

CHARITY REGISTRATION NUMBER 1045956

**SHEFFIELD CHINESE COMMUNITY CENTRE**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2010**

# **SHEFFIELD CHINESE COMMUNITY CENTRE**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	Sarah Ng William Lai FAIA CPA Roy Yau Jimmy Wan Yuk Wong Ting Sang Wong Ke Ning MD PhD Jing Yeung Leung
<b>Chair</b>	Sarah Ng
<b>Treasurer</b>	William Lai FAIA CPA
<b>Secretary</b>	William Lai FAIA CPA
<b>Charity number</b>	1045956
<b>Principal address</b>	157-159 London Road Sheffield S2 4LH
<b>Auditors</b>	UHY Wingfield Slater 6 Broadfield Court Broadfield Way Sheffield S8 0XF
<b>Bankers</b>	HSBC Bank plc 17 Church Street Sheffield S1 1HH

# **SHEFFIELD CHINESE COMMUNITY CENTRE**

## **MISSION STATEMENT AND CONTENTS**

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### **Mission Statement**

To promote the benefit of the inhabitants who are of Chinese origin or decent without distinction of sex, sexual orientation, disability, or of political, religious or other options by associating together the said inhabitants and the local authority, voluntary and other organisations in common effort to advance education and provide facilities in the interest of social welfare and for the recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

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# **SHEFFIELD CHINESE COMMUNITY CENTRE**

## **CHAIR REPORT FOR THE YEAR ENDED 31 MARCH 2010**

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It is my pleasure to report on the work of the community centre in the past year. The centre began the year with a celebration of the Chinese New Year at Sheffield City Hall. Over 2000 audiences from around Sheffield and other cities joined in the celebration at Sheffield City Hall to enjoy an evening of performances from artists from Sheffield and all the way from China. The event was jointly organised by Sheffield Chinese Community Centre and other Sheffield community groups and universities as part of the Sheffield Chinese New Year Celebration Committee.

This year marked the 15th Anniversary of the Sheffield Chinese Community Centre - an achievement of many who have been involved in building the community. The community celebrated this special occasion with a Charity Fundraising event at Wong Ting on 6th July 2010. The celebration included a banquet for 250 guests from Sheffield and around the country. The events of the evening included a presentation of the achievements of the community centre in the past 15 years by Mr Ting Sang Wong, Karaoke Fundraising, Charity Auction and other performances. Special supporting guests included Professor Hai Sheut Yeung, Mr Simon Lee and the Chinese TV Channel.

In addition to celebrating community festivals and events, the centre continues to function in its primary role supporting the community in every aspect through the following services:

- Health and Emotional Well-Being through the services provided by Kinhon Project.
- Welfare and Advice through the CAB outreach service
- Elderly Support and Activities through Agewell outreach service (Sheffield Chinese Association)
- Young people's activities through Chinese Youth Participation Project
- Education and information through English classes, Food and Hygiene courses
- Community Consultation for updated information on Community Safety, Traffic and Parking and other issues.
- Entertainment through the Karaoke Club, Trips and Outings

### Plans for the future

- 1) Review and assess resources of the Centre so to use them economically and effectively.
- 2) Identify needs and demands of Chinese residents in Sheffield and neighbouring towns.
- 3) Seek funds to achieve the identified needs.
- 4) Let space to third party in order to increase revenue.
- 5) Fund raising event/s.

## **SHEFFIELD CHINESE COMMUNITY CENTRE**

### **CHAIR REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2010**

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The Management Committee has had great pleasure in working together this year in guiding the community and its work. However, the greatest challenge in this current economic climate is the security of funding to maintain its current level of essential services and also to source further funding for much needed support for children and young people. The coming year will see the committee exploring more innovative and creative avenues in raising further funds to support the work of the community centre. It has been a great honour in working with my fellow Committee Members and may I now take this opportunity in thanking them for their support. Mr Ting Sang Wong and Mr Yuk Wong for their inspiration, Mr William Lai and Mr Ning Ke for their expertise, Mr Roy Yau (new Vice Chair) for his enthusiasm and devotion, Mr Jimmy Wan and Mr Leung for their dedication. In addition, I would also like to thank the staff team Belinda, Andrew, Ken and Jenny, for their dedication and hard work to the centre. And Finally, I would like to thank Sheffield City Council and Sheffield Primary Care Trust for their continuing support, and for making a difference in the community.

On behalf of the board of trustees

**Sarah Ng**

Chair

Dated: 24 September 2010

# **SHEFFIELD CHINESE COMMUNITY CENTRE**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2010**

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The trustees present their report and accounts for the year ended 31 March 2010.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005.

#### **Structure, governance and management**

The association is registered as a Charity (1045956) and the registered office is situated at 157-159 London Road, Sheffield S2 4LH.

The charity was established by a charitable trust deed on 8 June 1993. The charity's objects are to serve the Sheffield Chinese Community and promote community relationships as well as Chinese culture.

The trustees who served during the year were:

Sarah Ng

William Lai FAIA CPA

Karen Tsui

(Resigned 3 November 2009)

Roy Yau

Jimmy Wan

Yuk Wong

Ting Sang Wong

Wah Hing Chan

(Resigned 18 September 2010)

Jing Yeung Leung

Jo Yee Zhou

(Resigned 30 May 2009)

According to the constitution, there are nine trustees acting as management committee members conducting the business of the Centre for a term of two years. If a committee member dies, resigns or ceases to be a member, then the committee has the power to co-opt (elect on behalf of the members another member in their place to serve on the committee until the next AGM.

At the end of the term all members will retire and re-offer themselves for election at the second Annual General Meeting. This year is the end of second year, all members will retire at the forthcoming annual general meeting and election for new members will take place at the meeting.

The Charity must not undertake any permanent trading activities in raising funds for the purposes stated in the Charitable objects nor engage in or allow gambling activities for profit or otherwise in its premises.

The committee has the power to execute deeds, sign contracts and borrow money using trust property as security and can raise money for the furtherance of the objects of the Charity.

The Trustees have complied with the duty in section 4 of the 2006 Charities Act to have due regard to guidance published by the Charity Commission (i.e. public benefit statement)

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

# **SHEFFIELD CHINESE COMMUNITY CENTRE**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2010**

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Funding risk is addressed by management proactively seeking an application of extra funds for the charity's cause. Safeguarding cash funds is also a key area to mitigate risk as a strict policy of prompt banking of monies received is in force. Any cheques issued are subject to two signatories, the chair and the treasurer. Should either be away a signatory permitted to sign cheques is the Centre Manager.

Staff employed for each charitable project are subject to review and assessment to ensure they are capable of performing their duties. For the youth and play projects, risk of injury or harm by the children is mitigated by ensuring staff adhere to guidelines, ensuring they realise a risk of any potential harm to the child and remove it. For pursuits and activities in the youth and play projects, adequate insurance cover is always paramount.

Mail is controlled and segregated with a secure mail box, opened by the centre manager.

The management committee continue to look at and review policies in place to ensure all potential risks are further reduced.

#### **Objectives and activities**

The policies adopted in furtherance of the objects are:

- 1) To promote the understanding, knowledge and awareness of the Chinese Community in the area of benefit and in the wider community in general;
- 2) To promote the exchange of ideas and information concerning the Chinese Community and the organisation of employment and leisure activities for the Chinese Community;
- 3) To provide resources for information and facilities for social and leisure activities for the Chinese Community;
- 4) To provide advice and assistance;
- 5) To accept subscriptions, donations, devises, and bequests of and to purchase, or rent, real estate for the objectives of the Charity known as "The Centre" for the use of members and those living in the area and to co-operate with the Sheffield City Council in maintaining and managing the Centre for activities promoted by the Charity which help achieve its aims;
- 6) To promote and support activities of other similar groups in the area of benefit;
- 7) To establish and support or help to establish any charitable bodies and to subscribe or guarantee money for charitable purposes which are connected with the purposes of the charity;

## **SHEFFIELD CHINESE COMMUNITY CENTRE**

### **TRUSTEES' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2010**

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8) To collect and provide information on all matters affecting the purposes of the Charity and establish, print, publish issue and circulate papers, books and journals necessary to fulfil the objects of the Charity;

9) To provide or to help to provide exhibitions, meetings, lectures, classes and workshops; to recruit and employ staff not being members of the management committee on a full time or part time basis whether paid or unpaid and there has been no change in these during the year.

10) It is the policy of the charity that unrestricted funds which have not been designated for a specific use should, be maintained at a level equivalent to between three and six month's expenditure. The Trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

#### **Asset cover for funds**

Note 15 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

On behalf of the board of trustees

**William Lai FAIA CPA**

Secretary

Dated: 24 September 2010



## **SHEFFIELD CHINESE COMMUNITY CENTRE**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. 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.

# **SHEFFIELD CHINESE COMMUNITY CENTRE**

## **TREASURER REPORT FOR THE YEAR ENDED 31 MARCH 2010**

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Income for the year was £108,961 which compared with that of last year £106,166, representing a decrease of £2,795. Please read notes 2 to 5 for details. Investment income was £259 taking overall income to £109,220.

Expenditure incurred for all activities was £125,462 so there was deficit of £16,242 before governance costs of £2,979. Overall there was a deficit of £19,221 for the year (2009: £8,826 deficit). Please read notes 6 to 8 for details of expenditure.

On behalf of the management committee, I take this opportunity to thank all the funding bodies for their kind and continuing support otherwise our services to the community would be disrupted.

**William Lai FAIA CPA**  
Treasurer

Dated: 24 September 2010

6 Broadfield Court  
Broadfield Way  
Sheffield  
S8 0XF

## **INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF SHEFFIELD CHINESE COMMUNITY CENTRE**

We have audited the accounts of Sheffield Chinese Community Centre for the year ended 31 March 2010 set out on pages 10 to 20. These accounts have been prepared in accordance with the accounting policies set out therein.

This report is made solely to the charity's trustees, as a body, in accordance with Section 43 of the Charities Act 1993 and regulations made under Section 44 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

The trustees responsibilities for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for satisfying themselves that the charity's accounts give a true and fair view are set out in the statement of Trustees' responsibilities.

We have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under that Act. Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, have been prepared in accordance with the Charities Act 1993 and give a true and fair view.

In addition we report to you if, in our opinion, the information given in the Trustees' Report is not consistent with those accounts, if the charity has not kept sufficient accounting records, if the charity's accounts are not in agreement with those accounting records, or if we have not received all the information and explanations we require for our audit.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

## **INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF SHEFFIELD CHINESE COMMUNITY CENTRE CONTINUED**

### **Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, 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 accounts 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 accounts.

### **Opinion**

In our opinion the accounts:

- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been properly prepared in accordance with the Charities Act 1993; and
- give a true and fair view of the state of affairs of the charity as at 31 March 2010, and of its incoming resources and application of resources, for the year then ended.

**R.J. Givans (Senior Statutory Auditor)**  
**for and on behalf of UHY Wingfield Slater**

**Chartered Accountants**  
**Statutory Auditor**

Dated: 30 September 2010

# SHEFFIELD CHINESE COMMUNITY CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2010

	Notes	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
<b><u>Incoming resources from generated funds</u></b>					
Grants and donations	2	-	32,487	32,487	31,716
Activities for generating funds	3	10,931	-	10,931	6,725
Investment income	4	259	-	259	3,917
		<u>11,190</u>	<u>32,487</u>	<u>43,677</u>	<u>42,358</u>
Incoming resources from charitable activities	5	1,612	63,931	65,543	67,725
<b>Total incoming resources</b>		<u>12,802</u>	<u>96,418</u>	<u>109,220</u>	<u>110,083</u>
<b><u>Resources expended</u></b>					
<b>Costs of generating funds</b>					
Costs of centre events and activities	6	18,760	44,366	63,126	54,435
<b>Charitable activities</b>					
Youth project		199	411	610	3,745
Health project		-	43,427	43,427	39,082
Mental health project		6,903	11,396	18,299	13,032
Children's project		-	-	-	5,496
<b>Total charitable expenditure</b>		<u>7,102</u>	<u>55,234</u>	<u>62,336</u>	<u>61,355</u>
Governance costs		-	2,979	2,979	3,119
<b>Total resources expended</b>		<u>25,862</u>	<u>102,579</u>	<u>128,441</u>	<u>118,909</u>
<b>Net expenditure for the year/ Net movement in funds</b>		<u>(13,060)</u>	<u>(6,161)</u>	<u>(19,221)</u>	<u>(8,826)</u>
Fund balances at 1 April 2009		<u>146,517</u>	<u>84,197</u>	<u>230,714</u>	239,540
<b>Fund balances at 31 March 2010</b>		<u>133,457</u>	<u>78,036</u>	<u>211,493</u>	<u>230,714</u>

# SHEFFIELD CHINESE COMMUNITY CENTRE

## BALANCE SHEET

AS AT 31 MARCH 2010

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		2010		2009	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	11		109,677		121,123
<b>Current assets</b>					
Debtors	12	597		584	
Cash at bank and in hand		106,274		120,888	
			<u>106,871</u>		<u>121,472</u>
<b>Creditors: amounts falling due within one year</b>	13	(5,055)		(11,881)	
<b>Net current assets</b>			<u>101,816</u>		<u>109,591</u>
<b>Total assets less current liabilities</b>			<u><u>211,493</u></u>		<u><u>230,714</u></u>
<b>Income funds</b>					
Restricted funds	14		78,036		84,197
Unrestricted funds			<u>133,457</u>		<u>146,517</u>
			<u><u>211,493</u></u>		<u><u>230,714</u></u>

The accounts were approved by the Trustees on 24 September 2010

Sarah Ng  
Chair

# SHEFFIELD CHINESE COMMUNITY CENTRE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010

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### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The charity 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 charity.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 1993.

#### 1.2 Incoming resources

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

#### 1.3 Resources expended

Resources expended are recognised in the year in which they are incurred and include irrecoverable VAT.

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

#### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land 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:

Freehold land is not depreciated

Freehold buildings 4% Straight line

Plant and machinery 20% Straight line

Fixtures, fittings & equipment 15% and 33% Straight line

#### 1.5 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

## SHEFFIELD CHINESE COMMUNITY CENTRE

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2010

#### 2 Grants and donations

	2010 £	2009 £
Donations and gifts	239	-
Grants receivable for core activities	32,248	31,716
	<u>32,487</u>	<u>31,716</u>
<b>Grants receivable for core activities</b>		
Restricted funds:		
Sheffield City Council Revenue Grant	32,248	31,716
	<u>32,248</u>	<u>31,716</u>

#### 3 Activities for generating funds

	2010 £	2009 £
Activities for generating funds	10,931	6,725
<b>Net Activities for generating funds</b>	<u>10,931</u>	<u>6,725</u>

Activities for generating funds is made up of sponsorships, donations and entry fees for events and activities run by the centre.

#### 4 Investment income

	2010 £	2009 £
Interest receivable	<u>259</u>	<u>3,917</u>



# SHEFFIELD CHINESE COMMUNITY CENTRE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2010

### 5 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
Youth income from activities	17	1,723	1,740	5,397
Health income from activities	618	42,610	43,228	41,557
Mental Health income from activities	977	19,598	20,575	19,718
Children's income from activities	-	-	-	1,053
	<u>1,612</u>	<u>63,931</u>	<u>65,543</u>	<u>67,725</u>

Included within income relating to youth income from activities are the following grants

National Youth Volunteering Programme - Youth Project	223	-
South Yorkshire Police - Youth Project	1,500	-
Sheffield City Council Small Grants - Youth Project	-	1,318
Sheffield City Council Aiming High Programme - Youth Project	-	4,000
	<u>1,723</u>	<u>5,318</u>

Included within income relating to health income from activities are the following grants

Sheffield Primary Care Trusts - Health Project	42,610	41,493
	<u>42,610</u>	<u>41,493</u>

Included within income relating to mental health income from activities are the following grants

Sheffield Primary Care Trusts - Mental Health Project	19,598	19,376
	<u>19,598</u>	<u>19,376</u>

Included within income relating to children's income from activities are the following grants

Big Lottery Fund - Children's Project	-	1,053
	<u>-</u>	<u>1,053</u>

## SHEFFIELD CHINESE COMMUNITY CENTRE

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2010

#### 6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2010 £	Total 2009 £
<b>Costs of generating funds</b>					
Costs of centre events and activities	<b>29,242</b>	<b>13,183</b>	<b>20,701</b>	<b>63,126</b>	54,435
<b>Charitable activities</b>					
Youth project					
Activities undertaken directly	-	-	610	610	3,745
Health project					
Activities undertaken directly	34,170	-	9,257	43,427	39,082
Mental health project					
Activities undertaken directly	6,033	-	12,266	18,299	13,032
Children's project					
Activities undertaken directly	-	-	-	-	5,496
	<b>40,203</b>	-	<b>22,133</b>	<b>62,336</b>	61,355
<b>Governance costs</b>	-	-	<b>2,979</b>	<b>2,979</b>	3,119
	<b>69,445</b>	<b>13,183</b>	<b>45,813</b>	<b>128,441</b>	118,909

Management and administration costs includes payments to the auditors of £600 (2009- £600) for audit fees and £1,798 (2009- £1,797) for other services.

# SHEFFIELD CHINESE COMMUNITY CENTRE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2010

### 7 Activities undertaken directly

	2010	2009
	£	£
Other costs relating to centre events and activities comprise:		
Activities (Unrestricted)	9,991	3,514
Rates and insurance	2,366	2,475
Light and heat	1,660	5,168
Repairs	5,669	2,668
Cleaning	2,485	3,390
Printing, postage, stationery and publicity	522	585
Telephone	735	452
Travelling	57	751
Refreshments	462	102
General expenses	1,036	1,871
Sessional work	5,246	1,957
Recharge to charitable activities	(9,528)	(7,500)
	<u>20,701</u>	<u>15,433</u>
Other costs relating to youth project comprise:		
Activities (Unrestricted)	199	1,599
Rates and insurance	3	191
Printing, postage, stationery and publicity	46	37
Telephone	-	40
Travelling	26	151
General expenses	336	88
Sessional work	-	1,639
	<u>610</u>	<u>3,745</u>
Other costs relating to health project comprise:		
Repairs and maintenance	165	318
Printing, postage, stationery and publicity	124	1,370
Telephone	485	483
Travelling	796	524
Refreshments	31	112
General expenses	-	113
Activities	1,440	-
Management fee	3,144	3,024
Utilities	618	-
Rent charge	2,454	2,112
	<u>9,257</u>	<u>8,056</u>

# SHEFFIELD CHINESE COMMUNITY CENTRE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2010

### 7 Activities undertaken directly (Continued)

Other costs relating to mental health project comprise:

Activities (Unrestricted)	6,903	4,365
Cleaning	28	7
Repairs and maintenance	43	298
Printing, postage, stationery and publicity	765	(87)
Telephone	485	483
Travelling	711	628
Refreshments	19	(13)
General expenses	-	(4)
Management fee	780	780
Utilities	564	-
Rent charge	1,968	1,584
	<u>12,266</u>	<u>8,041</u>

Other costs relating to children's project comprise:

Repairs and maintenance	-	49
Printing, postage, stationery and publicity	-	16
Telephone	-	165
	<u>-</u>	<u>230</u>

### 8 Governance costs

	2010	2009
	£	£
Other governance costs comprise:		
Accountancy	2,398	2,397
Professional fees	581	722
	<u>2,979</u>	<u>3,119</u>

### 9 Trustees

None of the trustees received any remuneration during the year nor expenses.

## SHEFFIELD CHINESE COMMUNITY CENTRE

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2010

#### 10 Employees

##### Number of employees

The average monthly number of employees during the year was:

<b>2010</b>	2009
<b>Number</b>	Number
<b>4</b>	4

##### Employment costs

	<b>2010</b>	2009
	<b>£</b>	£
Wages and salaries	<b>63,931</b>	64,585
Social security costs	<b>5,514</b>	5,478
	<b>69,445</b>	70,063

There were no employees whose annual emoluments were £60,000 or more.

#### 11 Tangible fixed assets

	<b>Land and buildings freehold</b>	<b>Plant and machinery</b>	<b>Fixtures, fittings &amp; equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>				
At 1 April 2009	219,325	2,498	61,985	283,808
Additions	-	-	1,737	1,737
<b>At 31 March 2010</b>	<b>219,325</b>	<b>2,498</b>	<b>63,722</b>	<b>285,545</b>
<b>Depreciation</b>				
At 1 April 2009	120,081	5	42,599	162,685
Charge for the year	8,769	499	3,915	13,183
<b>At 31 March 2010</b>	<b>128,850</b>	<b>504</b>	<b>46,514</b>	<b>175,868</b>
<b>Net book value</b>				
<b>At 31 March 2010</b>	<b>90,475</b>	<b>1,994</b>	<b>17,208</b>	<b>109,677</b>
At 31 March 2009	99,244	2,493	19,386	121,123

## SHEFFIELD CHINESE COMMUNITY CENTRE

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2010

<b>12 Debtors</b>	<b>2010</b>	2009
	£	£
Prepayments and accrued income	<u>597</u>	<u>584</u>

<b>13 Creditors: amounts falling due within one year</b>	<b>2010</b>	2009
	£	£
Trade creditors	1,122	7,798
Taxes and social security costs	1,583	1,733
Accruals	2,350	2,350
	<u>5,055</u>	<u>11,881</u>

#### 14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	<b>Movement in funds</b>			
	<b>Balance at 1 April 2009</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Balance at 31 March 2010</b>
	£	£	£	£
General restricted fund	84,197	96,324	(102,612)	<b>77,909</b>
<b>DIFFERENCE TO ANALYSE</b>	-			<b>127</b>
	<u>84,197</u>	<u>96,324</u>	<u>(102,612)</u>	<u><b>78,036</b></u>

The purpose of the restricted funds are to provide social welfare, health talks and advocacy, recreation and training facilities to the Chinese community in Sheffield and neighbouring towns. The balance carried forward at the year end includes the Sheffield City Council Revenue Grant relating to the first quarter for 20010/11 that was received in March 2010. The amount received was £8,062.

# SHEFFIELD CHINESE COMMUNITY CENTRE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2010

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### 15 Analysis of net assets between funds

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total £</b>
Fund balances at 31 March 2010 are represented by:			
Tangible fixed assets	90,475	19,202	<b>109,677</b>
Current assets	43,109	63,762	<b>106,871</b>
Creditors: amounts falling due within one year	-	(5,055)	<b>(5,055)</b>
DIFFERENCE TO ANALYSE	(127)	127	
	<hr/>	<hr/>	<hr/>
	<b>133,457</b>	<b>78,036</b>	<b>211,493</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>