

Community Action Norwich

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

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

Community Action Norwich

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Community Action Norwich

Reference and Administrative Details

Trustees	Mrs D Betts Rev J Betts Mrs J Drake Ms B Edwards Ms E Makeve 2 Martineau Lane Norwich NR1 2HX 1079028
Principal Office	Charity Registration Number
Bankers	Santander Boothle Merseyside GIR 0AA
Independent Examiner	Aleathia Richards Chartered Accountants Aleathia Mann Ltd 14 Townsend Court Reepham Norwich Norfolk NR10 4LD

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.

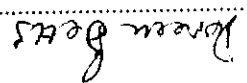
The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial 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

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

	Note	£ 2021	£ 2020
Current assets			
Debtors		2,145	4,704
Cash at bank and in hand	10	82,340	55,987
		84,485	60,691
Creditors: Amounts falling due within one year	11	(1,492)	(1,299)
Net assets		82,993	59,392
Funds of the charity:			
Restricted funds			
Unrestricted income funds		79,235	54,051
Unrestricted funds		3,758	5,341
Total funds	12	82,993	59,392

Mrs D Betts
Trustee

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:

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' 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	2021	2020
£	£	£	£	£
Donations and legacies;				
Donations from companies, trusts	-	-	-	47,450
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	2021	2020
£	£	£	£
Charitable activities	14,476	14,476	30,431

4 Analysis of governance and support costs

Governance costs

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

Community Action Norwich

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

Staff costs during the year were:

	2021	2020
Wages and salaries	60,731	64,500

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

7 Independent examiner's remuneration

	2021	2020
Examination of the financial statements	650	650

8 Taxation

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

9 Tangible fixed assets

	At 1 April 2020	At 31 March 2021
Cost	2,927	2,927
Depreciation	2,927	2,927
At 1 April 2020	2,927	2,927
At 31 March 2021	2,927	2,927
Net book value	-	-
At 31 March 2021	-	-
At 31 March 2020	-	-

10 Debtors

	2021	2020
Trade debtors	825	4,704

11 Creditors: amounts falling due within one year

	2021	2020
Trade creditors	1,492	1,299

Community Action Norwich

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

12 Funds

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

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

