

# TOGETHER NORFOLK

England & Wales · Charity number 1166382

## Details

---

**Status** Registered

**Legal form** Charitable company

**Company number** [09725781](#)

**Registered** 2016-04-05

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** Diocese of Norwich  
Diocesan House  
109 Dereham Road  
Easton  
Norwich

**Phone** 01603882377

**Website** [dioceseofnorwich.org](http://dioceseofnorwich.org)

## Activities

---

**Objects:** THE CHARITY'S OBJECTS ARE FOR THE BENEFIT OF THE PUBLIC:-3.1 TO PROMOTE THE EFFICIENCY AND EFFECTIVENESS OF CHRISTIAN BASED CHARITIES IN THE FURTHERANCE OF THEIR OBJECTS OR ANY ONE OF THEM, MAINLY BUT NOT EXCLUSIVELY, BY THE PROVISION OF INFORMATION, ADVICE, SUPPORT AND INFRASTRUCTURE PROVISION; AND3.2 THE RELIEF OF FINANCIAL HARDSHIP, EITHER GENERALLY OR INDIVIDUALLY, THROUGH THE PROVISION OF GRANTS, GOODS OR SERVICES.

**Activities:** Imagine Norfolk Together is a joint venture between the Church Urban Fund and the Diocese of NorwichOur aim is to celebrate and support the work of local Christians in their community byProviding churches with support as they develop and deliver social action initiativesRunning workshops, training and events in order to build people's capacity to take actionDeveloping local partnerships

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, The Prevention Or Relief Of Poverty, Religious Activities
- **Who:** Other Defined Groups, The General Public/mankind

## Geography

- Norfolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£38,413	£38,413	-	-
2023-12-31	£46,136	£46,136	-	-
2022-12-31	£44,918	£44,918	-	-
2021-12-31	£52,166	£52,166	-	-
2020-12-31	£52,546	£52,546	-	-

## Trustees

Name	Role	Appointed
<b>The Rt Revd Dr Jane Steen</b>	Chair	2023-07-13
Hannah Worsley		2019-09-27
Rev JAMES WILIAM STEWART		2015-08-10
Rev Kyla Sorenson		2023-07-13
Rev Matthew James Price BEM		2023-07-13
Rev Simon Ward		2019-07-12
The Revd Canon Aiden Stephen George Platten		2021-01-15

**TOGETHER NORFOLK**

England & Wales - Charity number 1166382

---

# Accounts

---

**COMPANY REGISTRATION NUMBER: 9725781**

**CHARITY REGISTRATION NUMBER: 1166382**

**Together Norfolk**  
**Company Limited by Guarantee**  
**Unaudited financial statements**  
**31 December 2024**

**Together Norfolk**  
**Company Limited by Guarantee**  
**Financial statements**  
**Year ended 31 December 2024**

---

	<b>Page</b>
Trustees' annual report (incorporating the directors' report)	<b>1</b>
Independent examiner's report to the trustees	<b>9</b>
Statement of financial activities (including income and expenditure account)	<b>10</b>
Statement of financial position	<b>11</b>
Notes to the financial statements	<b>12</b>

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report)

#### Year ended 31 December 2024

---

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2024.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and 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 published in October 2019.

#### Reference and administrative details

<b>Registered charity name</b>	Together Norfolk
<b>Charity registration number</b>	1166382
<b>Company registration number</b>	9725781
<b>Principal office and registered office</b>	Diocesan House 109 Dereham Road Easton Norwich Norfolk NR9 5ES

#### The trustees

The trustees who served during the year and at the date of approval were as follows:

The Revd Canon Aidan Platten  
The Revd James Stewart, Priest, Thorpe St Andrew, Norwich  
The Revd Canon Peter Howard  
Rev Matthew Price  
Rev Michaela Sorenson  
The Revd Canon Simon Ward, Incumbent, Great Yarmouth Team  
Ministry  
Hannah Worsley, Project Manager, Norwich Foodbank  
The Rt Revd Jane Steen, Bishop of Kings Lynn

<b>Independent examiner</b>	Mark Proctor FCA DChA Lovewell Blake LLP Chartered accountants Bankside 300 Peachman Way Broadland Business Park Norwich NR7 0LB
-----------------------------	---

<b>Bankers</b>	Barclays Bank Plc 3 St James Court Norwich Norfolk NR3 1RJ
----------------	--

# Together Norfolk

Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2024

---

**Solicitors**

Birketts  
Kingfisher House  
1 Gilders Way  
Norwich  
Norfolk  
NR3 1UB

# **Together Norfolk**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 December 2024**

---

#### **Objectives and activities**

##### **Overall objectives**

Together Norfolk shares the aims and objectives of the Church Urban Fund's (CUF) Together Network which are to:

- grow the number of church-based social activities within the diocese, helping churches to tackle poverty and build strong flourishing communities
- develop people's capacity to take effective action to tackle poverty
- build partnerships and collaborative working between churches and with other organisations to increase joined-up working and innovation

There are two Development Workers for Together Norfolk, one in Great Yarmouth and the other in King's Lynn.

The Norwich Diocesan Board of Finance Ltd is a company limited by guarantee, registration number 88175, charity registration number 249318. Registered address: Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES. The Norwich Diocesan Board of Finance Ltd promotes, facilitates and assists with the work and purpose of the Church of England for the advancement of the Christian faith in the Diocese of Norwich and elsewhere, providing resources for Ministry and Mission.

The Church Urban Fund (CUF) is a company limited by guarantee, registration number 2138994, charity registration number 297483. Registered address: Church House, Great Smith Street, London, SW1P 3AZ. CUF was established by the Church of England as a practical response to unmet need and has been active in local communities for over 30 years through the Church of England's local parish networks, and alongside other faith-based and secular organisations, to bring about positive change in neighbourhoods.

##### **Funding arrangements**

Together Norfolk was originally formed in July 2016 as part of the Together Network as a partnership between the Diocese of Norwich and the CUF whereby funding was split on a 50/50 basis.

In 2020 CUF advised that they could no longer commit to any further unrestricted grant payments for Together Norfolk due to financial cutbacks. It was however agreed that where funds remitted from CUF were previously in excess of what was required to cover their annual 50% of the Together Norfolk costs, then the surplus funds could continue to be used until fully exhausted. This agreement is on the condition that Together Norfolk continue to spend funds in accordance with its original aims and objectives and that the Diocese continues to meet its funding responsibilities to contribute 50% by way of either seeking additional external grant funding or self-financing.

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2024

---

#### Objectives and activities *(continued)*

##### Management

##### The Norwich Diocesan Board of Finance is responsible for:

- Payment of 50% of the costs of Together Norfolk.
- Recruiting competent staff and ensuring they are well managed, with all necessary HR policies in place.
- Preparing, monitoring and reporting to the Together Norfolk Board on its financial activities.
- Providing a DBF employee to attend or be a member of the Together Norfolk board, to ensure the work of Together Norfolk complements and enhances the social action work of the diocese, and to be the person responsible for the diocesan commitment to Together Norfolk.
- Recruiting an effective and diverse board of trustees for Together Norfolk, whereby CUF appoint three trustees and the DBF appoints three (nominated by CUF) with a further three appointed by the Board.
- Providing support and endorsement within the Diocese for Together Norfolk as having a key role in helping churches.
- Tackling poverty locally, including encouraging parishes to support its work through time, money, action and prayer.
- Promoting the work of Together Norfolk through diocesan communication routes such as the diocesan website, newspaper, newsletter and social media.
- Providing support services through the diocesan office including payroll, HR support, accounting and book-keeping, preparation of annual accounts.
- Providing computer/telephone equipment as well as any necessary technical support for devices provided.
- Including development workers in Diocesan staff meetings/communications and treating them as any other DBF staff.

##### Crisis Management

Church Urban Fund and the Diocese of Norwich commit to open and timely communication with each other about any issues arising from Together Norfolk that are a cause for concern, and to working together to find solutions.

As grant-makers, CUF and the Diocese have a responsibility to ensure that all their grants are being used for the purpose for which they are given. As such, the following will be considered events which trigger default of the grant:

- If at any time, Together Norfolk is unable to pay its debts when they fall due
- Together Norfolk starts negotiations with any of its creditors with a view to rescheduling debts.
- Together Norfolk ceases to operate.
- Together Norfolk is in material breach of this agreement.

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 December 2024

---

##### **Objectives and activities** *(continued)*

- Together Norfolk uses the grant monies for any purpose other than for the purposes set out in this agreement.
- Any of Together Norfolk staff commit or attempt any fraud or have any undeclared and unattended conflict of interest in relation to the agreed programme.

CUF and the Diocese reserve the right to terminate the partnership and require repayment of the balance of any unspent grant money following the repayment of any statutory grant monies. In the event of winding up the charity, the transfer of any net assets of Together Norfolk shall be dealt with according to section 39 of the Articles of Association.

The board of Together Norfolk is entitled to the partnership agreement by giving CUF not less than three months' written notice and repaying any unspent grant monies in full. A decision to terminate the agreement would also be a decision to withdraw from the Together Network, and so any future work of the charity would need to continue under a different name and branding.

##### **Public Benefit**

The public benefit of Together Norfolk is as described above in objectives and activities. The trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

##### **Achievements and performance**

Each development worker for Together Norfolk must submit quarterly returns to both the Diocese and the Church Urban Fund detailing the activities undertaken and the impact on achieving overall objectives.

##### **Financial review**

The total income recognised in these accounts is £38,413 compared to £46,136 in 2023.

The value of income received in total from the Church Urban Fund (CUF) was £210,437 where £190,141 of this has been released to income as CUF's 50% contribution towards expenditure to date.

The remaining deferred income of £20,296 is represented by the value of the balance at bank of £242,854, less £161,525 which is owed to the Diocese of Norwich at year end, and other creditors of £61,033.

##### **Reserves Policy**

The Diocese of Norwich and the Church Urban Fund (CUF) are each committed to confirming funding for one year at a time by the 1. October for the following year. The reserves policy is set at £53,000 which is an estimation of one year's expenditure.

# **Together Norfolk**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 December 2024**

---

##### **Plans for future periods**

For the following year the Together Norfolk worker in Kings Lynn aims are:

- Continue to develop local partnerships through existing networks, including Churches Together in King's Lynn and West Norfolk Forum
- Support churches considering social action projects by providing advice, governance, and training.
- Take forward the Homegrown project looking at youth needs in King's Lynn and its catchment area working with local clergy and Christian charities.

For the following year the Together Norfolk worker in Great Yarmouth aims are:

- Provide opportunities for those leading community-focused Christian ministries in the Great Yarmouth area to access information, peer support and prayer, resources and training.
- Share information about the community-focused Christian ministries in the Great Yarmouth area with the wider community.
- Provide governance, funding and networking support to specific projects in the Great Yarmouth area when needed and appropriate.
- Recruit a new development worker following the resignation of the current worker from July 2025.

# **Together Norfolk**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 December 2024**

---

#### **Structure, governance and management**

The organisation is a charitable company limited by guarantee, incorporated on 10 August 2015 and registered as a charity on 5 April 2016.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its articles of association.

#### **Trustees**

The founding members of the company are the Norwich Diocesan Board of Finance and Church Urban Fund. The full board of Together Norfolk can have up to nine trustees, the majority of whom are nominated by CUF and the remainder by the diocese. Employees of CUF and the DBF who sit on the board must acknowledge any potential conflicts of interest. The trustees receive no remuneration for their work.

The Board of Trustees for Together Norfolk are responsible for:

- Directing and monitoring the work of the Together Norfolk workers so they can be effective and impactful in delivering the aims of Together Norfolk.
- Being an effective charity - following best practice, including timely reporting to the Charity Commission and Companies House, relevant policies including conflicts of interest policy, reserves policy, training and induction of new trustees.
- Ensuring good financial management is in place including its own bank account, with regular reports to the board.

#### **Meetings**

The trustees meet four times yearly in January, April, July and October each year.

#### **Risk Management**

The Trustees have assessed the major risks to which the charity is exposed, those related to the operations and finances of the charity and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

#### **Independent Examiner**

M. Proctor FCA DChA was appointed as the charitable company's independent examiner during the year and has expressed his willingness to continue in that capacity.

#### **Small company provisions**

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

**Together Norfolk**

**Company Limited by Guarantee**

**Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 December 2024**

---

The trustees' annual report was approved on 24/9/25 and signed on behalf of the board of trustees by:

The Rt Revd Jane Steen  
Chair

+ Jane Lynn

# Together Norfolk

## Company Limited by Guarantee

### Independent examiner's report to the trustees of Together Norfolk

Year ended 31 December 2024

---

I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 December 2024 which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes.

#### Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements 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 your company's financial statements as 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 that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.

Mark Proctor FCA DChA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

# Together Norfolk

## Company Limited by Guarantee

### Statement of financial activities (including income and expenditure account)

Year ended 31 December 2024

		2024		2023
	Note	Unrestricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>				
Donations and legacies	5	38,413	38,413	46,136
<b>Total income</b>		<u>38,413</u>	<u>38,413</u>	<u>46,136</u>
<b>Expenditure</b>				
Charitable activities	6	38,413	38,413	46,136
<b>Total expenditure</b>		<u>38,413</u>	<u>38,413</u>	<u>46,136</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		—	—	—
<b>Total funds carried forward</b>		<u>—</u>	<u>—</u>	<u>—</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 12 to 16 form part of these financial statements.

# Together Norfolk

## Company Limited by Guarantee

### Statement of financial position

31 December 2024

	Note	2024		2023	
		£	£	£	£
<b>Current assets</b>					
Debtors	10	—		222	
Cash at bank and in hand		242,854		205,701	
		<u>242,854</u>		<u>205,923</u>	
<b>Creditors: Amounts falling due within one year</b>	11	<u>(222,558)</u>		<u>(185,627)</u>	
<b>Net current assets</b>			<u>20,296</u>		<u>20,296</u>
<b>Total assets less current liabilities</b>			<u>20,296</u>		<u>20,296</u>
<b>Creditors: Amounts falling due after more than one year</b>	12		<u>(20,296)</u>		<u>(20,296)</u>
<b>Net liabilities</b>			<u>—</u>		<u>—</u>

For the year ending 31 December 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 24/9/25, and are signed on behalf of the board by:

The Rt Revd Jane Steen  
Chair

Company registration number: 9725781

+ Jane Steen

The notes on pages 12 to 16 form part of these financial statements.

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements

Year ended 31 December 2024

---

#### 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Diocesan House, 109 Dereham Road, Easton, Norwich; Norfolk, NR9 5ES.

#### 2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis.

##### Going concern

The financial statements have been prepared on the going concern basis as the trustees believe no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to continue as a going concern.

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

##### Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

##### Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2024

---

#### 3. Accounting policies *(continued)*

##### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

#### 4. Limited by guarantee

The charity is a company limited by guarantee and does not have share capital. Every member of the charity undertakes to contribute such amounts (not exceeding £1) as may be required in the event of a winding up.

#### 5. Donations and legacies

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
<b>Donations</b>				
Church Urban Fund	—	—	14,387	14,387
Norwich Diocesan Board of Finance Ltd	15,000	15,000	14,387	14,387
Online donations	—	—	44	44
Secondment Income	10,055	10,055	17,318	17,318
<b>Grants</b>				
The Mercers Company Fund	5,153	5,153	—	—
Anne French Memorial Trust	3,844	3,844	—	—
All Hallows	3,844	3,844	—	—
Growing Good	517	517	—	—
	<u>38,413</u>	<u>38,413</u>	<u>46,136</u>	<u>46,136</u>

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements (continued)

Year ended 31 December 2024

#### 6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Salaries (Note 8)	26,001	26,001	36,654	36,654
Grants	500	500	-	-
Telephone	900	900	873	873
Travel costs	3,092	3,092	3,277	3,277
Computer expenses	-	-	62	62
Postage, printing and stationery	36	36	62	62
Growing good	517	517	-	-
GDPR	1,428	1,428	-	-
Other costs	435	435	54	54
Financial and administration services	4,151	4,151	3,900	3,900
Bank charges	81	81	72	72
Governance costs	1,272	1,272	1,182	1,182
	<u>38,413</u>	<u>38,413</u>	<u>46,136</u>	<u>46,136</u>

#### 7. Independent examination fees

	2024 £	2023 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,272</u>	<u>1,182</u>

#### 8. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2024 £	2023 £
Wages and salaries	22,810	31,528
Social security costs	1,133	1,922
Employer contributions to pension plans	<u>2,058</u>	<u>3,204</u>
	<u>26,001</u>	<u>36,654</u>

The average head count of employees during the year was 2 (2023: 2).

No employee received employee benefits of more than £60,000 during the year (2023: Nil).

#### 9. Trustee remuneration and expenses

One trustee was reimbursed for expenses totalling £46 during the year (2023: £20).

#### 10. Debtors

	2024 £	2023 £
Trade debtors	<u>-</u>	<u>222</u>

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2024

---

#### 11. Creditors: Amounts falling due within one year

	2024	2023
	£	£
Accruals and deferred income	1,272	1,576
Other creditors	221,286	184,051
	<u>222,558</u>	<u>185,627</u>

#### 12. Creditors: Amounts falling due after more than one year

	2024	2023
	£	£
Accruals and deferred income	<u>20,296</u>	<u>20,296</u>

#### 13. Deferred income

	2024	2023
	£	£
At 1 January 2024	20,296	34,684
Amount released to income	—	(14,388)
At 31 December 2024	<u>20,296</u>	<u>20,296</u>

#### 14. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,058 (2023: £3,204).

#### 15. Analysis of charitable funds

##### Unrestricted funds

	At 1 Jan 2024	Income	Expenditure	At 31 Dec 2024
	£	£	£	£
General funds	—	<u>38,413</u>	<u>(38,413)</u>	—

	At 1 Jan 2023	Income	Expenditure	At 31 Dec 2023
	£	£	£	£
General funds	—	<u>46,136</u>	<u>(46,136)</u>	—

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2024

---

#### 16. Related parties

At the year end, a balance of £20,296 (2023: £20,296) owing to the Church Urban Fund was held within deferred income.

During the year the charitable company received donations from Norwich Diocesan Board of Finance of £15,000 (2024: £Nil). A balance of £161,525 (2023: £148,651) owed to the Norwich Diocesan Board of Finance is included in other creditors at the year end.

The Norwich Diocesan Board of Finance provided financial and administration services of £4,150 during the year (2023: £3,900).

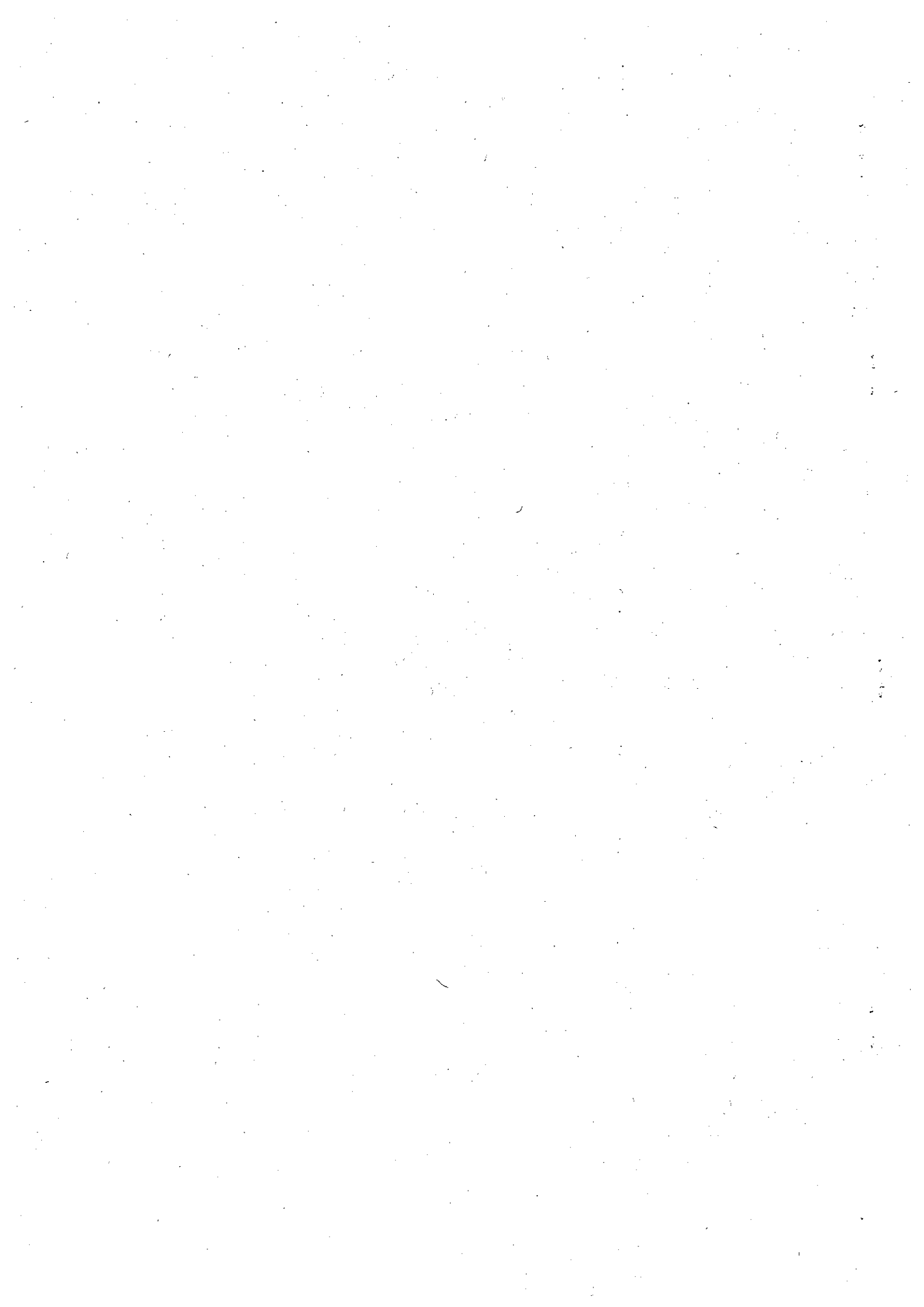
**Accounts adjustments**

Adjustments made to the financial statements are detailed below:

Surplus per client	£	-
Write off debtor carried forwards		(222)
Reduce creditor		222
Independent examination accrual adjustment		(22)
Increase income from Anne French		11
Increase income from All Hallows		<u>11</u>
Deficit per draft financial statements		<u><u>-</u></u>

We have been presented with the above adjustments and we confirm our understanding, agreement and authorisation.

.....  
Signed for and on behalf of Together Norfolk Limited



**TOGETHER NORFOLK**

England & Wales - Charity number 1166382

---

# Accounts

---

**COMPANY REGISTRATION NUMBER: 9725781**  
**CHARITY REGISTRATION NUMBER: 1166382**

**Together Norfolk**  
**Company Limited by Guarantee**  
**Unaudited financial statements**  
**31 December 2023**

**Together Norfolk**  
**Company Limited by Guarantee**  
**Financial statements**  
**Year ended 31 December 2023**

---

	<b>Page</b>
Trustees' annual report (incorporating the directors' report)	<b>1</b>
Independent examiner's report to the trustees	<b>8</b>
Statement of financial activities (including income and expenditure account)	<b>9</b>
Statement of financial position	<b>10</b>
Notes to the financial statements	<b>11</b>

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report)

#### Year ended 31 December 2023

---

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and 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 published in October 2019.

#### Reference and administrative details

<b>Registered charity name</b>	Together Norfolk
<b>Charity registration number</b>	1166382
<b>Company registration number</b>	9725781
<b>Principal office and registered office</b>	Diocesan House 109 Dereham Road Easton Norwich Norfolk NR9 5ES

#### The trustees

The trustees who served during the year and at the date of approval were as follows:

The Revd Canon Aidan Platten  
The Revd James Stewart, Priest, Thorpe St Andrew, Norwich  
The Revd Canon Peter Howard  
Rev Matthew Price (appointed 13 July 2023)  
Rev Michaela Sorenson (appointed 13 July 2023)  
The Revd Canon Simon Ward, Incumbent, Great Yarmouth Team Ministry  
Hannah Worsley, Project Manager, Norwich Foodbank  
The Rt Revd Jane Steen, Bishop of Kings Lynn

<b>Independent examiner</b>	Mark Proctor FCA DChA Lovewell Blake LLP Chartered accountants Bankside 300 Peachman Way Broadland Business Park Norwich NR7 0LB
-----------------------------	---

<b>Bankers</b>	Barclays Bank Plc 3 St James Court Norwich Norfolk NR3 1RJ
----------------	--

# **Together Norfolk**

**Company Limited by Guarantee**

**Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 December 2023**

---

**Solicitors**

Birketts  
Kingfisher House  
1 Gilders Way  
Norwich  
Norfolk  
NR3 1UB

# **Together Norfolk**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 December 2023**

---

#### **Objectives and activities**

##### **Overall objectives**

Together Norfolk shares the aims and objectives of the Church Urban Fund's (CUF) Together Network which are to:

- grow the number of church-based social activities within the diocese, helping churches to tackle poverty and build strong flourishing communities
- develop people's capacity to take effective action to tackle poverty
- build partnerships and collaborative working between churches and with other organisations to increase joined-up working and innovation

There are two Development Workers for Norfolk Together, one in Great Yarmouth and the other in King's Lynn.

The Norwich Diocesan Board of Finance Ltd is a company limited by guarantee, registration number 88175, charity registration number 249318. Registered address: Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES. The Norwich Diocesan Board of Finance Ltd promotes, facilitates and assists with the work and purpose of the Church of England for the advancement of the Christian faith in the Diocese of Norwich and elsewhere, providing resources for Ministry and Mission.

The Church Urban Fund (CUF) is a company limited by guarantee, registration number 2138994, charity registration number 297483. Registered address: Church House, Great Smith Street, London, SW1P 3AZ. CUF was established by the Church of England as a practical response to unmet need and has been active in local communities for over 30 years through the Church of England's local parish networks, and alongside other faith-based and secular organisations, to bring about positive change in neighbourhoods.

##### **Funding arrangements**

Norfolk Together was originally formed in July 2016 as part of the Together Network as a partnership between the Diocese of Norwich and the CUF whereby funding was split on a 50/50 basis.

In 2020 CUF advised that they could no longer commit to any further unrestricted grant payments for Together Norfolk due to financial cutbacks. It was however agreed that where funds remitted from CUF were previously more than what was required to cover their annual 50% of the Together Norfolk costs, then the surplus funds could continue to be used until fully exhausted. This agreement is on the condition that Together Norfolk continue to spend funds in accordance with its original aims and objectives and that the Diocese continues to meet its funding responsibilities to contribute 50% by way of either seeking additional external grant funding or self-financing.

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 December 2023

---

##### Objectives and activities *(continued)*

##### Management

##### The Norwich Diocesan Board of Finance is responsible for:

- Payment of 50% of the costs of Together Norfolk.
- Recruiting competent staff and ensuring they are well managed, with all necessary HR policies in place.
- Prepare, monitor and report to the Together Norfolk Board its financial activities.
- Providing a DBF employee to attend or be a member of the Together Norfolk board, to ensure the work of Together Norfolk complements and enhances the social action work of the diocese, and to be the person responsible for the diocesan commitment to Together Norfolk.
- Recruiting an effective and diverse board of trustees for Together Norfolk, whereby CUF appoint three trustees and the DBF appoints three (nominated by CUF) with a further three appointed by the Board.
- Providing support and endorsement within the Diocese for Together Norfolk as having a key role in helping churches.
- To tackle poverty locally, including encouraging parishes to support its work through time, money, action and prayer.
- Promoting the work of Together Norfolk through diocesan communication routes such as the diocesan website, newspaper, newsletter and social media.
- Providing support services through the diocesan office including payroll, HR support, accounting and book-keeping, preparation of annual accounts.
- The Diocese of Norwich is responsible for providing computer/telephone equipment as well as any necessary technical support for devices provided.
- To include development workers in Diocesan staff meetings/communications and treat them as any other DBF staff.

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 December 2023

---

##### Objectives and activities *(continued)*

##### **Crisis Management**

Church Urban Fund and the Diocese of Norwich commit to open and timely communication with each other about any issues arising from Together Norfolk that are a cause for concern, and to working together to find solutions.

As grant-makers, CUF and the Diocese have a responsibility to ensure that all their grants are being used for the purpose for which they are given. As such, the following will be considered events which trigger default of the grant:

- If at any time, Together Norfolk is unable to pay its debts when they fall due
- Together Norfolk starts negotiations with any of its creditors with a view to rescheduling debts.
- Together Norfolk ceases to operate.
- Together Norfolk is in material breach of this agreement.
- Together Norfolk uses the grant monies for any purpose other than for the purposes set out in this agreement.
- Any of Together Norfolk staff commit or attempt any fraud or have any undeclared and unattended conflict of interest in relation to the agreed programme.

CUF and the Diocese reserve the right to terminate the partnership and require repayment of the balance of any unspent grant money following the repayment of any statutory grant monies. In the event of winding up the charity, the transfer of any net assets of Together Norfolk shall be dealt with according to section 39 of the Articles of Association.

The board of Together Norfolk is entitled to the partnership agreement by giving CUF not less than three months' written notice and repaying any unspent grant monies in full. A decision to terminate the agreement would also be a decision to withdraw from the Together Network, and so any future work of the charity would need to continue under a different name and branding.

##### **Public Benefit**

The public benefit of Together Norfolk is as described above in objectives and activities. The trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

##### **Achievements and performance**

Each development worker for Norfolk Together must submit quarterly returns to both the Diocese and the Church Urban Fund detailing the activities undertaken and the impact on achieving overall objectives.

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 December 2023

---

##### Financial review

The total income recognised in these accounts is £46,136 compared to £44,918 in 2022.

The value of income received in total from the Church Urban Fund (CUF) was £210,437 where £190,141 of this has been released to income as CUF's 50% contribution towards expenditure to date.

The remaining deferred income of £20,296 is represented by the value of the balance at bank of £205,701, plus debtors of £222, less £148,651 which is owed to the Diocese of Norwich at year end, and other creditors of £36,976.

##### Reserves Policy

The Diocese of Norwich and the Church Urban Fund (CUF) are each committed to confirming funding for one year at a time by the 1 October for the following year. The reserves policy is set at £53,000 which is an estimation of one year's expenditure.

##### Plans for future periods

For the following year the Together Norfolk worker in Kings Lynn aims are:

- Manage the transfer of the North Lynn Food Hub from a pop-up shop in a church hall to a fully functioning shop.
- Train volunteers and appoint new shop manager for the North Lynn Food Hub.
- Secure funding for the North Lynn Food Hub.
- Deliver the Growing Good course and similar programmes as requested by churches.
- Support churches considering social action projects by providing advice, governance, and training.
- Develop local partnerships through existing networks, including Churches Together in King's Lynn and West Norfolk Forum.
- To appoint a new support worker upon the retirement of the present postholder.

For the following year the Together Norfolk worker in Great Yarmouth aims are:

- Provide opportunities for those leading community-focused Christian ministries in the Great Yarmouth area to access information, peer support and prayer, resources and training.
- Share information about the community-focused Christian ministries in the Great Yarmouth area with the wider community.
- Provide governance, funding and networking support to specific projects in the Great Yarmouth area when needed and appropriate.

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 December 2023

---

#### Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 10 August 2015 and registered as a charity on 5 April 2016.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its articles of association.

#### Trustees

The founding members of the company are the Norwich Diocesan Board of Finance and Church Urban Fund. The full board of Together Norfolk can have up to nine trustees, the majority of whom are nominated by CUF and the remainder by the diocese. Employees of CUF and the DBF who sit on the board must acknowledge any potential conflicts of interest. The trustees receive no remuneration for their work.

The Board of Trustees for Together Norfolk are responsible for:

- Directing and monitoring the work of the Together Norfolk workers so they can be effective and impactful in delivering the aims Together Norfolk.
- Being an effective charity - following best practice, including timely reporting to the Charity Commission and Companies House, relevant policies including conflicts of interest policy, reserves policy, training and induction of new trustees
- Ensuring good financial management is in place including its own bank account, with regular reports to the board.

#### Meetings

The trustees meet four times yearly in January, April, July and October each year.

#### Risk Management

The Trustees have assessed the major risks to which the charity is exposed, those related to the operations and finances of the charity and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

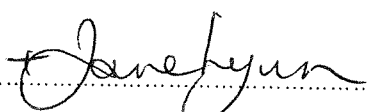
#### Independent Examiner

M Proctor FCA DChA was appointed as the charitable company's independent examiner during the year and has expressed his willingness to continue in that capacity.

#### Small company provisions

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

The trustees' annual report was approved on 16<sup>th</sup> July 2024 and signed on behalf of the board of trustees by:



.....

The Rt Revd Jane Steen  
Chair

# Together Norfolk

## Company Limited by Guarantee

### Independent examiner's report to the trustees of Together Norfolk

Year ended 31 December 2023

---

I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 December 2023 which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes.

#### Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements 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 your company's financial statements as 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 that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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 to enable a proper understanding of the accounts to be reached.



Mark Proctor FCA DChA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

10/09/2024

# Together Norfolk

Company Limited by Guarantee

Statement of financial activities  
(including income and expenditure account)

Year ended 31 December 2023

		2023		2022
	Note	Unrestricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>				
Donations and legacies	5	46,136	46,136	44,918
<b>Total income</b>		<u>46,136</u>	<u>46,136</u>	<u>44,918</u>
<b>Expenditure</b>				
Charitable activities	6	46,136	46,136	44,918
<b>Total expenditure</b>		<u>46,136</u>	<u>46,136</u>	<u>44,918</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		-	-	-
<b>Total funds carried forward</b>		<u>-</u>	<u>-</u>	<u>-</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 11 to 15 form part of these financial statements.

# Together Norfolk

## Company Limited by Guarantee

### Statement of financial position

31 December 2023

	Note	2023 £	£	2022 £	£
<b>Current assets</b>					
Debtors	10	222		–	
Cash at bank and in hand		<u>205,701</u>		<u>161,233</u>	
		205,923		161,233	
<b>Creditors: Amounts falling due within one year</b>	11	<u>(185,627)</u>		<u>(126,549)</u>	
<b>Net current assets</b>			<u>20,296</u>		<u>34,684</u>
<b>Total assets less current liabilities</b>			20,296		34,684
<b>Creditors: Amounts falling due after more than one year</b>	12		<u>(20,296)</u>		<u>(34,684)</u>
<b>Net liabilities</b>			<u>–</u>		<u>–</u>

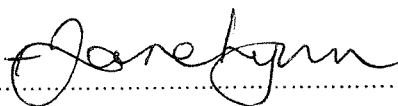
For the year ending 31 December 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 16<sup>th</sup> July 2024, and are signed on behalf of the board by:



The Rt Revd Jane Steen  
Chair

Company registration number: 9725781

The notes on pages 11 to 15 form part of these financial statements.

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements

Year ended 31 December 2023

---

#### 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Diocesan House, 109 Dereham Road, Easton, Norwich, Norfolk, NR9 5ES.

#### 2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis.

##### Going concern

The financial statements have been prepared on the going concern basis as the trustees believe no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to continue as a going concern.

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

##### Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

##### Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2023

---

#### 3. Accounting policies *(continued)*

##### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

#### 4. Limited by guarantee

The charity is a company limited by guarantee and does not have share capital. Every member of the charity undertakes to contribute such amounts (not exceeding £1) as may be required in the event of a winding up.

#### 5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
<b>Donations</b>			
Church Urban Fund	14,387	–	14,387
Norwich Diocesan Board of Finance Ltd	14,387	–	14,387
Online Donations	44	–	44
Secondment Income	17,318	–	17,318
<b>Grants</b>			
The Mercers Company Fund	–	–	–
	<u>46,136</u>	<u>–</u>	<u>46,136</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
<b>Donations</b>			
Church Urban Fund	22,459	–	22,459
Norwich Diocesan Board of Finance Ltd	2,919	–	2,919
Online Donations	–	–	–
Secondment Income	–	–	–

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

Year ended 31 December 2023

#### 5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
<b>Grants</b>			
The Mercers Company Fund	–	19,540	19,540
	<u>25,378</u>	<u>19,540</u>	<u>44,918</u>

#### 6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Salaries (Note 8)	36,654	–	36,654
Grants	–	–	–
Telephone	873	–	873
Travel costs	3,277	–	3,277
Computer expenses	62	–	62
Postage, printing and stationery	62	–	62
Other costs	54	–	54
Financial and administration services	3,900	–	3,900
Bank charges	72	–	72
Governance costs	1,182	–	1,182
	<u>46,136</u>	<u>–</u>	<u>46,136</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Salaries (Note 8)	17,829	19,540	37,369
Grants	500	–	500
Telephone	–	–	–
Travel costs	2,536	–	2,536
Computer expenses	312	–	312
Postage, printing and stationery	36	–	36
Other costs	77	–	77
Financial and administration services	2,929	–	2,929
Bank charges	67	–	67
Governance costs	1,092	–	1,092
	<u>25,378</u>	<u>19,540</u>	<u>44,918</u>

#### 7. Independent examination fees

	2023 £	2022 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,182</u>	<u>1,092</u>

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2023

---

#### 8. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	31,528	32,017
Social security costs	1,922	2,054
Employer contributions to pension plans	3,204	3,298
	<u>36,654</u>	<u>37,369</u>

The average head count of employees during the year was 2 (2022: 2).

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

#### 9. Trustee remuneration and expenses

One trustee was reimbursed for expenses totalling £20 during the year (2022: £38).

#### 10. Debtors

	2023	2022
	£	£
Trade debtors	<u>222</u>	<u>–</u>

#### 11. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Accruals and deferred income	1,576	1,092
Other creditors	184,051	125,457
	<u>185,627</u>	<u>126,549</u>

#### 12. Creditors: Amounts falling due after more than one year

	2023	2022
	£	£
Accruals and deferred income	<u>20,296</u>	<u>34,684</u>

#### 13. Deferred income

	2023	2022
	£	£
At 1 January 2023	34,684	57,189
Amount released to income	(14,388)	(22,505)
<b>At 31 December 2023</b>	<u>20,296</u>	<u>34,684</u>

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2023

---

#### 14. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £3,204 (2022: £3,298).

#### 15. Analysis of charitable funds

##### Unrestricted funds

	At 1 Jan 2023	Income	Expenditure	At 31 Dec 2023
	£	£	£	£
General funds	<u>–</u>	<u>46,136</u>	<u>(46,136)</u>	<u>–</u>

	At 1 Jan 2022	Income	Expenditure	At 31 Dec 2022
	£	£	£	£
General funds	<u>–</u>	<u>25,378</u>	<u>(25,378)</u>	<u>–</u>

#### 16. Related parties

During the year the charitable company received donations from The Church Urban Fund of £Nil (2022: £Nil) and a balance of £20,296 (2022: £34,684) is held within deferred income.

A balance of £148,651 (2022: £118,784) owed to the Norwich Diocesan Board of Finance is included in other creditors at the year end.

The Norwich Diocesan Board of Finance provided financial and administration services of £3,900 during the year (2022: £2,929).

**TOGETHER NORFOLK**

England & Wales - Charity number 1166382

---

# Accounts

---

**COMPANY REGISTRATION NUMBER: 9725781**

**CHARITY REGISTRATION NUMBER: 1166382**

**Together Norfolk  
Company Limited by Guarantee  
Unaudited financial statements  
31 December 2022**

**Together Norfolk**  
**Company Limited by Guarantee**  
**Financial statements**  
**Year ended 31 December 2022**

---

	<b>Page</b>
Trustees' annual report (incorporating the directors' report)	<b>1</b>
Independent examiner's report to the trustees	<b>8</b>
Statement of financial activities (including income and expenditure account)	<b>9</b>
Statement of financial position	<b>10</b>
Notes to the financial statements	<b>11</b>

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report)

#### Year ended 31 December 2022

---

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2022.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and 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 published in October 2019.

#### Reference and administrative details

<b>Registered charity name</b>	Together Norfolk
<b>Charity registration number</b>	1166382
<b>Company registration number</b>	9725781
<b>Principal office and registered office</b>	Diocesan House 109 Dereham Road Easton Norwich Norfolk NR9 5ES

#### The trustees

The trustees who served during the year and at the date of approval were as follows:

The Revd Canon Aidan Platter  
The Revd James Stewart, Priest, Thorpe St Andrew, Norwich  
The Revd Canon Peter Howard  
The Revd Becca Rogers, Incumbent, Kings Lynn (resigned 30 June 2022)  
The Revd Canon Simon Ward, Incumbent, Great Yarmouth Team Ministry  
Hannah Worsley, Project Manager, Norwich Foodbank  
The Rt Revd Jane Steen, Bishop of Kings Lynn (appointed 11 April 2022)

<b>Independent examiner</b>	Mark Proctor FCA DChA Lovewell Blake LLP Chartered accountants Bankside 300 Peachman Way Broadland Business Park Norwich NR7 0LB
-----------------------------	---

<b>Bankers</b>	Barclays Bank Plc 3 St James Court Norwich Norfolk NR3 1RJ
----------------	--

# **Together Norfolk**

**Company Limited by Guarantee**

**Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 December 2022**

---

**Solicitors**

Birketts  
Kingfisher House  
1 Gilders Way  
Norwich  
Norfolk  
NR3 1UB

# **Together Norfolk**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 December 2022**

---

#### **Objectives and activities**

##### **Overall objectives**

Together Norfolk shares the aims and objectives of the Church Urban Fund's (CUF) Together Network which are to:

- grow the number of church-based social activities within the diocese, helping churches to tackle poverty and build strong flourishing communities
- develop people's capacity to take effective action to tackle poverty
- build partnerships and collaborative working between churches and with other organisations to increase joined-up working and innovation

There are two Development Workers for Imagine Norfolk Together, one in Great Yarmouth and the other in King's Lynn.

The Norwich Diocesan Board of Finance Ltd is a company limited by guarantee, registration number 88175, charity registration number 249318. Registered address: Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES. The Norwich Diocesan Board of Finance Ltd promotes, facilitates and assists with the work and purpose of the Church of England for the advancement of the Christian faith in the Diocese of Norwich and elsewhere, providing resources for Ministry and Mission.

The Church Urban Fund (CUF) is a company limited by guarantee, registration number 2138994, charity registration number 297483. Registered address: Church House, Great Smith Street, London, SW1P 3AZ. CUF was established by the Church of England as a practical response to unmet need and has been active in local communities for over 30 years through the Church of England's local parish networks, and alongside other faith-based and secular organisations, to bring about positive change in neighbourhoods.

##### **Funding arrangements**

Imagine Norfolk Together was originally formed in July 2016 as part of the Together Network as a partnership between the Diocese of Norwich and the CUF whereby funding was split on a 50/50 basis.

In 2020 CUF advised that they could no longer commit to any further unrestricted grant payments for Together Norfolk due to financial cutbacks. It was however agreed that where funds remitted from CUF were previously in excess of what was required to cover their annual 50% of the Together Norfolk costs, then the surplus funds could continue to be used until fully exhausted. This agreement is on the condition that Together Norfolk continue to spend funds in accordance with its original aims and objectives and that the Diocese continues to meet its funding responsibilities to contribute 50% by way of either seeking additional external grant funding or self-financing.

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 December 2022

---

##### Objectives and activities *(continued)*

##### Management

##### The Norwich Diocesan Board of Finance is responsible for:

- Payment of 50% of the costs of Together Norfolk.
- Recruiting competent staff and ensuring they are well managed, with all necessary HR policies in place.
- Prepare, monitor and report to the Together Norfolk Board its financial activities.
- Providing a DBF employee to attend or be a member of the Together Norfolk board, to ensure the work of Together Norfolk complements and enhances the social action work of the diocese, and to be the person responsible for the diocesan commitment to Together Norfolk.
- Recruiting an effective and diverse board of trustees for Together Norfolk, whereby CUF appoint three trustees and the DBF appoints three (nominated by CUF) with a further three appointed by the Board.
- Providing support and endorsement within the Diocese for Together Norfolk as having a key role in helping churches.
- To tackle poverty locally, including encouraging parishes to support its work through time, money, action and prayer.
- Promoting the work of Together Norfolk through diocesan communication routes such as the diocesan website, newspaper, newsletter and social media.
- Providing support services through the diocesan office including payroll, HR support, accounting and book-keeping, preparation of annual accounts.
- Providing a working space and facilities such as internet access and telephone.
- To include development workers in Diocesan staff meetings/communications and treat them as any other DBF staff.
- Having good financial management in place including its own bank account, regular reports to the board, and quarterly and end of year reports to CUF.
- Being an effective charity - following best practice, including timely reporting to the Charity Commission and Companies House, relevant policies including conflicts of interest policy, reserves policy, training and induction of trustees
- Confirming funding one year at a time by 1 October for the following year.
- Being a national voice for the Together Network, and forming national partnerships for its benefit, such as the Church Credit Champions Network
- Hosting regular gatherings of the Together Network - for development workers, for chairs and trustees, and for the whole network, and training, conferences and events from time to time that enhance the work of the Together Network
- Providing regular news and updates about what's happening across the network
- Listening to and learning from the network, facilitating responses to common themes and facilitating shared learning across the network.

# **Together Norfolk**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 December 2022**

---

##### **Objectives and activities *(continued)***

###### **Crisis Management**

Church Urban Fund and the Diocese of Norwich commit to open and timely communication with each other about any issues arising from Together Norfolk that are a cause for concern, and to working together to find solutions.

As grant-makers, CUF and the Diocese have a responsibility to ensure that all their grants are being used for the purpose for which they are given. As such, the following will be considered events which trigger default of the grant:

- If at any time, Together Norfolk is unable to pay its debts when they fall due
- Together Norfolk starts negotiations with any of its creditors with a view to rescheduling debts.
- Together Norfolk ceases to operate.
- Together Norfolk is in material breach of this agreement.
- Together Norfolk uses the grant monies for any purpose other than for the purposes set out in this agreement.
- Any of Together Norfolk staff commit or attempt any fraud or have any undeclared and unattended conflict of interest in relation to the agreed programme.

CUF and the Diocese reserve the right to terminate the partnership and require repayment of the balance of any unspent grant money following the repayment of any statutory grant monies. In the event of winding up the charity, the transfer of any net assets of Together Norfolk shall be dealt with according to section 39 of the Articles of Association.

The board of Together Norfolk is entitled to the partnership agreement by giving CUF not less than three months' written notice and repaying any unspent grant monies in full. A decision to terminate the agreement would also be a decision to withdraw from the Together Network, and so any future work of the charity would need to continue under a different name and branding.

###### **Public Benefit**

The public benefit of Together Norfolk is as described above in objectives and activities. The trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

###### **Achievements and performance**

Each development worker for Imagine Norfolk Together must submit quarterly returns to both the Diocese and the Church Urban Fund detailing the activities undertaken and the impact on achieving overall objectives.

# **Together Norfolk**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 December 2022**

---

##### **Financial review**

The total income recognised in these accounts is £44,918 compared to £52,166 in 2021.

The value of income received in total from the Church Urban Fund (CUF) was £210,437 where £175,753 of this has been released to income as CUF's 50% contribution towards expenditure to date.

The remaining deferred income of £34,684 is represented by the value of the balance at bank of £161,233 less £118,784 which is owed to the Diocese of Norwich at year end, and other creditors of £7,765.

##### **Reserves Policy**

The Diocese of Norwich and the Church Urban Fund (CUF) are each committed to confirming funding for one year at a time by the 1 October for the following year. The reserves policy is set at £53,000 which is an estimation of one year's expenditure.

##### **Plans for future periods**

For the following year the Imagine Together Norfolk worker in Kings Lynn aims are:

- Supporting churches and church projects with recovery and fresh starts in community ministry after Covid-19
- Raising the profile and support for King's Lynn Debt Centre amongst local churches.
- Supporting the co-ordination and information sharing of King's Lynn foodbank.
- Reinstating ministry breakfasts for church and charity leaders.

For the following year the Imagine Together Norfolk worker in Great Yarmouth aims are:

- Supporting churches and church projects with recovery and fresh starts in community ministry after Covid-19
- Supporting the co-ordination and information sharing of local foodbanks.
- Producing a new 'Church in the Community' Directory
- Continuing to facilitate and encourage community ministry leaders from across the churches and borough to meet, share and work together.

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 December 2022

---

##### Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 10 August 2015 and registered as a charity on 5 April 2016.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its articles of association.

##### Trustees

The founding members of the company are the Norwich Diocesan Board of Finance and Church Urban Fund. The full board of Together Norfolk can have up to nine trustees, the majority of whom are nominated by CUF and the remainder by the diocese. Employees of CUF and the DBF who sit on the board must acknowledge any potential conflicts of interest. The trustees receive no remuneration for their work.

##### Meetings

The trustees meet four times yearly in January, April, July and October each year.

##### Risk Management

The Trustees have assessed the major risks to which the charity is exposed, those related to the operations and finances of the charity and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

##### Independent Examiner

M Proctor FCA DChA was appointed as the charitable company's independent examiner during the year and has expressed his willingness to continue in that capacity.

##### Small company provisions

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

The trustees' annual report was approved on .....18/09/23..... and signed on behalf of the board of trustees by:

The Rt Revd Jane Steen  
Chair



# Together Norfolk

## Company Limited by Guarantee

### Independent examiner's report to the trustees of Together Norfolk

Year ended 31 December 2022

---

I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 December 2022 which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes.

#### Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').


Having satisfied myself that the financial statements 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 your company's financial statements as 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 that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.

  
Mark Proctor FCA DChA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

26/09/2023

# Together Norfolk

## Company Limited by Guarantee

### Statement of financial activities (including income and expenditure account)

Year ended 31 December 2022

		2022	2022		2021
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>					
Donations and legacies	5	25,378	19,540	44,918	52,166
<b>Total income</b>		<u>25,378</u>	<u>19,540</u>	<u>44,918</u>	<u>52,166</u>
<b>Expenditure</b>					
Charitable activities	6	25,378	19,540	44,918	52,166
<b>Total expenditure</b>		<u>25,378</u>	<u>19,540</u>	<u>44,918</u>	<u>52,166</u>
<b>Reconciliation of funds</b>					
Total funds brought forward as previously reported		–	19,540	19,540	–
Prior year adjustment		–	(19,540)	(19,540)	–
Total funds brought forward as restated		–	–	–	–
<b>Total funds carried forward</b>		<u>–</u>	<u>–</u>	<u>–</u>	<u>–</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 11 to 16 form part of these financial statements.

**Together Norfolk**  
**Company Limited by Guarantee**  
**Statement of financial position**  
**31 December 2022**

		2022		2021 (restated)	
	Note	£	£	£	£
<b>Current assets</b>					
Cash at bank and in hand		161,233		141,760	
<b>Creditors: Amounts falling due within one year</b>	10	<u>(126,549)</u>		<u>(84,571)</u>	
<b>Net current assets</b>			<u>34,684</u>		<u>57,189</u>
<b>Total assets less current liabilities</b>			<u>34,684</u>		<u>57,189</u>
<b>Creditors: Amounts falling due after more than one year</b>	11		<u>(34,684)</u>		<u>(57,189)</u>
<b>Net liabilities</b>			<u>—</u>		<u>—</u>

For the year ending 31 December 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on ..... and are signed on behalf of the board by:

18/09/23

The Rt Revd Jane Steen  
 Chair

Company registration number: 9725781



The notes on pages 11 to 16 form part of these financial statements.

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements

Year ended 31 December 2022

---

#### 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Diocesan House, 109 Dereham Road, Easton, Norwich, Norfolk, NR9 5ES.

#### 2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis.

##### Going concern

The financial statements have been prepared on the going concern basis as the trustees believe no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to continue as a going concern.

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

##### Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

##### Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2022

---

#### 3. Accounting policies *(continued)*

##### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

#### 4. Limited by guarantee

The charity is a company limited by guarantee and does not have share capital. Every member of the charity undertakes to contribute such amounts (not exceeding £1) as may be required in the event of a winding up.

#### 5. Donations and legacies

	Unrestricted Funds	Restricted Funds	Total Funds 2022
	£	£	£
<b>Donations</b>			
Church Urban Fund	22,459	–	22,459
Norwich Diocesan Board of Finance Ltd	2,919	–	2,919
<b>Grants</b>			
The Mercers Company Fund	–	19,540	19,540
	<u>25,378</u>	<u>19,540</u>	<u>44,918</u>
	Unrestricted Funds	Restricted Funds	Total Funds 2021 <i>(restated)</i>
	£	£	£
<b>Donations</b>			
Church Urban Fund	26,083	–	26,083
Norwich Diocesan Board of Finance Ltd	6,543	–	6,543

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2022

##### 5. Donations and legacies *(continued)*

	Unrestricted Funds	Restricted Funds	Total Funds 2021 <i>(restated)</i>
	£	£	£
<b>Grants</b>			
The Mercers Company Fund	–	19,540	19,540
	<u>32,626</u>	<u>19,540</u>	<u>52,166</u>

##### 6. Expenditure on charitable activities by fund type

	Unrestricted Funds	Restricted Funds	Total Funds 2022
	£	£	£
Salaries (Note 8)	17,829	19,540	37,369
Grants	500	–	500
Telephone	–	–	–
Travel costs	2,536	–	2,536
Computer expenses	312	–	312
Postage, printing and stationery	36	–	36
Other costs	77	–	77
Financial and administration services	2,929	–	2,929
Bank charges	67	–	67
Governance costs	1,092	–	1,092
	<u>25,378</u>	<u>19,540</u>	<u>44,918</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2021 <i>(restated)</i>
	£	£	£
Salaries (Note 8)	25,512	19,540	45,052
Grants	500	–	500
Telephone	832	–	832
Travel costs	1,170	–	1,170
Computer expenses	538	–	538
Postage, printing and stationery	94	–	94
Other costs	65	–	65
Financial and administration services	2,871	–	2,871
Bank charges	30	–	30
Governance costs	1,014	–	1,014
	<u>32,626</u>	<u>19,540</u>	<u>52,166</u>

##### 7. Independent examination fees

	2022	2021 <i>(restated)</i>
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,092</u>	<u>1,014</u>

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2022

---

#### 8. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	<b>2022</b>	2021 <i>(restated)</i>
	£	£
Wages and salaries	32,017	38,328
Social security costs	2,054	2,852
Employer contributions to pension plans	<u>3,298</u>	<u>3,872</u>
	<u>37,369</u>	<u>45,052</u>

The average head count of employees during the year was 2 (2021: 2).

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

#### 9. Trustee remuneration and expenses

One trustee was reimbursed for expenses totalling £38 during the year (2021: £Nil).

#### 10. Creditors: Amounts falling due within one year

	<b>2022</b>	2021 <i>(restated)</i>
	£	£
Accruals and deferred income	1,092	1,014
Other creditors	<u>125,457</u>	<u>83,557</u>
	<u>126,549</u>	<u>84,571</u>

#### 11. Creditors: Amounts falling due after more than one year

	<b>2022</b>	2021 <i>(restated)</i>
	£	£
Accruals and deferred income	<u>34,684</u>	<u>57,189</u>

#### 12. Deferred income

	<b>2022</b>	2021 <i>(restated)</i>
	£	£
At 1 January 2022	57,189	82,513
Amount released to income	<u>(22,505)</u>	<u>(25,324)</u>
<b>At 31 December 2022</b>	<u>34,684</u>	<u>57,189</u>

#### 13. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £3,298 (2021: £3,872).

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2022

---

#### 14. Analysis of charitable funds

##### Unrestricted funds

	At 1 Jan 2022	Income	Expenditure	Prior year adjustments	31 Dec 2022	At
	£	£	£	£	£	£
General funds	<u>–</u>	<u>25,378</u>	<u>(25,378)</u>	<u>–</u>	<u>–</u>	<u>–</u>

	At 1 Jan 2021	Income	Expenditure	Prior year adjustments	31 Dec 2021	At
	£	£	£	£	£	£
General funds	<u>–</u>	<u>32,626</u>	<u>(32,626)</u>	<u>–</u>	<u>–</u>	<u>–</u>

##### Restricted funds

	At 1 Jan 2022	Income	Expenditure	Prior year adjustments	31 Dec 2022	At
	£	£	£	£	£	£
The Mercers Company Fund	<u>19,540</u>	<u>19,540</u>	<u>(19,540)</u>	<u>(19,540)</u>	<u>–</u>	<u>–</u>

	At 1 Jan 2021	Income	Expenditure	Prior year adjustments	31 Dec 2021	At
	£	£	£	£	£	£
The Mercers Company Fund	<u>–</u>	<u>19,540</u>	<u>(19,540)</u>	<u>–</u>	<u>–</u>	<u>–</u>

The Mercers Company Fund (supported by the Charity of Sir Richard Whittington) - Funding to provide the professional skill and knowledge to engage and empower local people to provide support and services to improve the lives of Great Yarmouth people.

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2022

---

#### 15. Prior year adjustments

A prior period adjustment has been made to correct the charity's brought forward balances. As per the agreement with the Mercers Company, grants are made to cover Diocesan contributions, but this was not reflected in the 2021 figures. As a result Diocesan contributions and restricted funds were both overstated by £19,540 in the prior period.

The prior period financial statements have been restated to correct the following -

##### Statement of financial activities

##### Income from donations and legacies:

As previously reported: £71,706

Prior year adjustment: (£19,540)

Restated £52,166

##### Balance sheet

##### Other creditors:

As previously reported: £64,017

Prior year adjustment: £19,540

Restated £83,557

##### Restricted funds - Mercers Company Fund:

As previously reported: £19,540

Prior year adjustment: (£19,540)

Restated: £Nil

#### 16. Related parties

During the year the charitable company received donations from The Church Urban Fund of £Nil (2021: £Nil) and a balance of £34,684 (2021: £57,189) is held within deferred income.

A balance of £118,784 (2021: £73,724) owed to the Norwich Diocesan Board of Finance is included in other creditors at the year end.

The Norwich Diocesan Board of Finance provided financial and administration services of £2,929 during the year (2021: £2,871).

**TOGETHER NORFOLK**

England & Wales - Charity number 1166382

---

# Accounts

---

COMPANY REGISTRATION NUMBER: 9725781

CHARITY REGISTRATION NUMBER: 1166382

**Together Norfolk  
Company Limited by Guarantee  
Unaudited financial statements  
31 December 2021**

**Together Norfolk**  
**Company Limited by Guarantee**  
**Financial statements**  
**Year ended 31 December 2021**

---

	<b>Page</b>
Trustees' annual report (incorporating the directors' report)	<b>1</b>
Independent examiner's report to the trustees	<b>9</b>
Statement of financial activities (including income and expenditure account)	<b>10</b>
Statement of financial position	<b>11</b>
Notes to the financial statements	<b>12</b>

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report)

#### Year ended 31 December 2021

---

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2021.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and 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 published in October 2019.

#### Reference and administrative details

<b>Registered charity name</b>	Together Norfolk
<b>Charity registration number</b>	1166382
<b>Company registration number</b>	9725781
<b>Principal office and registered office</b>	Diocesan House 109 Dereham Road Easton Norwich Norfolk NR9 5ES

#### The trustees

The trustees who served during the year and at the date of approval were as follows:

The Rt Revd Jonathan Meyrick, Bishop of Lynn (retired 24 January 2021)  
The Revd Canon Aidan Platten (appointed 24 January 2021)  
The Revd James Stewart, Priest, Thorpe St Andrew, Norwich  
The Revd Canon Peter Howard, Diocesan Church Urban Officer  
The Revd Becca Rogers, Incumbent, Kings Lynn  
The Revd Canon Simon Ward, Incumbent, Great Yarmouth Team Ministry  
Hannah Worsley, Project Manager, Norwich Foodbank  
Richard M Butler DL, Diocesan Secretary (retired 30 April 2021)

**Clerk & Treasurer** Richard M Butler DL, Diocesan Secretary (retired 30 April 2021)

**Independent examiner** Mark Proctor FCA DChA  
Lovewell Blake LLP  
Chartered accountants  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

**Bankers** Barclays Bank Plc  
3 St James Court  
Norwich  
Norfolk  
NR3 1RJ

# Together Norfolk

Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2021

---

Solicitors

Birketts  
Kingfisher House  
1 Gilders Way  
Norwich  
Norfolk  
NR3 1UB

# **Together Norfolk**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 December 2021**

---

#### **Objectives and activities**

##### **Overall objectives**

Together Norfolk Ltd shares the aims and objectives of the Church Urban Fund's (CUF) Together Network which are to:

- grow the number of church-based social activities within the diocese, helping churches to tackle poverty and build strong flourishing communities
- develop people's capacity to take effective action to tackle poverty
- build partnerships and collaborative working between churches and with other organisations to increase joined-up working and innovation

Imagine Norfolk Together is part of the Together Network set up by Church Urban Fund and is a partnership between the Diocese and the Church Urban Fund whereby funding is split on a 50/50 basis. There are two Development Workers for Imagine Norfolk Together, one in Great Yarmouth and the other in King's Lynn.

The Norwich Diocesan Board of Finance Ltd is a company limited by guarantee, registration number 88175, charity registration number 249318. Registered address: Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES. The Norwich Diocesan Board of Finance Ltd promotes, facilitates and assists with the work and purpose of the Church of England for the advancement of the Christian faith in the Diocese of Norwich and elsewhere, providing resources for Ministry and Mission.

The Church Urban Fund Ltd (CUF) is a company limited by guarantee, registration number 2138994, charity registration number 297483. Registered address: Church House, Great Smith Street, London, SW1P 3AZ. CUF was established by the Church of England as a practical response to unmet need and has been active in local communities for over 30 years through the Church of England's local parish networks, and alongside other faith-based and secular organisations, to bring about positive change in neighbourhoods.

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 December 2021

---

##### Objectives and activities *(continued)*

##### Management

##### The Norwich Diocesan Board of Finance is responsible for:

- Payment of 50% of the costs of Together Norfolk Ltd.
- Recruiting competent staff and ensuring they are well managed, with all necessary HR policies in place.
- Prepare, monitor and report to the Together Norfolk Board its financial activities.
- Providing a DBF employee to attend or be a member of the Together Norfolk board, to ensure the work of Together Norfolk complements and enhances the social action work of the diocese, and to be the person responsible for the diocesan commitment to Together Norfolk.
- Recruiting an effective and diverse board of trustees for Together Norfolk, in consultation with CUF, including up to four DBF-nominated trustees.
- Providing support and endorsement within the Diocese for Together Norfolk as having a key role in helping churches.
- To tackle poverty locally, including encouraging parishes to support its work through time, money, action and prayer.
- Participating in fundraising for CUF from churches and individuals within the diocese working with CUF's fundraising team, through events, appeals and endorsement from the Bishop, and promoting CUF's seasonal fundraising tools within the diocese such as Poverty Sunday.
- Promoting the work of Together Norfolk through diocesan communication routes such as the diocesan website, newspaper, newsletter and social media.
- Providing support services through the diocesan office including payroll, HR support, accounting and book-keeping, preparation of annual accounts.
- Providing a working space and facilities such as internet access and telephone.
- To include development workers in Diocesan staff meetings/communications and treat them as any other DBF staff.
- Participating in the wider Together Network, for example through completing CUF's monitoring and evaluation forms, attendance of trustees and staff at Together Network gatherings, contributing to planning or projects as invited, and creating and maintaining Together Norfolk's microsite on the CUF website
- Having good financial management in place including its own bank account, regular reports to the board, and quarterly and end of year reports to CUF.
- Being an effective charity - following best practice, including timely reporting to the Charity Commission and Companies House, relevant policies including conflicts of interest policy, reserves policy, training and induction of trustees

##### Church Urban Fund (CUF) is responsible for:

- Pay up to 50k annually on a quarterly basis to cover the core costs of Together Norfolk from which the 50% contribution will be taken.

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 December 2021

---

##### Objectives and activities *(continued)*

- Confirming funding one year at a time by 1 October for the following year.
- Providing the director of development, Jenny Baker, to support set up and development of Together Norfolk, to be the CUF representative on the board and to be the person responsible for CUF's commitment to Together Norfolk.
- Nominating up to four further trustees for the Together Norfolk board from names produced by the diocese in consultation with CUF.
- Providing up to date information and research into poverty and the churches' response
- Providing a trust fundraiser to support additional fundraising for Together Norfolk from trusts and a structure for a Together Norfolk microsite on the CUF website.
- Providing support and resources for fundraising for CUF from churches and individuals within the diocese, for example materials for Poverty Sunday
- Being a national voice for the Together Network, and forming national partnerships for its benefit, such as the Church Credit Champions Network
- Hosting regular gatherings of the Together Network - for development workers, for chairs and trustees, and for the whole network, and training, conferences and events from time to time that enhance the work of the Together Network
- Providing regular news and updates about what's happening across the network
- Listening to and learning from the network, facilitating responses to common themes and facilitating shared learning across the network.

##### Crisis Management

Church Urban Fund and the Diocese of Norwich commit to open and timely communication with each other about any issues arising from Together Norfolk that are a cause for concern, and to working together to find solutions.

As grant-makers, CUF and the Diocese have a responsibility to ensure that all their grants are being used for the purpose for which they are given. As such, the following will be considered events which trigger default of the grant:

- If at any time, Together Norfolk is unable to pay its debts when they fall due
- Together Norfolk starts negotiations with any of its creditors with a view to rescheduling debts.
- Together Norfolk ceases to operate.
- Together Norfolk is in material breach of this agreement.
- Together Norfolk uses the grant monies for any purpose other than for the purposes set out in this agreement.
- Any of Together Norfolk staff commit or attempt any fraud or have any undeclared and unattended conflict of interest in relation to the agreed programme.

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2021

---

#### **Objectives and activities** *(continued)*

In the event of default, Church Urban Fund and the Diocese will take all reasonable steps to remedy the situation by discussing the matter with the Together Norfolk board and agreeing a course of action. If the situation is beyond remedy, CUF and the Diocese reserve the right to terminate the partnership and require repayment of the balance of any unspent grant money following the repayment of any statutory grant monies. In the event of winding up the charity, the transfer of any net assets of Together Norfolk shall be dealt with according to section 39 of the Articles of Association.

The board of Together Norfolk is entitled to the partnership agreement by giving CUF not less than three months' written notice and repaying any unspent grant monies in full. A decision to terminate the agreement would also be a decision to withdraw from the Together Network, and so any future work of the charity would need to continue under a different name and branding.

#### **Public Benefit**

The public benefit of Together Norfolk is as described above in objectives and activities. The trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

#### **Achievements and performance**

Each development worker for Imagine Norfolk Together must submit quarterly returns to both the Diocese and the Church Urban Fund detailing the activities undertaken and the impact on achieving overall objectives.

#### **Financial review**

The total income recognised in these accounts is £71,706 compared to £52,546 in 2020.

The value of income received in total from the Church Urban Fund (CUF) was £210,437 where £154,497 of this has been released to income as CUF's 50% contribution towards expenditure to date.

The remaining deferred income of £57,189 is represented by the value of the balance at bank of £141,760 less £84,571 which is owed to the Diocese of Norwich at year end.

#### **Reserves Policy**

The Diocese of Norwich and the Church Urban Fund (CUF) are each committed to confirming funding for one year at a time by the 1 October for the following year. The reserves policy is set at £53,000 which is an estimation of one year's expenditure.

# **Together Norfolk**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 December 2021**

---

##### **Plans for future periods**

For the following year the Imagine Together Norfolk worker in Kings Lynn aims are:

- Supporting churches and church projects with recovery and fresh starts in community ministry after Covid-19
- Raising the profile and support for King's Lynn Debt Centre amongst local churches.
- Supporting the co-ordination and information sharing of King's Lynn foodbank.
- Reinstating ministry breakfasts for church and charity leaders.

For the following year the Imagine Together Norfolk worker in Great Yarmouth aims are:

- Supporting churches and church projects with recovery and fresh starts in community ministry after Covid-19
- Supporting the co-ordination and information sharing of local foodbanks.
- Producing a new 'Church in the Community' Directory
- Continuing to facilitate and encourage community ministry leaders from across the churches and borough to meet, share and work together.

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2021

---

#### Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 10 August 2015 and registered as a charity on 5 April 2016.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its articles of association.

#### Trustees

The founding members of the company are the Norwich Diocesan Board of Finance and Church Urban Fund. The full board of Together Norfolk can have up to nine trustees, the majority of whom are nominated by CUF and the remainder by the diocese. Employees of CUF and the DBF who sit on the board must acknowledge any potential conflicts of interest. The trustees receive no remuneration for their work.

#### Meetings

The trustees meet four times yearly in January, April, July and October each year.

#### Risk Management

The Trustees have assessed the major risks to which the charity is exposed, those related to the operations and finances of the charity and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

#### Independent Examiner

M Proctor FCA DChA was appointed as the charitable company's independent examiner during the year and has expressed his willingness to continue in that capacity.

#### Small company provisions

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

The trustees' annual report was approved on 28/10/2022 and signed on behalf of the board of trustees by:



The Revd Canon Aidan Platten  
Chair

# Together Norfolk

## Company Limited by Guarantee

### Independent examiner's report to the trustees of Together Norfolk

#### Year ended 31 December 2021

---

I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 December 2021 which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes.

#### **Responsibilities and basis of report**

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements 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 your company's financial statements as 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 that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.

Mark Proctor FCA DChA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

# Together Norfolk

## Company Limited by Guarantee

### Statement of financial activities (including income and expenditure account)

Year ended 31 December 2021

---

		Unrestricted funds £	2021 Restricted funds £	Total funds £	2020 Total funds £
<b>Income and endowments</b>					
Donations and legacies	5	52,166	19,540	71,706	52,546
<b>Total income</b>		<u>52,166</u>	<u>19,540</u>	<u>71,706</u>	<u>52,546</u>
<b>Expenditure</b>					
Charitable activities	6	52,166	—	52,166	52,546
<b>Total expenditure</b>		<u>52,166</u>	<u>—</u>	<u>52,166</u>	<u>52,546</u>
<b>Net income and net movement in funds</b>		<u>—</u>	<u>19,540</u>	<u>19,540</u>	<u>—</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		—	—	—	—
<b>Total funds carried forward</b>		<u>—</u>	<u>19,540</u>	<u>19,540</u>	<u>—</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 12 to 16 form part of these financial statements.

**Together Norfolk**  
**Company Limited by Guarantee**  
**Statement of financial position**  
**31 December 2021**

	Note	2021 £	£	2020 £	£
<b>Current assets</b>					
Cash at bank and in hand		141,760		122,248	
<b>Creditors: Amounts falling due within one year</b>	<b>10</b>	<u>(65,031)</u>		<u>(39,735)</u>	
<b>Net current assets</b>			<u>76,729</u>		<u>82,513</u>
<b>Total assets less current liabilities</b>			<u>76,729</u>		<u>82,513</u>
<b>Creditors: Amounts falling due after more than one year</b>	<b>11</b>		(57,189)		(82,513)
<b>Net assets</b>			<u>19,540</u>		<u>-</u>
<b>Funds of the charity</b>					
Restricted funds			<u>19,540</u>		<u>-</u>
<b>Total charity funds</b>	<b>14</b>		<u>19,540</u>		<u>-</u>

For the year ending 31 December 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 28/16/2022, and are signed on behalf of the board by:

  
The Revd Canon Aidan Platten  
Chair

Company registration number: 9725781

The notes on pages 12 to 16 form part of these financial statements.

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements

Year ended 31 December 2021

---

#### 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Diocesan House, 109 Dereham Road, Easton, Norwich, Norfolk, NR9 5ES.

#### 2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis.

##### Going concern

The financial statements have been prepared on the going concern basis as the trustees believe no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to continue as a going concern.

The trustees have considered the impact of Covid-19 in making this assessment.

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

##### Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2021

---

#### 3. Accounting policies *(continued)*

##### **Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

##### **Financial instruments**

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### **Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

#### 4. Limited by guarantee

The charity is a company limited by guarantee and does not have share capital. Every member of the charity undertakes to contribute such amounts (not exceeding £1) as may be required in the event of a winding up.

#### 5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
<b>Donations</b>			
Church Urban Fund	26,083	–	26,083
Norwich Diocesan Board of Finance Ltd	26,083	–	26,083
<b>Grants</b>			
The Mercers Company Fund	–	19,540	19,540
	<u>52,166</u>	<u>19,540</u>	<u>71,706</u>

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2021

##### 5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Donations</b>			
Church Urban Fund	26,273	–	26,273
Norwich Diocesan Board of Finance Ltd	26,273	–	26,273
<b>Grants</b>			
The Mercers Company Fund	–	–	–
	<u>52,546</u>	<u>–</u>	<u>52,546</u>

##### 6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Salaries (Note 8)	45,052	45,052	45,076	45,076
Grants	500	500	–	–
Telephone	832	832	821	821
Travel costs	1,170	1,170	1,713	1,713
Training	–	–	98	98
Computer expenses	538	538	898	898
Postage, printing and stationery	94	94	114	114
Other costs	65	65	19	19
Financial and administration services	2,871	2,871	2,815	2,815
Bank charges	30	30	32	32
Governance costs	1,014	1,014	960	960
	<u>52,166</u>	<u>52,166</u>	<u>52,546</u>	<u>52,546</u>

##### 7. Independent examination fees

	2021 £	2020 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,014</u>	<u>960</u>

##### 8. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021 £	2020 £
Wages and salaries	38,328	38,328
Social security costs	2,852	2,876
Employer contributions to pension plans	3,872	3,872
	<u>45,052</u>	<u>45,076</u>

The average head count of employees during the year was 2 (2020: 2).

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2021

---

**8. Staff costs *(continued)***

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

**9. Trustee remuneration and expenses**

No trustees were reimbursed for expenses during the year (2020: one trustee £32).

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

	<b>2021</b>	2020
	£	£
Accruals and deferred income	1,014	960
Other creditors	64,017	38,775
	<u>65,031</u>	<u>39,735</u>

**11. Creditors: Amounts falling due after more than one year**

	<b>2021</b>	2020
	£	£
Accruals and deferred income	57,189	82,513

**12. Deferred income**

	<b>2021</b>	2020
	£	£
At 1 January 2021	82,513	103,802
Amount released to income	(25,324)	(26,289)
Amount deferred in year	—	5,000
<b>At 31 December 2021</b>	<u>57,189</u>	<u>82,513</u>

**13. Pensions and other post retirement benefits**

**Defined contribution plans**

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £3,872 (2020: £3,872).

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2021

---

#### 14. Analysis of charitable funds

##### Unrestricted funds

	At 1 Jan 2021	Income	Expenditure	At 31 Dec 2021
	£	£	£	£
General funds	–	52,166	(52,166)	–

	At 1 Jan 2020	Income	Expenditure	At 31 Dec 2020
	£	£	£	£
General funds	–	52,546	(52,546)	–

##### Restricted funds

	At 1 Jan 2021	Income	Expenditure	At 31 Dec 2021
	£	£	£	£
The Mercers Company Fund	–	19,540	–	19,540

	At 1 Jan 2020	Income	Expenditure	At 31 Dec 2020
	£	£	£	£
The Mercers Company Fund	–	–	–	–

The Mercers Company Fund - Funding to provide the professional skill and knowledge to engage and empower local people to provide support and services to improve the lives of Great Yarmouth people.

#### 15. Related parties

During the year the charitable company received donations from The Church Urban Fund of £Nil (2020: £5,000) and a balance of £57,189 (2020: £82,513) is held within deferred income.

A balance of £54,184 (2020: £28,134) owed to the Norwich Diocesan Board of Finance is included in other creditors at the year end.

The Norwich Diocesan Board of Finance provided financial and administration services of £2,871 during the year (2020: £2,815).

**TOGETHER NORFOLK**

England & Wales - Charity number 1166382

---

# Accounts

---

**COMPANY REGISTRATION NUMBER: 9725781**

**CHARITY REGISTRATION NUMBER: 1166382**

**Together Norfolk**  
**Company Limited by Guarantee**  
**Unaudited financial statements**  
**31 December 2020**

**Together Norfolk**  
**Company Limited by Guarantee**  
**Financial statements**  
**Year ended 31 December 2020**

---

	<b>Page</b>
Trustees' annual report (incorporating the directors' report)	<b>1</b>
Independent examiner's report to the trustees	<b>9</b>
Statement of financial activities (including income and expenditure account)	<b>10</b>
Statement of financial position	<b>11</b>
Notes to the financial statements	<b>12</b>

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report)

#### Year ended 31 December 2020

---

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and 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 published in October 2019.

#### Reference and administrative details

<b>Registered charity name</b>	Together Norfolk
<b>Charity registration number</b>	1166382
<b>Company registration number</b>	9725781
<b>Principal office and registered office</b>	Diocesan House 109 Dereham Road Easton Norwich Norfolk NR9 5ES

#### The trustees

The trustees who served during the year and at the date of approval were as follows:

The Rt Revd Jonathan Meyrick, Bishop of Lynn (retired 24 January 2021)  
The Revd Canon Aidan Platten (appointed 24 January 2021)  
The Revd James Stewart, Priest, Thorpe St Andrew, Norwich  
The Revd Canon Peter Howard, Diocesan Church Urban Officer  
The Revd Becca Rogers, Incumbent, Kings Lynn  
Sibylle Batten Development Worker, Church Urban Fund  
(resigned 21 February 2020)  
The Revd Canon Simon Ward, Incumbent, Great Yarmouth Team  
Ministry  
Hannah Worsley, Project Manager, Norwich Foodbank  
Richard M Butler DL, Diocesan Secretary (retired 30 April 2021)

**Clerk & Treasurer** Richard M Butler DL, Diocesan Secretary (retired 30 April 2021)

**Independent examiner** Mark Proctor FCA DChA  
Lovewell Blake LLP  
Chartered accountants  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

**Bankers** Barclays Bank Plc  
3 St James Court  
Norwich  
Norfolk  
NR3 1RJ

# **Together Norfolk**

**Company Limited by Guarantee**

**Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 December 2020**

---

**Solicitors**

Birketts  
Kingfisher House  
1 Gilders Way  
Norwich  
Norfolk  
NR3 1UB

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 December 2020

---

#### Objectives and activities

##### Overall objectives

Together Norfolk Ltd shares the aims and objectives of the Church Urban Fund's (CUF) Together Network which are to:

- grow the number of church-based social activities within the diocese, helping churches to tackle poverty and build strong flourishing communities
- develop people's capacity to take effective action to tackle poverty
- build partnerships and collaborative working between churches and with other organisations to increase joined-up working and innovation

Imagine Norfolk Together is part of the Together Network set up by Church Urban Fund and is a partnership between the Diocese and the Church Urban Fund whereby funding is split on a 50/50 basis. There are two Development Workers for Imagine Norfolk Together, one in Great Yarmouth and the other in King's Lynn.

The Norwich Diocesan Board of Finance Ltd is a company limited by guarantee, registration number 88175, charity registration number 249318. Registered address: Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES. The Norwich Diocesan Board of Finance Ltd promotes, facilitates and assists with the work and purpose of the Church of England for the advancement of the Christian faith in the Diocese of Norwich and elsewhere, providing resources for Ministry and Mission.

The Church Urban Fund Ltd (CUF) is a company limited by guarantee, registration number 2138994, charity registration number 297483. Registered address: Church House, Great Smith Street, London, SW1P 3AZ. CUF was established by the Church of England as a practical response to unmet need and has been active in local communities for over 30 years through the Church of England's local parish networks, and alongside other faith-based and secular organisations, to bring about positive change in neighbourhoods.

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 December 2020

---

#### Objectives and activities *(continued)*

#### Management

#### The Norwich Diocesan Board of Finance is responsible for:

- Payment of 50% of the costs of Together Norfolk Ltd.
- Recruiting competent staff and ensuring they are well managed, with all necessary HR policies in place.
- Prepare, monitor and report to the Together Norfolk Board its financial activities.
- Providing a DBF employee to attend or be a member of the Together Norfolk board, to ensure the work of Together Norfolk complements and enhances the social action work of the diocese, and to be the person responsible for the diocesan commitment to Together Norfolk.
- Recruiting an effective and diverse board of trustees for Together Norfolk, in consultation with CUF, including up to four DBF-nominated trustees.
- Providing support and endorsement within the Diocese for Together Norfolk as having a key role in helping churches.
- To tackle poverty locally, including encouraging parishes to support its work through time, money, action and prayer.
- Participating in fundraising for CUF from churches and individuals within the diocese working with CUF's fundraising team, through events, appeals and endorsement from the Bishop, and promoting CUF's seasonal fundraising tools within the diocese such as Poverty Sunday.
- Promoting the work of Together Norfolk through diocesan communication routes such as the diocesan website, newspaper, newsletter and social media.
- Providing support services through the diocesan office including payroll, HR support, accounting and book-keeping, preparation of annual accounts.
- Providing a working space and facilities such as internet access and telephone.
- To include development workers in Diocesan staff meetings/communications and treat them as any other DBF staff.
- Participating in the wider Together Network, for example through completing CUF's monitoring and evaluation forms, attendance of trustees and staff at Together Network gatherings, contributing to planning or projects as invited, and creating and maintaining Together Norfolk's microsite on the CUF website
- Having good financial management in place including its own bank account, regular reports to the board, and quarterly and end of year reports to CUF.
- Being an effective charity - following best practice, including timely reporting to the Charity Commission and Companies House, relevant policies including conflicts of interest policy, reserves policy, training and induction of trustees

#### Church Urban Fund (CUF) is responsible for:

- Pay up to 50k annually on a quarterly basis to cover the core costs of Together Norfolk from which the 50% contribution will be taken.

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 December 2020

---

##### Objectives and activities *(continued)*

- Confirming funding one year at a time by 1 October for the following year.
- Providing the director of development, Jenny Baker, to support set up and development of Together Norfolk, to be the CUF representative on the board and to be the person responsible for CUF's commitment to Together Norfolk.
- Nominating up to four further trustees for the Together Norfolk board from names produced by the diocese in consultation with CUF.
- Providing up to date information and research into poverty and the churches' response
- Providing a trust fundraiser to support additional fundraising for Together Norfolk from trusts and a structure for a Together Norfolk microsite on the CUF website.
- Providing support and resources for fundraising for CUF from churches and individuals within the diocese, for example materials for Poverty Sunday
- Being a national voice for the Together Network, and forming national partnerships for its benefit, such as the Church Credit Champions Network
- Hosting regular gatherings of the Together Network - for development workers, for chairs and trustees, and for the whole network, and training, conferences and events from time to time that enhance the work of the Together Network
- Providing regular news and updates about what's happening across the network
- Listening to and learning from the network, facilitating responses to common themes and facilitating shared learning across the network.

##### Crisis Management

Church Urban Fund and the Diocese of Norwich commit to open and timely communication with each other about any issues arising from Together Norfolk that are a cause for concern, and to working together to find solutions.

As grant-makers, CUF and the Diocese have a responsibility to ensure that all their grants are being used for the purpose for which they are given. As such, the following will be considered events which trigger default of the grant:

- If at any time, Together Norfolk is unable to pay its debts when they fall due
- Together Norfolk starts negotiations with any of its creditors with a view to rescheduling debts.
- Together Norfolk ceases to operate.
- Together Norfolk is in material breach of this agreement.
- Together Norfolk uses the grant monies for any purpose other than for the purposes set out in this agreement.
- Any of Together Norfolk staff commit or attempt any fraud or have any undeclared and unattended conflict of interest in relation to the agreed programme.

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 December 2020

---

##### **Objectives and activities** *(continued)*

In the event of default, Church Urban Fund and the Diocese will take all reasonable steps to remedy the situation by discussing the matter with the Together Norfolk board and agreeing a course of action. If the situation is beyond remedy, CUF and the Diocese reserve the right to terminate the partnership and require repayment of the balance of any unspent grant money following the repayment of any statutory grant monies. In the event of winding up the charity, the transfer of any net assets of Together Norfolk shall be dealt with according to section 39 of the Articles of Association.

The board of Together Norfolk is entitled to the partnership agreement by giving CUF not less than three months' written notice and repaying any unspent grant monies in full. A decision to terminate the agreement would also be a decision to withdraw from the Together Network, and so any future work of the charity would need to continue under a different name and branding.

##### **Public Benefit**

The public benefit of Together Norfolk Ltd are as described above in objectives and activities. The trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

##### **Achievements and performance**

Each development worker for Imagine Norfolk Together must submit quarterly returns to both the Diocese and the Church Urban Fund detailing the activities undertaken and the impact on achieving overall objectives.

##### **Financial review**

The total income recognised in these accounts is £52,546 compared to £55,996 in 2019.

The value of income received in total from the Church Urban Fund (CUF) was £210,437 where £127,908 of this has been released to income as CUF's 50% contribution towards expenditure to date.

The remaining deferred income of £82,513 is represented by the value of the balance at bank of £122,248 less £39,735 which is owed to the Diocese of Norwich at year end.

##### **Reserves Policy**

The Diocese of Norwich and the Church Urban Fund (CUF) are each committed to confirming funding for one year at a time by the 1 October for the following year. The reserves policy is set at £53,000 which is an estimation of one year's expenditure.

# Together Norfolk

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 December 2020

---

##### Plans for future periods

For the following year the Imagine Norfolk Together worker in Kings Lynn will:

- Develop a broader range of fundraising activities in order to make the Kings Lynn debt centre more sustainable.
- There will be the opportunity for additional churches, and voluntary sector groups, to follow the Two's Company model or to create their own. The company will encourage these new initiatives by networking, and where required, assisting with making grant applications.
- Developing dementia friendly cafes in developing Anna Chaplains across the diocese and hopefully in King's Lynn.
- Building a new website and re-designing the company's publicity materials due to the new relationship with The Church Urban Fund.
- Resurrect the Community Fridge project. Three churches have currently shown an interest.

For the following year the Imagine Norfolk Together worker in Great Yarmouth will:

- Establish and develop Two's Company in Great Yarmouth

In the midst of the Covid-19 pandemic, one of the major needs identified locally was emotional support for people who were feeling lonely or isolated. A number of local churches expressed an interest in getting involved with this, and the company therefore set up an information-sharing session run by 'Linking Lives' about how they could equip churches to reach the lonely in their communities through telephone befriending. In the end, 5 churches signed up to be part of a Two's Company telephone befriending project in the Great Yarmouth Borough. Each church has a Co-ordinator and the company has an acting Central Co-ordinator to receive and manage the referrals. The company has almost 30 volunteers trained and the referrals are starting to come in. Imagine Together Norfolk want to establish the project over the next year so that it is running smoothly, potentially with more churches involved, and can run independently in the future. The Trustees will also need to decide how they navigate the changes when lockdown eases and home visits might be possible.

- Install anti-slavery mural in Great Yarmouth

During the next year the Trustees hope to be able to put up the anti-slavery mural accompanied by events and reports which raise awareness to this matter.

- Support local church projects to navigate and respond to the post Covid-19 recovery

As lockdown eases the Trustees believe it will be important to help churches work out a way forwards for their work in the community, in the light of the ongoing and new needs which have developed. As this work changes and develops we will also need to find ways of communicating this work more widely, perhaps through a new Directory or there may be more appropriate means in the post-Covid future. Part of this work will be to continue to liaise with church leaders and to support community ministry leaders, including through the monthly gathering (online / in person) which the company organise.

##### Church Urban Fund (CUF)

CUF will no longer be giving Together Norfolk any further unrestricted funding.

Any funds in hand that Together Norfolk is holding will not be called back by CUF and can be spent on furthering its the aims and objectives.

# **Together Norfolk**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 December 2020**

---

#### **Structure, governance and management**

The organisation is a charitable company limited by guarantee, incorporated on 10 August 2015 and registered as a charity on 5 April 2016.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its articles of association.

#### **Trustees**

The founding members of the company are the Norwich Diocesan Board of Finance and Church Urban Fund. The full board of Together Norfolk can have up to nine trustees, the majority of whom are nominated by CUF and the remainder by the diocese. Employees of CUF and the DBF who sit on the board must acknowledge any potential conflicts of interest. The trustees receive no remuneration for their work.

#### **Meetings**

The trustees meet four times yearly in January, April, July and October each year.

#### **Risk Management**

The Trustees have assessed the major risks to which the charity is exposed, those related to the operations and finances of the charity and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

#### **Independent Examiner**

M Proctor FCA DChA was appointed as the charitable company's independent examiner during the year and has expressed his willingness to continue in that capacity.

#### **Small company provisions**

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

The trustees' annual report was approved on 18 June 2021 and signed on behalf of the board of trustees by:

The Revd Canon Aidan Platten  
Chair

# Together Norfolk

## Company Limited by Guarantee

### Independent examiner's report to the trustees of Together Norfolk

#### Year ended 31 December 2020

---

I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 December 2020 which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes.

#### **Responsibilities and basis of report**

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements 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 your company's financial statements as 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 that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.

Mark Proctor FCA DChA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

26 August 2021

# Together Norfolk

## Company Limited by Guarantee

### Statement of financial activities (including income and expenditure account)

Year ended 31 December 2020

---

		2020		2019
		Unrestricted funds	Total funds	Total funds
	Note	£	£	£
<b>Income and endowments</b>				
Donations and legacies	5	52,546	52,546	55,996
<b>Total income</b>		<u>52,546</u>	<u>52,546</u>	<u>55,996</u>
<b>Expenditure</b>				
Charitable activities	6	52,546	52,546	55,996
<b>Total expenditure</b>		<u>52,546</u>	<u>52,546</u>	<u>55,996</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		—	—	—
<b>Total funds carried forward</b>		<u>—</u>	<u>—</u>	<u>—</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 12 to 15 form part of these financial statements.

**Together Norfolk**  
**Company Limited by Guarantee**  
**Statement of financial position**  
**31 December 2020**

	Note	2020 £	£	2019 £	£
<b>Current assets</b>					
Cash at bank and in hand		122,248		184,339	
<b>Creditors: Amounts falling due within one year</b>	<b>10</b>	<u>(39,735)</u>		<u>(80,537)</u>	
<b>Net current assets</b>			<u>82,513</u>		<u>103,802</u>
<b>Total assets less current liabilities</b>			82,513		103,802
<b>Creditors: Amounts falling due after more than one year</b>	<b>11</b>		<u>(82,513)</u>		<u>(103,802)</u>
<b>Net liabilities</b>			<u>—</u>		<u>—</u>

For the year ending 31 December 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 18 June 2021, and are signed on behalf of the board by:

The Revd Canon Aidan Platten  
Chair

Company registration number: 9725781

The notes on pages 12 to 15 form part of these financial statements.

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements

Year ended 31 December 2020

---

#### 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Diocesan House, 109 Dereham Road, Easton, Norwich, Norfolk, NR9 5ES.

#### 2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis.

##### Going concern

The financial statements have been prepared on the going concern basis as the trustees believe no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to continue as a going concern.

The trustees have considered the impact of Covid-19 in making this assessment.

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

##### Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2020

---

#### 3. Accounting policies *(continued)*

##### Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

##### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

#### 4. Limited by guarantee

The charity is a company limited by guarantee and does not have share capital. Every member of the charity undertakes to contribute such amounts (not exceeding £1) as may be required in the event of a winding up.

#### 5. Donations and legacies

	Unrestricted Funds £	<b>Total Funds 2020 £</b>	Unrestricted Funds £	Total Funds 2019 £
<b>Donations</b>				
Church Urban Fund	26,273	26,273	27,998	27,998
Norwich Diocesan Board of Finance Ltd	26,273	26,273	27,998	27,998
	<u>52,546</u>	<u>52,546</u>	<u>55,996</u>	<u>55,996</u>

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2020

#### 6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Salaries (Note 8)	45,076	45,076	44,190	44,190
Telephone	821	821	345	345
Travel costs	1,713	1,713	5,542	5,542
Training	98	98	141	141
Computer expenses	898	898	978	978
Postage, printing and stationery	114	114	356	356
Other costs	19	19	300	300
Financial and administration services	2,815	2,815	2,759	2,759
Bank charges	32	32	35	35
Governance costs	960	960	1,350	1,350
	<u>52,546</u>	<u>52,546</u>	<u>55,996</u>	<u>55,996</u>

#### 7. Independent examination fees

	2020 £	2019 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>960</u>	<u>930</u>

#### 8. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020 £	2019 £
Wages and salaries	38,328	37,576
Social security costs	2,876	2,818
Employer contributions to pension plans	3,872	3,796
	<u>45,076</u>	<u>44,190</u>

The average head count of employees during the year was 2 (2019: 2).

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

#### 9. Trustee remuneration and expenses

One trustee received reimbursed expenditure totalling £32 (2019: two trustees £137) during the year.

#### 10. Creditors: Amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	960	930
Other creditors	38,775	79,607
	<u>39,735</u>	<u>80,537</u>

# Together Norfolk

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 December 2020

---

#### 11. Creditors: Amounts falling due after more than one year

	<b>2020</b>	2019
	£	£
Accruals and deferred income	<u>82,513</u>	<u>103,802</u>

#### 12. Deferred income

	<b>2020</b>	2019
	£	£
At 1 January 2020	103,802	91,800
Amount released to income	(26,289)	(27,998)
Amount deferred in year	<u>5,000</u>	<u>40,000</u>
<b>At 31 December 2020</b>	<u><u>82,513</u></u>	<u><u>103,802</u></u>

#### 13. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £3,872 (2019: £3,796).

#### 14. Analysis of charitable funds

##### Unrestricted funds

	At 1 Jan 2020	Income	Expenditure	At 31 Dec 2020
	£	£	£	£
General funds	<u>–</u>	<u>52,546</u>	<u>(52,546)</u>	<u>–</u>

	At 1 Jan 2019	Income	Expenditure	At 31 Dec 2019
	£	£	£	£
General funds	<u>–</u>	<u>55,996</u>	<u>(55,996)</u>	<u>–</u>

#### 15. Related parties

During the year the charitable company received donations from The Church Urban Fund of £5,000 (2019: £40,000) and a balance of £82,513 (2019: £103,802) is held within deferred income.

A balance of £28,134 (2019: £63,220) owed to the Norwich Diocesan Board of Finance is included in other creditors at the year end.

The Norwich Diocesan Board of Finance provided financial and administration services of £2,815 during the year (2019: £2,759).