



Unaudited financial statements and trustees'  
report for the year ending 31 March 2023

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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 2023**

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<b>Trustees</b>	Mrs J Ford Mrs S Ginn (resigned 20 January 2023) Mr M Spaul Mrs S Watts Ms F Willson (resigned 16 January 2023) Ms M Snell (appointed 1 April 2022)
<b>Company registered number</b>	07656339
<b>Charity registered number</b>	1157905
<b>Registered office</b>	8 Chalk Hill House 19 Rosary Road Norwich Norfolk NR1 1SZ
<b>Accountants</b>	Larking Gowen LLP Chartered Accountants 1 st Floor Prospect House Rouen Road Norwich NR1 1RE

# 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 2022 to 31st March 2023. 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).

## Vision:

For wellbeing support to be available to anyone in Norfolk and Waveney who experiences mental health challenges due to pregnancy loss at any stage, baby loss or pregnancy choices.

## Mission:

- To create safe spaces where people are welcomed to come as they are, with their grief, concerns, hopes and fears.
- To provide opportunities to remember and to grieve.
- To provide training to counsellors, wellbeing, health and bereavement professionals.
- To ensure that experiences are heard, valued and may be used to improve services in the future.

## Values:

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

## 2. Objectives and activities

To preserve and protect mental health of our clients, including that of partners and families and to advance the education of the public by:

- 1** Offering person centred, impartial, confidential counselling and holistic support to those experiencing mental health challenges as a result of, and to promote understanding of, some of the issues surrounding:
  - pregnancy loss for any reason (e.g. miscarriage, ectopic pregnancy)
  - pregnancy choices
  - pregnancy after loss support
  - perinatal mental health problems
  - infertility and secondary infertility
  - stillbirth and neonatal death (up to 12 months)
- 2** Supporting pregnant women and their partners to make an informed choice regarding their options concerning termination, adoption or parenting with signpost to appropriate agencies as necessary.
- 3** By such other means as the trustees may, in their absolute discretion, determine that may further the above objects.

### Aims

- Providing information, training, and support to professionals working in bereavement and healthcare.
- Supporting the choices of clients and their partners in matters relating to pregnancy, birth, pregnancy loss at any stage, infertility, and related issues.
- Fostering a sense of community through outreach and engagement activities to create a supportive network for individuals and families experiencing pregnancy-related challenges.

# 3. Chair Report

Dear Supporters and Friends,

As the Chair of TimeNorfolk's Board of Trustees, I am pleased to share with you our progress over the past year.



TimeNorfolk remains a cause close to my heart. Our vision to provide support to those who have suffered the loss of a pregnancy, baby or who are facing difficult pregnancy choices is one that I am deeply passionate about. This passion is shared by all of our trustees, staff, and volunteers and drives us to do all we can to support those in need.

I am particularly proud of our team, who have shown remarkable dedication and resilience over the past year in the face of the challenges posed by the cost of living crisis and aftermath of the global pandemic. They have worked tirelessly to ensure that our vital services remain available to those who need them, despite the financial pressures and logistical obstacles.

Looking ahead, I am confident in our future plans. Our strategic plan, developed with the input of our trustees, staff, volunteers, and clients, provides a clear roadmap for our direction over the next three years. Our focus on expanding our support to a younger demographic, increasing our presence in Great Yarmouth and ensuring that our services reach a diverse population, will enable us to continue to make a real difference to the lives of those we support.

As we move forward, I am excited about the future of TimeNorfolk and the positive impact we will continue to have in our community. I am grateful for the ongoing support of our donors, partners and stakeholders and I look forward to continuing to work together to achieve our shared mission of ensuring that no one faces a pregnancy loss, baby loss or a pregnancy choice without genuine compassionate, professional and client-centred support.

With warmest regards,

A stylized, handwritten signature in white ink, appearing to read 'M Spaul'.

**Martin Spaul, Chair of Trustees**

20/6/2023

# 4. CEO Report



Dear Supporters and Friends,

This year has been an incredible journey, as we've enjoyed the highs of a new Norwich hub and the lows of saying goodbye to some of our excellent volunteers. We've heard the positive impact our support has made and experienced the sadness of the stories our clients share with us.

Alongside many charities, TimeNorfolk has faced concern over rising costs, reduced income and increasing pressure on mental health services. Despite these additional pressures, I am proud that TimeNorfolk has stood strong in its mission and valued its duty to support those who are bereaved by pregnancy loss at any stage, baby loss, or faced with the challenge of pregnancy choices.

Our strategic plan has been in development with trustees, staff, volunteers, clients and key stake-holders. Together, we are shaping the direction of TimeNorfolk for the next 3 years. As a result of observing and investigating the need for our support in Norfolk and Waveney, we have decided to focus on these 4 key areas going forwards:

## **Counselling:**

Last year we recruited and trained 8 new volunteers with 7 going on to support clients. They've become a valuable part of the TimeNorfolk family and we continue to grow together in best practice, supporting our increasingly diverse client group. Moving to our new hub in Norwich has more than doubled our ability to see clients face to face. Although online support remains key in our service delivery, we've welcomed 50 clients a week into our hubs in Norwich, Great Yarmouth and King's Lynn.

One story that impacted me this year is that of client who experienced an ectopic pregnancy. The client said: "I found myself at a loss. I fell into a depression and my marriage ended". Reflecting on her TimeNorfolk sessions, the client shared: "counselling helped me to understand myself, build relationships and embrace what I have experienced to make me who I am".

## **Community:**

Community is important to our clients, volunteers and staff. This year we piloted a peer-led support group, recognising the value in those with lived experience supporting each other. I'm pleased to watch this develop, as we plan to support six peer-led groups over the next 3 years.

For counsellors, we launched an online noticeboard, which serves as a way of creating unity and sharing supportive resources.

Last year's Doorway Of Hope service at Norwich Cathedral was a beautiful memorial to the babies that have been lost. This deeply moving service reminds us of the importance of our work, and the real lives impacted. We hope to initiate a memorial service at Great Yarmouth Minster to enable a space to grieve and remember in unity.

### **Education**

We have been intentional about working collectively with mental health and bereavement professionals. In addition to our annual Baby Loss Awareness Training Day, we introduced a new workshop in partnership with the University of York titled "Understanding Grief: An Exploratory Workshop". The success of this workshop, in addition to having our voice as part of the Norfolk and Waveney Bereavement Network, has contributed to strong local connections with Norfolk and Waveney referral pathways and appropriate sign-posting agencies.

### **Advocacy:**

I've had the privilege of representing TimeNorfolk at the All-Party Parliamentary Group on Baby Loss, including discussion with Donna Ockendon on the vital need for bereavement midwives. It was also a welcome opportunity to participate in the launch of the 'Perinatal Loss Proficiency Framework'. Client voice is essential to developing services and I'm excited to see this area grow, as we advocate on key issues in maternity support and recommend areas for development in policy and practice.

This year we welcomed an Inclusivity Project Lead to expand the reach of our support in Great Yarmouth. With the current refugee crisis, our new partnerships in this area are key to us fulfilling our mission to ensure that all are welcomed to come as they are, with their grief, concerns, hopes and fears.

With our strategic plan in place and a dedicated team of trustees, staff, volunteers, donors and partners, TimeNorfolk is well-positioned to meet the needs of its clients in the years to come. Thank you for your support and dedication to our work. Together, we can continue to make a meaningful difference in the lives of those we support.

Best wishes,



**Fiona Gosden, CEO of TimeNorfolk**

20/6/2023



# 5. Our work

## Counselling - professional wellbeing support delivered in one-to-one or group settings

At TimeNorfolk, we offer one-to-one counselling sessions as well as counselling for couples and groups. We have a team of 25 compassionate counsellors, who all create a safe and confidential space where clients can feel heard, supported and understood. Our counsellors undergo specific training to understand the issues that face our clients and are either fully qualified counsellors, or working towards a degree level counselling qualification.

“

"Having a weekly session, it was like a safety net knowing I could talk about things at a dedicated time each week."

”



## Community - increasing our presence outside our hub walls

We believe that community support is essential to wellbeing, which is why we strive to increase our presence outside of our hub walls in Norwich, Great Yarmouth and Kings Lynn, to provide opportunities for those with similar experiences to connect and support each other.

Our efforts to build a stronger community are centred on four key initiatives:

### Annual Services of Remembrance

We recognise the importance of remembering and valuing those we have lost. That is why we hold an annual service of remembrance.

### Peer Support Groups

We understand the importance of connecting with others who have shared experiences. That is why we are working to activate six volunteer-led peer support groups throughout Norfolk and Waveney.

### Network Development

We believe that collaboration is key to building a stronger community. That is why we are actively developing our network with empathetic organisations and groups throughout Norfolk and Waveney.

### Engaging New Demographics

We recognise that there are many individuals and communities who may not have access to the support they need. To address this, we are actively working to engage new demographics, including men and LGBTQIA+ individuals.

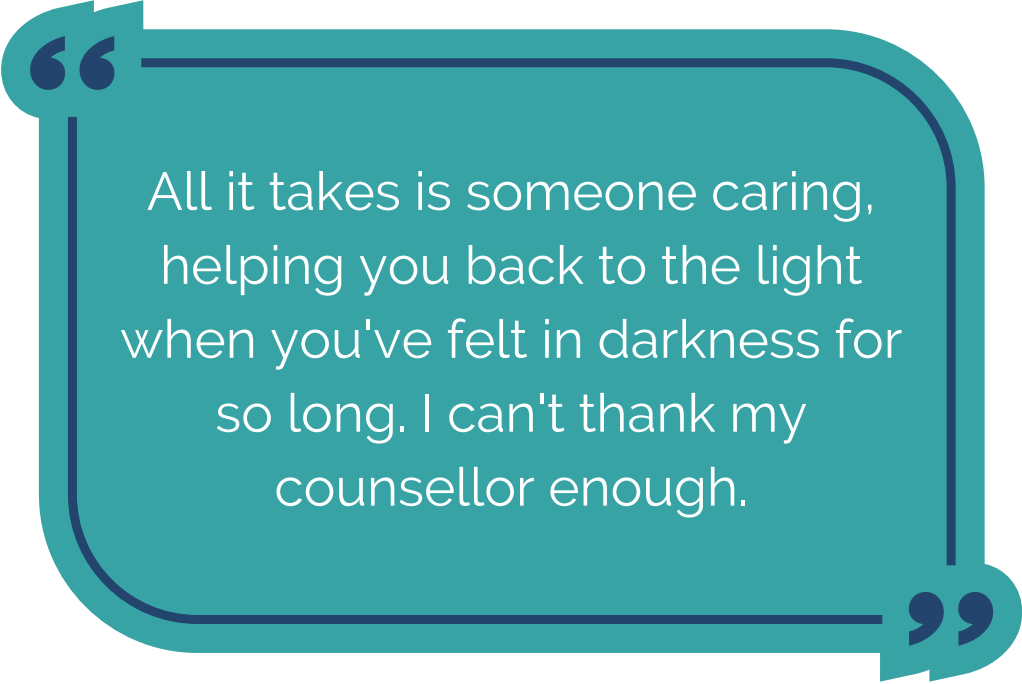


## Education - sharing our unique knowledge and expertise

We believe that education is a powerful tool for change, which is why we offer a range of education and training initiatives to support individuals, workplaces, bereavement, health and wellbeing professionals.

### **Training for Wellbeing, Health and Bereavement Professionals**

We believe that it is essential to build the knowledge and skills of health, bereavement, and wellbeing professionals to support individuals and families affected by pregnancy loss, baby loss, and pregnancy choices. To this end, we offer bi-annual training for professionals who wish to develop their knowledge and skills in this area. Our training covers a range of topics, including grief theory, trauma-informed care and self-care for professionals.



All it takes is someone caring,  
helping you back to the light  
when you've felt in darkness for  
so long. I can't thank my  
counsellor enough.

## Advocacy - representing client voice and story

We're dedicated to ensuring that experiences are heard and valued. We believe that our client's experiences can help influence the support and services that are available in the future.

Our advocacy work is centred on the belief that everyone has the right to have their voice heard and their experiences valued. We strive to empower individuals to express their concerns, opinions and experiences and to use their voice, joined with ours to advocate for change.

### **Healthcare:**

Our work includes representing client voices to key stakeholders including NHS and government bodies at a local and national level. We believe that it is important to bring the voices of those we support to those who can implement positive change, and we are committed to doing so in an effective and respectful manner.

### **Online:**

We recognise the importance of a strong online presence in our advocacy work. We are actively developing our social media and online presence to reach a wider audience and amplify the voices of those we support.

### **Awareness:**

We participate in national awareness activities, such as Baby Loss Awareness Week and TFMR (Termination for Medical Reasons) Awareness Day. These activities provide an opportunity to raise awareness about the issues that affect our community.



## 6. Financial review

TimeNorfolk aims to maintain 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 2023, total unrestricted reserves were £66,106 (2022: £64,907). Of these, £nil (2022: £nil) has been designated for specific purposes by the Trustees. Restricted funds, as at 31st March 2022, totalled £74,112.

“

Even though my practitioner couldn't change anything for me, she has helped me think about things differently and positively. She gave me my voice back and restored my hope in myself, for that I'm so grateful.

”



# 7. Future plans

- 1** Recruit and train new volunteer practitioners.
- 2** Develop a network of bereavement organisations, working in partnership to provide training and networking opportunities.
- 3** Increase capacity at our Great Yarmouth hub enabling greater access to clients in the Waveney area.
- 4** Develop a greater understanding of ethnic and cultural barriers in the Waveney area, building partnerships with local organisations enable hard to reach communities to access our services with greater ease.
- 5** Work in partnership with the NHS and Norfolk County Council to provide support for those who have experienced pregnancy loss or baby loss. This includes employing qualified counsellors to facilitate this work.
- 6** Continue to strengthen the governance and diversity of the board of trustees.

# 8. Public benefit

## Statistics

The following charts provide an insight into how the charity has grown and developed over the 2022/2023 Financial Year and have been put together from statistical information from TimeNorfolk's Client Management System. 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.

## Volunteers and Student Counsellor 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 support of its volunteers and the charity is hugely grateful for their dedication.

## 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.



# 10. Structure, governance and management

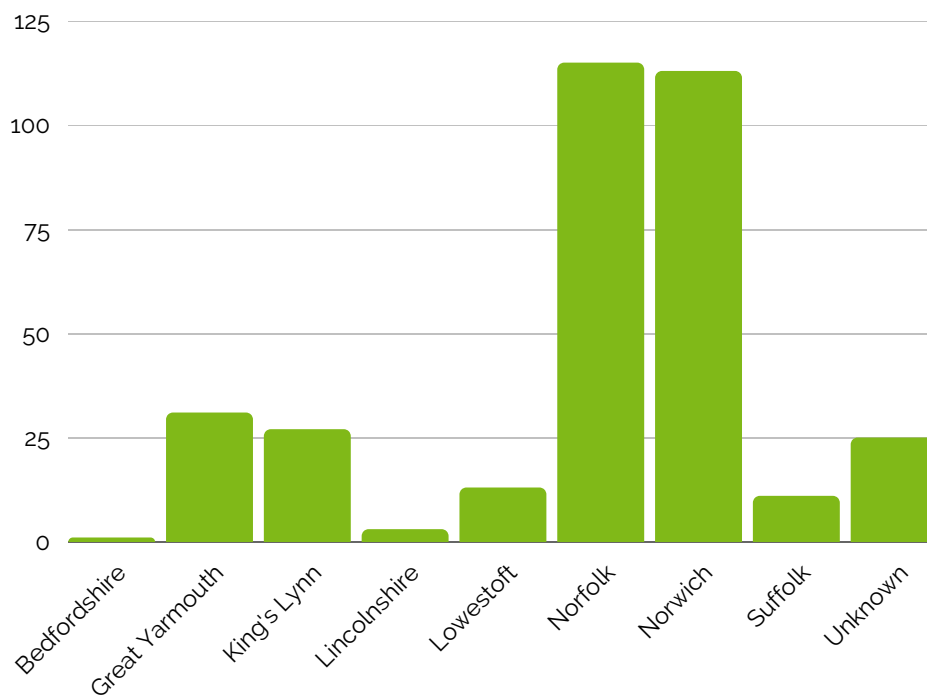
Nature of governing document: The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association. The company is constituted under a Memorandum of Association and is a registered charity number 1157905. The trustees confirm that they have complied with 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.

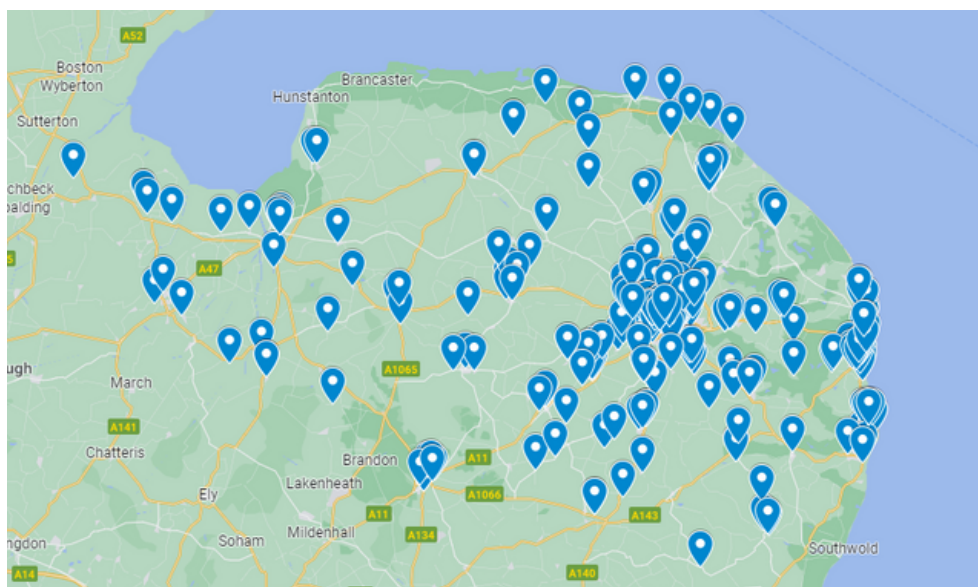
“It was so valuable just having a safe space to talk about how I was feeling and be able to express all of the conflicting emotions after miscarriage. I was able to open up in a way that is sometimes difficult with friends or family.”



## Location of Clients

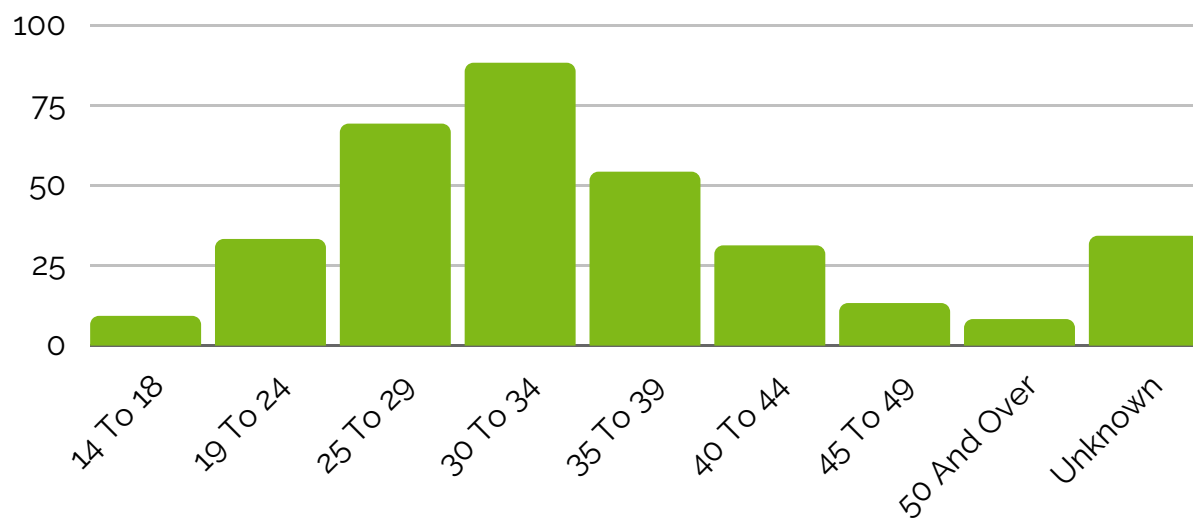


**Please note:** Most unknown clients approached us for support but then did not respond when followed up or were offered an initial appointment

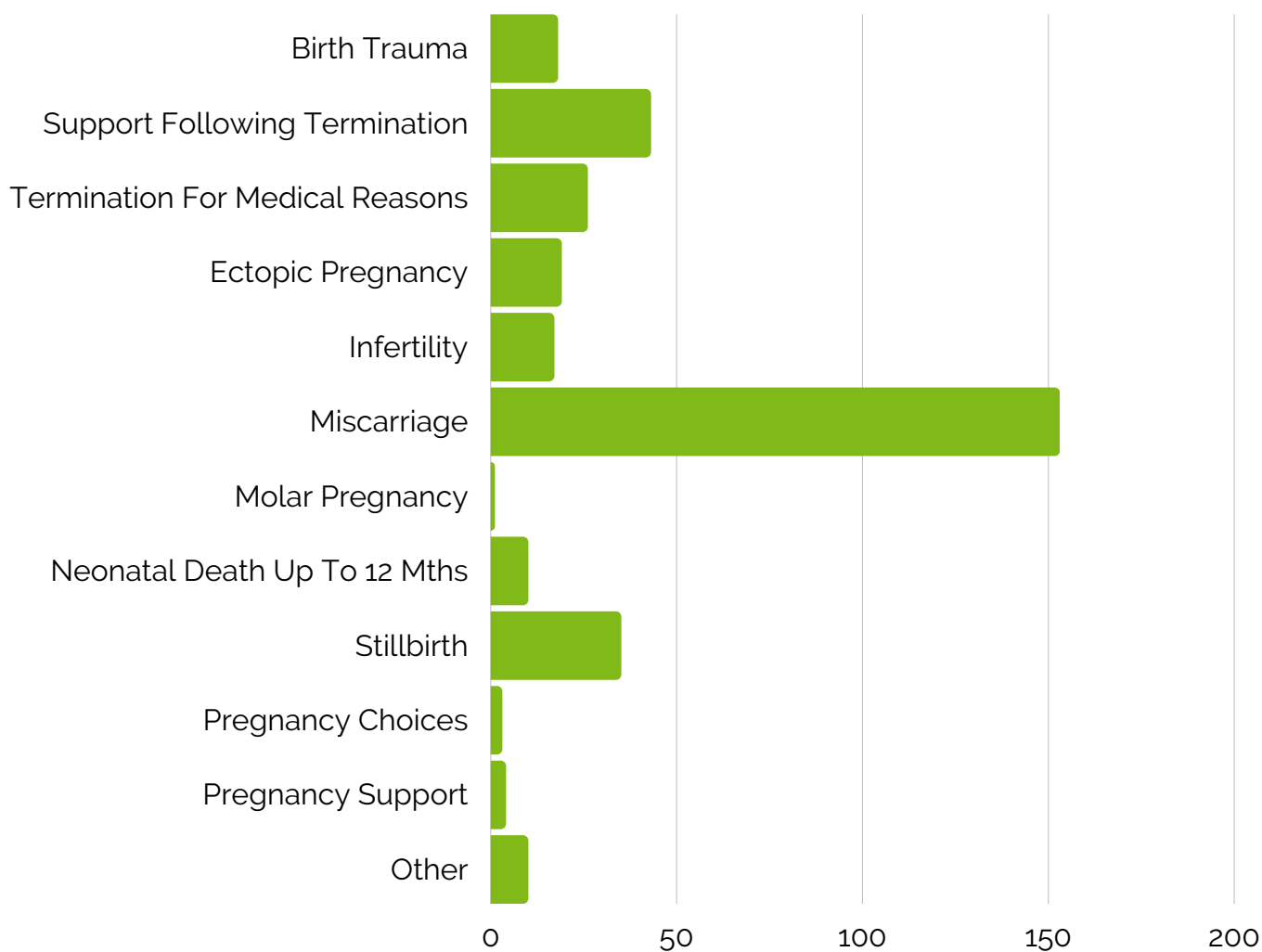


This map shows where our clients are located within Norfolk and the Waveney areas.

## Age Range of Clients

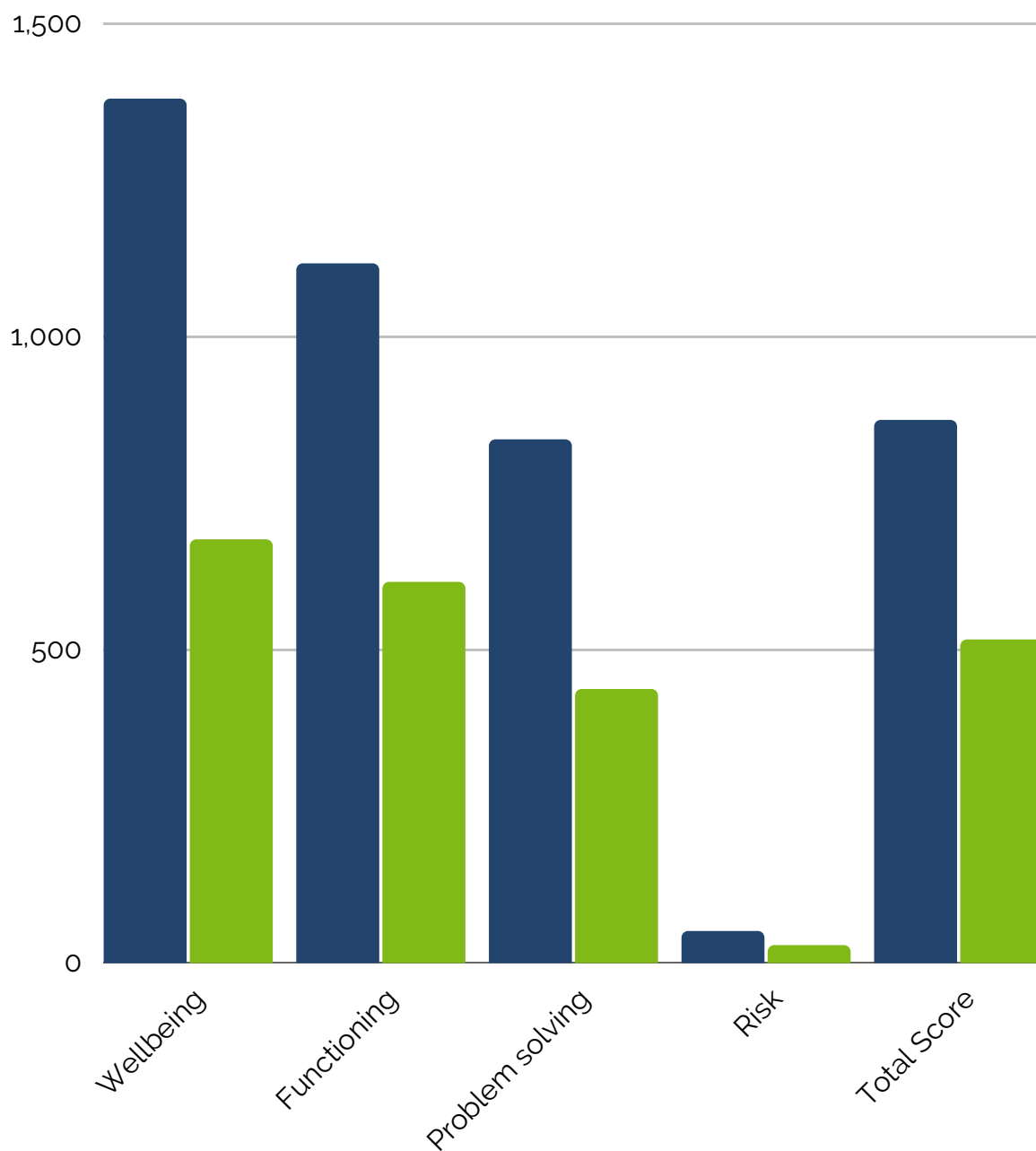


## Category of Need



## CORE-OM Assessment Scores

Please note: lower scores indicate improvement. Blue indicates before support, green indicates after support.



# 11. 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:



Mr Martin Spaul, Chair of Trustees.

20/6/2023

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**TIME NORFOLK**  
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**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2023**

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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 2023.

**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:



G Kerkham FCA DChA

**Larking Gowen LLP**

Chartered Accountants  
1 st Floor Prospect House  
Rouen Road  
Norwich  
NR1 1RE

21/6/2023

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

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**  
**(CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
<b>Income from:</b>					
Donations and grants	3	44,712	109,570	154,282	160,255
Events and room hire	4	8,037	-	8,037	11,438
Other trading activities	5	-	-	-	30
Investments	6	134	-	134	58
<b>Total income</b>		<b>52,883</b>	<b>109,570</b>	<b>162,453</b>	<b>171,781</b>
<b>Expenditure on:</b>					
Raising funds	7	15,366	-	15,366	11,817
Charitable activities		36,318	91,902	128,220	96,814
<b>Total expenditure</b>		<b>51,684</b>	<b>91,902</b>	<b>143,586</b>	<b>108,631</b>
<b>Net movement in funds</b>		<b>1,199</b>	<b>17,668</b>	<b>18,867</b>	<b>63,150</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		64,907	56,444	121,351	58,201
Net movement in funds		1,199	17,668	18,867	63,150
<b>Total funds carried forward</b>		<b>66,106</b>	<b>74,112</b>	<b>140,218</b>	<b>121,351</b>

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

The notes on pages 22 to 35 form part of these financial statements.

**TIME NORFOLK**  
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**BALANCE SHEET**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	13	2,763	1,240
		<u>2,763</u>	<u>1,240</u>
<b>Current assets</b>			
Debtors	14	45,787	-
Cash at bank and in hand		94,873	123,731
		<u>140,660</u>	<u>123,731</u>
Creditors: amounts falling due within one year	15	(3,205)	(3,620)
<b>Net current assets</b>		<u>137,455</u>	<u>120,111</u>
<b>Total net assets</b>		<u><u>140,218</u></u>	<u><u>121,351</u></u>
<b>Charity funds</b>			
Restricted funds	16	74,112	56,444
Unrestricted funds	16	66,106	64,907
<b>Total funds</b>		<u><u>140,218</u></u>	<u><u>121,351</u></u>

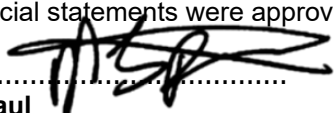
The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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:

.....  
  
**Mr M Spaul**  
 (Chair of Trustees)  
 Date: 20/6/2023

The notes on pages 22 to 35 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 2023**

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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. With 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 2023**

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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 £100 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 Debtors**

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

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**TIME NORFOLK**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**2. Accounting policies (continued)**

**2.8 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.

**2.9 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.

**2.10 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.

**2.11 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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**3. Income from donations and grants**

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Donations	36,969	1,000	<b>37,969</b>	39,555
Grants	7,743	108,570	<b>116,313</b>	120,700
	<u>44,712</u>	<u>109,570</u>	<u><b>154,282</b></u>	<u>160,255</u>
<i>Total 2022</i>	<u>38,305</u>	<u>121,950</u>	<u>160,255</u>	

**4. Income from events and room hire**

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Pregnancy Choices	8,037	-	<b>8,037</b>	11,438
	<u>10,738</u>	<u>700</u>	<u>11,438</u>	
<i>Total 2022</i>	<u>10,738</u>	<u>700</u>	<u>11,438</u>	

**5. Income from other trading activities**

**Income from fundraising events**

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Training course fees	-	-	30
	<u>30</u>	<u>30</u>	
<i>Total 2022</i>	<u>30</u>	<u>30</u>	

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**6. Investment income**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Interest receivable on bank deposits	134	<b>134</b>	58
	<u>134</u>	<u>134</u>	<u>58</u>
<i>Total 2022</i>	<u>58</u>	<u>58</u>	

**7. Expenditure on raising funds**

**Costs of raising voluntary income**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Costs of generating donations and legacies	15,366	<b>15,366</b>	11,817
	<u>15,366</u>	<u>15,366</u>	<u>11,817</u>
<i>Total 2022</i>	<u>11,817</u>	<u>11,817</u>	

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**NOTES TO THE FINANCIAL STATEMENTS  
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**8. Analysis of expenditure by activities**

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £	Total funds 2022 £
Pregnancy and birth, Parenting Support	-	4,328	<b>4,328</b>	3,342
Pregnancy Loss	20,828	55,442	<b>76,270</b>	60,130
Provision of training	2,578	18,481	<b>21,059</b>	16,160
Infertility	-	4,620	<b>4,620</b>	3,342
Promoting awareness	12,703	9,240	<b>21,943</b>	13,840
	<u>36,109</u>	<u>92,111</u>	<u><b>128,220</b></u>	<u>96,814</u>
<i>Total 2022</i>	<u>29,968</u>	<u>66,846</u>	<u>96,814</u>	

**9. Support costs**

	2023 £	2022 £
Staff and volunteer training	<b>3,545</b>	1,700
Staff costs	<b>45,339</b>	38,863
Rent	<b>14,561</b>	5,468
Service delivery support costs	<b>4,153</b>	4,351
Management and office costs	<b>13,450</b>	6,981
Insurance	<b>1,028</b>	664
Professional fees and subscriptions	<b>6,589</b>	2,993
Depreciation	<b>985</b>	473
Other costs	<b>2,461</b>	5,353
	<u><b>92,111</b></u>	<u>66,846</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**10. Independent examiner's remuneration**

	<b>2023</b> £	<i>2022</i> £
Fees payable to the Company's independent examiner for the independent examination of the Company's annual accounts	<b>2,200</b>	<i>1,640</i>

**11. Staff costs**

	<b>2023</b> £	<i>2022</i> £
Wages and salaries	<b>94,868</b>	<i>76,143</i>
Pension costs	<b>1,395</b>	<i>1,416</i>
	<b>96,263</b>	<i>77,559</i>

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

	<b>2023</b> No.	<i>2022</i> No.
Average number	<b>7</b>	<i>7</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 £71,653 (2022: £61,661).

**12. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 March 2023, no Trustee expenses have been incurred (2022 - £NIL).

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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 2022	3,968
Additions	2,508
	<hr/>
At 31 March 2023	6,476
	<hr/>
<b>Depreciation</b>	
At 1 April 2022	2,728
Charge for the year	985
	<hr/>
At 31 March 2023	3,713
	<hr/>
<b>Net book value</b>	
At 31 March 2023	2,763
	<hr/> <hr/>
<i>At 31 March 2022</i>	1,240
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**14. Debtors**

	<b>2023</b> £	<b>2022</b> £
<b>Due within one year</b>		
Trade debtors	<b>24,262</b>	-
Prepayments and accrued income	<b>21,525</b>	-
	<b>45,787</b>	-

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

	<b>2023</b> £	<b>2022</b> £
Other taxation and social security	<b>272</b>	1,463
Other creditors	<b>497</b>	189
Accruals and deferred income	<b>2,436</b>	1,968
	<b>3,205</b>	3,620



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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**16. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
<b>Unrestricted funds</b>					
General Funds	<b>64,907</b>	<b>52,883</b>	<b>(51,684)</b>	<b>-</b>	<b>66,106</b>
<b>Restricted funds</b>					
Fixed Asset Fund	<b>1,241</b>	<b>-</b>	<b>(985)</b>	<b>2,507</b>	<b>2,763</b>
Geoffrey Watling Trust	<b>2,500</b>	<b>-</b>	<b>(2,500)</b>	<b>-</b>	<b>-</b>
Paul Bassham Charitable Trust	<b>2,000</b>	<b>2,000</b>	<b>(2,000)</b>	<b>-</b>	<b>2,000</b>
NCF - Perinatal	<b>2,968</b>	<b>-</b>	<b>(2,968)</b>	<b>-</b>	<b>-</b>
Albert Hunt	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>2,000</b>
NHS Norfolk & Waveney ICB	<b>-</b>	<b>24,062</b>	<b>-</b>	<b>-</b>	<b>24,062</b>
Lady Hind Trust - Great Yarmouth project	<b>1,000</b>	<b>-</b>	<b>(1,000)</b>	<b>-</b>	<b>-</b>
Hospital Saturday Fund	<b>-</b>	<b>2,000</b>	<b>(590)</b>	<b>(1,410)</b>	<b>-</b>
Norwich Freeman's Charity (Norwich Charitable Trusts)	<b>-</b>	<b>10,000</b>	<b>(3,085)</b>	<b>-</b>	<b>6,915</b>
Alan Boswell Group Charitable Trust	<b>2,000</b>	<b>-</b>	<b>(2,000)</b>	<b>-</b>	<b>-</b>
Norfolk Community Foundation grants	<b>-</b>	<b>16,894</b>	<b>(3,833)</b>	<b>(471)</b>	<b>12,590</b>
Big Give - Woman and Girls Match Fund	<b>700</b>	<b>-</b>	<b>(281)</b>	<b>(419)</b>	<b>-</b>
East of England Co op	<b>-</b>	<b>1,000</b>	<b>(1,000)</b>	<b>-</b>	<b>-</b>
Florence Clark Charitable Trust	<b>1,220</b>	<b>-</b>	<b>(931)</b>	<b>-</b>	<b>289</b>
NCF - Bishop of Norwich Fund	<b>1,500</b>	<b>-</b>	<b>(1,500)</b>	<b>-</b>	<b>-</b>
NCF Gt Yarmouth & Waveney Maternity Care Fund	<b>5,000</b>	<b>2,000</b>	<b>(5,000)</b>	<b>-</b>	<b>2,000</b>
The Mrs Smith and Mount Trust	<b>-</b>	<b>3,500</b>	<b>-</b>	<b>-</b>	<b>3,500</b>
Other grants	<b>257</b>	<b>6,114</b>	<b>(897)</b>	<b>(207)</b>	<b>5,267</b>
Norwich Consolidated Charities (Norwich Charitable Trusts)	<b>33,995</b>	<b>40,000</b>	<b>(61,269)</b>	<b>-</b>	<b>12,726</b>
NCF - Shelroy Charitable Trust Fund	<b>2,063</b>	<b>-</b>	<b>(2,063)</b>	<b>-</b>	<b>-</b>
	<b>56,444</b>	<b>109,570</b>	<b>(91,902)</b>	<b>-</b>	<b>74,112</b>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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

<b>Total of funds</b>	<b>121,351</b>	<b>162,453</b>	<b>(143,586)</b>	<b>-</b>	<b>140,218</b>
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**Restricted Funds:**

Fixed Asset Fund - held to fund capital expenditure.

Paul Bassham Trust - held to fund core costs for the Norwich Hub including finding towards the part-time counsellor and supporting volunteer practitioners in Norwich.

NHS Norfolk & Waveney ICB Fund - held to provide specialist bereavement counselling to women and men, (singularly, or as a couple) living in the Norwich and surrounding localities who have poor mental health having experienced a pregnancy related issue associated with pregnancy loss at any stage, pregnancy choices, and baby loss.

Albert Hunt Fund - held to provide support services for young people (under 18s)

Norwich Freeman's Charity (Norwich Charitable Trusts) - help to provide specialist training for local professionals and bereavement organisations.

Norfolk Community Foundation: Love Norfolk, Denbury Charitable Fund & GT Yarmouth and Waveney Maternity Care Fund - held to deliver specialist support for the wellbeing of clients affected by pregnancy loss and other pregnancy related issues in King's Lynn, Gt Yarmouth & Waveney.

Florence Clark Charitable Trust - held to fund the charity's work in King's Lynn supporting anyone in distress as a result of pregnancy loss, termination or infertility and to support pregnant women and their partners to make informed choices.

NCF Gt Yarmouth & Waveney Maternity Care Fund includes grant from Hansells Solicitors - held to fund the delivery of services in the Great Yarmouth area, covering core costs.

The Mrs Smith and Mount Trust (The Mount Fund) - held to fund specialist counselling support to anyone affected by baby loss and training and supervision of volunteer counsellors.

Other grants include:

Anonymous Trust - providing support after pregnancy loss through counselling and improving mental health and anxiety.

Aquarius Trust - held for service delivery in Kings Lynn including Travel, DBS checks, Professional Journals, External Supervision & Online Services

Norwich Consolidated Charities (Norwich Charitable Trusts) - help to support proportional salary costs of the CEO and Heads of Counselling, Administration and Operations, ensuring core charitable functions effectively underpin Norwich-based activities and beneficiaries.

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

**Statement of funds - prior year**

	<i>Balance at 1 April 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2022 £</i>
<b>Unrestricted funds</b>					
General Funds	58,201	49,131	(42,349)	(76)	64,907

**Restricted funds**

Fixed Asset Fund	-	1,418	(177)	-	1,241
Geoffrey Watling Trust	-	2,500	-	-	2,500
Paul Bassham Charitable Trust	-	2,000	-	-	2,000
NCF - Perinatal	-	10,000	(7,032)	-	2,968
Albert Hunt	-	245	-	-	245
NHS Norfolk & Waveney ICB	-	2,000	(1,988)	-	12
Lady Hind Trust - Great Yarmouth project	-	1,000	-	-	1,000
Hospital Saturday Fund	-	300	(309)	9	-
Norwich Freeman's Charity (Norwich Charitable Trusts)	-	500	(525)	25	-
Alan Boswell Group Charitable Trust - Great Yarmouth project	-	2,000	-	-	2,000
Norfolk Community Foundation grants	-	3,424	(3,466)	42	-
Big Give - Woman and Girls Match Fund	-	700	-	-	700
East of England Co op	-	550	(550)	-	-
Florence Clark Charitable Trust	-	1,250	(30)	-	1,220
NCF - Bishop of Norwich Fund	-	1,500	-	-	1,500
NCF Gt Yarmouth & Waveney Maternity Care Fund	-	5,000	-	-	5,000
Norwich Consolidated Charities (Norwich Charitable Trusts)	-	74,181	(40,186)	-	33,995
The Mrs Smith and Mount Trust	-	3,500	(3,500)	-	-
Other grants	-	3,582	(3,582)	-	-
Norwich Consolidated Charities (Norwich Charitable Trusts)	-	2,000	(2,000)	-	-

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

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

**Statement of funds - prior year (continued)**

	<i>Balance at 1 April 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2022 £</i>
NCF - Shelroy Charitable Trust Fund	-	5,000	(2,937)	-	2,063
	-	122,650	(66,282)	76	56,444
<b>Total of funds</b>	<b>58,201</b>	<b>171,781</b>	<b>(108,631)</b>	<b>-</b>	<b>121,351</b>

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

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

	<b>Unrestricted funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Tangible fixed assets	-	2,763	<b>2,763</b>
Current assets	69,311	71,349	<b>140,660</b>
Creditors due within one year	(3,205)	-	<b>(3,205)</b>
<b>Total</b>	<b>66,106</b>	<b>74,112</b>	<b>140,218</b>

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

	<i>Unrestricted funds 2022 £</i>	<i>Restricted funds 2022 £</i>	<i>Total funds 2022 £</i>
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>	<b>64,907</b>	<b>56,444</b>	<b>121,351</b>

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

**18. Operating lease commitments**

At 31 March 2023 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023 £	2022 £
Later than 1 year and not later than 5 years	<b>37,500</b>	-

The 3-year break clause is ignored. The commitment is stated for the full lease period for the reason, it was reasonably certain at lease inception that the extension would be taken.

**19. 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 2023.