (continued)
FOR THE YEAR ENDED 30 JUNE 2015

INDEPENDENT EXAMINER'S STATEMENT

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and regulation 4 of the Accounts Regulations; and
 - to prepare financial statements which accord with the accounting records and comply with regulation 8 of the Accounts Regulations
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:



Dated:

08/02/2016

Antony Sinclair CA

French Duncan LLP
Chartered Accountants
56 Palmerston Place
Edinburgh
EH12 5AY

EDINBURGH CHINESE SCHOOL
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 30 JUNE 2015

	Note	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income	2	-	323	323	837
Incoming resources from charitable activities	3	-	14,639	14,639	14,737
Other incoming resources	4	-	-	-	50
TOTAL INCOMING RESOURCES		-	14,962	14,962	15,624
RESOURCES EXPENDED					
Charitable activities	7	33	11,441	11,474	11,734
Governance costs	6	-	1,440	1,440	1,140
TOTAL RESOURCES EXPENDED		33	12,881	12,914	12,874
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR		(33)	2,081	2,048	2,750
<i>Total funds at 1 July 2014</i>		<i>136</i>	<i>10,054</i>	<i>10,190</i>	<i>7,440</i>
TOTAL FUNDS AT 30 JUNE 2015		103	12,135	12,238	10,190

The notes on pages 10 to 13 form part of these financial statements.

EDINBURGH CHINESE SCHOOL
(A company limited by guarantee)
REGISTERED NUMBER: SC335413

BALANCE SHEET
AS AT 30 JUNE 2015

	Note	£	2015 £	2014 £
CURRENT ASSETS				
Debtors	10	194	193	
Cash at bank and in hand		22,358	22,423	
		<u>22,552</u>	<u>22,616</u>	
CREDITORS: amounts falling due within one year	11	(10,314)	(12,426)	
NET CURRENT ASSETS			<u>12,238</u>	<u>10,190</u>
NET ASSETS			<u>12,238</u>	<u>10,190</u>
CHARITY FUNDS				
Restricted funds	12		103	136
Unrestricted funds	12		12,135	10,054
TOTAL FUNDS			<u>12,238</u>	<u>10,190</u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 30 June 2015 and of its net incoming resources for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees on behalf, by:

and signed on their

Mr Brian W K Tong

Brian W K Tong
30/01/2016

The notes on pages 10 to 13 form part of these financial statements.

EDINBURGH CHINESE SCHOOL
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

1.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.4 Incoming resources

All incoming resources are included in the statement of financial activities when the company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

All resources expended are inclusive of irrecoverable VAT.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

2. VOLUNTARY INCOME

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Donations	-	323	323	837

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Chinese School	-	14,265	14,265	14,448
Chinese New Year	-	374	374	289
	-	14,639	14,639	14,737

4. OTHER INCOMING RESOURCES

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Costume Leasing Income	-	-	-	50

5. EXPENDITURE BY CHARITABLE ACTIVITY

SUMMARY BY FUND TYPE

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Chinese School	33	11,441	11,474	11,734

6. GOVERNANCE COSTS

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Independent Examiners Fee	-	1,440	1,440	1,140

EDINBURGH CHINESE SCHOOL
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

7. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES

	Activities undertaken directly 2015 £	Support costs 2015 £	Total 2015 £	Total 2014 £
Chinese School	11,474	-	11,474	11,734

8. DIRECT COSTS

	Chinese School £	Total 2015 £	Total 2014 £
Teachers' fees	1,800	1,800	2,943
Teaching materials, books and training	3,849	3,849	2,640
Other costs	5,825	5,825	6,151
	<u>11,474</u>	<u>11,474</u>	<u>11,734</u>

9. NET INCOME / (EXPENDITURE)

During the year, no Trustees received any remuneration (2014 - £NIL).
During the year, no Trustees received any benefits in kind (2014 - £NIL).
During the year, no Trustees received any reimbursement of expenses (2014 - £NIL).

10. DEBTORS

	2015 £	2014 £
Prepayments and accrued income	<u>194</u>	<u>193</u>

11. CREDITORS:
Amounts falling due within one year

	2015 £	2014 £
Accruals and deferred income	<u>10,314</u>	<u>12,426</u>

Included within accruals and deferred income are school fees totalling £8,128 (2014 - £9,736) received in advance for the following school year.

EDINBURGH CHINESE SCHOOL
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

12. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
Unrestricted funds				
General Funds	10,054	14,962	(12,881)	12,135
Restricted funds				
Scottish Community Foundation	136	-	(33)	103
Total of funds	10,190	14,962	(12,914)	12,238

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
General funds	10,054	14,962	(12,881)	12,135
Restricted funds	136	-	(33)	103
	10,190	14,962	(12,914)	12,238

Scottish Community Foundation

These funds were donated to cover the cost of running a 'healthy living during recession' project for mothers to learn and share tips to eat healthily under financial pressure.

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Current assets	103	22,449	22,552	22,616
Creditors due within one year	-	(10,314)	(10,314)	(12,426)
	103	12,135	12,238	10,190

14. CONTROLLING PARTY

There was no ultimate controlling party throughout the current and prior year.