

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').

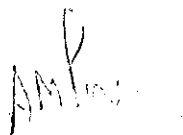
I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
	Notes				
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		<u>37,164</u>	<u>33,334</u>
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

Community Action Norwich
Notes to the Accounts
for the year ended 31 March 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.

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.

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	14,816	89,176	103,992
Expenditure on:			
Charitable activities	5,652	82,390	88,042
Total	5,652	82,390	88,042
Net income	9,164	6,786	15,950
Transfers between funds	(9,099)	9,099	-
Net income before other gains/(losses)	65	15,885	15,950
Other gains and losses:			
Net movement in funds	65	15,885	15,950
Reconciliation of funds:			
Total funds brought forward	5,102	12,283	17,385
Total funds carried forward	5,167	28,168	33,335

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
	12,847	3,459	16,306	42,144

4 Income from charitable activities

	Restricted £	Total 2025 £	Total 2024 £
Restricted	75,132	75,132	61,846
	75,132	75,132	61,846

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
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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>

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)	-
Total	<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