

COMMUNITY ACTION NORWICH

England & Wales · Charity number 1079028

Details

Other names C.A.N.

Status Registered

Legal form Other

Registered 2000-01-20

Register [View on the Charity Commission register](#)

Contact

Address 2 Martineau Lane
Norwich
NR1 2HX

Phone 01603 617771

Email clare@communityactionnorwich.co.uk

Website www.communityactionnorwich.co.uk

Activities

Objects: (1) TO PROMOTE THE BENEFIT OF THE INHABITANTS OF LAKENHAM AND NEIGHBOURING COMMUNITIES IN NORWICH WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, BY ASSOCIATING TOGETHER THE SAID INHABITANTS AND THE LOCAL AUTHORITIES, STATUTORY AGENCIES, VOLUNTARY AND OTHER ORGANISATIONS IN THE AREA OF BENEFIT IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS. (2) FOR THE RELIEF OF PERSONS IN CONDITIONS OF NEED, HARDSHIP OR DISTRESS, OR WHO ARE AGED AND SICK.

Activities: Children's weekly evening club, weekly youth clubs, day centre with lunch club and a weekly cafe and warm space for the community with free food and Wi-Fi along with a foodbank distribution centre and advice centre.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, The Prevention Or Relief Of Poverty, Religious Activities, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- **Area of benefit:** LAKENHAM AND NEIGHBOURING COMMUNITIES IN NORWICH
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£91,438	£87,608	-	-
2024-03-31	£103,992	£88,042	-	-
2023-03-31	£74,224	£90,531	-	-
2022-03-31	£61,193	£110,495	-	-
2021-03-31	£145,499	£121,890	-	-

Trustees

Name	Role	Appointed
Clare Elizabeth Elkins	Chair	2023-07-25
Alison Lindsay Sayer		2022-07-26
BARBARA EDWARDS		2012-09-03
JENNIFER DRAKE		2013-07-30
MATTHEW RICHARDS		2023-07-25

COMMUNITY ACTION NORWICH

England & Wales - Charity number 1079028

Accounts

Community Action Norwich

Charity No. 1079028

Trustees' Report and Unaudited Accounts

31 March 2025

Community Action Norwich
Contents

	Pages
Trustees' Annual Report	2 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Accounts	8 to 14
Statement of Cash flows	15
Detailed Statement of Financial Activities	16

**Community Action Norwich
Trustees Annual Report**

Community Action Norwich

The trustees present their report with the unaudited financial statements of the charity for the year ended 31 March 2025.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity No. 1079028

Principal Office

2 Martineau Lane
Norwich
NR1 2HX

Trustees

The following trustees served during the year:

J. Drake
B. Edwards
C. Elkins
E. Makuve
M. Richards
A. Sayer

Accountants

Andrew Parker Associates Ltd
Unit 7
Beech Avenue Business Park
Beech Avenue, Taverham
Norwich
NR8 6HW

Bankers

Santander
Bootle
Merseyside
GIR 0AA

OBJECTIVES AND ACTIVITIES

Community Action Norwich exists to offer hope and community in each generation.

ACHIEVEMENTS AND PERFORMANCE

Community Action Norwich Trustees Annual Report

The Lakenham Day Centre - This year, we supported 51 elderly individuals through the Lakenham Day Centre - numbers consistent with the previous year. Thanks to additional funding from the Mercers' Company (Connecting Older People Fund), we have been able to maintain the same pricing structure for attendees. A significant highlight has been the Signing Project, funded by the Countering Loneliness Innovation Fund, which brings weekly communal singing sessions to the centre. These have been proven especially beneficial to those living with dementia. Our faithful volunteers continue to play a vital role in the centre's success, and we are deeply grateful for their dedication and hard work.

Hope Café- Hope Café once again served as a Community Hotspot over the winter months, providing free hot drinks and snacks each week. During the year, 167 local residents visited the café for the first time, many discovering a warm, supportive space and practical help. We continued our valued partnership with Bread Source, distributing day-old banked goods to café visitors and Foodbank users. The Foodbank distribution centre remains busy, and we also offer social prescribing in collaboration with the British Red Cross, The Feed, and Norwich Foodbank. While visitor numbers remained stable, there was a high turnover in volunteers. We are pleased to have welcomed new team members who are integrating well.

Thursday Night Kids - Our Thursday night sessions have been lively and well-attended, engaging 53 children and young people over the year. Activities included games, cooking, crafts, and storytelling. The annual water fight remained a firm favourite and was the best-attended evening of the year. These sessions continue to provide a safe and fun space for children to build friendships and enjoy meaningful interaction.

The Community Cafe - We have seen the biggest increase in numbers in the cafe this year. We have been very busy especially over winter as we were again a community hot spot this year. We continue to offer social prescribing by partnering with outside agencies and are a distribution centre for foodbank. The project also picks up food from Asda and Bread source to give to those who come into the cafe which is on or past it's best before date. We are also very grateful to our volunteers who cook for the cafe each week and those who make coffee's for the increasing numbers who come in.

Volunteers - We are immensely grateful for the 39 individuals who volunteered with us this year. Their commitment and care are the backbone of our work, helping to create a nurturing, respectful community environment.

FINANCIAL REVIEW

During the year, we received generous grant support from the following organisations:

- Woodroffe Benton Foundation
- Community Building Improvement Grant (Norfolk County Council)
- Together to Thrive
- Clark Charitable Trust
- Community Hotspot Scheme
- The Mercers' Company

We are extremely thankful for this support, which enables us to sustain and grow our community work in Lakenham. We remain committed to ongoing fundraising and bid-writing to support our activities.

Reserves Policy - The trustees have adopted the following reserves policy:

1. We will operate a zero reserve policy at this time to keep service running.
2. Finances will be monitored monthly by the trustees.
3. We will continue to seek funding opportunities and write grant applications.
4. Staff will be kept informed of financial developments.
5. This policy will be reviewed every six months.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Nature of governing document - The charity is an unincorporated registered charity governed by a Deed of Trust dated 9 September 1999.

Trustee Recruitment and appointment: - Trustees are appointed through personal invitation or self-referral. The board meets bi-monthly to oversee governance, legal compliance, and financial responsibility. The Chair also serves as Project Manager, providing regular management reports to the trustees covering all areas of work.

Induction and training - All new trustees undergo a three-month induction period, during which a DBS check is completed. Appointments are made with the agreement of the senior leadership of the Christian Fellowship Norwich.

Risk management - The trustees have assessed the major risks to which the charity is exposed and have implemented systems to mitigate them. Risks are regularly reviewed as part of our governance process.

Statement of trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The trustees are responsible for keeping proper accounting records that 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 Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

They are responsible for:

- Keeping accurate and sufficient accounting records.
- Ensuring financial statements comply with the Charities Act 2011, relevant regulations and the Trust Deed.
- Safeguarding the charity's assets and taking steps to prevent fraud or financial irregularity.

Signed on behalf of the charity's trustees



C. Elkins

Trustee

18 August 2025

**Community Action Norwich
Independent Examiners Report**

Independent Examiner's Report to the trustees of Community Action Norwich

I report to the trustees on my examination of the financial statements of Community Action Norwich for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

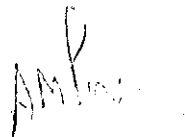
I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Andrew Parker, FCCA Chartered Association of
Certified Accountants
Andrew Parker Associates Ltd
Unit 7
Beech Avenue Business Park
Beech Avenue, Taverham
Norwich
NR8 6HW
18 August 2025

Community Action Norwich
Statement of Financial Activities
for the year ended 31 March 2025

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income and endowments					
from:					
Donations and legacies	3	12,847	3,459	16,306	42,144
Charitable activities	4	-	75,132	75,132	61,846
Total		12,847	78,591	91,438	103,990
Expenditure on:					
Charitable activities	5	10,243	77,365	87,608	88,042
Total		10,243	77,365	87,608	88,042
Net gains on investments		-	-	-	-
Net income		2,604	1,226	3,830	15,948
Transfers between funds		2,714	(2,714)	-	-
Net income before other gains/(losses)		5,318	(1,488)	3,830	15,948
Other gains and losses					
Net movement in funds		5,318	(1,488)	3,830	15,948
Reconciliation of funds:					
Total funds brought forward		5,166	28,168	33,334	17,385
Total funds carried forward		10,484	26,680	37,164	33,333

Community Action Norwich**Balance Sheet**at **31 March 2025****Charity No. 1079028**

		2025	2024
		£	£
Fixed assets			
Tangible assets	7	-	-
Current assets			
Debtors	8	5,200	6,404
Cash at bank and in hand		34,580	28,444
		<u>39,780</u>	<u>34,848</u>
Creditors: Amount falling due within one year	9	(2,616)	(1,514)
Net current assets		37,164	33,334
Total assets less current liabilities		37,164	33,334
Net assets excluding pension asset or liability		37,164	33,334
Total net assets		<u>37,164</u>	<u>33,334</u>
The funds of the charity			
Restricted funds	10		
Restricted income funds		26,680	28,168
		<u>26,680</u>	<u>28,168</u>
Unrestricted funds	10		
General funds		10,484	5,166
		<u>10,484</u>	<u>5,166</u>
Reserves	10		
Total funds		<u>37,164</u>	<u>33,334</u>

Approved by the trustees on 18 August 2025

And signed on their behalf by:

C. Elkins

Trustee

18 August 2025

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

Community Action Norwich

Notes to the Accounts

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Freehold investment property

Investment properties are measured initially at cost and subsequently at fair value at each balance sheet date and are not depreciated. All gains or losses are taken to the Statement of Financial Activities as they arise.

Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Research and development

Expenditure on research and development is written off in the year in which it is incurred.

Foreign currencies

Monetary assets and liabilities denominated in currencies other than the functional currency of the charity are translated at the rates of exchange prevailing at the end of the reporting period.

Transactions in currencies other than the functional currency of the charity are recorded at the rate of exchange on the date that the transaction occurred.

All exchange differences are taken into account in arriving at net income/expenditure.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation.

Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

Community Action Norwich
Notes to the Accounts

2 Statement of Financial Activities - prior year

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Income and endowments from:			
Donations and legacies	14,816	27,330	42,146
Charitable activities	0	61,846	61,846
Total	<u>14,816</u>	<u>89,176</u>	<u>103,992</u>
Expenditure on:			
Charitable activities	5,652	82,390	88,042
Total	<u>5,652</u>	<u>82,390</u>	<u>88,042</u>
Net income	<u>9,164</u>	<u>6,786</u>	<u>15,950</u>
Transfers between funds	(9,099)	9,099	-
Net income before other gains/(losses)	<u>65</u>	<u>15,885</u>	<u>15,950</u>
Other gains and losses:			
Net movement in funds	<u>65</u>	<u>15,885</u>	<u>15,950</u>
Reconciliation of funds:			
Total funds brought forward	5,102	12,283	17,385
Total funds carried forward	<u>5,167</u>	<u>28,168</u>	<u>33,335</u>

3 Income from donations and legacies

	Unrestricted £	Restricted £	Total 2025 £	Total 2024 £
Donations-restricted	-	2,734	2,734	7,094
Donations -unrestricted	12,445	450	12,895	8,237
Grants & Gift Aid-restricted	-	275	275	20,235
Grants & Gift aid-unrestricted	402	-	402	6,578
	<u>12,847</u>	<u>3,459</u>	<u>16,306</u>	<u>42,144</u>

4 Income from charitable activities

	Restricted £	Total 2025 £	Total 2024 £
Restricted	75,132	75,132	61,846
	<u>75,132</u>	<u>75,132</u>	<u>61,846</u>

Community Action Norwich
Notes to the Accounts

5 Expenditure on charitable activities

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
<i>Expenditure on charitable activities</i>				
Restricted	-	77,365	77,365	83,546
Unrestricted	9,421	-	9,421	3,774
<i>Governance costs</i>				
Accountancy	822	-	822	722
	<u>10,243</u>	<u>77,365</u>	<u>87,608</u>	<u>88,042</u>

6 Staff costs

No employee received emoluments in excess of £60,000.

Total employee benefits received by key management personnel	41,421	60,732
--------------------------------------------------------------	--------	--------

The average monthly number of full time equivalent employees during the year was as follows:

2025 Number	2024 Number
3	4
<u>3</u>	<u>4</u>

7 Tangible fixed assets

	£	£
Cost or revaluation		
At 1 April 2024	2,972	2,972
At 31 March 2025	<u>2,972</u>	<u>2,972</u>
Depreciation and impairment		
At 1 April 2024	2,972	2,972
At 31 March 2025	<u>2,972</u>	<u>2,972</u>
Net book values		
At 31 March 2025	-	-
At 31 March 2024	<u>-</u>	<u>-</u>

8 Debtors

	2025 £	2024 £
Other debtors	5,200	6,404
	<u>5,200</u>	<u>6,404</u>

Community Action Norwich

Notes to the Accounts

9 Creditors:

amounts falling due within one year

	2025	2024
	£	£
Trade creditors	1,021	-
Other taxes and social security	601	562
Accruals	994	953
	<u>2,616</u>	<u>1,515</u>

10 Movement in funds

	At 1 April 2024	Incoming resources (including other gains/losses)	Resources expended	Gross transfers	At 31 March 2025
	£	£	£	£	£
Restricted funds:					
Restricted income funds:					
Children services	522	2,734	(2,314)	(388)	554
Day centre	21,708	66,912	(64,453)	(1,356)	22,811
Coffee Cart	1,749	-	-	(1,749)	-
Community cafe	3,542	8,670	(10,598)	1,701	3,315
Sensory garden	164	-	-	(164)	-
Youth	483	275	-	(758)	-
<i>Total</i>	<u>28,168</u>	<u>78,591</u>	<u>(77,365)</u>	<u>(2,714)</u>	<u>26,680</u>
Unrestricted funds:					
General funds	5,166	12,847	(10,243)	2,714	10,484
Total funds	<u>33,334</u>	<u>91,438</u>	<u>(87,608)</u>	<u>-</u>	<u>37,164</u>

Purposes and restrictions in relation to the funds:

Restricted funds:

Children services	Provision of a children's mid-week club, homework club and other children's activities.
Day centre	To provide meals and help reduce isolation for older people funding by attendees fees and grants.
Community cafe	To run a community cafe offering free drinks and cakes, a place to for advice and help. Foodbank distribution centre is also run at this time.
Big Lottery	This fund has finished and the money spent in line with the bid.
Capacity Building	This fund has finished.

11 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Net current assets	(2,616)	39,780	37,164
	<u>(2,616)</u>	<u>39,780</u>	<u>37,164</u>

12 Reconciliation of net debt

	At 1 April 2024 £	Cash flows £	At 31 March 2025 £
Cash and cash equivalents	28,444	6,136	34,580
	<u>28,444</u>	<u>6,136</u>	<u>34,580</u>
Net debt	<u>28,444</u>	<u>6,136</u>	<u>34,580</u>

Community Action Norwich
Statement of Cash flows
for the year ended 31 March 2025

	2025	2024
	£	£
Cash flows from operating activities		
Net income per Statement of Financial Activities	3,830	15,950
Adjustments for:		
Decrease/(Increase) in trade and other receivables	1,204	(2,261)
Increase in trade and other payables	1,101	722
Net cash provided by operating activities	<u>6,135</u>	<u>14,411</u>
Net cash from investing activities	<u>-</u>	<u>-</u>
Net cash from financing activities	<u>-</u>	<u>-</u>
Net increase in cash and cash equivalents	6,135	14,411
Cash and cash equivalents at the beginning of the year	28,444	14,034
Cash and cash equivalents at the end of the year	<u>34,579</u>	<u>28,445</u>
Components of cash and cash equivalents		
Cash and bank balances	34,580	28,444
	<u>34,580</u>	<u>28,444</u>

Community Action Norwich
Detailed Statement of Financial Activities
for the year ended 31 March 2025

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income and endowments from:				
Donations and legacies				
Donations-restricted	-	2,734	2,734	7,094
Donations -unrestricted	12,445	450	12,895	8,237
Grants & Gift Aid-restricted	-	275	275	20,235
Grants & Gift aid-unrestricted	402	-	402	6,578
	<u>12,847</u>	<u>3,459</u>	<u>16,306</u>	<u>42,144</u>
Charitable activities				
Restricted	-	75,132	75,132	61,846
	<u>-</u>	<u>75,132</u>	<u>75,132</u>	<u>61,846</u>
Total income and endowments	12,847	78,591	91,438	103,990
Expenditure on:				
Charitable activities				
Restricted	-	77,365	77,365	83,546
Unrestricted	9,421	-	9,421	3,774
	<u>9,421</u>	<u>77,365</u>	<u>86,786</u>	<u>87,320</u>
Governance costs				
Accountancy	822	-	822	722
	<u>822</u>	<u>-</u>	<u>822</u>	<u>722</u>
Total of expenditure on charitable activities	10,243	77,365	87,608	88,042
Total expenditure	10,243	77,365	87,608	88,042
Net gains on investments	-	-	-	-
	<u>2,604</u>	<u>1,226</u>	<u>3,830</u>	<u>15,948</u>
Net income	2,604	1,226	3,830	15,948
Transfers between funds	2,714	(2,714)	-	-
Net income before other gains/(losses)	5,318	(1,488)	3,830	15,948
Other Gains	-	-	-	-
	<u>5,318</u>	<u>(1,488)</u>	<u>3,830</u>	<u>15,948</u>
Net movement in funds	5,318	(1,488)	3,830	15,948
Reconciliation of funds:				
Total funds brought forward	5,166	28,168	33,334	17,385
Total funds carried forward	10,484	26,680	37,164	33,333

COMMUNITY ACTION NORWICH

England & Wales - Charity number 1079028

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Community Action Norwich

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31 March 2024

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	Pages
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Independent Examiner's Report	5
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Balance Sheet	7
Notes to the Accounts	8 to 15
Detailed Statement of Financial Activities	16

Community Action Norwich

The trustees present their report with the unaudited financial statements of the charity for the year ended 31 March 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity No. 1079028

Principal Office

2 Martineau Lane

Norwich

NR1 2HX

Trustees

The following trustees served during the year:

J. Betts (Resigned 25 July 2023)

J. Drake

B. Edwards

C. Elkins

E. Makuve

M. Richards

A. Sayer

Accountants

Andrew Parker Associates Ltd

Unit 7

Beech Avenue Business Park

Beech Avenue, Taverham

Norwich

NR8 6HW

Bankers

Santander

Bootle

Merseyside

GIR 0AA

OBJECTIVES AND ACTIVITIES

Community Action Norwich is a Christian charity working in the Lakenham and Tuckswood area of Norwich. Our programmes respond to the needs and seek to address issues arising from poverty, depravation, family breakdown, isolation and dementia. Our vision is "To Offer Hope to All".

ACHIEVEMENTS AND PERFORMANCE

The Lakenham Day Centre - This project has been very exciting this year as we have seen our numbers growing. We are observing an increase in the number of people living with dementia and are working with the families to support them and their families to the best of our ability. The fees have remained at £25 per day for Tuesday and Thursday which is much cheaper than the families paying for care for their loved ones. The atmosphere at the Lakenham Day Centre is very important and our staff endeavour to ensure that the club is a welcoming and fun place to be with lots of laughter and conversation not a room with elderly people lining the walls. The staff are an amazing team who work well together and we are very grateful for the way they give above and beyond. We also have committed volunteers who ensure that we are able to give our members an outstanding level of care during the day.

Children and young people - There have been some changes to this project over the last year but we are still seeing the youth work grow. Our youth worker has left fulltime employment with Community Action Norwich and is now working with Youth for Christ Norwich. Although we no longer have a youth worker, Gwil is still running the children and young peoples work on a Thursday night as a volunteer and we are extremely grateful for his dedication during this last year. The numbers that attend our youth programme have grown and we are still offering a safe place for them to meet and ask questions, have discussions, play games and have fun. The children's work is all about fun and we have a noisy evening with them playing games, telling stories and cooking. Again the numbers are slowly growing but we have a lot of fun together and really enjoy this age group.

Homework Club - The homework club has closed down this year as with the loss of our children and youth worker and the dwindling numbers we decided to go ahead and shut this project down. It had grown in response to Covid-19 and it seems that it is no longer necessary.

The Community Cafe - We have seen the biggest increase in numbers in the cafe this year. We have been very busy especially over winter as we were again a community hot spot this year. We continue to offer social prescribing by partnering with outside agencies and are a distribution centre for foodbank. The project also picks up food from Asda and Bread source to give to those who come into the cafe which is on or past it's best before date. We are also very grateful to our volunteers who cook for the cafe each week and those who make coffee's for the increasing numbers who come in.

FINANCIAL REVIEW

We have received grants this financial year from Handelsbanken, Bishop of Norwich Community Fund, Norwich City Council, Community Hot Spots, The Percy Bilton Charity, the National Lottery Community fund and Woodroffe Benton. We are extremely grateful for their encouragement of the projects we are running and the support they have given to the work of the community of Lakenham and Tuckswold. We are still committed to writing bids and looking for funds we can apply to support the work we do. The increase in numbers attending the day centre means that the funds for the day centre are looking healthier. We continue to monitor the finances.

The reserves policy has been agreed by the Trustees of Community action Norwich that the policy in respect of holding cash reserves should provide the following:

1. We will operate a zero reserves policy at this time in order to keep the doors open.
2. We will monitor the finances on a monthly basis.
3. We will continue to write bids and look for funding.
4. We are committed to keeping the staff informed if the situation changes.
5. This policy is reviewed every six months.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Nature of governing document - The charity is an unincorporated registered charity governed by a Deed of Trust dated 9 September 1999.

Recruitment and appointment of trustees - Recruitment and appointment of trustees is done by personal invitation and self referral. The Trustees meet bi-monthly and continue to carefully execute their responsibility to the legal and financial work of the charity. The chair is also the part-time project manager and oversees the staff reporting to the trustees in the form of a management report which covers all areas of the work.

Induction and training of Trustees - A three month induction period is required and during this time D.B.S. checks are made. All appointments are agreed by senior leadership of the Christian Fellowship Norwich before being ratified.

Major risks and management of those risks - The major risks to which the charity is exposed have been assessed by the trustees, and will be monitored and reviewed and systems put in place to mitigate these risks.

Statement of trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The trustees are responsible for keeping proper accounting records that 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 Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the charity's trustees

C. Elkins
Trustee
18 June 2024

Independent Examiner's Report to the trustees of Community Action Norwich

I report to the trustees on my examination of the financial statements of Community Action Norwich for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Andrew Parker, FCCA Chartered Association of
Certified Accountants
Andrew Parker Associates Ltd
Unit 7
Beech Avenue Business Park
Beech Avenue, Taverham
Norwich
NR8 6HW
18 June 2024

Community Action Norwich
Statement of Financial Activities
for the year ended 31 March 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income and endowments from:					
Donations and legacies	3	14,816	27,330	42,146	36,496
Charitable activities	4	0	61,846	61,846	37,728
Total		14,816	89,176	103,992	74,224
Expenditure on:					
Charitable activities	5	5,652	82,390	88,042	90,531
Total		5,652	82,390	88,042	90,531
Net gains on investments		-	-	-	-
Net income/(expenditure)		9,164	6,786	15,950	(16,307)
Transfers between funds		(9,099)	9,099	-	-
Net income/(expenditure) before other gains/(losses)		65	15,885	15,950	(16,307)
Other gains and losses					
Net movement in funds		65	15,885	15,950	(16,307)
Reconciliation of funds:					
Total funds brought forward		5,102	12,283	17,385	33,692
Total funds carried forward		5,167	28,168	33,335	17,385

Community Action Norwich

Balance Sheet

at 31 March 2024

Charity No. 1079028		2024	2023
		£	£
Fixed assets			
Tangible assets	7	-	-
Current assets			
Debtors	8	6,404	4,143
Cash at bank and in hand		28,444	14,034
		<u>34,848</u>	<u>18,177</u>
Creditors: Amount falling due within one year	9	(1,514)	(792)
Net current assets		<u>33,334</u>	<u>17,385</u>
Total assets less current liabilities		<u>33,334</u>	<u>17,385</u>
Net assets excluding pension asset or liability		<u>33,334</u>	<u>17,385</u>
Total net assets		<u><u>33,334</u></u>	<u><u>17,385</u></u>
The funds of the charity			
Restricted funds			
Restricted income funds	10	28,168	12,283
		<u>28,168</u>	<u>12,283</u>
Unrestricted funds			
General funds	10	5,166	5,102
		<u>5,166</u>	<u>5,102</u>
Reserves	10		
Total funds		<u><u>33,334</u></u>	<u><u>17,385</u></u>

Approved by the trustees on 18 June 2024

And signed on their behalf by:

C. Elkins

Trustee

18 June 2024

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

Income with related expenditure Where income has related expenditure the income and related expenditure is reported gross in the SoFA.

Donations and legacies Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.

Tax reclaims on donations and gifts Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.

Donated services and facilities These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

Volunteer help The value of any volunteer help received is not included in the accounts.

Investment income This is included in the accounts when receivable.

Gains/(losses) on revaluation of fixed assets This includes any gain or loss resulting from revaluing investments to market value at the end of the year.

Gains/(losses) on investment assets This includes any gain or loss on the sale of investments.

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Freehold investment property

Investment properties are measured initially at cost and subsequently at fair value at each balance sheet date and are not depreciated. All gains or losses are taken to the Statement of Financial Activities as they arise.

Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

2 Statement of Financial Activities - prior year

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Income and endowments from:			
Donations and legacies	10,764	25,732	36,496
Charitable activities	-	37,728	37,728
Total	<u>10,764</u>	<u>63,460</u>	<u>74,224</u>
Expenditure on:			
Charitable activities	13,593	76,938	90,531
Total	<u>13,593</u>	<u>76,938</u>	<u>90,531</u>
Net income	<u>(2,829)</u>	<u>(13,478)</u>	<u>(16,307)</u>
Transfers between funds	(89)	89	-
Net income before other gains/(losses)	<u>(2,918)</u>	<u>(13,389)</u>	<u>(16,307)</u>
Other gains and losses:			
Net movement in funds	<u>(2,918)</u>	<u>(13,389)</u>	<u>(16,307)</u>
Reconciliation of funds:			
Total funds brought forward	8,020	25,672	33,692
Total funds carried forward	<u><u>5,102</u></u>	<u><u>12,283</u></u>	<u><u>17,385</u></u>

3 Income from donations and legacies

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
Donations-restricted	-	7,095	7,095	14,054
Donations -unrestricted	8,238	-	8,238	9,208
Grants & Gift Aid-restricted	-	20,235	20,235	11,678
Grants & Gift aid-unrestricted	6,578	-	6,578	1,556
	<u>14,816</u>	<u>27,330</u>	<u>42,146</u>	<u>36,496</u>

4 Income from charitable activities

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
Restricted	0	61,846	61,846	37,728
	<u>0</u>	<u>61,846</u>	<u>61,846</u>	<u>37,728</u>

5 Expenditure on charitable activities

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
<i>Expenditure on charitable activities</i>				
Restricted	1,156	82,390	83,546	76,938
Unrestricted	3,774	-	3,774	12,801
<i>Governance costs</i>				
Accountancy	722	-	722	792
	<u>5,652</u>	<u>82,390</u>	<u>88,042</u>	<u>90,531</u>

6 Staff costs

No employee received emoluments in excess of £60,000.

Total employee benefits received by key management personnel	60,732	69,721
-----------------------------------------------------------------	--------	--------

The average monthly number of full time equivalent employees during the year was as follows:

2024	2023
Number	Number
4	4
<u>4</u>	<u>4</u>

7 Tangible fixed assets

	£	£
Cost or revaluation		
At 1 April 2023	2,972	2,972
At 31 March 2024	<u>2,972</u>	<u>2,972</u>
Depreciation and impairment		
At 1 April 2023	2,972	2,972
At 31 March 2024	<u>2,972</u>	<u>2,972</u>
Net book values		
At 31 March 2024	<u>-</u>	<u>-</u>
At 31 March 2023	<u>-</u>	<u>-</u>

8 Debtors

	2024	2023
	£	£
Trade debtors	-	1,978
Other debtors	6,404	2,165
	<u>6,404</u>	<u>4,143</u>

9 Creditors:

amounts falling due within one year

	2024	2023
	£	£
Other taxes and social security	562	-
Accruals	952	792
	<u>1,514</u>	<u>792</u>

10 Movement in funds

	At 1 April 2023	Incoming resources (including other gains/losses) £	Resources expended £	Gross transfers £	At 31 March 2024 £
Restricted funds:					
Restricted income funds:					
Children services	22	500	-	-	522
Day centre	1,743	76,556	(57,913)	1,322	21,708
Coffee Cart	5,185	78	(2,135)	(1,378)	1,749
Community cafe	4,138	5,302	(3,339)	(2,560)	3,542
Sensory garden	164	-	-	-	164
Youth	1,031	6,740	(19,003)	11,715	483
<i>Total</i>	<u>12,283</u>	<u>89,176</u>	<u>(82,390)</u>	<u>9,099</u>	<u>28,168</u>
Unrestricted funds:					
General funds	5,102	14,815	(5,652)	(9,099)	5,166
Total funds	<u><u>17,385</u></u>	<u><u>103,991</u></u>	<u><u>(88,042)</u></u>	<u><u>-</u></u>	<u><u>33,334</u></u>

Purposes and restrictions in relation to the funds:

Restricted funds:

Children services	Provision of a children's mid-week club, homework club and other children's activities.
Day centre	To provide meals and help reduce isolation for older people funded by attendees fees and grants.
Coffee Cart	For the purchase of a coffee cart to use in the community for the youth work and community cafe.
Community cafe	To run a community cafe offering free drinks and cakes, a place to come for advice and help. Foodbank distribution centre is also run at this time.
Sensory garden	For the maintenance of the sensory garden for the benefit of those living with dementia.
Youth	Provision of a mid-week youth club for children of high school age.

11 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Net current assets	(1,514)	34,848	33,334
	<u>(1,514)</u>	<u>34,848</u>	<u>33,334</u>

12 Reconciliation of net debt

	At 1 April 2023	Cash flows	At 31 March 2024
	£	£	£
Cash and cash equivalents	14,034	14,410	28,444
	<u>14,034</u>	<u>14,410</u>	<u>28,444</u>
Net debt	<u>14,034</u>	<u>14,410</u>	<u>28,444</u>

Community Action Norwich
Statement of Cash flows
for the year ended 31 March 2024

	2024 £	2023 £
Cash flows from operating activities		
Net income/(expenditure) per Statement of Financial Activities	15,950	(16,307)
Adjustments for:		
Other gains/losses	-	-
Increase in trade and other receivables	(2,261)	(5)
Increase in trade and other payables	722	27
Net cash provided by/(used in) operating activities	<u>14,411</u>	<u>(16,285)</u>
Net cash from investing activities	<u>-</u>	<u>-</u>
Net cash from financing activities	<u>-</u>	<u>-</u>
Net increase/(decrease) in cash and cash equivalents	14,411	(16,285)
Cash and cash equivalents at the beginning of the year	14,034	30,319
Cash and cash equivalents at the end of the year	<u>28,445</u>	<u>14,034</u>
Components of cash and cash equivalents		
Cash and bank balances	28,444	14,034
	<u>28,444</u>	<u>14,034</u>

Community Action Norwich
Detailed Statement of Financial Activities
for the year ended 31 March 2024

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income and endowments from:				
Donations and legacies				
Donations-restricted	-	7,095	7,095	14,054
Donations -unrestricted	8,238	-	8,238	9,208
Grants & Gift Aid-restricted	-	20,235	20,235	11,678
Grants & Gift aid-unrestricted	6,578	-	6,578	1,556
	<u>14,816</u>	<u>27,330</u>	<u>42,146</u>	<u>36,496</u>
Charitable activities				
Restricted	0	61,846	61,846	37,728
	<u>0</u>	<u>61,846</u>	<u>61,846</u>	<u>37,728</u>
Total income and endowments	14,816	89,176	103,992	74,224
Expenditure on:				
Charitable activities				
Restricted	1,156	82,390	83,546	76,938
Unrestricted	3,774	-	3,774	12,801
	<u>4,930</u>	<u>82,390</u>	<u>87,320</u>	<u>89,739</u>
Governance costs				
Accountancy	722	-	722	792
	<u>722</u>	<u>-</u>	<u>722</u>	<u>792</u>
Total of expenditure on charitable activities	5,652	82,390	88,042	90,531
Total expenditure	5,652	82,390	88,042	90,531
Net gains on investments	-	-	-	-
	<u>9,164</u>	<u>6,786</u>	<u>15,950</u>	<u>(16,307)</u>
Net income/(expenditure)				
Transfers between funds	(9,099)	9,099	-	-
Net income/(expenditure) before other gains/(losses)	65	15,885	15,950	(16,307)
Other Gains	-	-	-	-
Net movement in funds	<u>65</u>	<u>15,885</u>	<u>15,950</u>	<u>(16,307)</u>
Reconciliation of funds:				
Total funds brought forward	5,102	12,283	17,385	33,692
Total funds carried forward	<u>5,167</u>	<u>28,168</u>	<u>33,335</u>	<u>17,385</u>

COMMUNITY ACTION NORWICH

England & Wales - Charity number 1079028

Accounts

Community Action Norwich

Charity No. 1079028

Trustees' Report and Unaudited Accounts

31 March 2023

Community Action Norwich

Contents

	Pages
Trustees' Annual Report	2 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Accounts	9 to 15
Detailed Statement of Financial Activities	16

Community Action Norwich
Trustees Annual Report

Community Action Norwich

The trustees present their report with the unaudited financial statements of the charity for the year ended 31 March 2023.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity No. 1079028

Principal Office

2 Martineau Lane
Norwich
NR1 2HX

Trustees

The following trustees served during the year:

Rev. J. Betts (resigned 25.07.23)

J. Drake

B. Edwards

E. Makuve

A. Sayer (appointed 26.07.22)

C. Elkins (appointed 25.07.23)

M. Richards (appointed 25.07.23)

Accountants

Andrew Parker Associates Ltd
Unit 7
Beech Avenue Business Park
Beech Avenue, Taverham
Norwich
NR8 6HW

Bankers

Santander
Bootle
Merseyside
GIR 0AA

Community Action Norwich

Trustees Annual Report

OBJECTIVES AND ACTIVITIES

Community Action Norwich is a Christian Charity working in the Lakenham and Tuckswood area of Norwich. Our programmes respond to needs and seek to address issues arising from poverty, deprivation, family breakdown, isolation, youth related crime, drugs and alcohol abuse, and dementia. Our vision is to "Offer Hope to All".

ACHIEVEMENTS AND PERFORMANCE

The Lakenham Day Centre We continue to run the lunch club and day centre every Tuesday and Thursday. The numbers are growing slowly and the new members are fitting in with the group well. We would not be able to run the day centre without the help of our amazing volunteers who are so committed to the work we do. We have an increased number of members who are living with dementia and this is the area that is growing fastest. The skills needed to support these people and their families are different but we have learnt so much over this last year.

Children and young people

We have seen the youth work grow the most rapidly this year. We have been working on identity as this area is a mine field for young people with lots of questions. We have been making safe places for them to question their own ideas. The opportunity is to engage, ask questions, catch up with friends and play team games, seems to be what young people are looking for. The children's work is all about having fun and learning together with stories, games and the occasional chance to cook. We spent the summer in a local park playing wide games and football in order to keep in touch with them. The summer water fight is a great end of term party we have every year and one which the children look forward to. The numbers are slowly growing in the children's work.

Homework Club The goal is to see numbers grow this year and children's learning improving. This club grew out of lockdown but we have continued to run it as the need is still there as so many are behind where they should be at school. We are so excited to see how the children who come are catching up to where they should be at school, and we love to see their school reports which evidence how much they are achieving. The numbers are up and down but one of the high school kids brought a group of friends who needed help with some English Literature homework which we were able to support them through this project and teach them how to tackle the work.

The Community Cafe This project has been doing very well this year. We became a warm space with free Wi-Fi and drinks and cake. The numbers have been much higher than usual with the cost of living crisis taking a high toll on local people. We offer a foodbank distribution service for those who are referred with a voucher and aim to be a warm and friendly venue who also offer to signpost customers on for more support. We have partnered with a local Asda community champion and love the days when he comes into the cafe.

FINANCIAL REVIEW

With more charities competing for smaller pots of money we are struggling to secure the funds to keep the projects going. However, we are committed to the charity and the work we do, and continue to serve the community we are based in. We are currently operating on a zero reserves policy as we do not want to have to close down any activities. We have committed to keep the costs down to pay the salaries and the trustees, staff are kept aware of the situation each month. We continue to write bids and look for funds we can apply to and are confident that we can keep the doors open and the projects running smoothly with the support of our volunteers and staff. We will monitor the finances and update our reserves policy annually.

Reserves Policy It has been agreed by the Trustees of Community Action Norwich that the policy in respect of holding cash reserves should provide the following:

1. We will operate a zero reserves policy at this time to keep the doors open.
2. We will monitor the finances on a monthly basis.
3. We will continue to write bids and look for funding for projects.
4. We are committed to keeping the staff informed of the situation so they can make their own decisions on the financial situation of the charity each month.
5. This policy will be reviewed within six months.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Nature of governing document The charity is an unincorporated registered charity governed by a Deed of Trust dated 9 September 1999.

Recruitment and appointment of trustees Recruitment and appointment of Trustees is done by personal invitation and self referral. The Trustees meet bi-monthly and continue to carefully execute their responsibility to the legal and financial work of the charity. The part time project manager is in attendance at their meetings and prepares a written management report covering all areas of the work.

Induction and training of Trustees A three month induction period is required and during this time D.B.S. checks are made. All appointments are agreed by senior leadership of the Christian Fellowship Norwich before being ratified.

Major risks and management of those risks The major risks to which the charity is exposed have been assessed by the Trustees, and will be monitored and reviewed and systems put in place to mitigate these risks.

Statement of trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Community Action Norwich

Trustees Annual Report

The trustees are responsible for keeping proper accounting records that 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 Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for preparing the Trustee's report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Signed on behalf of the charity's trustees

Clare Elkins

C. Elkins

Chair of Trustees

29 September 2023

Community Action Norwich
Independent Examiners Report

Independent Examiner's Report to the trustees of Community Action Norwich

I report to the trustees on my examination of the financial statements of Community Action Norwich for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011('the Act'). The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in, any material respect:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of the financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Andrew Parker
Chartered Association of Certified Accountants
Andrew Parker Associates Ltd
Unit 7
Beech Avenue Business Park
Beech Avenue, Taverham
Norwich
NR8 6HW
29 September 2023

Community Action Norwich

Statement of Financial Activities

for the year ended 31 March 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income and endowments from:					
Donations and legacies	3	10,764	25,732	36,496	35,378
Charitable activities	4	-	37,728	37,728	25,815
Total		10,764	63,460	74,224	61,193
Expenditure on:					
Charitable activities	5	13,593	76,938	90,531	110,495
Total		13,593	76,938	90,531	110,495
Net gains on investments		-	-	-	-
Net expenditure	6	(2,829)	(13,478)	(16,307)	(49,302)
Transfers between funds		(89)	89	-	-
Net expenditure before other gains/(losses)		(2,918)	(13,389)	(16,307)	(49,302)
Other gains and losses					
Net movement in funds		(2,918)	(13,389)	(16,307)	(49,302)
Reconciliation of funds:					
Total funds brought forward		8,020	25,672	33,692	82,994
Total funds carried forward		5,102	12,283	17,385	33,692

Community Action Norwich

Balance Sheet

at 31 March 2023

Charity No. 1079028		2023	2022
		£	£
Fixed assets			
Tangible assets	8	-	-
Current assets			
Debtors	9	4,143	4,138
Cash at bank and in hand		14,034	30,319
		<u>18,177</u>	<u>34,457</u>
Creditors: Amount falling due within one year	10	(792)	(765)
Net current assets		<u>17,385</u>	<u>33,692</u>
Total assets less current liabilities		<u>17,385</u>	<u>33,692</u>
Net assets excluding pension asset or liability		<u>17,385</u>	<u>33,692</u>
Total net assets		<u><u>17,385</u></u>	<u><u>33,692</u></u>
The funds of the charity			
Restricted funds			
Restricted income funds	11	12,283	25,672
		<u>12,283</u>	<u>25,672</u>
Unrestricted funds			
General funds	11	5,102	8,020
		<u>5,102</u>	<u>8,020</u>
Total funds		<u><u>17,385</u></u>	<u><u>33,692</u></u>

Approved by the trustees on 29 September 2023

And signed on their behalf by:

Clare Elkins

C. Elkins

Chair of Trustees

29 September 2023

Community Action Norwich

Notes to the Accounts

for the year ended 31 March 2023

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

Community Action Norwich

Notes to the Accounts

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Freehold investment property

Investment properties are measured initially at cost and subsequently at fair value at each balance sheet date and are not depreciated. All gains or losses are taken to the Statement of Financial Activities as they arise.

Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation. Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term. In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

Community Action Norwich

Notes to the Accounts

2 Statement of Financial Activities - prior year

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Income and endowments from:			
Donations and legacies	10,094	25,284	35,378
Charitable activities	-	25,815	25,815
Total	<u>10,094</u>	<u>51,099</u>	<u>61,193</u>
Expenditure on:			
Charitable activities	5,561	104,934	110,495
Total	<u>5,561</u>	<u>104,934</u>	<u>110,495</u>
Net income	<u>4,533</u>	<u>(53,835)</u>	<u>(49,302)</u>
Net income before other gains/(losses)	4,533	(53,835)	(49,302)
Other gains and losses:			
Net movement in funds	<u>4,533</u>	<u>(53,835)</u>	<u>(49,302)</u>
Reconciliation of funds:			
Total funds brought forward	3,487	79,477	82,964
Total funds carried forward	<u>8,020</u>	<u>25,642</u>	<u>33,662</u>

3 Income from donations and legacies

	Unrestricted	Restricted	Total 2023	Total 2022
	£	£	£	£
Donations-restricted	-	14,054	14,054	2,703
Donations -unrestricted	9,208	-	9,208	7,616
Grants & Gift Aid	-	11,678	11,678	22,581
Grants & Gift aid	1,556	-	1,556	2,478
	<u>10,764</u>	<u>25,732</u>	<u>36,496</u>	<u>35,378</u>

4 Income from charitable activities

	Restricted	Total 2023	Total 2022
	£	£	£
Restricted	37,728	37,728	25,815
	<u>37,728</u>	<u>37,728</u>	<u>25,815</u>

Community Action Norwich

Notes to the Accounts

5 Expenditure on charitable activities

	Unrestricted	Restricted	Total	Total
			2023	2022
	£	£	£	£
<i>Expenditure on charitable activities</i>				
Restricted	-	76,938	76,938	104,934
Unrestricted	12,801	-	12,801	4,911
<i>Governance costs</i>				
Accountancy	792	-	792	650
	<u>13,593</u>	<u>76,938</u>	<u>90,531</u>	<u>110,495</u>

6 Net expenditure before transfers

	2023	2022
	£	£
This is stated after charging:		
Independent Examiner's fee	792	650

7 Staff costs

No employee received emoluments in excess of £60,000.

Total employee benefits received by key management personnel	69,721	60,731
--------------------------------------------------------------	--------	--------

The average monthly number of full time equivalent employees during the year was as follows:

	2023	2022
	Number	Number
	4	4
	<u>4</u>	<u>4</u>

8 Tangible fixed assets

	£	£
Cost or revaluation		
At 1 April 2022	2,972	2,972
At 31 March 2023	<u>2,972</u>	<u>2,972</u>
Depreciation and impairment		
At 1 April 2022	2,972	2,972
At 31 March 2023	<u>2,972</u>	<u>2,972</u>
Net book values		
At 31 March 2023	-	-
At 31 March 2022	<u>-</u>	<u>-</u>

9 Debtors

	2023	2022
	£	£
Trade debtors	1,978	2,301
Other debtors	2,165	1,837
	<u>4,143</u>	<u>4,138</u>

Community Action Norwich

Notes to the Accounts

10 Creditors:

amounts falling due within one year

	2023	2022
	£	£
Trade creditors	-	115
Other creditors	792	650
	<u>792</u>	<u>765</u>

11 Movement in funds

	At 1 April 2022	Incoming resources (including other gains/losses) £	Resources expended £	Gross transfers £	At 31 March 2023 £
Restricted funds:					
Restricted income funds:					
Children services	3,387	125	(3,490)	-	22
Day centre	20,584	37,228	(56,069)	-	1,743
Coffee Cart	1,050	7,278	(3,143)	-	5,185
Community cafe	556	6,549	(2,967)	-	4,138
Sensory garden	95	-	-	69	164
Youth	-	12,280	(11,269)	20	1,031
<i>Total</i>	<u>25,672</u>	<u>63,460</u>	<u>(76,938)</u>	<u>89</u>	<u>12,283</u>
Unrestricted funds:					
General funds	8,020	10,764	(13,593)	(89)	5,102
Total funds	<u><u>33,692</u></u>	<u><u>74,224</u></u>	<u><u>(90,531)</u></u>	<u><u>-</u></u>	<u><u>17,385</u></u>

Purposes and restrictions in relation to the funds:

Restricted funds:

Children services	Provision of a children's mid-week club, homework club and other children's activities.
Day centre	To provide meals and help reduce isolation for older people funded by attendees fees and grants.
Coffee Cart	For the purchase of a coffee cart to use in the community for the youth work and community cafe.
Community cafe	To run a community cafe offering free drinks and cakes, a place to come for advice and help. Foodbank distribution centre is also run at this time.
Sensory garden	For the maintenance of the sensory garden for the benefit of those living with dementia.
Youth	Provision of a mid-week youth club for children of high school age.

Community Action Norwich

Notes to the Accounts

12 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Net current assets	13,242	4,143	17,385
	<u>13,242</u>	<u>4,143</u>	<u>17,385</u>

13 Reconciliation of net debt

	At 1 April 2022	Cash flows	At 31 March 2023
	£	£	£
Cash and cash equivalents	30,319	(16,285)	14,034
	<u>30,319</u>	<u>(16,285)</u>	<u>14,034</u>
Net debt	<u>30,319</u>	<u>(16,285)</u>	<u>14,034</u>

Community Action Norwich
Detailed Statement of Financial Activities
for the year ended 31 March 2023

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income and endowments from:				
Donations and legacies				
Donations-restricted	-	14,054	14,054	2,703
Donations -unrestricted	9,208	-	9,208	7,616
Grants & Gift Aid	-	11,678	11,678	22,581
Grants & Gift aid	1,556	-	1,556	2,478
	<u>10,764</u>	<u>25,732</u>	<u>36,496</u>	<u>35,378</u>
Charitable activities				
Restricted	-	37,728	37,728	25,815
	<u>-</u>	<u>37,728</u>	<u>37,728</u>	<u>25,815</u>
Total income and endowments	10,764	63,460	74,224	61,193
Expenditure on:				
Charitable activities				
Restricted	-	76,938	76,938	104,934
Unrestricted	12,801	-	12,801	4,911
	<u>12,801</u>	<u>76,938</u>	<u>89,739</u>	<u>109,845</u>
Governance costs				
Accountancy	792	-	792	650
	<u>792</u>	<u>-</u>	<u>792</u>	<u>650</u>
Total of expenditure on charitable activities	13,593	76,938	90,531	110,495
Total expenditure	13,593	76,938	90,531	110,495
Net gains on investments	-	-	-	-
	<u>(2,829)</u>	<u>(13,478)</u>	<u>(16,307)</u>	<u>(49,302)</u>
Net expenditure	(2,829)	(13,478)	(16,307)	(49,302)
Transfers between funds	(89)	89	-	-
Net expenditure before other gains/(losses)	(2,918)	(13,389)	(16,307)	(49,302)
Other Gains	-	-	-	-
	<u>(2,918)</u>	<u>(13,389)</u>	<u>(16,307)</u>	<u>(49,302)</u>
Net movement in funds	(2,918)	(13,389)	(16,307)	(49,302)
Reconciliation of funds:				
Total funds brought forward	8,020	25,672	33,692	82,994
Total funds carried forward	<u>5,102</u>	<u>12,283</u>	<u>17,385</u>	<u>33,692</u>

COMMUNITY ACTION NORWICH

England & Wales - Charity number 1079028

Accounts

Charity registration number: 1079028

Community Action Norwich

Annual Report and Financial Statements

for the Year Ended 31 March 2022

Andrew Parker
Independent Examiner
Unit 7 Becch Avenue
Taverham
Norwich
Norfolk
NR8 6HW

Community Action Norwich

Contents

Reference and Administrative Details	1
Trustees' Report	2 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 13

Community Action Norwich

Reference and Administrative Details

Trustees	Mrs D Betts to 08/10/2021 Rev J Betts Mrs J Drake Ms B Edwards Ms E Makeve
Principal Office	2 Martineau Lane Norwich NR1 2HX
Charity Registration Number	1079028
Bankers	Santander Bootle Merseyside GIR 0AA
Independent Examiner	Andrew Parker Independent Examiner Unit 7 Beech Avenue Taverham Norwich Norfolk NR8 6HW

Community Action Norwich

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2022.

Achievements and performance

Objects and review of the year

Community Action Norwich is a Christian Charity working in the Lakenham and Tuckswood areas of Norwich. Our programmes respond to need and seek to address issues arising from poverty, deprivation, family breakdown, isolation, youth related crime, drugs and alcohol abuse and dementia. Our vision is to **'Offer Hope to All'**

The Lakenham Day Centre

Although we are out of lockdown, many elderly people are still unsure of getting out and about. We have seen a 20% increase in attendance but this is insufficient to cover our costs. We are seeing new people join but of course with this age group we regularly lose members who died. The team members have a combined 50 years experience of working with older people and the club members love the innovative and fun programmes run by our staff and volunteers. Those who come initially for one day a week soon ask to come for both days because they enjoy their time at the club so much.

Children and Youth

Owing to lockdown, the Children and Youth clubs did not restart until the summer term. Those who came were glad to be back but numbers were not high. Over summer we ran a fun programme in the local park which resulted in our numbers growing to twenty attendees. At the start of the autumn term numbers were maintained, eighteen high school youth but only three children. By the end of the term the youth numbers were still the same and the children's club was up to eleven.

Homework Club

The Homework Club has remained open and grown from three to twelve students. Two of the children who attend the club have received awards at school for the progress they have made.

The Community Cafe

The cafe is up and running again. However numbers are not what they used to be owing to the fact that people are still cautious about mixing in public. Foodbank has been relaunched and is in demand again as the cost of living has grown and wages are not keeping pace.

Funding

Funding our projects continues to be a challenge as our income has not returned to precovid levels. We are however managing to continue our work despite the current situation. We are thankful for any and every donation we receive both from personal contributions and funding bodies.

THANK YOU

On behalf of the trustees I want to express our sorrow at the passing of the Chair of Trustees Doreen Betts, who steered this charity so successfully for many years. Her contribution as a fundraiser, her wisdom and commitment to our work was outstanding. She is a very hard act to follow. She is sorely missed.

On behalf of the trustees I want to thank our funders, staff and volunteers who give themselves unstintingly to all who use our programmes. We thank you for all you bring to our work which has gained us a well deserved reputation for excellence in the Lakenham Community and beyond.

Community Action Norwich

Trustees' Report

Financial review

Policy on reserves

It has been agreed by the Trustees of Community Action Norwich that the policy in respect of holding cash reserves should provide for the following:

1 The project spend as set out in budgets from time to time authorised by the Trustees and being consistent with CAN's Mission Statement, Vision, Values and Future Plans and which shall take into account future income from grants, donations and other sources where it is reasonable to do so.

2 Current and future levels of obligated costs.

3 Reasonable provision for the acquisition and replacement of fixed assets necessary for continuation of operations.

Accordingly the Trustees have agreed that the Charity should hold approximately three months cover for future expenditure at any given time. The overall cash resources carried forward at 31st March 2022 were £30,319 (2021 - £82,341), of which £23,437 is restricted (2021 - £79,418).. Reserves amount to approx three months future expenditure.

The organisation continues to pursue finances through grants and other means and has reviewed costs in order to reduce these as far as possible.

Structure, governance and management

Nature of governing document

The charity is an unincorporated registered charity governed by a Deed of Trust dated 9th September 1999.

Recruitment and appointment of trustees

Recruitment and appointment of Trustees is done by personal invitation and self referral.

The Trustees meet bi-monthly and continue to carefully execute their responsibility to the legal and financial work of the charity. The part time project manager is in attendance at their meetings and prepares a written management report covering all areas of the work.

Induction and training of trustees

A three month induction period is required and during this time D.B.S. checks are made.

All appointments are agreed by the senior leadership of the Christian Fellowship Norwich before being ratified.

Major risks and management of those risks

The major risks to which the charity is exposed have been assessed by the Trustees, These will be monitored and reviewed and systems put in place to mitigate these risks.

Statement of Trustees' responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Community Action Norwich

Trustees' Report

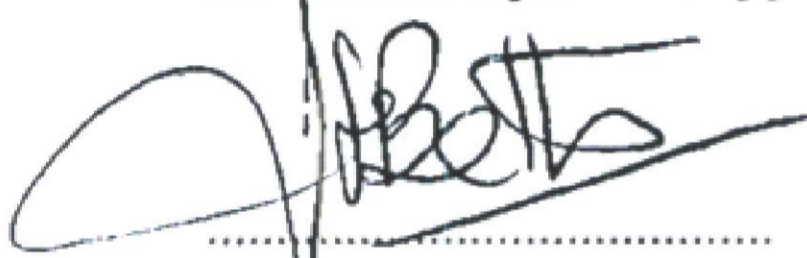
Statement of Trustees' Responsibilities

The law applicable to charities requires the trustees to prepare financial statements 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 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 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 financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees 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.

The annual report was approved by the trustees of the charity on 26 July 2022 and signed on its behalf by:



.....
Rev J Betts
Trustee

Community Action Norwich

Independent Examiner's Report to the trustees of Community Action Norwich

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022 which are set out on pages 6 to 13.

Respective responsibilities of trustees and examiner

As the charity's trustees of Community Action Norwich you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Community Action Norwich's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Community Action Norwich as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....
Andrew Parker
Independent Examiner

Unit 7 Beech Avenue
Taverham
Norwich
Norfolk
NR8 6HW

27 July 2022

Community Action Norwich

Statement of Financial Activities for the Year Ended 31 March 2022

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income and Endowments from:				
Donations and legacies		10,094	25,284	35,378
Charitable activities		-	25,815	25,815
Total income		<u>10,094</u>	<u>51,099</u>	<u>61,193</u>
Expenditure on:				
Charitable activities		<u>(5,561)</u>	<u>(104,934)</u>	<u>(110,495)</u>
Total expenditure		<u>(5,561)</u>	<u>(104,934)</u>	<u>(110,495)</u>
Net income/(expenditure)		4,533	(53,835)	(49,302)
Gross transfers between funds		<u>(30)</u>	<u>30</u>	<u>-</u>
Net movement in funds		4,503	(53,805)	(49,302)
Reconciliation of funds				
Total funds brought forward		<u>3,517</u>	<u>79,477</u>	<u>82,994</u>
Total funds carried forward	11	<u>8,020</u>	<u>25,672</u>	<u>33,692</u>
	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Income and Endowments from:				
Donations and legacies		16,828	109,323	126,151
Charitable activities		-	14,476	14,476
Other income		<u>3,851</u>	<u>1,021</u>	<u>4,872</u>
Total income		<u>20,679</u>	<u>124,820</u>	<u>145,499</u>
Expenditure on:				
Charitable activities		<u>(22,117)</u>	<u>(99,773)</u>	<u>(121,890)</u>
Total expenditure		<u>(22,117)</u>	<u>(99,773)</u>	<u>(121,890)</u>
Net (expenditure)/income		(1,438)	25,047	23,609
Gross transfers between funds		<u>(137)</u>	<u>137</u>	<u>-</u>
Net movement in funds		(1,575)	25,184	23,609
Reconciliation of funds				
Total funds brought forward		<u>5,092</u>	<u>54,293</u>	<u>59,385</u>
Total funds carried forward	11	<u>3,517</u>	<u>79,477</u>	<u>82,994</u>


All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2021 is shown in note 11.

Community Action Norwich

**(Registration number: 1079028)
Balance Sheet as at 31 March 2022**

	Note	2022 £	2021 £
Current assets			
Debtors	9	4,138	2,145
Cash at bank and in hand		<u>30,319</u>	<u>82,341</u>
		34,457	84,486
Creditors: Amounts falling due within one year	10	<u>(765)</u>	<u>(1,492)</u>
Net assets		<u>33,692</u>	<u>82,994</u>
Funds of the charity:			
Restricted funds		25,672	79,477
Unrestricted income funds			
Unrestricted funds		<u>8,020</u>	<u>3,517</u>
Total funds	11	<u>33,692</u>	<u>82,994</u>

The financial statements on pages 6 to 13 were approved by the trustees, and authorised for issue on 26 July 2022 and signed on their behalf by:


Rev. Betts
Trustee

Community Action Norwich

Notes to the Financial Statements for the Year Ended 31 March 2022

Support costs

Support costs of managing the charity are relatively small and met by funds allocated specifically for this purpose. No separate analysis has been made of these.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including independent examination, strategic management and trustees's meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Community Action Norwich

Notes to the Financial Statements for the Year Ended 31 March 2022

2 Income from donations and legacies

	Unrestricted funds			
	General £	Restricted funds £	Total 2022 £	Total 2021 £
Donations and legacies;				
Donations from individuals	7,616	2,703	10,319	8,968
Gift aid reclaimed	2,118	-	2,118	1,320
Grants, including capital grants;				
Grants from other charities	360	22,581	22,941	115,863
	<u>10,094</u>	<u>25,284</u>	<u>35,378</u>	<u>126,151</u>

3 Income from charitable activities

	Restricted funds £	Total 2022 £	Total 2021 £
Charitable activities	<u>25,815</u>	<u>25,815</u>	<u>14,476</u>

4 Analysis of governance and support costs

Governance costs

	Unrestricted funds		
	General £	Total 2022 £	Total 2021 £
Independent examiner fees			
Examination of the financial statements	650	650	650
	<u>650</u>	<u>650</u>	<u>650</u>

5 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses from the charity during the year.

6 Staff costs

The aggregate payroll costs were as follows:

Community Action Norwich

Notes to the Financial Statements for the Year Ended 31 March 2022

	2021
	£
Staff costs during the year were:	
Wages and salaries	<u>60,731</u>

No employee received emoluments of more than £60,000 during the year

7 Taxation

The charity is a registered charity and is therefore exempt from taxation.

8 Tangible fixed assets

	Furniture and equipment	Total
	£	£
Cost		
At 1 April 2021	<u>2,927</u>	<u>2,927</u>
At 31 March 2022	<u>2,927</u>	<u>2,927</u>
Depreciation		
At 1 April 2021	<u>2,927</u>	<u>2,927</u>
At 31 March 2022	<u>2,927</u>	<u>2,927</u>
Net book value		
At 31 March 2022	<u>-</u>	<u>-</u>
At 31 March 2021	<u>-</u>	<u>-</u>

9 Debtors

	2022	2021
	£	£
Trade debtors	2,301	825
Other debtors	<u>1,837</u>	<u>1,320</u>
	<u>4,138</u>	<u>2,145</u>

10 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	<u>765</u>	<u>1,492</u>

Community Action Norwich

Notes to the Financial Statements for the Year Ended 31 March 2022

11 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
Unrestricted funds					
<i>General</i>					
General Fund	3,517	10,094	(5,561)	(30)	8,020
Restricted funds					
Adult Services	18,379	10,000	(28,378)	(1)	-
Day Centre	19,517	25,765	(24,699)	1	20,584
Children's Services	7,290	5,175	(9,434)	356	3,387
Youth	14,299	5,071	(19,328)	(42)	-
Capacity Building	11,527	-	(11,243)	(284)	-
Big Lottery	7,834	-	(7,834)	-	-
Sensory Garden	(48)	660	(517)	-	95
Community Cafe	679	1,498	(1,621)	-	556
Coffee CartNew	-	2,930	(1,880)	-	1,050
Total restricted funds	<u>79,477</u>	<u>51,099</u>	<u>(104,934)</u>	<u>30</u>	<u>25,672</u>
Total funds	<u>82,994</u>	<u>61,193</u>	<u>(110,495)</u>	<u>-</u>	<u>33,692</u>
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
<i>General</i>					
General Fund	5,092	20,679	(22,117)	(137)	3,517
Restricted funds					
Adult Services	5,451	28,237	(14,827)	(482)	18,379
Day Centre	73	15,519	(681)	4,606	19,517
Children's Services	5,302	7,886	(2,748)	(3,150)	7,290
Youth	-	24,050	(12,630)	2,879	14,299
Capacity Building	26,537	(790)	(10,504)	(3,716)	11,527
Big Lottery	15,643	49,601	(57,410)	-	7,834
Sensory Garden	198	-	(246)	-	(48)
Community Cafe	1,089	317	(727)	-	679
Total restricted funds	<u>54,293</u>	<u>124,820</u>	<u>(99,773)</u>	<u>137</u>	<u>79,477</u>
Total funds	<u>59,385</u>	<u>145,499</u>	<u>(121,890)</u>	<u>-</u>	<u>82,994</u>

Community Action Norwich

Notes to the Financial Statements for the Year Ended 31 March 2022

The specific purposes for which the funds are to be applied are as follows:

Big Lottery. Money secured towards funding of the Day Centre and Lunch Club for the elderly. This ceased in May 2021.

Capacity Building. Money put aside to provide for post Lottery Funding in 2021 from increased Day Centre fees and a provision of £13,463.08 from previous years Lottery Funding. This was used with the Lottery Fund to pay the salary of a Project Development person until January 2022.

Lakenham Day Centre. To provide meals and help reduce isolation for Older people funded by attendees fees and grants.

Elderly (Adult Services). Used for Day Centre staff salaries until December 2021.

Children. Provision of children's mid-week club and other children's activities.

Youth. Provision of a mid-week youth club for children of high school age.

Community Cafe. A time and space to engage with the Community.

Sensory Garden. The sensory garden is a peaceful place for those coping with dementia.

12 Analysis of net assets between funds

	Unrestricted funds		
	General £	Restricted funds £	Total funds £
Current assets	8,669	25,788	34,457
Current liabilities	<u>(650)</u>	<u>(115)</u>	<u>(765)</u>
Total net assets	<u><u>8,019</u></u>	<u><u>25,673</u></u>	<u><u>33,692</u></u>

COMMUNITY ACTION NORWICH

England & Wales - Charity number 1079028

Accounts

Alcathia Richards
Chartered Accountants
Alcathia Mann Ltd
14 Townsend Court
Reepham
Norwich
Norfolk
NR10 4LD

Annual Report and Financial Statements
for the Year Ended 31 March 2021

Community Action Norwich

Community Action Norwich

Contents

1	Reference and Administrative Details
2 to 4	Trustees' Report
5	Independent Examiner's Report
6	Statement of Financial Activities
7	Balance Sheet
8 to 13	Notes to the Financial Statements

Community Action Norwich

Reference and Administrative Details

Trustees

Mrs D Betts

Rev J Betts

Mrs J Drake

Ms B Edwards

Ms E Makuve

2 Martineau Lane

Norwich

NR1 2HX

1079028

Charity Registration Number

Bankers

Santander

Boothle

Mersseyside

GIR 0AA

Almathia Richards

Chartered Accountants

Almathia Mann Ltd

14 Townsend Court

Reepham

Norwich

Norfolk

NR10 4LD

Independent Examiner

Community Action Norwich

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2021.

Achievements and performance

Objects and Review of the year

Community Action Norwich is a Christian charity working in the Lakenham and Tuckswood areas of Norwich. Our programmes respond to need and seek to address issues arising from poverty, deprivation, family breakdown, isolation, youth related crime, drug and alcohol abuse and dementia. Our vision is to 'Offer Hope to All'

The Lakenham Day Centre

Our work in the Day Centre has been significantly impacted this year by lockdowns and Covid restrictions. Weekly telephone calls to all members have been maintained and in the summer of 2020 we offered support to 15 people who booked in for exercise, coffee and chat and Covid compliant activity sessions were run based on cognitive stimulation therapy. We also started a 'meals on wheels' service two days a week in the community, shopping and medication collection, help with gardening and door step coffees where workers would take a flask of coffee to homes of members and sit in the garden whilst the older people would bring their coffee to the door and chat for half an hour. Duane has conducted 6 funerals over the year and supported the families through a period of bereavement.

Using the new brochure we invited statutory agencies, the local authority, care home managers and relevant voluntary agencies to a presentation of our work with older people. Many showed interest in the event, but attendance was low, however, those who came were amazed at the quality of our work and felt it was a service they would definitely recommend to their clients. Unfortunately lockdown followed and the impact of the presentation was lost.

Over much of the 2nd lockdown the local authority asked us to keep the centre open as we are working with frail and vulnerable people. Covid compliance has meant that we have been working with vastly reduced numbers, 8 per day instead of averaging 26 two days a week before Covid. Many older people and their families have been very fearful of those vulnerable through age, leaving home, it is essential that we rebuild our numbers as soon as restrictions are lifted.

Dr. Lisa Skipper has resigned from her post because of increasing work commitments, we will miss her and thank her for her valuable support in the day centre.

Children and Youth

Our programmes too have been severely impacted by lockdown. For long periods our children's and youth clubs have been closed because of government restrictions. During the on line learning run by local schools we have piloted a Homework Club for children and their parents. Two mothers told us they were unable to support their children's learning as they couldn't understand what was being asked of their children with the result that the children were not engaging or submitting any work to their class teacher. Two afternoons a week we worked with families helping both parent and children to engage and complete the work set by their teachers. When the schools came out of lockdown we opened up our clubs and the children returned although the numbers were reduced to about 20 children and up to 8 youth. Our desire to work in partnership with local schools is currently challenging due to the difficulty of making contact with the schools.

The Community Café and Foodbank distribution has closed and we have lost contact with many of the local people who used the café on a regular basis. The café will be opened up as soon as government restrictions allow.

Community Action Norwich

Trustees' Report

Partnership Working

This continues to be our priority and as soon as possible we will engage with voluntary and statutory agencies working with people in the community.

Funding

Our income from the programmes has been decimated over this past year. We have been able to access covid funding pots of money which has sustained some of our work but it is essential we build up client numbers as soon as is possible and the planning to take a coffee cart into the community should help to contact many who are yet unreachable by the work we do.

THANK YOU

On behalf of the trustees I want to thank our funders, staff and volunteers who give themselves unstintingly to all who use our programmes. We thank you for all that you bring to our work which has gained us a well deserved reputation for excellence in the Lakenham community and beyond.

Financial review

Policy on reserves

It has been agreed by the Trustees of Community Action Norwich that the policy in respect of holding cash reserves should provide for the following:

1 The project spend as set out in budgets from time to time authorised by the Trustees and being consistent with CAN's Mission Statement, Vision, Values and Future Plans and which shall take into account future income from grants, donations and other sources where it is reasonable to do so.

2 Current and future levels of obligated costs.

3 Reasonable provision for the acquisition and replacement of fixed assets necessary for continuation of operations.

Accordingly the Trustees have agreed that the Charity should hold approximately six months cover for future expenditure at any given time. The overall cash resources carried forward at 31st March 2021 were £82,340 (2020 - £55,987) Six months future expenditure, of which £79,418 is restricted (2020 - £51,651)

Structure, governance and management

Nature of governing document

The charity is an unincorporated registered charity governed by a Deed of Trust dated 9th September 1999.

Recruitment and appointment of trustees

Recruitment and appointment of Trustees is done by personal invitation and self referral.

The Trustees meet bi-monthly and continue to carefully execute their responsibility to the legal and financial work of the charity. The part time project manager is in attendance at their meetings and prepares a written management report covering all areas of the work.

Community Action Norwich Trustees' Report

Induction and training of trustees

A three month induction period is required and during this time D.B.S. checks are made.

All appointments are agreed by the senior leadership of the Christian Fellowship Norwich before being ratified.

Major risks and management of those risks

The major risks to which the charity is exposed have been assessed by the Trustees, These will be monitored and reviewed and systems put in place to mitigate these risks.

Statement of Trustees' responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

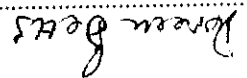
The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial 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 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 financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees 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.

The annual report was approved by the trustees of the charity on 16 August 2021 and signed on its behalf by:

Mrs D Betts
Trustee



Community Action Norwich

Independent Examiner's Report to the trustees of Community Action Norwich

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 6 to 13.

Respective responsibilities of trustees and examiner

As the charity's trustees of Community Action Norwich you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Community Action Norwich's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Community Action Norwich as required by section 130 of the Act; or

2. the accounts do not accord with those records; or

3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Aleathia Richards

Aleathia Richards
Chartered Accountants

Aleathia Mann Ltd

14 Townsend Court

Reepham

Norwich

Norfolk

NR10 4LD

16 August 2021

Community Action Norwich

Statement of Financial Activities for the Year Ended 31 March 2021

	£	£	£	Note
	Total 2021	Restricted funds	Unrestricted funds	
Income and Endowments from:				
Donations and legacies	126,151	109,323	16,828	
Charitable activities	14,476	14,476	-	
Other income	4,872	1,021	3,851	
Total income	145,499	124,820	20,679	
Expenditure on:				
Charitable activities	(121,890)	(99,773)	(22,117)	
Total expenditure	(121,890)	(99,773)	(22,117)	
Net (expenditure)/income	23,609	25,047	(1,438)	
Gross transfers between funds	-	137	(137)	
Net movement in funds	23,609	25,184	(1,575)	
Reconciliation of funds				
Total funds brought forward	59,384	54,051	5,333	
Total funds carried forward	82,993	79,235	3,758	12
	Total 2020	funds	funds	Note
Income and Endowments from:				
Donations and legacies	95,388	75,443	19,945	
Charitable activities	30,379	30,379	-	
Investment income	3	-	3	
Total income	125,770	105,822	19,948	
Expenditure on:				
Charitable activities	(126,491)	(100,844)	(25,647)	
Total expenditure	(126,491)	(100,844)	(25,647)	
Net (expenditure)/income	(721)	4,978	(5,699)	
Gross transfers between funds	-	1,395	(1,395)	
Net movement in funds	(721)	6,373	(7,094)	
Reconciliation of funds				
Total funds brought forward	60,113	47,678	12,435	
Total funds carried forward	59,392	54,051	5,341	12

All of the charity's activities derive from continuing operations during the above two periods. The funds breakdown for 2021 is shown in note 12.

Community Action Norwich

(Registration number: 1079028)
Balance Sheet as at 31 March 2021

	2021	2020
Note	£	£
Current assets		
Debtors	2,145	4,704
Cash at bank and in hand	82,340	55,987
Creditors: Amounts falling due within one year	84,485	60,691
	(1,492)	(1,299)
Net assets	82,993	59,392
Funds of the charity:		
Restricted funds	79,235	54,051
Unrestricted income funds	3,758	5,341
Unrestricted funds	82,993	59,392
Total funds	82,993	59,392

The financial statements on pages 6 to 13 were approved by the trustees, and authorised for issue on 16 August 2021 and signed on their behalf by:

Mrs D Betts
Mrs D Betts
Trustee

Community Action Norwich

Notes to the Financial Statements for the Year Ended 31 March 2021

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Community Action Norwich meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Community Action Norwich

Notes to the Financial Statements for the Year Ended 31 March 2021

Support costs

Support costs of managing the charity are relatively small and met by funds allocated specifically for this purpose. No separate analysis has been made of these.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including independent examination, strategic management and trustees' meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500,00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Community Action Norwich

Notes to the Financial Statements for the Year Ended 31 March 2021

2 Income from donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	£	£	£	£
	General	Restricted	Total	Total
	2021	2021	2021	2020
	Total	Total	Total	Total
Donations and legacies;	-	-	-	47,450
Donations from companies, trusts and similar proceeds	6,160	2,808	8,968	18,502
Gift aid reclaimed	1,320	-	1,320	1,495
Grants, including capital grants;	9,348	106,515	115,863	6,905
Grants from other charities	16,828	109,323	126,151	74,352

3 Income from charitable activities

	Restricted funds	Total	Total
	£	£	£
	Charitable activities	Total	Total
	2021	2021	2020
	Total	Total	Total
	14,476	14,476	30,431

4 Analysis of governance and support costs

Governance costs

	Unrestricted funds	General	Total	Total
	£	£	£	£
	Independent examiner fees	Examination of the financial statements	Total	Total
	2021	2021	2021	2020
	Total	Total	Total	Total
	650	650	650	650

5 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year. No trustees have received any reimbursed expenses from the charity during the year.

6 Staff costs

The aggregate payroll costs were as follows:

Notes to the Financial Statements for the Year Ended 31 March 2021

Community Action Norwich

12 Funds

	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
Unrestricted funds					
<i>General</i>					
General Fund	5,337	20,468	(22,147)	(137)	3,521
Restricted funds					
Adult Services	5,451	28,237	(14,827)	(482)	18,379
Day Centre	73	15,519	(681)	4,606	19,517
Children's Services	5,060	8,052	(2,673)	(3,150)	7,289
Youth	-	24,050	(12,630)	2,879	14,299
Capacity Building	26,537	(790)	(10,504)	(3,716)	11,527
Big Lottery	15,643	49,601	(57,410)	-	7,834
Sensory Garden	198	-	(246)	-	(48)
Community Cafe	1,089	317	(727)	-	679
Total restricted funds	54,051	124,986	(99,698)	137	79,476
Total funds	59,388	145,454	(121,845)	-	82,997
	Balance at 1 April 2019	Incoming resources	Resources expended	Transfers	Balance at 31 March 2020
	£	£	£	£	£
<i>General</i>					
General Fund	12,433	19,947	(25,647)	(1,395)	5,338
Restricted funds					
Adult Services	-	7,555	(2,104)	-	5,451
Day Centre	12,618	32,737	(45,282)	-	73
Children's Services	9,161	1,493	(7,239)	1,645	5,060
Capacity Building	-	15,241	(1,917)	13,213	26,537
Big Lottery	22,935	47,450	(41,279)	(13,463)	15,643
Sensory Garden	692	-	(494)	-	198
Community Cafe	2,272	1,346	(2,529)	-	1,089
Total restricted funds	47,678	105,822	(100,844)	1,395	54,051
Total funds	60,111	125,769	(126,491)	-	59,389

Community Action Norwich
Notes to the Financial Statements for the Year Ended 31 March 2021

The specific purposes for which the funds are to be applied are as follows:

Big Lottery. Money secured towards funding of the Day Centre and Lunch Club for the elderly. This continued until May 2021.

Capacity Building. Money put aside to provide for post Lottery Funding in 2021 from increased Day Centre fees and a provision of £13,463.08 from previous years Lottery Funding.

Lakenham Day Centre. To provide meals and help reduce isolation for Older people funded by attendees fees and grants.

Elderly (Adult Services). This fund is for salaries for Day Centre staff.

Children. Provision of a children's mid-week club and other children's activities.

Youth. Provision of a mid-week youth club for children of high school age.

Community Cafe. Norwich Christian Fellowship cafe fund transferred in 2018 to Community Action Norwich. A space and time to engage with the Community

Sensory Garden. The sensory garden is a peaceful place for those coping with dementia.

13 Analysis of net assets between funds

	Unrestricted funds	General funds	Restricted funds	Total funds
Current assets	4,241	80,244	84,485	84,485
Current liabilities	(725)	(767)	(1,492)	(1,492)
Total net assets	3,516	79,477	82,993	82,993

