



Unaudited financial statements and trustees'  
report for the year ending 31 March 2022



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**TIME NORFOLK**  
**(A company limited by guarantee)**

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**TIME NORFOLK**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2022**

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**Trustees**                      Mrs J Ford (appointed 14 June 2021)  
                                      Mrs S Ginn  
                                      Mr M Spaul  
                                      Mrs J Stephens  
                                      Mrs S Watts  
                                      Ms F Wilson (appointed 14 September 2020)

**Company registered  
number**                      07656339

**Charity registered  
number**                      1157905

**Registered office**                      8 Chalk Hill House  
                                      19 Rosary Road  
                                      Norwich  
                                      Norfolk  
                                      NR1 1SZ

**Accountants**                      Larking Gowen LLP  
                                      Chartered Accountants  
                                      King Street House  
                                      15 Upper King Street  
                                      Norwich  
                                      NR3 1RB

# 1.Trustees' Report

The Trustees, who are directors for the purposes of company law, present their Annual Report together with the Financial Statements of the Company for the year 1st April 2021 to 31 March 2022. The Annual Report serves the purposes of both a Trustees' Report and a Directors' Report under company law. The Trustees confirm that the Annual Report and Financial Statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS102).

**Our Vision:** For wellbeing support to be available to anyone in Norfolk and Waveney who experiences mental health challenges due to a pregnancy choice, pregnancy loss or other pregnancy related issue.

**Our Beliefs:**

- **Hope:** is the catalyst for change
- **Community:** that no one should feel alone
- **Stories:** that every voice deserves to be heard
- **Time:** time to listen, time to grieve, time to heal



## 2. Objectives and activities

To preserve and protect women and men's mental health, and the mental health of their partners and families and to advance the education of the public by:

### 1

Offering impartial and confidential counselling and holistic support for the wellbeing of anyone in distress as a result of, and to promote understanding of, the issues surrounding:

- Pregnancy Loss (Including Miscarriage, Stillbirth, Ectopic Pregnancy and Termination)
- Pregnancy Choices
- Pregnancy Support
- Perinatal Mental Health Problems
- Infertility and Secondary Infertility
- Birth Trauma
- Neonatal Death (up to 12 months)

### 2

Supporting people to make an informed choice regarding their options: termination, adoption, or parenting, with referral to appropriate agencies; and

### 3

by such other means as the trustees may in their absolute discretion determine may further the above objectives.

“TimeNorfolk gave me a voice, somewhere to feel and talk about my lost babies. They gave me time and a chance to talk about what most people try to avoid. They have been fundamental in my recovery.”

# 3. Strategies and services

The charity provides the following key services:

a) Pregnancy Loss - we support those with a pregnancy loss due to a termination, miscarriage, ectopic pregnancy or stillbirth. We meet regularly with clients and use a range of counselling tools. These tools help clients to express their feelings which can be distressing. Pregnancy loss is experienced uniquely by each person, however the grief is often described as disenfranchised because of the nature of the loss and a lack of understanding and empathy from the wider community. Alongside the grief, clients can experience intense feelings of guilt, shame, anger, depression, anxiety, remorse and isolation. For some, this can trigger negative behaviours and ways of coping that seek to manage or numb emotional pain and trauma.

Our practitioners receive training to equip them to hear what the clients may be struggling to verbalise and to offer empathy and acceptance so the client feels less alone. In experiencing a non-judgemental, compassionate presence which enables them to hear themselves, clients become less afraid and defended against their own pain, able to identify and dismantle the obstacles to their need to grieve and more able to support themselves in the new normal in which they have found themselves. New perspectives and new ways of coping emerge as clients seek to find meaning and ways of honouring their loss and the love that continues.

b) Pregnancy Choices - we support people with unplanned pregnancies who are deciding whether to have a termination or to continue with their pregnancy in a difficult situation. Clients come from many different challenging circumstances: e.g. they are young and still at school; have just started studying or returned to a career after having a family; in more extreme cases they have been raped, abused or have been involved in prostitution. TimeNorfolk offers an opportunity to meet with someone outside their situation where they can consider their options in a safe environment. We use a range of counselling tools to explore their circumstances, emotions and values so they can make a fully informed decision.





c) Pregnancy Support – we offer support to those who have chosen to continue a pregnancy or who are experiencing challenges during pregnancy. With the client, we can talk through a referral to an organisation who can provide resources and support where appropriate. Some clients also need extra emotional support before and after the birth of the baby.

d) Perinatal Mental Health Problems - we offer support for people who are experiencing mild-moderate challenges during pregnancy or in the first year following the birth of a child.

e) Infertility, Secondary Infertility –we support anyone who is trying to come to terms with infertility. We use a range of counselling tools to help people come to terms with their situation.

f) Birth Trauma – we support people who have experienced a traumatic birth, which can often leave them with heightened anxiety, depression, post-traumatic stress disorder and symptoms of reliving their experience. TimeNorfolk offers Birth Trauma Resolution Therapy alongside a range of counselling tools.

g) Neonatal Deaths (up to 12 months) - supporting those who have lost a baby within the first 12 months of life. We meet regularly with clients and use a range of counselling tools.

h) Promoting Issues Surrounding Pregnancy Loss - provide external training and raising awareness to healthcare and bereavement professionals, counsellors and student midwives. TimeNorfolk offers relevant annual training on pregnancy loss which is typically attended by 50 healthcare professionals, bereavement professionals, counsellors and student midwives from across Norfolk.

i) Volunteer Support and Training – of the 32 staff and volunteers at TimeNorfolk, 25 are volunteers. This is an outstanding commitment, worth over £100,000 per year. The majority of our volunteers are trainee counsellors on a chosen placement or qualified counsellors who are experienced in working with our client group. All the volunteer practitioners receive specialised training before seeing clients. On-going CPD (Continued Professional Development) training is offered as appropriate, and all practitioners receive regular, professional supervision to ensure a high-quality service and support in their role. In addition to trained practitioners, volunteers work or help in management, administration, finances or fundraising. In addition, and not included in the volunteer number above, are the volunteers who make up the Board of Trustees.

## 4. Spotlight on our work

In April 2021, we welcomed Fiona and Tim Gosden as the new Directors. We are delighted with the vision, energy and enthusiasm they have brought to TimeNorfolk. Since being in post the new Directors have brought significant growth and development to the team, and we are excited about their role in leading the work into a new era.



TimeNorfolk continued to run training for new volunteers, welcoming 8 new practitioners in June 2021. The Bishop's Open Garden created the opportunity to host over 200 people, raising funds and awareness for our important work. With the easing of Covid restrictions, we were also able to host our Annual Doorway of Hope service at Norwich Cathedral.

In the financial year 2021/2022 we recruited two new employees; a fundraising, events and communications officer and a grants and bid-writing officer. Their contribution to the charity has been excellent, increasing our presence on social media, building and maintaining relationships with funders and increasing income by 101%.



TimeNorfolk has a competitive volunteer recruiting process and our trainees consistently demonstrate an outstanding commitment to supporting clients. Group supervision for all practitioners is compulsory and provided by TimeNorfolk via an external specialist on a monthly basis. Line management is delivered by our Head of Counselling on a one-to-one basis.

TimeNorfolk continues to develop our professional network and build upon key relationships. This has included creating a successful referral pathway with the NHS Lotus Maternal Therapeutic Outreach Team to support women who are considered 'high risk' following an initial assessment at TimeNorfolk. We have continued to receive referrals from the Norfolk and Norwich University Hospital, The Queen Elizabeth Hospital, King's Lynn and the James Paget University Hospital, Great Yarmouth. We have continued to advocate for clients in order to develop and improve NHS maternity services and represent maternal voices. As part of this, we are part of the Maternity Voices Partnership where we are able to provide vital client feedback and professional insights.

Over the course of the year, TimeNorfolk was contacted by 220 clients. This is an increase of 43 clients compared to the previous year. Working online has enabled greater flexibility for seeing clients, removing the constraints of travel, access and room space. TimeNorfolk resourced and trained 8 new practitioners online, all of whom went on to see clients. Many of these volunteers were placement students requiring counselling hours and experience. Once trained, volunteers often remain as part of our team, appreciating our close and supportive community as well as the professional working environment and niche client base we support.



## Norwich

The main office in Norwich has continued to expand with our practitioners on staff and volunteer practitioners delivering 1500 hours of support during the financial year 2021/2022. TimeNorfolk provided support to those who experienced pregnancy loss, had a pregnancy choice or pregnancy related issue. The support has been provided face to face or online. Involvement with the Norfolk and Norwich Maternity Voices Partnership has been key to providing clients a pathway to feedback on the care they received to develop maternity services.

## King's Lynn

TimeNorfolk relaunched face to face support in King's Lynn, alongside online support. Self-referrals have increased as well as referrals from the Queen Elizabeth Hospital. As part of the Queen Elizabeth Maternal Voices Partnership, we are providing client feedback to help shape their improvements and ongoing development of maternity services. Our volunteers delivered 216 hours of support during the financial year 2021/2022.

## Great Yarmouth

TimeNorfolk opened a new Hub in Great Yarmouth, following the easing of Covid restrictions, to provide a dedicated safe and welcoming space for our clients. We were delighted to welcome Counsellor James Bensly to the launch, as well as Kirsty Cator, Head of Midwifery at the James Paget University Hospital. Our new Hub is the beginning of our Great Yarmouth expansion to meet the ever increasing need and referrals from the area. Our Great Yarmouth counsellor and volunteers delivered 385 hours of support during the financial year 2021/2022.

“

Thank you so much for the incredible support I was given - it has made such a significant difference in my life, and allowed me the time and space to process my loss and help me feel brave enough to hope again.

”





## 5. Financial review

TimeNorfolk is working towards maintaining unrestricted Financial Reserves equal to six months of unrestricted expenditure. This would provide sufficient funds to cover all costs of the charity which may arise. As at 31st March 2022, total unrestricted reserves were £64,907 (2021: £58,201). Of these, £nil (2021: £nil) has been designated for specific purposes by the Trustees. Restricted funds, as at 31 March 2021, totalled £56,444.

“

Thank you so much for the incredible support I was given - it has made such a significant difference in my life, and allowed me the time and space to process my loss and help me feel brave enough to hope again - something that felt far too difficult to do only a year ago.

”

## 6. Education

TimeNorfolk was able to continue delivering training for the midwives team and other relevant healthcare students at the University of East Anglia. The Director represented TimeNorfolk at the Norfolk and Norwich University Hospitals Maternity Services Liaison Committee online. In addition to providing a pathway for maternal voice, this also raises awareness of TimeNorfolk's services should a pregnancy loss be experienced and referral be suggested.

The Director also represents TimeNorfolk on Norfolk's Mental Health Providers' Forum and, during the pandemic, these meetings were also carried out online. The Director has attended online meetings and worked in partnership with the NHS as they launched a new service to support pregnant women with complex mental health issues called Lotus Maternal Therapeutic Outreach Team. Working in partnership with Lotus enables us to support people within our specialised provision of counselling for pregnancy loss, with the option to refer clients with complex needs to the NHS. Alongside healthcare and bereavement professionals,

The Head of Counselling facilitated a session for the 'Bereavement Study Day' at the University of East Anglia (UEA) for student midwives and students interested in bereavement support. The Head of Counselling has also provided training for GPs on the complicated grief that is experienced following pregnancy loss.

Education through the Arts has included the Director sharing on a panel as part of a 'Creative Matters' season at Norwich Theatre in partnership with Rosedale Funeral Home. The 'Navigating Grief' sessions opened up a unique opportunity to create space for personal responses to loss and grief surrounding pregnancy loss and pregnancy choices.





# 7. Future plans

- 1** Relocate to a larger office space in Norwich to enable significantly more face to face support and room for expansion within the team.
- 2** Expand the demographic impacted by our service with particular focus on hard to reach communities.
- 3** Pilot a specialist service to support women and/or their partners who have been offered a termination for medical reasons.
- 4** Develop and launch a strong strategic plan informing our development and growth over the next 3 years.
- 5** Recruit and train new volunteer practitioners.
- 6** Continue to strengthen the governance on the board of trustees.



# 9. Public benefit

## Use of volunteers

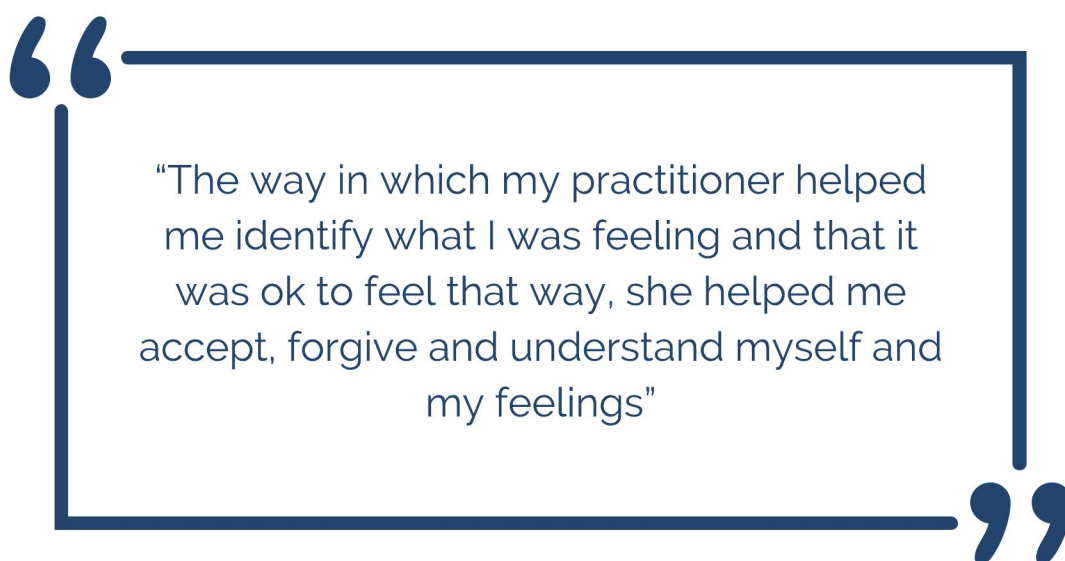
TimeNorfolk's work is mainly carried out by 25 committed volunteers who are responsible for delivering the aims of the charity alongside the seven staff members. The charity would not be able to continue as it does without the help of its volunteers. The charity is hugely grateful for the commitment of volunteers: it is hoped that this will continue long into the future.

## Going concern

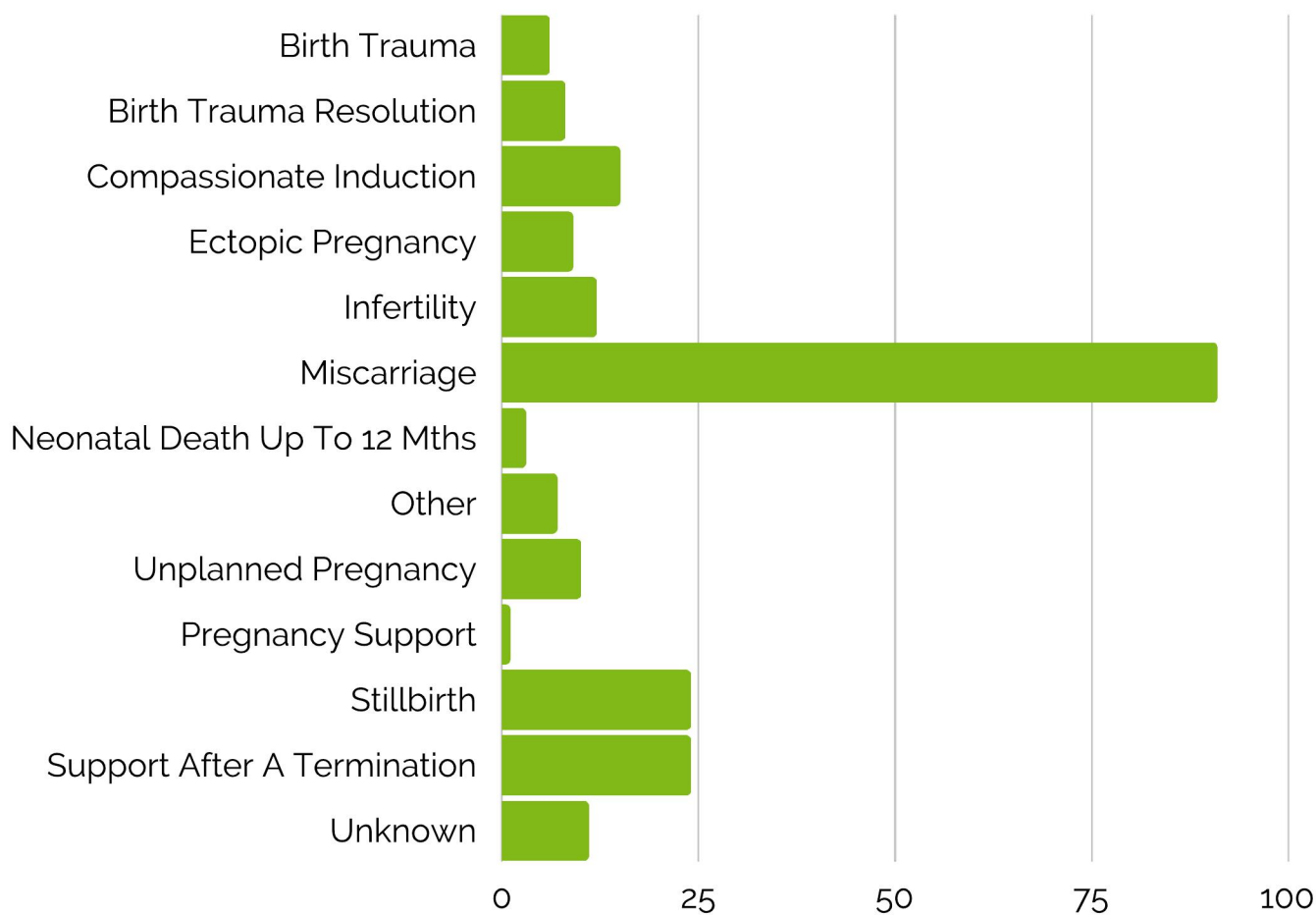
After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going-concern basis in preparing the Financial Statements. Further details regarding the adoption of the going-concern basis can be found in the Accounting Policies.

## Statistics

The following charts have been put together from statistical information from TimeNorfolk's Client Management System. They provide an insight into how the charity has grown and developed over the 2021/2022 Financial Year. The Trustees have complied with their duty to have due regard to the guidance on public benefit by the Charity Commission in exercising their powers or duties.



## Area of Need:



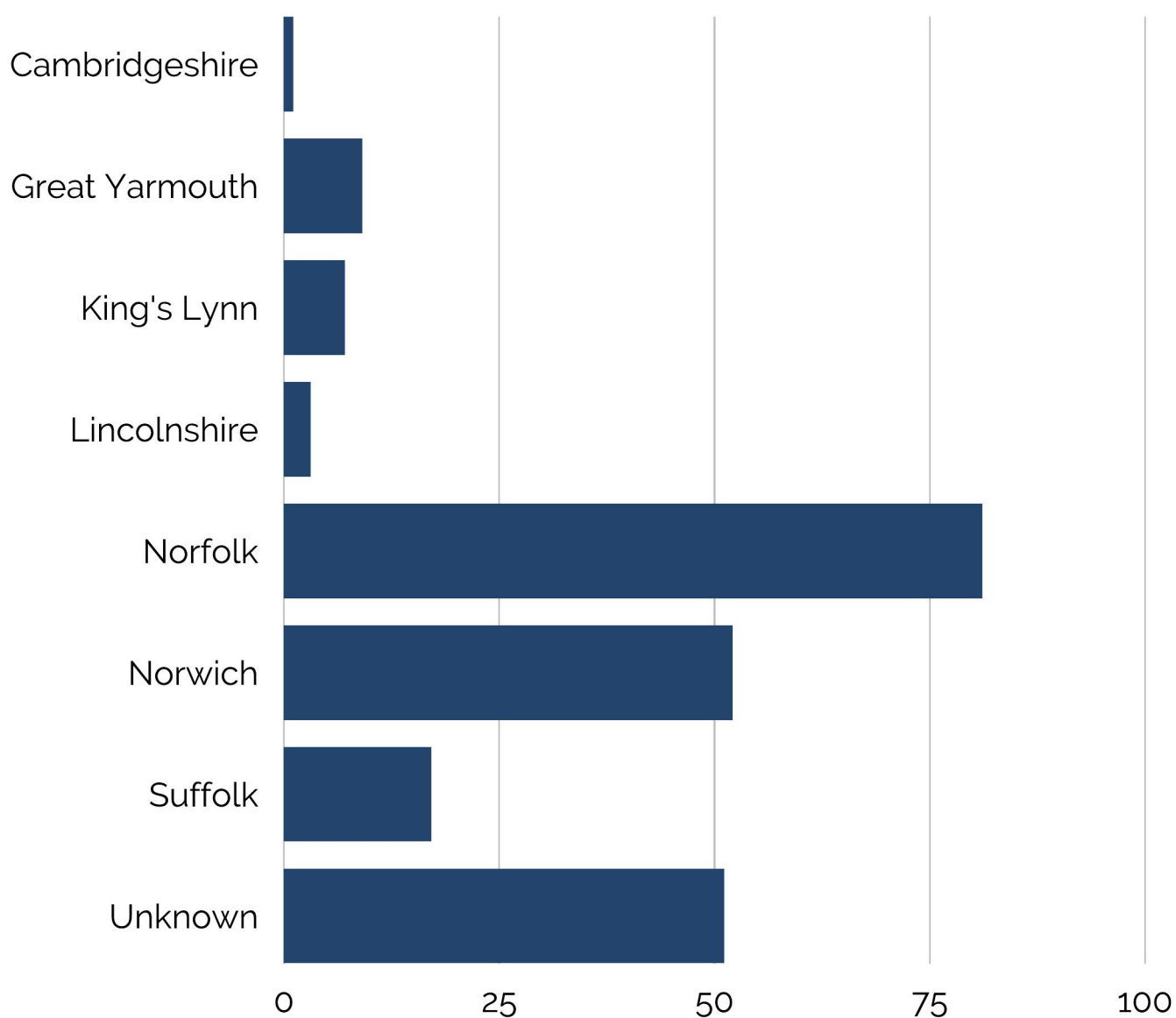
“

I really looked forward to my sessions. I felt my practitioner totally understood me and this enabled me to be completely honest and at ease with her. She was absolutely brilliant.

I am so so grateful for your support, it's literally been life changing!

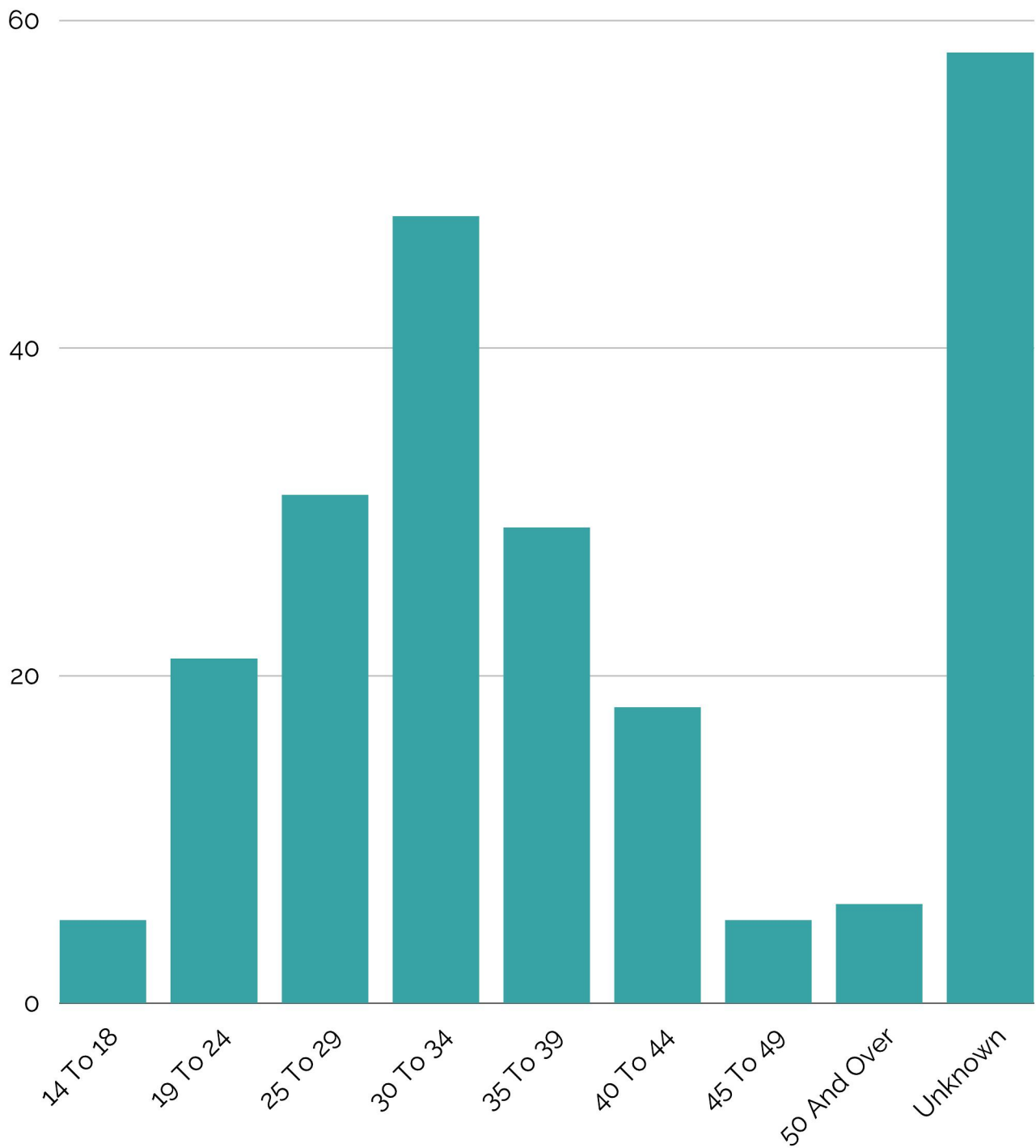
”

## Location of Clients::



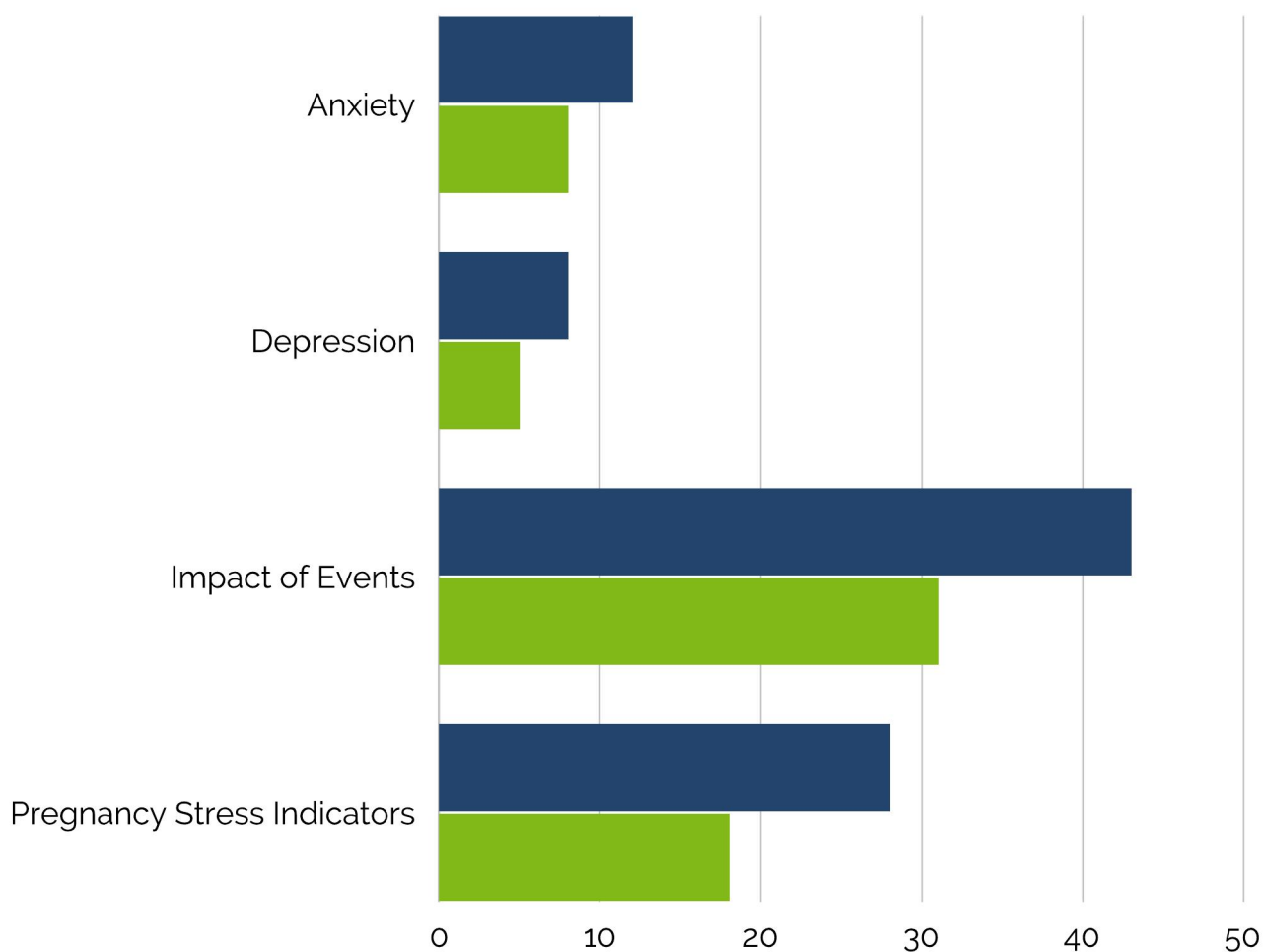
**Please note:** Most unknown clients approached us for support but then did not respond when followed up or were offered an initial appointment

## Age Range of Clients



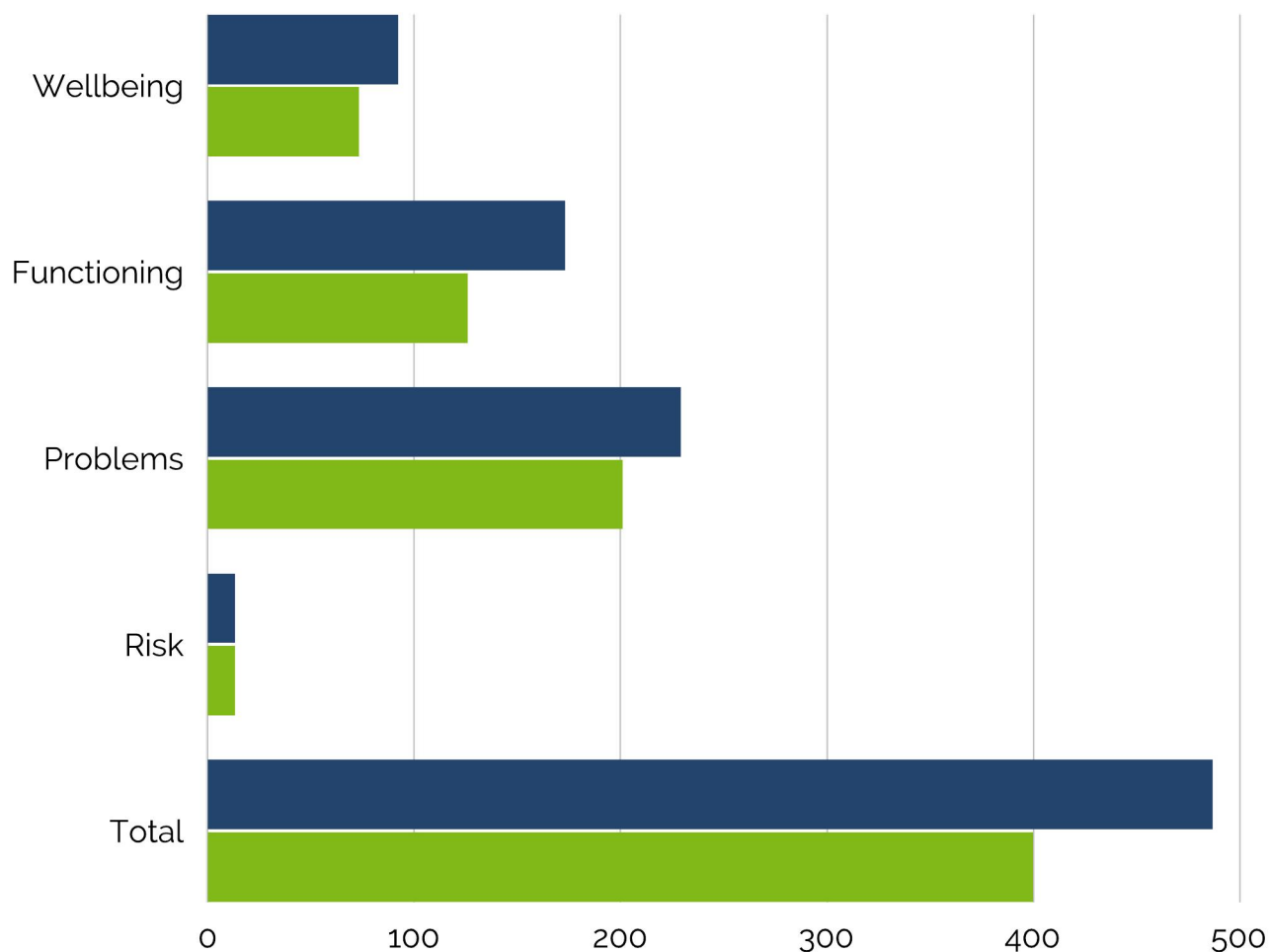
## Hospital Anxiety and Depression Scores:

Used from March 2020 to Sept 2021. Please note: lower scores indicate improvement. Blue indicates before support, green indicates after support.



## CORE-OM Assessment Scores:

CORE-OM assessments have only been used from Sept 2021 going forward. Please note: lower scores indicate improvement. Blue indicates before support, green indicates after support.





## Volunteer Statistics:

- Over 1400 hours of support recorded by volunteer practitioners in the last year.
- 25 committed volunteer practitioners have supported TimeNorfolk in the last year.
- Nearly 200 hours of volunteer admin support in the last year.



TimeNorfolk receiving a blue plaque from Deputy Lord-Lieutenant Rev. Matthew Hutton, on behalf of Lord-Lieutenant Lady Dannatt, acknowledging the support TimeNorfolk volunteers gave throughout the Covid-19 pandemic.



# 9. Structure, governance and management

Nature of governing document: The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association. The company is constituted under a Memorandum of Association and is a registered charity number 1157905. The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Recruitment and appointment of trustees: The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

Relationships with related parties: Pregnancy Choices Norfolk is now fully wound up and all associated monies have been paid to TimeNorfolk.



# 10. Concluding statements

The trustees (who are also the Directors of TimeNorfolk for the purposes of company law) 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. Company law requires the trustees to prepare Financial Statements for each Financial Year. Under company law, the trustees must not approve the Financial Statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period.

In preparing these Financial Statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities' SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK 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 charitable company will continue in business.

The Trustees are also responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy, at any time, the financial position of the Company and enable them to ensure that the Financial Statements comply with the Companies' Act 2006.

They are also responsible for safeguarding the assets of the Company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Prepared and approved by order of the members of the Board of Trustees and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Selina Watts', written over a horizontal line.

Mrs Selina Watts, Chair of Trustees.

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**TIME NORFOLK**  
**(A company limited by guarantee)**

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**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2022**

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**Independent examiner's report to the Trustees of Time Norfolk ('the Company')**

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act;  
or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:



Dated: 03.10 2022

Joanne Fox BA FCA

**Larking Gowen LLP**

Chartered Accountants  
King Street House  
15 Upper King Street  
Norwich  
NR3 1RB

**TIME NORFOLK**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2022**

	<b>Note</b>	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
<b>Income from:</b>					
Donations and grants	3	38,305	121,950	160,255	79,202
Charitable activities	4	10,738	700	11,438	4,708
Other trading activities	5	30	-	30	150
Investments	6	58	-	58	337
<b>Total income</b>		<b>49,131</b>	<b>122,650</b>	<b>171,781</b>	<b>84,397</b>
<b>Expenditure on:</b>					
Raising funds	7	11,817	-	11,817	10,407
Charitable activities		30,532	66,282	96,814	90,487
<b>Total expenditure</b>		<b>42,349</b>	<b>66,282</b>	<b>108,631</b>	<b>100,894</b>
<b>Net income/(expenditure)</b>		<b>6,782</b>	<b>56,368</b>	<b>63,150</b>	<b>(16,497)</b>
Transfers between funds	15	(76)	76	-	-
<b>Net movement in funds</b>		<b>6,706</b>	<b>56,444</b>	<b>63,150</b>	<b>(16,497)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		58,201	-	58,201	74,698
Net movement in funds		6,706	56,444	63,150	(16,497)
<b>Total funds carried forward</b>		<b>64,907</b>	<b>56,444</b>	<b>121,351</b>	<b>58,201</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 24 to 36 form part of these financial statements.



**TIME NORFOLK**  
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**BALANCE SHEET**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	13	1,240	295
		<u>1,240</u>	<u>295</u>
<b>Current assets</b>			
Cash at bank and in hand		123,731	60,926
		<u>123,731</u>	<u>60,926</u>
Creditors: amounts falling due within one year	14	(3,620)	(3,020)
		<u>120,111</u>	<u>57,906</u>
<b>Net current assets</b>			
		<u>121,351</u>	<u>58,201</u>
<b>Total net assets</b>		<u>121,351</u>	<u>58,201</u>
<b>Charity funds</b>			
Restricted funds	15	56,444	-
Unrestricted funds	15	64,907	58,201
		<u>121,351</u>	<u>58,201</u>
<b>Total funds</b>		<u>121,351</u>	<u>58,201</u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



.....  
**Mrs S Watts**

(Chair of Trustees)

Date: 3rd October 2022

The notes on pages 24 to 36 form part of these financial statements.

Company registered number: 07656339

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**TIME NORFOLK**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**1. General information**

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation. The Registered Office address is 8 Chalk Hill House, 19 Rosary Road, Norwich, NR1 1SZ.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Time Norfolk 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.

**2.2 Going concern**

The Charity has been fortunate enough to have been awarded funding by Norfolk Consolidated Charities and Norfolk Community Foundation, alongside other grant providers, and donations have continued at a higher level than in the previous year. It is hoped that this support will continue for the forthcoming year. This this in mind and after making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for at least 12 months from the date of approval of the accounts. For this reason, the Trustees continue to adopt the going concern basis in preparing the financial statements.

**2.3 Income**

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

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**TIME NORFOLK**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**2. Accounting policies (continued)**

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Company to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.6 Tangible fixed assets and depreciation**

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Fixtures and fittings	-	33% straight line
Office equipment	-	33% straight line

**2.7 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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**TIME NORFOLK**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**2. Accounting policies (continued)**

**2.8 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

**2.9 Financial instruments**

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**2.10 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.



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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**3. Income from donations and grants**

	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Donations	38,205	1,350	<b>39,555</b>	55,697
Grants	100	120,600	<b>120,700</b>	23,505
	<u>38,305</u>	<u>121,950</u>	<u><b>160,255</b></u>	<u>79,202</u>
<i>Total 2021</i>	<u><u>57,447</u></u>	<u><u>21,755</u></u>	<u><u>79,202</u></u>	

**4. Income from charitable activities**

	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Pregnancy Choices	10,738	700	<b>11,438</b>	4,708
	<u>10,738</u>	<u>700</u>	<u><b>11,438</b></u>	
<i>Total 2021</i>	<u><u>4,708</u></u>	<u><u>-</u></u>	<u><u>4,708</u></u>	

**5. Income from other trading activities**

**Income from fundraising events**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Training course fees	30	<b>30</b>	150
	<u>30</u>	<u><b>30</b></u>	
<i>Total 2021</i>	<u><u>150</u></u>	<u><u>150</u></u>	

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**6. Investment income**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Interest receivable on bank deposits	58	<b>58</b>	337
	<hr/>	<hr/>	<hr/>
<i>Total 2021</i>	337	337	
	<hr/>	<hr/>	

**7. Expenditure on raising funds**

**Costs of raising voluntary income**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Costs of generating donations and legacies	11,817	<b>11,817</b>	10,407
	<hr/>	<hr/>	<hr/>
<i>Total 2021</i>	10,407	10,407	
	<hr/>	<hr/>	

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**8. Analysis of expenditure by activities**

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Pregnancy and birth, Parenting Support	-	3,342	<b>3,342</b>	3,044
Pregnancy Loss	20,021	40,109	<b>60,130</b>	53,892
Provision of training	2,791	13,369	<b>16,160</b>	14,622
Infertility	-	3,342	<b>3,342</b>	3,014
Promoting awareness	7,156	6,684	<b>13,840</b>	15,915
	<u>29,968</u>	<u>66,846</u>	<u><b>96,814</b></u>	<u>90,487</u>
<i>Total 2021</i>	<u>30,178</u>	<u>60,309</u>	<u>90,487</u>	

**9. Support costs**

	2022 £	2021 £
Staff and volunteer training	<b>1,700</b>	1,031
Staff costs	<b>38,863</b>	38,455
Rent	<b>5,468</b>	3,600
Service delivery support costs	<b>4,351</b>	3,600
Management and office costs	<b>6,981</b>	4,728
Insurance	<b>664</b>	592
Professional fees and subscriptions	<b>2,993</b>	2,055
Depreciation	<b>473</b>	663
Other costs	<b>5,353</b>	5,585
	<u><b>66,846</b></u>	<u>60,309</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**10. Independent examiner's remuneration**

	<b>2022</b> <b>£</b>	<i>2021</i> <i>£</i>
Fees payable to the Company's independent examiner for the independent examination of the Company's annual accounts	<b>1,640</b>	<i>1,500</i>

**11. Staff costs**

	<b>2022</b> <b>£</b>	<i>2021</i> <i>£</i>
Wages and salaries	<b>76,143</b>	<i>77,322</i>
Pension costs	<b>1,416</b>	<i>-</i>
	<b>77,559</b>	<i>77,322</i>

The average number of persons employed by the Company during the year was as follows:

	<b>2022</b> <b>No.</b>	<i>2021</i> <i>No.</i>
Average number	<b>7</b>	<i>5</i>

No employee received remuneration amounting to more than £60,000 in either year.

The total employee benefits of the key management personnel of the charity were £61,661 (2021: £41,191).

**12. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 March 2022, no Trustee expenses have been incurred (2021 - £NIL).

During the year there have been no related party transactions.

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**NOTES TO THE FINANCIAL STATEMENTS  
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**13. Tangible fixed assets**

	<b>Fixtures and fittings £</b>
<b>Cost or valuation</b>	
At 1 April 2021	2,550
Additions	1,418
	<hr/>
At 31 March 2022	3,968
	<hr/>
<b>Depreciation</b>	
At 1 April 2021	2,255
Charge for the year	473
	<hr/>
At 31 March 2022	2,728
	<hr/>
<b>Net book value</b>	
At 31 March 2022	1,240
	<hr/> <hr/>
<i>At 31 March 2021</i>	295
	<hr/> <hr/>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**14. Creditors: Amounts falling due within one year**

	<b>2022</b>	<i>2021</i>
	<b>£</b>	<b>£</b>
Other taxation and social security	<b>1,463</b>	<i>1,331</i>
Other creditors	<b>189</b>	<i>189</i>
Accruals and deferred income	<b>1,968</b>	<i>1,500</i>
	<hr/> <b>3,620</b> <hr/>	<hr/> <i>3,020</i> <hr/>

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**15. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
<b>Unrestricted funds</b>					
General Funds	58,201	49,131	(42,349)	(76)	64,907
<b>Restricted funds</b>					
GY Asset Fund	-	1,418	(177)	-	1,241
Geoffrey Watling Trust - In-house training	-	2,500	-	-	2,500
Paul Bassham Charitable Trust	-	2,000	-	-	2,000
NCF - Perinatal	-	10,000	(7,032)	-	2,968
PCN	-	245	-	-	245
R C Snelling Charitable Trust	-	2,000	(1,988)	-	12
Lady Hind Trust - Great Yarmouth project	-	1,000	-	-	1,000
CAF	-	300	(309)	9	-
Rosedale	-	500	(525)	25	-
Alan Boswell Group - Great Yarmouth project	-	2,000	-	-	2,000
Department of Work and Pensions - Access to Work Reimbursement	-	3,424	(3,466)	42	-
Woman and Girls Match Fund	-	700	-	-	700
Stewards Trust	-	550	(550)	-	-
NCF - Florence Clark Trust	-	1,250	(30)	-	1,220
NCF - Bishop of Norwich Fund	-	1,500	-	-	1,500
GY Services Fund	-	5,000	-	-	5,000
Norfolk Consolidated Charities	-	74,181	(40,186)	-	33,995
The Smith and Mount Trust	-	3,500	(3,500)	-	-
NCF - GY Community Investment Fund	-	3,582	(3,582)	-	-
NCF - Fuller Endowment Fund	-	2,000	(2,000)	-	-
NCF - Shelroy Charitable Trust Fund	-	5,000	(2,937)	-	2,063
	-	122,650	(66,282)	76	56,444

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**15. Statement of funds (continued)**

<b>Total of funds</b>	<b>58,201</b>	<b>171,781</b>	<b>(108,631)</b>	<b>-</b>	<b>121,351</b>
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**Restricted Funds:**

Geoffrey Watling Trust - held for in house training, enabling the recruitment and training of 7 new volunteer practitioners. These volunteers have all gone on to provide regular support to the charity's client base.

NCF Perinatal Grant - held for expanding the digital delivery of counselling and support, developing in house digital training, digital access to supervision, and CPD for counsellors delivered by Head of Counselling.

GY Services Fund - held to fund the delivery of services in the Great Yarmouth area, covering core costs.

NCF GY Community Investment Fund - held to fund the delivery of services in the Great Yarmouth area, covering core costs.

Norfolk Consolidated Charities - held to cover core costs for services provided within the Norwich boundary, including enabling the charity to move to a new office premises.

The Smith and Mount Trust - held to cover costs of delivering face to face and group support for pregnancy loss.

NCF Shelroy Charitable Fund - held to cover costs of delivering face to face and group support for pregnancy loss.



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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**15. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2021 £</i>
<b>Unrestricted funds</b>				
General Funds	65,311	62,642	(69,752)	58,201
	<u>65,311</u>	<u>62,642</u>	<u>(69,752)</u>	<u>58,201</u>
<b>Restricted funds</b>				
CAF - Great Yarmouth project	-	5,000	(5,000)	-
Alan Boswell Group - Great Yarmouth project	-	5,000	(5,000)	-
NCF - Covid resilience fund	-	8,000	(8,000)	-
Rackham Charitable Trust - in-house training	-	500	(500)	-
NCF Themed - Kings Lynn Costs	7,387	3,255	(10,642)	-
Barratt Family Charitable Trust - in-house training	1,000	-	(1,000)	-
Woodward Trust - Core costs	1,000	-	(1,000)	-
	<u>9,387</u>	<u>21,755</u>	<u>(31,142)</u>	<u>-</u>
<b>Total of funds</b>	<u>74,698</u>	<u>84,397</u>	<u>(100,894)</u>	<u>58,201</u>

**16. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>
Tangible fixed assets	-	1,240	1,240
Current assets	68,527	55,204	123,731
Creditors due within one year	(3,620)	-	(3,620)
<b>Total</b>	<u>64,907</u>	<u>56,444</u>	<u>121,351</u>

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**16. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	295	295
Current assets	60,926	60,926
Creditors due within one year	(3,020)	(3,020)
<b>Total</b>	<u>58,201</u>	<u>58,201</u>

**17. Related party transactions**

The Company has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Company at 31 March 2022.