

Charity registration number: 1079028

Community Action Norwich

Annual Report and Financial Statements

for the Year Ended 31 March 2022

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Community Action Norwich

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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

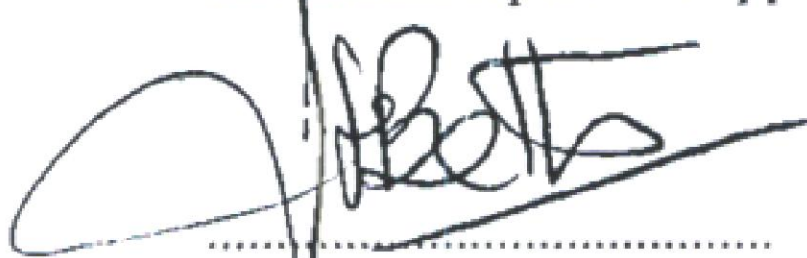
Statement of Trustees' Responsibilities

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
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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		10,094	51,099	61,193
Expenditure on:				
Charitable activities		(5,561)	(104,934)	(110,495)
Total expenditure		(5,561)	(104,934)	(110,495)
Net income/(expenditure)		4,533	(53,835)	(49,302)
Gross transfers between funds		(30)	30	-
Net movement in funds		4,503	(53,805)	(49,302)
Reconciliation of funds				
Total funds brought forward		3,517	79,477	82,994
Total funds carried forward	11	8,020	25,672	33,692
	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		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		5,092	54,293	59,385
Total funds carried forward	11	3,517	79,477	82,994


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