

CITY OF NORWICH ATHLETIC CLUB

England & Wales · Charity number 1168190

Details

Status Registered

Legal form CIO

Registered 2016-07-12

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

Contact

Address 27 All Saints Walk
Mattishall
Dereham
Norfolk
NR20 3RF

Phone 07923002006

Email info@conac.org.uk

Website www.conac.org.uk

Activities

Objects: FOR THE PUBLIC BENEFIT THE ADVANCEMENT OF AMATEUR SPORT BY PROMOTING ATHLETICS FOR THE BENEFIT OF THE INHABITANTS OF NORWICH AND THE SURROUNDING AREA AND THE PROVISION OF FACILITIES FOR THE COACHING AND PERFORMANCE OF ATHLETICS FOR THE BENEFIT OF THE INHABITANTS OF NORWICH AND THE SURROUNDING AREA WITH THE OBJECT OF IMPROVING THE CONDITION OF LIFE OF THE SAID INHABITANTS

Activities: The advancement of amateur sport by promoting athletics for the benefit of the inhabitants of Norwich and the surrounding area. The provision of facilities for the coaching and performance of athletics for the benefit of the inhabitants of Norwich and the surrounding area with the object of improving the condition of life of the said inhabitants.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives, Amateur Sport, Recreation
- **Who:** Children/young People, The General Public/mankind

Geography

- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£76,799	£63,977	-	-
2023-12-31	£81,550	£72,540	-	-
2022-12-31	£69,623	£67,355	-	-
2021-12-31	£75,605	£80,893	-	-
2020-12-31	£68,068	£72,521	-	-

Trustees

Name	Role	Appointed
HUGH CARL McGILL		2016-07-12
Peter Mahoney		2018-05-02
RICHARD BRUCE POLLEY		2016-07-12
Sarah Elizabeth Thomas		2016-12-05
TONY BRADFIELD		2016-12-05

Accounts

CITY OF NORWICH ATHLETIC CLUB
REGISTERED CHARITY 1168190

REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL
STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

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REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

REPORT OF THE BOARD OF TRUSTEES

The Board of Trustees present their report with the financial statements of the charity for the year ended 31 December 2024.

1 - OBJECTIVES & ACTIVITIES

Objectives & aims

Our charitable objectives, as agreed with the Charity Commission are:

“For the public benefit the advancement of amateur sport by promoting athletics for the benefit of Norwich and the surrounding area. The provision of facilities for the coaching and performance of athletics for the benefit of the inhabitants of Norwich and the surrounding area with the object of improving the condition and life of the said inhabitants.”

Strategic objectives

- Provide an inclusive development, mentoring and support structure to develop athletes of all ages and abilities.
- Provide competitive opportunities for all members and all abilities.
- Support all activities across the key disciplines of Track & Field, Cross Country and Road Running.
- Provide a structured and supportive environment to develop coaching, officials and volunteers in support of all club objectives and activities.
- Be an organisation that people are proud to represent, manage and be members of.
- Consider and prioritise athlete, coach and volunteer wellbeing in all that we do.
- Continually review and refine operating procedures and policies.

Significant activities

We now have 802 members of which 104 are volunteers in the club and 354 are under the age of 18. We provide opportunities for our members in track & field athletics, cross country, road running and Sportshall; and compete in a wide range of leagues and competitions on a local, regional and national basis. We organise road races each year, notably a mass participation 10k. Many of our activities are based at the Sportspark in Norwich, with a variety of other local venues utilised on a regular basis.

REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

Public benefit

The Board of Trustees has regard to the Charity Commission's guidance to public benefit. Club membership is open to all inhabitants of Norwich and the surrounding area. Membership subscriptions may be discounted at the discretion of the Executive Committee and each case of financial hardship is considered on its own merits.

2 - ACHIEVEMENTS & PERFORMANCE

Track & Field

Training

- The provision of training continues to be the club's largest activity across all disciplines and age groups.
- A full programme of the foundation level Athletics 365 programme has again been popular giving opportunities for our youngest athletes to experience run, jump and throw activities as well as preparing them for Sportshall competition.
- With coaching resources at a premium, the club has increased its efforts to recruit new coaches and to progress assistants to full athletic coaches. Focus on technical events, which are the most under resourced areas, will continue into 2025.
- The club has made a significant investment in equipment across all disciplines to help facilitate training and competition.
- A programme of parent meetings has been introduced to provide pathway communication for young athletes. This will be developed into 2025.

Competition

- The club has provided a wide range of opportunities for athletes of all ages and abilities to compete individually and as part of a team.
 - The club finished 4th out of 94 clubs in the Southern Athletics League, a fantastic achievement for a club of this size, in a league that involved a lot of travel.
 - The club finished 5th in the Eastern Young Athletes League, taking part in the Top 6 final at the StoneX Stadium, where CoNAC's U13G team won their age group.
 - The club won the East Anglian League overall, picking up 11 out of a possible 17 trophies.
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REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
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- The club hosted two home league matches and provided officials for many away matches, often assisting other clubs to help address a lack of officials at their matches,
- There were many good individual performances at all levels, including a number of international selections.
- The club's athletes were well represented at English Schools with many good performances and an English Schools champion at Intermediate Boys level.
- The club's athletes won all categories at the Norfolk Sportshall League – the team competition for U11/U13 and the individual competition for U15. More than a hundred junior athletes took part in the competition, an increase on the last couple of years. More than two-thirds of the athletes selected to represent Norfolk in the East Regional Sporthall finals were from the club.

Road Running

Training

- The club continues to provide regular training sessions for athletes across a variety of ability levels and age groups. During the year, the club increased its road running membership.
- The club has gained a new leader in running fitness and coach.
- The addition of social events and seasonal themed sessions has helped to build the road running community.

Road Races

- The 2024 Trowse 10k was again staged in April and formed part of the Sportlink Grand Prix Series. Yet again It proved to be a popular race with a sell-out field and a large number of spectators.

Competition

- The club's athletes competed in a variety of road races across all levels of ability and age groups.
- The 2024 County 5k Champs were held at Wroxham, with the club taking many individual and team prizes.
- The club entered teams in local relay races, achieving several stages wins and stage records in the Round Norfolk Relay.

REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
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- The club fielded athletes in all age categories at the Southern and National Road Relay Championships held in the Autumn with some impressive individual and team performances.
- Several club athletes received special recognition awards at the Athletics Norfolk Road Running Presentation evening.
- Several athletes were selected to represent Team England at international road races.

Cross Country

- The club again provided opportunities for athletes to compete in regional and national level competitions.
 - During the early part of the year the club fielded athletes in the Southern and National Champs. Young athletes also competed in the County and English Schools, with many good performances including an English Schools Champion at Intermediate Boys level.
 - The club fielded teams in the Autumn relays at all age groups.
 - Two of the club's athletes were selected to run for Great Britain at the U23 European Champs.
 - The club continues to provide the majority of the organisation and resources to ensure that the County Cross Country Champs are a success.
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3 - FINANCIAL REVIEW

Financial position

- Receipts totalled £76,779 (2023: £81,550) and expenditure totalled £63,977 (2023: £72,540) giving rise to an excess of receipts over payments for the year of £12,822 (2023: £9,010).
- Year-end bank balances totalled £144,090 (2023: £131,264).
- The Board of Trustees considers the year-end financial position to be satisfactory.

Principal funding sources

The principal funding sources of the club are membership subscriptions, club activities and club promoted events.

REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

Investment policy and objectives

Surplus funds are invested at minimum risk in bank deposit accounts compliant with the Financial Services Compensation Scheme (FSCS).

Reserves policy

- Our reserves policy ensures we have sufficient funds to cover the cost of a major event cancellation such as the Trowse 10k road race, loss of membership subscriptions, unforeseen costs and/or operating costs in the absence of revenue. It is therefore considered that the club should maintain a minimum level of funds to cover its normal operating costs for a six-month period including event cancellations; this currently amounts to £50,512.
 - Free reserves (excluding restricted funds of £150) amounted to £143,936. The 2024 City of Norwich Half Marathon was once again cancelled and has yet to be re-established. It is considered therefore that the level of reserves being held is not excessive.
 - Reserves above current cash flow requirements are held in interest earning accounts compliant with the Financial Services Compensation Scheme (FSCS).
-

4 - FUTURE PLANS

- Review & monitor membership levels
 - Provide structure for athlete development pathways
 - Encourage participation levels to match our competitive ambitions
 - Recruit and train coaches in all disciplines
 - Recruit and train officials in all disciplines
 - Develop succession plans for key roles
 - Consider alternative venues for training and competition
 - Improve the diversity of Trustees and Executive Committee members
 - Review and develop existing and new revenue generation opportunities
 - Investigate the feasibility of introducing additional road races
 - Investigate the possibility of a whole-club event
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REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

5 - STRUCTURE, GOVERNANCE and MANAGEMENT

Governing Document

The charity - a charitable incorporated organisation or CIO - is controlled by its constitution which was registered with the Charity Commission on 12 July 2016 and amended on 24 November 2016 and 16 September 2020.

Recruitment and appointment of new trustees

- Trustees are recruited on the basis of the skills, knowledge and experience they can bring to the governance of the organisation.
- At each AGM, one third of the Trustees must retire by rotation according to those who have been longest in office since their last appointment or re-appointment. There must be a minimum of three Trustees and a maximum of twelve.
- All new Trustees are required to read the charity's constitution, other available information regarding the charity and the latest accounts.
- All Trustees are required to read the Charity Commission's guidance note CC3 "*The Essential Trustee, what you need to know, what you need to do*" together with the Charity Commission's and other organisations' newsletters.

Organisational Structure

- The club's Executive Committee meets at least every two months at which the club's activity areas are represented by the relevant Coordinators.
- Larger activity areas such as track & field and road running have their own sub-committees which include coaches and event directors.
- Individual events have their own leaders who are part of the sub-committees and / or Executive Committee (eg Track & Field Competition Coordinator.)
- There are additional roles that do not sit on the Executive Committee (eg Welfare Officer, Kit Officer).
- In 2020 the club's organisational structure was revised and improved. This can be found in the CoNAC Organisational Structure 2020 document.

**REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

6 – REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity number	1168190
Principal address	Oak House 27 All Saints Walk Mattishall Dereham NR20 3RF
Board of Trustees	Hugh McGill Richard Polley Tony Bradfield Sarah Thomas Peter Mahoney Lawrence Wade
Independent Examiner	Kim Mann Accountancy & Taxation Services 9 Collingwood Close Poringland Norwich NR14 7WN

7 – APPROVAL

This report was approved by the Board of Trustees on 12 May 2025 and signed on its behalf by



Tony Bradfield, Chair of the Board of Trustees

**REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES

I report to the charity's Board of Trustees on my examination of the accounts of the City of Norwich Athletic Club (the CIO) for the year ended 31 December 2024.

Responsibilities and basis of report

As the Trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the CIO's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable directions given by the Charity Commission under section 145 (5) (b) of the Act.

Independent Examiner's statement

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

1. accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of the accounts as set out in the Charities (Accounts and Reports) Regulations 2008, other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Kim Mann
Accountancy & Taxation Services
9 Collingwood Close
Poringland
Norwich
NR14 7WN

Date 12 May 2025

REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

STATEMENT OF RECEIPTS & PAYMENTS

		Unrestricted Funds 31.12.2024	Restricted Funds 31.12.2024	Total Funds 31.12.2024	Total Funds 31.12.2023
	Notes	£	£	£	£
RECEIPTS					
Donations		1,108	150	1,258	301
Grant income		1,026	-	1,026	-
Charitable activities					
Membership subscriptions		41,949	-	41,949	45,236
Club supported activities	1	11,746	-	11,746	16,564
Other trading activities					
500 Club (members lottery)		-	-	-	1,171
Club promoted events	2	15,506	-	15,506	14,461
Kit shop		3,441	-	3,441	2,813
Investment income		1,873	-	1,873	1,004
TOTAL RECEIPTS		76,649	150	76,799	81,550
PAYMENTS					
Raising funds	3	10,902	-	10,902	11,592
Charitable activities	4	52,925	150	53,075	60,948
TOTAL PAYMENTS		63,827	150	63,977	72,540
EXCESS OF RECEIPTS OVER PAYMENTS		12,822	-	12,822	9,010
CASH FUNDS BROUGHT FORWARD		131,114	150	131,264	122,254
CASH FUNDS CARRIED FORWARD		143,936	150	144,086	131,264

The Notes form part of these statements, see page 11

REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

STATEMENT OF ASSETS & LIABILITIES

	Unrestricted Funds 31.12.2024 £	Restricted Funds 31.12.2024 £	Total Funds 31.12.2024 £	Total Funds 31.12.2023 £
ASSETS				
Cash Funds				
Current account	4,978	150	5,128	6,981
Deposit account	130,873	-	130,873	118,453
PayPal account	3,235	-	3,235	1,937
Stripe holding account	4,854	-	4,854	3,893
	143,940	150	144,090	131,264
Other monetary assets				
Amounts due to the club	-	-	-	-
Assets retained for the charity's own use				
Equipment (estimated values)	21,034	-	21,034	23,650
Trading stock				
Athletic clothing (kit shop)	4,137	-	4,137	5,356
LIABILITIES				
Independent examination fee	1,045	-	1,045	1,045
Club supported event receipts in advance	2,609	-	2,609	3,109

These financial statements were approved by the Board of Trustees on 12 May 2025 and signed on its behalf by:



Tony Bradfield, Chair of the Board of Trustees

REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

NOTES TO THE FINANCIAL STATEMENTS

	Receipts	Payments	Surplus (deficit)	Receipts	Payments	Surplus (deficit)
	31.12.2024	31.12.2024	31.12.2024	31.12.2023	31.12.2023	31.12.2023
	£	£	£	£	£	£
Note 1 - club supported activities						
Bursaries	-	150	(150)	-	150	(150)
Cross country	2,401	7,633	(5,232)	4,813	9,325	(4,512)
Road running & relays	40	5,238	(5,198)	1,040	7,313	(6,273)
Sportshall	7,140	2,248	4,892	8,261	5,300	2,961
Track & field	2,165	20,816	(18,651)	2,450	17,446	(14,996)
Totals	11,746	36,085	(24,339)	16,564	39,534	(22,970)
Note 2 - club promoted activities						
Trowse 10k	15,506	8,520	6,986	14,461	8,565	5,896
Totals	15,506	8,520	6,986	14,461	8,565	5,896
Note 3 - raising funds						
Club promoted activities (note 2)		8,520			8,565	
Kit shop		2,382			2,247	
500 Club (members lottery)		-			780	
Totals		10,902			11,592	
Note 4 - charitable activities						
Club supported activities (note 1)		36,085			39,534	
Membership		11,091			9,917	
Accountancy & professional fees		1,146			1,326	
Advertising & promotion		1,355			1,334	
Donations		210			-	
Club overheads & rent		511			480	
Equipment		2,027			7,590	
Insurance & licences		-			95	
Bank charges		180			144	
Stationery, printing & office costs		470			528	
Totals		53,075			60,948	

Accounts

CITY OF NORWICH ATHLETIC CLUB
REGISTERED CHARITY 1168190

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REPORT OF THE BOARD OF TRUSTEES

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1 - OBJECTIVES & ACTIVITIES

Objectives & aims

Our charitable objectives, as agreed with the Charity Commission are:

“For the public benefit the advancement of amateur sport by promoting athletics for the benefit of Norwich and the surrounding area. The provision of facilities for the coaching and performance of athletics for the benefit of the inhabitants of Norwich and the surrounding area with the object of improving the condition and life of the said inhabitants.”

Strategic objectives

- Provide an inclusive development, mentoring and support structure to develop athletes of all ages and abilities
- Provide competitive opportunities for all members and all abilities
- Support all activities across the key disciplines of Track & Field, Cross Country and Road Running
- Provide a structured and supportive environment to develop coaches, officials and volunteers in support of all club objectives and activities
- Be an organisation that people are proud to represent, manage and be members of
- Consider and prioritise athlete, coach and volunteer wellbeing in all we do
- Continually review and refine operating procedures and policies

Significant activities

We now have 719 members of which 96 are volunteers in the club and 292 are under the age of 18. We provide opportunities for our members in track & field athletics, cross country, road running and Sportshall; and compete in a wide range of leagues and competitions on a local, regional and national basis. We organise road races each year, notably a mass participation 10k. Many of our activities are based at the Sportspark in Norwich, with a variety of other local venues utilised on a regular basis.

REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

Public benefit

The Board of Trustees has regard to the Charity Commission's guidance to public benefit. Club membership is open to all inhabitants of Norwich and the surrounding area. Membership subscriptions may be discounted at the discretion of the Executive Committee and each case of financial hardship is considered on its own merits.

2 - ACHIEVEMENTS & PERFORMANCE

Track & Field

Training

- The provision of track & field training continues to be the club's largest activity across all disciplines and age groups.
- A full programme of the foundation level Athletics 365 programme has again been popular giving opportunities for our youngest athletes to experience run, jump and throw activities as well as preparing them for Sportshall competition.
- With coaching resources at a premium, the club has increased its efforts to recruit new coaches and to progress assistants to full athletic coaches.
- Work on a new coach development programme has begun, to be introduced in early 2024.
- The club has made a significant investment in equipment across all disciplines to help facilitate training and competition.

Competition

- The club took part in three track & field leagues during the summer. We won the East Anglian League overall, picking up 11 of a possible 17 trophies. We placed 7th in the Eastern Young Athletes League, qualifying for the Plate Final where we finished second. In the Southern Athletics League the club finished in 10th place in Division One.
 - We hosted two league matches and provided officials for many away matches in a season that saw some fixtures cancelled due to lack of officials.
-

REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

- The club's athletes won every category at the Norfolk Sportshall League: the team competitions for under 11 boys, under 11 girls, under 13 boys and under 13 girls; and the individual competitions for under 15 boys and under 15 girls.

Road Running

Training

- The club continues to provide regular training sessions for members across a variety of ability levels and age groups. During the year, the club increased its road running membership.
- The club added two qualified run leaders during the year and provided support for them to develop their knowledge and expertise.

Road Races

- The Trowse 10k took place on Easter Sunday and was part of the Sportlink Grand Prix Series for the first time. It proved a popular event with a sell-out field and a large number of spectators.

Competition

- The Southern 12 & 6 Stage Road Relay Championships took place at Queen Elizabeth Park in April with a top 15 finish for our senior women and a top 20 placing for our senior men.
- The Norfolk County 5k Championships took place at Wroxham in July with club athletes achieving a clean sweep in the senior men's team categories, first two teams in the senior ladies team race and first team in the veteran men's category. We also provided the first three individual men and first two individual women.
- The club claimed overall and club class honours in convincing style at the Round Norfolk Relay in September with many individual stage wins and records.
- We fielded teams in all age categories at the Southern & National Road Relays in the autumn with our under 17 men winning silver team medals at the Southern and bronze team medals at the Nationals.
- There were many impressive performances at local and county races from members of all abilities with many individual race wins, age category prizes and team awards being claimed.

REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

- Two of our athletes were selected to represent England; Dani Nimmock for the Copenhagen Marathon and Cat Cummings for the British Masters Marathon at Chester in October.

Cross Country

Competition

- The club's athletes won a variety of individual and team medals at the Norfolk County Championships in early January. Notably, this event was organised in Earlham Park, Norwich largely by the club's members and using the club's equipment. The top finishers in this event were invited to represent Norfolk at the Counties Athletic Union (CAU) Championships at Prestwold Hall in March and the club filled many of the places in the Norfolk team.
- In late January the club enjoyed success at the South of England Championships at Beckenham Park. It was amazing to see three of our under 20 women finish in the top four of their race, winning the team trophy along with gold and silver individual medals. Our under 20 men came fourth and there were many other fine individual performances.
- The National Championships were held at Bolesworth Castle, Cheshire in February with participation from the club in all age groups. Our under 20 women repeated their gold medal team performance from the SEAA Championships and also collected the individual silver medal.

Volunteer Awards

- Athletics Norfolk presented several club members with long service awards. This is part of a programme by England Athletics to recognise those who make a significant impact on our sport.
- Technical officials are behind every athletic performance and the officials from our club recognised in this way during 2023 have over 100 years of combined service between them.

Athletics 365

- Our Athletics 365 group is the route into the club for all new members aged 8-12. These members have completed a structured multi-event training programme and have been

REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

assessed using the Sportshall award scheme and Athletics 365 criteria. This has enabled our athletes to demonstrate personal improvement and growth.

- We have around one hundred members following this programme. A large number of these members successfully progress through this training into more specialised event groups.
 - Participation in competitions as well as regular training is encouraged. Athletes from this group have represented the club in track & field events (including Quad Kids and Sportshall) and cross country races, gaining experience and success.
 - The Athletics 365 training format provides an excellent environment for new coach development. During the year we have supported a new coaching assistant and a new athletic coach to become qualified.
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3 - FINANCIAL REVIEW

Financial position

- Receipts totalled £81,550 (2022: £69,623) and expenditure totalled £72,540 (2022: £67,355) giving rise to an excess of receipts over payments for the year of £9,010 (2022: £2,268).
- Year-end bank balances totalled £131,264 (2022: £122,254).
- The Board of Trustees considers the year-end financial position to be satisfactory.

Principal funding sources

The principal funding sources of the club are membership subscriptions, club activities and club promoted events.

Investment policy and objectives

Surplus funds are invested at minimum risk in bank deposit accounts compliant with the Financial Services Compensation Scheme (FSCS).

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FOR THE YEAR ENDED 31 DECEMBER 2023

Reserves policy

- Our reserves policy ensures we have sufficient funds to cover the cost of a major event cancellation such as the Trowse 10k road race, loss of membership subscriptions, unforeseen costs and/or operating costs in the absence of revenue. It is therefore considered that the club should maintain a minimum level of funds to cover its normal operating costs for a six-month period including event cancellations; this currently amounts to £50,512.
 - Free reserves (excluding restricted funds of £150) amounted to £131,114. The 2023 City of Norwich Half Marathon was once again cancelled and has yet to be re-established. It is considered therefore that the level of reserves being held is not excessive.
 - Reserves above current cash flow requirements are held in interest earning accounts compliant with the Financial Services Compensation Scheme (FSCS).
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4 - FUTURE PLANS

- Review & monitor membership levels
 - Provide structure for athlete development pathways
 - Encourage participation levels to match our competitive ambitions
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 - Develop succession plans for key roles
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5 - STRUCTURE, GOVERNANCE and MANAGEMENT

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- All new Trustees are required to read the charity's constitution, other available information regarding the charity and the latest accounts.
- All Trustees are required to read the Charity Commission's guidance note CC3 "*The Essential Trustee, what you need to know, what you need to do*" together with the Charity Commission's and other organisations' newsletters.

Organisational Structure

- The club's Executive Committee meets at least every two months at which the club's activity areas are represented by the relevant Coordinators.
- Larger activity areas such as track & field and road running have their own sub-committees which include coaches and event directors.
- Individual events have their own leaders who are part of the sub-committees and / or Executive Committee (eg Track & Field Competition Coordinator.)
- There are additional roles that do not sit on the Executive Committee (eg Welfare Officer, Kit Officer).
- In 2020 the club's organisational structure was revised and improved. This can be found in the CoNAC Organisational Structure 2020 document.

**REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

6 – REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity number	1168190
Principal address	Oak House 27 All Saints Walk Mattishall Dereham NR20 3RF
Board of Trustees	Hugh McGill Richard Polley Tony Bradfield Sarah Thomas Peter Mahoney Lawrence Wade
Independent Examiner	Kim Mann Accountancy & Taxation Services 9 Collingwood Close Poringland Norwich NR14 7WN

7 – APPROVAL

This report was approved by the Board of Trustees on 20 May 2024 and signed on its behalf by



Tony Bradfield, Chair of the Board of Trustees

**REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES

I report to the charity's Board of Trustees on my examination of the accounts of the City of Norwich Athletic Club (the CIO) for the year ended 31 December 2023.

Responsibilities and basis of report

As the Trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the CIO's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable directions given by the Charity Commission under section 145 (5) (b) of the Act.

Independent Examiner's statement

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

1. accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of the accounts as set out in the Charities (Accounts and Reports) Regulations 2008, other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Kim Mann
Accountancy & Taxation Services
9 Collingwood Close
Poringland
Norwich
NR14 7WN

Date: 17 May 2024

REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

STATEMENT OF RECEIPTS & PAYMENTS

		Unrestricted Funds 31.12.2023	Restricted Funds 31.12.2023	Total Funds 31.12.2023	Total Funds 31.12.2022
	Notes	£	£	£	£
RECEIPTS					
Donations		151	150	301	1,866
Gifts		-	-	-	500
Charitable activities					
Membership subscriptions		45,236	-	45,236	33,263
Club supported activities	1	16,564	-	16,564	17,321
Other trading activities					
500 Club (members lottery)		1,171	-	1,171	2,580
Club promoted events	2	14,461	-	14,461	11,458
Kit shop		2,813	-	2,813	2,563
Investment income		1,004	-	1,004	72
TOTAL RECEIPTS		81,400	150	81,550	69,623
PAYMENTS					
Raising funds	3	11,592	-	11,592	14,727
Charitable activities	4	60,798	150	60,948	52,628
TOTAL PAYMENTS		72,390	150	72,540	67,355
EXCESS OF RECEIPTS OVER PAYMENTS		9,010	-	9,010	2,268
CASH FUNDS BROUGHT FORWARD		122,104	150	122,254	119,986
CASH FUNDS CARRIED FORWARD		131,114	150	131,264	122,254

The Notes form part of these statements, see page 12

REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

STATEMENT OF ASSETS & LIABILITIES

	Unrestricted Funds 31.12.2023 £	Restricted Funds 31.12.2023 £	Total Funds 31.12.2023 £	Total Funds 31.12.2022 £
ASSETS				
Cash Funds				
Current account	6,831	150	6,981	10,690
Deposit account	118,453	-	118,453	75,078
PayPal account	1,937	-	1,937	21,905
Stripe holding account	3,893	-	3,893	14,581
	131,114	150	131,264	122,254
Other monetary assets				
Amounts due to the club	-	-	-	-
Assets retained for the charity's own use				
Equipment (estimated values)	23,650	-	23,650	18,000
Trading stock				
Athletic clothing (kit shop)	5,356	-	5,356	5,198
LIABILITIES				
Independent examination fee	1,045	-	1,045	1,045
Club supported event receipts in advance	3,109	-	3,109	3,190

These financial statements were approved the Board of Trustees on 20 May 2024 and signed on its behalf by:



Tony Bradfield, Chair of the Board of Trustees

REPORT OF THE BOARD OF TRUSTEES & UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

NOTES TO THE FINANCIAL STATEMENTS

	Receipts	Payments	Surplus (deficit)	Receipts	Payments	Surplus (deficit)
	31.12.2023	31.12.2023	31.12.2023	31.12.2022	31.12.2022	31.12.2022
	£	£	£	£	£	£
Note 1 - club supported activities						
Bursaries	-	150	(150)	-	-	-
Cross country	4,813	9,325	(4,512)	1,646	4,753	(3,107)
Road running & relays	1,040	7,313	(6,273)	322	3,893	(3,571)
Sportshall	8,261	5,300	2,961	12,087	6,834	5,253
Track & field	2,450	17,446	(14,996)	3,266	19,680	16,414
Totals	16,564	39,534	(22,970)	17,321	35,160	(17,839)

Note 2 - club promoted activities

City of Norwich Half Marathon	-	-	-	-	38	(38)
Trowse 10k	14,461	8,565	5,896	11,458	9,458	2,000
Totals	14,461	8,565	5,896	11,458	9,496	1,962

Note 3 - raising funds

Club promoted activities (note 2)	8,565	9,496
Kit shop	2,247	3,661
500 Club (members lottery)	780	1,570
Totals	11,592	14,727

Note 4 - charitable activities

Club supported activities (note 1)	39,384	35,160
Membership	9,917	9,021
Accountancy & professional fees	1,326	1,296
Advertising & promotion	1,334	648
Donations	-	407
Club overheads & rent	480	839
Equipment	7,590	4,670
Insurance & licences	95	120
Bank charges	144	384
Stationery, printing & office costs	528	83
Totals	60,798	52,628

Accounts

REGISTERED CHARITY NUMBER: 1168190

Report of the Trustees and
Unaudited Financial Statements for the year ended 31 December 2022
for
City of Norwich Athletic Club

City of Norwich Athletic Club

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for the year ended 31 December 2022

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Report of the Trustees
for the year ended 31 December 2022

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2022.

OBJECTIVES AND ACTIVITIES

Objectives and aims

For the public benefit the advancement of amateur sport by promoting athletics for the benefit of the inhabitants of Norwich and the surrounding area and the provision of facilities for the coaching and performance of athletics for the benefit of the inhabitants of Norwich and the surrounding area with the object of improving the condition of life of the said inhabitants.

Strategic objectives

- Provide an inclusive development, mentoring and support structure to develop athletes of all ages and abilities
- Provide competitive opportunity for all members and all abilities
- To support all activities across the key disciplines of Track & Field, Cross Country and Road Running
- Structured and supportive environment to develop coaching, officials and volunteers in support of all club objectives and activities
- Be an organisation that people are proud to represent, manage and be members of
- To consider and prioritise athlete, coach and volunteer wellbeing in all that we do
- To continually review and refine operating procedures and policies

Significant activities

We now have 700 members of which 93 of those are volunteers in the club and 306 are under 18. We provide opportunities for our members in track & field athletics, road running, cross country and Sportshall and compete in a wide range of leagues and competitions on a local, regional and national basis. In addition, we organise three popular road races each year at 5k, 10k, and the half marathon distance, although only the 10k road took place in 2022. Many of our activities are based at the Sportspark in Norwich, with a variety of other local venues also utilised on a regular basis.

Public benefit

The Trustees have regard to the Charity Commission's guidance on public benefit. Club membership is open to all inhabitants of Norwich and the surrounding area. Membership subscriptions may be discounted at the discretion of the executive committee and each case of financial hardship is considered on its individual merits.

ACHIEVEMENTS AND PERFORMANCE

Track & Field

Training

- The club continues to provide a high level of coaching for all ages and abilities. The foundation level Athletics 365 programme proved to be as popular as ever introducing more young members to training and preparing them for competition.
- Participation levels remain high with most training groups operating at or near capacity.
- The club also continued its investment in equipment for both Athletics 365 and outdoor training, to maintain safety standards and improve the experience for athletes.

Competition

- The club continued to achieve success in three league competitions. In the Southern Athletics League the club's senior athletes finished 6th overall in the top division. In both the Eastern Young Athletes League and the East Anglian League, the club won all of its league matches and reaching the main final.
- There were many great individual performances throughout the year from all ages of athletes at county and national championships and beyond. Jaiden Dean won Gold in both the indoor and outdoor national championships, breaking the national record for the 60m hurdles at u17. Isabelle Mardle won a silver in the u17w 60m hurdles at nationals, as a first year in the age group.

City of Norwich Athletic Club

Report of the Trustees

for the year ended 31 December 2022

- The club's athletes were well represented at English Schools. There were 23 athletes in the Norfolk team, of which 13 were first claim CoNAC athletes with a further 8 second claim training with CoNAC coaches.
- At English Schools, Jaiden Dean and Isabelle Mardle took Gold in the u17 men's and women's sprint hurdles respectively. Jaiden also broke the Championship record. Chloe Thorne picked up a bronze medal as part of the u15 girls 4 x 100m relay team.
- Three athletes competed at international level. Hetty Bartlett represented England at the Paralympic Commonwealth Games in the T38 100m. Isabelle Mardle and Jaiden Dean competed for England in the SIAB Schools International with Jaiden taking Gold in U17 100mH and Isabel taking Silver in the U17 80mH.
- The club's younger athletes coming through the Athletics 365 programme had a good introduction to competing with the Quadkids series, Norfolk Sportshall League and an Introduction to Competition Open Event.
- A number of parents tried officiating for the first time at these events as part of a more proactive approach to recruitment via the online entry process for their child.
- CoNAC athletes won all categories at the Norfolk Sportshall League – the team competition for u11b, u11g, u13b and u13g, and the individual competition for u15g and u15b.
- In the early part of the year, athletes competed in County, Southern and English cross country championships. In the County race the club's athletes achieved numerous medals at junior, senior and masters levels.

Road Running

Training

- Throughout the year the club has provided training sessions for athletes of varying abilities and ages, and has increased its road running membership.
- The club continues to provide high quality coaching and has increased its coaching resources to be able to provide more sessions in future years.

Road Races

- The club successfully staged the Trowse 10k which returned to its traditional slot in the calendar after a three-year absence due to Covid. The race attracted a large field and was well received by those that took part.
- Unfortunately, the club was unable to stage the Lord Mayors' 5k or City of Norwich Half Marathon during the year but is hopeful that these races will return in 2023.

Competition

- The club continues to send teams in all age groups to the Autumn Southern and National road relays.
- Two teams were entered in the Round Norfolk Relay, with the 'Club' team coming second overall. The club's athletes returned four of the highest graded performances by category and achieved several stage wins, including two stage records.
- There were many notable individual performances at local and national road races. In local competition Logan Smith retained his Run Norwich title in the county's biggest event. At the London Marathon Dani Nimmock finished 14th overall in the women's race.
- In the County 5k Championships held at Wroxham, the club took Gold and Silver teams in the women's race and a clean sweep of medals in the men's race, as well as returning both male and female champions.

City of Norwich Athletic Club

Report of the Trustees

for the year ended 31 December 2022

Cross Country

Competition

- In the early part of the year, athletes competed in County, Southern and English cross country championships. In the County race the club's athletes achieved numerous medals at junior, senior and masters levels.
- The club sent teams in all age groups to the Autumn Southern and National relay championships, with many strong performances including the Gold Medal for the U20 Women's team of Megan Gadsby, Grace Buchanan and Hattie Reynolds.

Volunteer Awards

Two of the club's members were shortlisted for their contribution to the sport in the East region by the England Athletics Regional Volunteer Award:

Steve Thomas (for Inspiring Official) and Rose Fairhurst (for Newcomer to Volunteering) both won their categories.

FINANCIAL REVIEW

Financial position

Income totalled £69,623 (2021: £75,605) and expenditure totalled £67,355 (2021: £80,893), giving rise to an excess of receipts over payments for the period of £2,268 (2021: excess of payments over receipts of £5,288).

Period end bank balances totalled £122,254 (2021: £119,986).

The Trustees consider the period end financial position to be satisfactory.

Principal funding sources

The principal funding sources for the club are membership subscriptions, club activities and promoted events.

Investment policy and objectives

Surplus funds are invested at minimum risk in bank deposit accounts.

Reserves policy

The reserves policy ensures we have sufficient funds to cover the costs of a major event cancellation, such as the City of Norwich Half Marathon, loss of membership, unforeseen costs, and/or operating costs in the absence of revenue. It is therefore currently considered that the club should maintain a minimum level of funds to cover its normal operating costs for a six-month period, including the potential impact of cancellation of our highest risk event, the City of Norwich Half Marathon, which currently amounts to approximately £86,000.

Free reserves (excluding restricted funds totalling £150) at 31 December 2022 amounted to £122,104. The 2022 Norwich half marathon, which generates income for the club, was cancelled and has yet to be re-established. It is considered therefore that, in the circumstances, the level of reserves is not excessive.

Reserves above current cash flow requirements should be placed into a Financial Services Compensation Scheme interest earning account.

FUTURE PLANS

Long Term Plans (one to three years)

- Review & monitor membership levels
- Improve participation levels to match our competitive objectives
- Recruit and train coaches in all disciplines
- Recruit and train officials in all disciplines
- Develop succession plans for key roles
- Continually consider alternate venues for training and competition
- Improve Trustee/Exec diversity
- Review and develop new and existing revenue generation opportunities

Short Term Plans (one year)

- Identify candidates for Exec and Trustee roles and succession
- Identify candidate for Club Secretary role
- Explore potential for Gift Aid on membership subscriptions
- Identify gaps in competition and liaise with training team
- Reintroduce awards presentation where resources allow
- Identify candidates for T&F Training Coordinator and Team
- Review Track Access process, procedure and funding
- Identify additional resources within Coaching
- Encourage participation across all age groups
- Continue to increase participation levels, especially at local Grand Prix/County races and aimed at all levels of abilities for seniors and masters
- Continue to increase Road Running membership
- Create additional coaching sub-groups
- Add additional coaching resource
- Support and develop new coaches
- Seek to re-establish Lord Mayor's 5k if permission granted by NCC
- Continue to stage the Trowse 10k and make improvement where possible
- Seek to re-establish Half Marathon
- Open new standard bank account to transfer funds from Barclays Savings account to respect Investment Policy – if/when accounts available for new customers

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity (CIO) is controlled by its constitution which was registered with the Charity Commission on 12 July 2016 and amended on 24 November 2016 and 16 September 2020.

Recruitment and appointment of new trustees

Trustees are recruited on the basis of the skills, knowledge and experience they can bring to the governance of the organisation.

At each AGM, one third of the Trustees must retire by rotation according to those who have been longest in office since their last appointment or re-appointment. There must be a minimum of three Trustees and a maximum of twelve.

All new Trustees are advised to read the charity's constitution, available information regarding the charity and the latest accounts. They are also advised to read Charity Commission guidance notes CC3 - "The Essential Trustee, what you need to know, what you need to do", together with Charity Commission and other newsletters

City of Norwich Athletic Club

Report of the Trustees
for the year ended 31 December 2022

Organisational structure

The Executive Committee meets at least every two months and individual activity areas are represented by co-ordinators. Larger activity areas, being road running and track and field have sub-committees, with coaches and race directors. Individual events or leagues have their own leaders, who are part of the sub-committee and/or executive committee e.g. Track & Field Competition Co-ordinator. There are additional roles that do not sit on the executive committee e.g. Welfare Officer.

In 2020, overall Club Organisational Structure was revised and improved and can be found in the CoNAC Organisational Structure 2020 document.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1168190

Principal address

Oak House
27 All Saints Walk
Mattishall
Dereham
NR20 3RF

Trustees

G Courtnell (resigned 17.09.2022)
H McGill
R Polley
T Bradfield
S Thomas
P Mahoney
L Wade

Independent examiner

Nigel Whitlam
Anglian Accountancy Services
2 Boundary Avenue
Hellesdon
Norwich
NR6 5HY

Approved by order of the board of trustees on 20 March 2023 and signed on its behalf by:



T Bradfield - Chairman

Independent examiner's report to the trustees of City of Norwich Athletic Club

I report to the charity trustees on my examination of the accounts of the City of Norwich Athletic Club (the CIO) for the year ended 31 December 2022.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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

Independent examiner's statement

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

1. accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Nigel Whitlam
Anglian Accountancy Services
2 Boundary Avenue
Hellesdon
Norwich
NR6 5HY

Date: 22 March 2023

City of Norwich Athletic Club

Statement of Receipts and Payments
for the year ended 31 December 2022

	Notes	Unrestricted fund 31.12.22 £	Restricted fund 31.12.22 £	Total funds 31.12.22 £	Total funds 31.12.21 £
RECEIPTS					
Donations					
Donations		316	1,550	1,866	139
Grants		500	-	500	500
Charitable activities					
Membership subscriptions		33,263	-	33,263	27,145
Club supported activities	1	17,321	-	17,321	13,139
Other trading activities					
500 Club – members lottery		2,580	-	2,580	2,594
Club promoted events	2	11,458	-	11,458	20,623
Kit shop		2,563	-	2,563	2,854
Bureau		-	-	-	8,603
Investment income		<u>72</u>	<u>-</u>	<u>72</u>	<u>8</u>
Total income		<u>68,073</u>	<u>1,550</u>	<u>69,623</u>	<u>75,605</u>
PAYMENTS					
Raising funds	3	14,727	-	14,727	45,624
Charitable activities	4	<u>51,128</u>	<u>1,500</u>	<u>52,628</u>	<u>35,269</u>
Total payments		<u>65,855</u>	<u>1,500</u>	<u>67,355</u>	<u>80,893</u>
EXCESS OF RECEIPTS OVER PAYMENTS / (PAYMENTS OVER RECEIPTS)					
		2,218	50	2,268	(5,288)
CASH FUNDS BROUGHT FORWARD					
		<u>119,886</u>	<u>100</u>	<u>119,986</u>	<u>125,274</u>
CASH FUNDS CARRIED FORWARD					
		<u>122,104</u>	<u>150</u>	<u>122,254</u>	<u>119,986</u>

The notes form part of these financial statements

City of Norwich Athletic Club

Statement of Assets and Liabilities
At 31 December 2022

	Unrestricted fund	Restricted fund	Total funds	Total funds
	31.12.22	31.12.22	31.12.22	31.12.21
	£	£	£	£
ASSETS				
Cash Funds				
Current account	10,540	150	10,690	13,926
Deposit Account	75,078	-	75,078	75,006
PayPal account	21,905	-	21,905	19,411
Stripe holding	<u>14,581</u>	<u>-</u>	<u>14,581</u>	<u>11,643</u>
	122,104	150	122,254	119,986
Other monetary assets				
Amounts due to the club	-	-	-	-
Assets retained for the charity's own use				
Equipment (approx.)	18,000	-	18,000	17,000
Trading stock				
Athletic Kit	5,198	-	5,198	3,732
LIABILITIES				
Independent examination fee	1,045	-	1,045	1,015
Club supported event income in advance	3,190	-	3,190	1,643
Other creditors	-	-	-	-

The financial statements were approved by the Board of Trustees on 20 March 2023 and were signed on its behalf by:



T Bradfield - Chairman

City of Norwich Athletic Club

Notes to the Financial Statements
for the year ended 31 December 2022

	31.12.22	31.12.22	31.12.22	31.12.21	31.12.21	31.12.21
	£	£	£	£	£	£
1. Club supported activities			Surplus/ (deficit)			Surplus/ (Deficit)
	Receipts	Payments		Receipts	Payments	
Bursaries	-	-	-	-	150	(150)
Cross Country	1,646	4,753	(3,107)	902	2,861	(1,959)
Road running / relays	322	3,893	(3,571)	-	1,941	(1,941)
Sports hall	12,087	6,834	5,253	9,671	4,692	4,979
Track and field	<u>3,266</u>	<u>19,680</u>	<u>(16,414)</u>	<u>2,566</u>	<u>9,141</u>	<u>(6,575)</u>
	<u>17,321</u>	<u>35,160</u>	<u>(17,839)</u>	<u>13,139</u>	<u>18,785</u>	<u>(5,646)</u>
2. Club promoted events			Surplus/ (deficit)			Surplus (deficit)
	Receipts	Payments		Receipts	Payments	
City of Norwich Half Marathon	-	38	(38)	20,623	33,763	(13,140)
Trowse 10k	<u>11,458</u>	<u>9,458</u>	<u>2,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>11,458</u>	<u>9,496</u>	<u>1,962</u>	<u>20,623</u>	<u>33,763</u>	<u>(13,140)</u>
3. Raising Funds – payments						
Club promoted events (note 2)		9,496			33,763	
Kit shop		3,661			1,768	
500 Club – members lottery		1,570			1,490	
Bureau		-			<u>8,603</u>	
		<u>14,727</u>			<u>45,624</u>	
4. Charitable activities - payments						
Club supported activities (note 1)		35,160			18,785	
Membership		9,021			8,019	
Accountancy and professional fees		1,296			1,266	
Advertising and promotion		648			557	
Donations		407			-	
Club overheads and rent		839			573	
Equipment		4,670			5,253	
Insurances and licences		120			20	
Bank charges		384			421	
Stationery, printing and office costs		<u>83</u>			<u>375</u>	
		<u>52,628</u>			<u>35,269</u>	

Accounts

REGISTERED CHARITY NUMBER: 1168190

Report of the Trustees and
Unaudited Financial Statements for the year ended 31 December 2021
for
City of Norwich Athletic Club

City of Norwich Athletic Club

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for the year ended 31 December 2021

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Report of the Trustees
for the year ended 31 December 2021

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2021.

OBJECTIVES AND ACTIVITIES

Objectives and aims

For the public benefit the advancement of amateur sport by promoting athletics for the benefit of the inhabitants of Norwich and the surrounding area and the provision of facilities for the coaching and performance of athletics for the benefit of the inhabitants of Norwich and the surrounding area with the object of improving the condition of life of the said inhabitants.

Strategic objectives

- Provide an inclusive development, mentoring and support structure to develop athletes of all ages and abilities
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- Be an organisation that people are proud to represent, manage and be members of
- To consider and prioritise athlete, coach and volunteer wellbeing in all that we do

Significant activities

We now have 743 members of which 129 of those are volunteers in the club and 344 are under 18. We provide opportunities for our members in track & field athletics, road running, cross country and Sportshall and compete in a wide range of leagues and competitions on a local, regional and national basis. In addition, we organise three popular road races each year at 5k, 10k and the half marathon distance, although only the postponed 2020 half marathon was held in the year owing to Covid-19. Many of our activities are based at the Sportspark in Norwich, with a variety of other local venues also utilised on a regular basis.

Public benefit

The Trustees have regard to the Charity Commission's guidance on public benefit. Club membership is open to all inhabitants of Norwich and the surrounding area. Membership fees may be discounted at the discretion of the executive committee and each case of financial hardship is considered on its individual merits.

ACHIEVEMENTS AND PERFORMANCE

Track & Field

Training

- The club's dedicated coaching staff managed to navigate the various restrictions imposed by Covid to ensure that there were training opportunities for members throughout the year.
- With the return to activity following Covid restrictions the club has been able to expand its foundation level Athletics 365 programme and continue to provide event specific training for all levels of athletes.
- The club has invested in new and replacement equipment to ensure indoor and outdoor training can continue in a safe environment.

Competition

- The club took part in the SAL, EAL and EYAL again this year, albeit with a reduced fixtures list and reorganised local divisions due to Covid restrictions.
- The club returned a full complement of officials at all league matches during the season, and our home meeting team also hosted three successful home matches, one in each league.
- We saw slightly reduced competitor numbers but appeared in a stronger position than many other clubs, and completed the season unbeaten in every league match.
- Incorporating competition into the Athletics 365 programme has led to positive participation numbers in our youngest age groups with Quadkids in the summer and the Norfolk Sportshall League this winter.
- There were strong individual performances across the age groups, with a number of county and club records broken.

Report of the Trustees
for the year ended 31 December 2021

- There was a strong showing from club athletes with a number of medallists at English Schools and the School Games, as well as notable international performances:

Isabelle Mardle represented England at the SIAB Combined Events International in Glasgow, winning the U16 pentathlon.

Hetty Bartlett represented GB at the Paralympics Games in Tokyo. She competed in the T38 Long jump, finishing 6th overall.

Road Running

Training

- During the Covid restrictions the club continued to provide training to its road running members in line with UKA guidelines.
- With the return to activity the club has managed to increase its road running membership, offering training and competition opportunities to many new athletes across a variety of ability levels.

Road Races

- After its original postponement due to lockdown the club staged the 35th edition of the City of Norwich Half Marathon in June 2021. A detailed Covid plan was developed in agreement with local authorities and key race partners to be able to ensure the race could take place safely. The race was very well received by those taking part.
- Unfortunately, due to ongoing Covid pandemic the club was unable to stage the Trowse 10k and Lord Mayor's 5k races, although planning has started to stage these events in 2022.

Team Events

- England Athletics Virtual 5 Mile Road Relays – A mixed team of 4 men and 4 women finished in second place with a combined time of 3:33:00 just 21secs behind the winners.
- Round Norfolk Relay – The club were winners of the 'Club Team' category with nine stage winners and two stage records.
- National Road Relays – The club entered teams in all age categories from U13 to Senior with U15 Boys and U17 Men achieving top ten finishes.

Individual Performances

- Logan Smith and Sarah Astin both 6th in England Athletics Virtual 5 Mile Road Relays.
- Olivia Walwyn winning the Snetterton 5k
- James Price and Olivia Walwyn winning the Mike Groves 10k
- Scott Greeves and Fiona Cressy-Roberts winning the North Walsham 5k
- Emily Ruane, Iona Lake and Sam Jacks taking a 1-2-3 at Wroxham 5k
- Mabel Beckett first women at Wymondham 20-mile
- Round Norfolk Relay stage winners – Iona Lake, Olivia Walwyn, Sam Jacks, Matt Jeffries, Luke Alden, James Senior, Cat Cummings, Gary Crush, Mabel Beckett
- Round Norfolk Relay stage records – Cat Cummings, Mabel Beckett
- Cat Cummings winning the Fenland 10 mile

City of Norwich Athletic Club

Report of the Trustees

for the year ended 31 December 2021

Cross Country

Despite losing most of the 2020/21 cross country season to Covid, there was a welcome return to competition in the Autumn of 2021 with the relay championships, in which the club entered teams in all age groups from under-13 to seniors.

At the Southern relay champs the club achieved the silver medal in the under-20 men and took bronze in both the under-13 boys and under-17 men categories.

At the highly competitive National relay champs there were many good individual performances and top-ten team finishes.

Awards and Recognition

This year the club awarded a Life Membership by recognising the outstanding contribution to one of the club's volunteers who has, over several years been a coach to a number of athletes, and who has also produced and maintained the club rankings system that details athlete's achievements.

FINANCIAL REVIEW

Financial position

Income totalled £75,605 (2020: £68,068) and expenditure totalled £80,893 (2020: £72,521), giving rise to an excess of payments over receipts for the period of £5,288 (2020: £4,453).

Period end bank balances totalled £119,986 (2020: £125,274).

The Trustees consider the period end financial position to be satisfactory.

Principal funding sources

The principal funding sources for the club are membership fees, club activities and promoted events.

Investment policy and objectives

Surplus funds are invested at minimum risk in bank deposit accounts.

Reserves policy

The reserves policy ensures we have sufficient funds to cover the costs of a major event cancellation, such as the City of Norwich Half Marathon, loss of membership and/or unforeseen costs. It is considered that the club should maintain sufficient funds to cover its normal operating costs for at least a six month period and the Trustees have set the target level of reserves at £75,000. Reserves in excess of this amount are available for consideration for club and athlete support and development objectives.

Free reserves (excluding restricted funds totalling £100) at 31 December 2021 amounted to £119,886. Covid-19 has led to lower race attendances generally and the Trustees have therefore taken the difficult decision to cancel the 2022 Norwich half marathon owing to the risk of incurring a large loss on the event. The event normally generates income for the club and it is considered therefore that, in the circumstances, the level of reserves is not excessive.

Reserves above current cash flow requirements should be placed into a Financial Services Compensation Scheme interest earning account.

FUTURE PLANS

Long Term Plans (one to three years)

- Review & monitor membership levels
- Improve participation levels to match our competitive objectives
- Make capital investment to improve athlete development and competition
- Recruit and train coaches in all disciplines
- Recruit and train officials in all disciplines
- Develop succession plans for key roles
- Continually consider alternate venues for training and competition
- Improve Trustee/Exec diversity
- Continually review and refine operating procedures
- Review and develop new and existing revenue generation opportunities
- Increase membership in line with increased coaching capacity

Short Term Plans (one year)

- Explore candidates for Exec and Trustee roles and succession
- Club newsletter
- Include a club level statement regarding encouragement to compete
- Add Officials Development Co-Ordinator to club structure
- Identify gaps in T&F competition and liaise with training team
- Expand T&F training opportunities where need identified
- Set targets and priorities in T&F competition
- Encourage XC participation across all age groups
- Increase reporting on XC non-championship events
- Report on Membership Waiting List status
- Induct new Road Running Co-Ordinator
- Continue to increase Road Running membership
- Target awareness and increase participation in road races for all levels
- Identify additional Road Running coaching resource
- Re-establish Lord Mayor's 5k and Trowse 10k post-covid
- Spread responsibility across RR Race Management Team
- Seek additional RR RMT members to lead on race delivery, e.g.. re-establish Half Marathon

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity (CIO) is controlled by its constitution which was registered with the Charity Commission on 12 July 2016 and amended on 24 November 2016 and 16 September 2020.

Recruitment and appointment of new trustees

Trustees are recruited on the basis of the skills, knowledge and experience they can bring to the governance of the organisation.

At each AGM, one third of the Trustees must retire by rotation according to those who have been longest in office since their last appointment or re-appointment. There must be a minimum of three Trustees and a maximum of twelve.

All new Trustees are advised to read the charity's constitution, available information regarding the charity and the latest accounts. They are also advised to read Charity Commission guidance notes CC3 - "The Essential Trustee, what you need to know, what you need to do", together with Charity Commission and other newsletters

City of Norwich Athletic Club

Report of the Trustees
for the year ended 31 December 2021

Organisational structure

The Executive Committee meets at least every two months and individual activity areas are represented by co-ordinators. Larger activity areas, being road running and track and field have sub-committees, with coaches and race directors. Individual events or leagues have their own leaders, who are part of the sub-committee and/or executive committee e.g. Track & Field Competition Co-ordinator. There are additional roles that do not sit on the executive committee e.g. Welfare Officer.

In 2020, overall Club Organisational Structure was revised and improved and can be found in the CoNAC Organisational Structure 2020 document.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1168190

Principal address

Oak House
27 All Saints Walk
Mattishall
Dereham
NR20 3RF

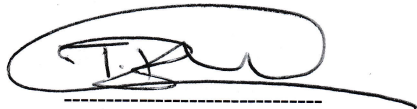
Trustees

G Courtneil
H McGill
R Polley
T Bradfield
S Thomas
P Mahoney
L Wade

Independent examiner

Nigel Whitlam
Anglian Accountancy Services
2 Boundary Avenue
Hellesdon
Norwich
NR6 5HY

Approved by order of the board of trustees on 11/05/2022 and signed on its behalf by:



T Bradfield - Chairman

Independent examiner's report to the trustees of City of Norwich Athletic Club

I report to the charity trustees on my examination of the accounts of the City of Norwich Athletic Club (the CIO) for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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

Independent examiner's statement

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

1. accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Nigel Whittam
Anglian Accountancy Services
2 Boundary Avenue
Hellesdon
Norwich
NR6 5HY

Date: 19 July 2022

City of Norwich Athletic Club

Statement of Receipts and Payments
for the year ended 31 December 2021

	Notes	Unrestricted fund 31.12.21 £	Restricted fund 31.12.21 £	Total funds 31.12.21 £	Total funds 31.12.20 £
RECEIPTS					
Donations					
Donations		139	-	139	570
Grants		500	-	500	-
Charitable activities					
Membership fees		27,145	-	27,145	23,256
Club supported activities	1	13,139	-	13,139	8,174
Other trading activities					
500 Club – members lottery		2,594	-	2,594	2,548
Club promoted events	2	20,623	-	20,623	24,018
Kit shop		2,854	-	2,854	1,185
Bureau		8,603	-	8,603	7,833
Investment income		8	-	8	71
Other income		<u>-</u>	<u>-</u>	<u>-</u>	<u>413</u>
Total income		<u>75,605</u>	<u>-</u>	<u>75,605</u>	<u>68,068</u>
PAYMENTS					
Raising funds	3	45,624	-	45,624	40,427
Charitable activities	4	<u>35,119</u>	<u>150</u>	<u>35,269</u>	<u>32,094</u>
Total payments		<u>80,743</u>	<u>150</u>	<u>80,893</u>	<u>72,521</u>
EXCESS OF PAYMENTS OVER RECEIPTS					
		(5,138)	(150)	(5,288)	(4,453)
CASH FUNDS BROUGHT FORWARD					
		<u>125,024</u>	<u>250</u>	<u>125,274</u>	<u>129,727</u>
CASH FUNDS CARRIED FORWARD					
		<u>119,886</u>	<u>100</u>	<u>119,986</u>	<u>125,274</u>

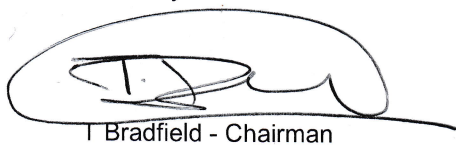
The notes form part of these financial statements

City of Norwich Athletic Club

Statement of Assets and Liabilities
At 31 December 2021

	Unrestricted fund	Restricted fund	Total funds	Total funds
	31.12.21	31.12.21	31.12.21	31.12.20
	£	£	£	£
ASSETS				
Cash Funds				
Current account	13,826	100	13,926	17,173
Deposit Account	75,006	-	75,006	89,452
PayPal account	19,411	-	19,411	18,039
Stripe holding	<u>11,643</u>	<u>-</u>	<u>11,643</u>	<u>610</u>
	119,886	100	119,986	125,274
Other monetary assets				
Amounts due to the club	-	-	-	552
Assets retained for the charity's own use				
Equipment (approx.)	17,000	-	17,000	15,000
Trading stock				
Athletic Kit	3,732	-	3,732	4,320
LIABILITIES				
Independent examination fee	1,015	-	1,015	985
Club supported event income in advance	-	-	-	40,728
Other creditors	-	-	-	1,330

The financial statements were approved by the Board of Trustees on 11/05/2022 and were signed on its behalf by:


I Bradfield - Chairman

City of Norwich Athletic Club

Notes to the Financial Statements
for the year ended 31 December 2021

	31.12.21	31.12.21	31.12.21	31.12.20	31.12.20	31.12.20
	£	£	£	£	£	£
1. Club supported activities			Surplus/ (deficit)			Surplus/ (Deficit)
	Receipts	Payments		Receipts	Payments	
Bursaries	-	150	(150)	-	1,450	(1,450)
Cross Country	902	2,861	(1,959)	2,794	5,018	(2,224)
Presentation and club events	-	-	-	264	852	(588)
Road running / relays	-	1,941	(1,941)	144	544	(400)
Sports hall	9,671	4,692	4,979	4,492	5,405	(913)
Track and field	2,566	9,141	(6,575)	480	6,051	(5,571)
	<u>13,139</u>	<u>18,785</u>	<u>(5,646)</u>	<u>8,174</u>	<u>19,320</u>	<u>(11,146)</u>
2. Club promoted events			Surplus/ (deficit)			Surplus (deficit)
	Receipts	Payments		Receipts	Payments	
City of Norwich Half Marathon	20,623	33,763	(13,140)	24,018	29,736	(5,718)
Lord Mayor's 5k	-	-	-	-	41	(41)
Trowse 10k	-	-	-	-	278	(278)
	<u>20,623</u>	<u>33,763</u>	<u>(13,140)</u>	<u>24,018</u>	<u>30,055</u>	<u>(6,037)</u>
3. Raising Funds – payments						
Club promoted events (note 2)		33,763			30,055	
Kit shop		1,768			1,875	
500 Club – members lottery		1,490			1,970	
Bureau		8,603			6,527	
		<u>45,624</u>			<u>40,427</u>	
4. Charitable activities - payments						
Club supported activities (note 1)		18,785			19,320	
Membership		8,019			7,772	
Accountancy and professional fees		1,266			1,236	
Advertising and promotion		557			660	
Donation		-			367	
Club overheads and rent		573			1,198	
Equipment		5,253			823	
Insurances and licences		20			20	
Bank charges		421			384	
Stationery, printing and office costs		375			314	
		<u>35,269</u>			<u>32,094</u>	

Accounts

REGISTERED CHARITY NUMBER: 1168190

Report of the Trustees and
Unaudited Financial Statements for the year ended 31 December 2020
for
City of Norwich Athletic Club

City of Norwich Athletic Club

Contents of the Financial Statements
for the year ended 31 December 2020

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Report of the Trustees	1 to 6
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Statement of Assets and Liabilities	9
Notes to the Financial Statements	10

Report of the Trustees
for the year ended 31 December 2020

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2020.

OBJECTIVES AND ACTIVITIES

Objectives and aims

For the public benefit the advancement of amateur sport by promoting athletics for the benefit of the inhabitants of Norwich and the surrounding area and the provision of facilities for the coaching and performance of athletics for the benefit of the inhabitants of Norwich and the surrounding area with the object of improving the condition of life of the said inhabitants.

Strategic objectives

- Provide an inclusive development, mentoring and support structure to develop athletes of all ages and abilities
- Provide competitive opportunity for all members and all abilities
- To support all activities across the key disciplines of Track & Field, Cross Country and Road Running
- Structured and supportive environment to develop coaching, officials and volunteers in support of all club objectives and activities
- Be an organisation that people are proud to represent, manage and be members of
- To consider and prioritise athlete, coach and volunteer wellbeing in all that we do

Significant activities

We now have 748 members of which 120 of those are volunteers in the club and 347 are under 18. We provide opportunities for our members in track & field athletics, road running, cross country and Sportshall and compete in a wide range of leagues and competitions on a local, regional and national basis. In addition, we organise three popular road races each year at 5k, 10k and the half marathon distance, although none of these were held in 2020 owing to Covid-19 restrictions. Many of our activities are based at the Sportspark in Norwich with a variety of other local venues also utilised on a regular basis.

Public benefit

The Trustees have regard to the Charity Commission's guidance on public benefit. Club membership is open to all inhabitants of Norwich and the surrounding area. Membership fees may be discounted at the discretion of the executive committee and each case of financial hardship is considered on its individual merits.

ACHIEVEMENTS AND PERFORMANCE

Track & Field

Despite Covid-19 impacting competitions this year, there were 71 new additions to our all-time top 10 which is a great achievement.

There were also a number of new club and county records – Calvin Smith in the u17m 300m and 400m, Isabelle Mardle in the u15g 60m hurdles and pentathlon, Jaiden Dean in the u15b 80m hurdles and Kirsty Sait-Stewart in the u17w 60m hurdles. Our hurdlers performed particularly well this year, with Jaiden Dean and Isabelle Mardle topping the 2020 UK rankings for u15 boys and girls hurdles respectively too.

In January athletes Tia-Lily Crane and Grace Forster took gold and silver in the under 17 women 800m at the South of England indoor champs.

In February we had 18 young athletes competing in the England Athletics u15/u17/u20 National Championships at Sheffield – Isabelle Mardle reached the u15g hurdles final in her first year in the age group, and Jaiden Dean won the u15b hurdles, becoming National Indoor Champion.

In March Sally Gilding claimed a silver medal in the British Masters W40 60m hurdles at Lee Valley.

The first Covid-19 lockdown took place, all training and competitions stopped but a number of coaches and athletes started online training sessions to great success.

City of Norwich Athletic Club

Report of the Trustees for the year ended 31 December 2020

July saw the return of limited training at the athletics track, the coaches and athletes had to adapt to new ways of training, from social distancing and limited numbers.

In September four City of Norwich AC athletes competed in the British Athletics Championships which took place in Manchester.

British Athletics announced the 62 athletes who have been offered membership to the Olympic and Paralympic Futures Academy programmes for 2021, one of those athletes is City of Norwich AC athlete Hetti Bartlett who is coached by Denis Costello.

Back in February, before Covid hit, Norfolk's Sportshall athletics county teams were dominant at the Eastern Region final, with u15 girls and boys and u13 girls all winning, and u13 boys runners up. Many of the athletes in the county team were from CoNAC and all the coaches and team managers involved in the county Sportshall team are from CoNAC. Sadly, the national finals due to be held in April were cancelled.

Road Running

Training

After the initial Covid-19 restrictions were eased, the club quickly put in place all the necessary measures to ensure a safe return to training for its road running members.

Despite the limit on group sizes a revised training programme has been set up by the club's dedicated coaches which offers coached sessions for a significant number of members across all ability levels.

Road Races

Unfortunately, the club was unable to host any road races in the year due to Covid-19.

The City of Norwich Half Marathon was within three weeks of going ahead before lockdown restrictions were imposed. The race was initially postponed to October 2020 and then again to April 2021. The majority of entrants chose to transfer their place to the rescheduled race.

Team Events

Competition was largely restricted to online events. The club participated in many local non-competitive events as well as the more serious national competitions:

- Virtual National Road Relays – women's team finished in 3rd place and men's team in 10th place.
- Virtual BMAF 5k Road Relays – W55 team finished in 5th place.

Individual Performances

Despite the limited opportunity for higher level competition our athletes still managed to record some impressive performances:

- Ash Harrell won the Freethorpe 10-mile race (January) in a new course record of 50:13. Dani Nimmock repeated her win of the previous year in the women's race.
- James Senior won Valentine 10k (February).
- Nick Earl won the Cadbury Marathon in Tasmania setting a new course record of 2:18:29. Nick also qualified for the Elite London Marathon race, however he was sadly unable to take part due to injury.
- Virtual BMAF 5k Road Relays – top individual performances from Cat Cummings (4th W40), Jane Clarke (5th W60), Gary Crush (13th M40).

City of Norwich Athletic Club

Report of the Trustees

for the year ended 31 December 2020

Cross Country

The highlights of another successful albeit curtailed year were as follows:

UK Cross Challenge at Stirling in January

- Two of the Club's senior ladies made the long trip to Stirling to compete in the UK Cross Challenge. Racing over a very muddy 8km course training partners Sarah Astin and Iona Lake produced excellent runs. For Sarah it was a breakthrough performance when finishing in a super 8th place while on this occasion Iona had to settle for an 11th finishing position.

National Cross Country Championships at Wollaton Park, Nottingham in February

- 50 CONAC athletes competed in extremely muddy and water-logged conditions which required great stamina especially as the day progressed and mud and ditches got ever deeper
- The U13 boys' team came 6th with magnificent top 10 places for Zachary Dunne (6th) and Joe Machin (9th)
- The U17 women's team came a magnificent 5th, led home by Femke Rosbergen in 15th. Sadly an injury to another athlete put paid to a team medal
- The Senior Women came 9th with the ever-competitive Iona Lake (10th) and Sarah Astin (21st) leading the team home

Southern Cross Country Championships at Parliament Hill, Hampstead Heath in January:

- 47 CONAC athletes competed on the usual challenging course
- The U13 girls' team came 8th with a splendid performance by Connie Easter leading the team home in 11th
- The U13 boys' team came 7th with Zachary Dunne earning individual bronze and Joe Machin an excellent 7th place
- The U15 girls' team achieved 9th place
- In the Senior Women's race Iona Lake earning 6th place

CONAC took many team titles and many individual medals at the Norfolk XC Championships held in Thetford on 5 January 2020. 79 CONAC athletes entered and came away with 25 of the 36 individual medals and 17 team medals in the main categories.

Sadly, various races couldn't take place in the 20/21 XC season including these where the previous year 115 athletes entered:

- SEAA XC Relays, Wormwood Scrubs
- ECCA National XC Relays, Mansfield

However, many athletes continued to train hard and were continuously and well supported by CONAC coaches.

Membership

This year the club has recognised the outstanding contribution that our coaches and officials have made to our athletes over a number of years in awarding 10 life memberships. We also awarded life memberships to 2 athletes who had represented Great Britain in athletic competitions.

The club awarded 12 athletes with bursaries. The bursary scheme rewards exceptional athletic performances and recognises the training and dedication that is required to achieve excellence in our sport. Each one is awarded an annual club membership and a cash award to assist with ongoing athlete development.

City of Norwich Athletic Club

Report of the Trustees

for the year ended 31 December 2020

Coaching

Set up CoNAC Middle Distance Development information Seminars following England Athletics model but to be held within the local area for the benefit of local clubs and coaches.

Helped create the Covid-19 Awareness and Location Management Team to ensure training sessions were able to resume in a Covid-safe environment and in accordance with all Government and England Athletics guidelines.

Initiated project to increase Mental Health Awareness.

Awards and Recognition

December saw two City of Norwich AC members receive awards in the England Athletics East Region Volunteer Awards, Isabelle Mardle for winning the Athletics & Running at Home Award and Mike Utting won the Coach of the Year Award.

FINANCIAL REVIEW

Financial position

Income totalled £68,068 (2019: £138,665) and expenditure totalled £72,521 (2019: £142,646), giving rise to an excess of payments over receipts for the period of £4,453 (2019: £3,981).

Period end bank balances totalled £125,274 (2019: £129,727).

The Trustees consider the period end financial position to be satisfactory.

Principal funding sources

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Investment policy and objectives

Surplus funds are invested at minimum risk in bank deposit accounts.

Reserves policy

The reserves policy ensures we have sufficient funds to cover the costs of a major event cancellation, such as the City of Norwich Half Marathon, loss of membership and/or unforeseen costs. It is considered that the club should maintain sufficient funds to cover its normal operating costs for at least a six month period and the Trustees have set the target level of reserves at £75,000. Reserves in excess of this amount are available for consideration for club and athlete support and development objectives.

Free reserves (excluding restricted funds totalling £250) at 31 December 2020 amounted to £125,024. The 2020 half marathon has however been postponed three times owing to Covid-19 restrictions and is currently scheduled for June 2021. It is possible that ongoing or new restrictions may result in the event being unable to take place in June 2021 and entry fees received to 31 December 2020, totalling £40,728, may, in a worst case scenario, have to be refunded.

Reserves above current cash flow requirements should be placed into a Financial Services Compensation Scheme interest earning account.

FUTURE PLANS

Long Term Plans (one to three years)

- Review & monitor membership levels and demographic to continually improve
- Improve participation levels to match our competitive objectives
- Make capital investment to improve athlete development and competition
- Recruit and train coaches in any disciplines that are without appropriately qualified coaches
- Develop succession plans for key roles and coaches
- Continually consider alternate venues for training and competition
- Improve Trustee/Exec diversity
- Review and refine operating procedures in light of lessons from Covid-19 pandemic

Short Term Plans (one year)

- Ensure all Club activities are Covid-Safe
- Explore candidates for Exec and Trustee roles and succession plan
- Spring and Autumn club newsletter, starting Nov/Dec 2020
- Confirm and publish revised Organisational Structure
- Implement competition framework in accordance with changing world
- Review Track Access process, procedure and funding
- Introduce Coach Development programme
- Publish Coaching Strategy
- Publish Cross Country Competition Strategy
- Improve Membership Waiting List information/processes
- Initiate analysis of membership data to inform Long Term Plan
- Open new standard bank account to transfer funds from Barclays Savings account to respect Investment Policy

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity (CIO) is controlled by its constitution which was registered with the Charity Commission on 12 July 2016 and amended on 24 November 2016 and 16 September 2020.

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All new Trustees are advised to read the charity's constitution, available information regarding the charity and the latest accounts. They are also advised to read Charity Commission guidance notes CC3 - "The Essential Trustee, what you need to know , what you need to do", together with Charity Commission and other newsletters

Organisational structure

The Executive Committee meets at least every two months and individual activity areas are represented by co-ordinators. Larger activity areas, being road running and track and field have sub-committees, with coaches and race directors. Individual events or leagues have their own leaders, who are part of the sub- committee and/or executive committee e.g.Track & Field Competition Co-ordinator. There are additional roles that do not sit on the executive committee e.g. Welfare Officer.

In 2020 overall Club Organisational Structure was revised and improved and can be found in the CoNAC Organisational Structure 2020 document.

City of Norwich Athletic Club

Report of the Trustees
for the year ended 31 December 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1168190

Principal address

Oak House
27 All Saints Walk
Mattishall
Dereham
NR20 3RF

Trustees

G Courtneil
J Clarke
H McGill
R Polley
T Bradfield
S Thomas
P Mahoney
L Wade

Resigned 18.02.2020

Independent examiner

Nigel Whitlam
Anglian Accountancy Services
2 Boundary Avenue
Hellesdon
Norwich
NR6 5HY

Approved by order of the board of trustees on

and signed on its behalf by:



26/05/2021

T Bradfield - Chairman

Independent examiner's report to the trustees of City of Norwich Athletic Club

I report to the charity trustees on my examination of the accounts of the City of Norwich Athletic Club (the CIO) for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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

Independent examiner's statement

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

1. accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Nigel Whitlam
Anglian Accountancy Services
2 Boundary Avenue
Hellesdon
Norwich
NR6 5HY

Date: 13 July 2021

City of Norwich Athletic Club

Statement of Receipts and Payments
for the year ended 31 December 2020

	Notes	Unrestricted fund 31.12.20 £	Restricted fund 31.12.20 £	Total funds 31.12.20 £	Total funds 31.12.19 £
RECEIPTS					
Donations					
Donations		220	350	570	270
Grants		-	-	-	1,400
Charitable activities					
Membership fees		23,256	-	23,256	26,677
Club supported activities	1	8,174	-	8,174	17,530
Other trading activities					
500 Club – members lottery		2,548	-	2,548	2,328
Club promoted events	2	24,018	-	24,018	86,290
Kit shop		1,185	-	1,185	3,700
Bureau		7,833	-	7,833	258
Investment income		71	-	71	212
Other income		<u>413</u>	<u>-</u>	<u>413</u>	<u>-</u>
Total income		<u>67,718</u>	<u>350</u>	<u>68,068</u>	<u>138,665</u>
PAYMENTS					
Raising funds	3	40,427	-	40,427	67,149
Charitable activities	4	<u>31,894</u>	<u>200</u>	<u>32,094</u>	<u>75,497</u>
Total payments		<u>72,321</u>	<u>200</u>	<u>72,521</u>	<u>142,646</u>
EXCESS OF (PAYMENTS OVER RECEIPTS) / RECEIPTS OVER PAYMENTS		(4,603)	150	(4,453)	(3,981)
CASH FUNDS BROUGHT FORWARD		<u>129,627</u>	<u>100</u>	<u>129,727</u>	<u>133,708</u>
CASH FUNDS CARRIED FORWARD		<u>125,024</u>	<u>250</u>	<u>125,274</u>	<u>129,727</u>

The notes form part of these financial statements

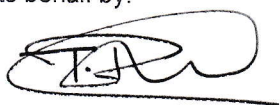
City of Norwich Athletic Club

Statement of Assets and Liabilities
At 31 December 2020

	Unrestricted fund	Restricted fund	Total funds	Total funds
	31.12.20	31.12.20	31.12.20	31.12.19
	£	£	£	£
ASSETS				
Cash Funds				
Current account	16,923	250	17,173	22,693
Deposit Account	89,452	-	89,452	89,382
PayPal account	18,039	-	18,039	17,652
Stripe holding	610	-	610	-
Other monetary assets				
Amounts due to the club	552	-	552	2,816
Assets retained for the charity's own use				
Equipment (approx.)	15,000	-	15,000	16,000
Trading stock				
Athletic Kit	4,320	-	4,320	3,554
LIABILITIES				
Independent examination fee	985	-	985	955
Club supported event income in advance	40,728	-	40,728	26,402
Other creditors	1,330	-	1,330	1,276

The financial statements were approved by the Board of Trustees on its behalf by:

and were signed on



26/05/2021

T Bradfield - Chairman

City of Norwich Athletic Club

Notes to the Financial Statements
for the year ended 31 December 2020

	31.12.20	31.12.20	31.12.20	31.12.19	31.12.19	31.12.19
	£	£	£	£	£	£
1. Club supported activities			Surplus/			Surplus/
	Receipts	Payments	(deficit)	Receipts	Payments	(Deficit)
Academy	-	-	-	556	300	256
Bursaries	-	1,450	(1,450)	-	1,275	(1,275)
Cross Country	2,780	3,432	(652)	4,881	7,787	(2,906)
Presentation and club events	264	852	(588)	2,165	4,820	(2,655)
Road running / relays	144	544	(400)	754	8,888	(8,134)
Sports hall	4,492	5,405	(913)	4,861	2,898	1,963
Track and field	494	7,637	(7,143)	4,313	28,510	(24,197)
	<u>8,174</u>	<u>19,320</u>	<u>(11,146)</u>	<u>17,530</u>	<u>54,478</u>	<u>(36,948)</u>
2. Club promoted events			Surplus/			Surplus
	Receipts	Payments	(deficit)	Receipts	Payments	(deficit)
City of Norwich Half Marathon	24,018	29,736	(5,718)	67,957	49,662	18,295
Lord Mayor's 5k	-	41	(41)	4,979	4,770	209
Trowse 10k	-	278	(278)	13,354	8,825	4,529
	<u>24,018</u>	<u>30,055</u>	<u>(6,037)</u>	<u>86,290</u>	<u>63,257</u>	<u>23,033</u>
3. Raising Funds – payments						
Club promoted events (note 2)		30,055			63,257	
Kit shop		1,875			1,620	
500 Club – members lottery		1,970			1,580	
Bureau		6,527			692	
		<u>40,427</u>			<u>67,149</u>	
4. Charitable activities - payments						
Club supported activities (note 1)		19,320			54,478	
Membership		7,772			8,458	
Accountancy and professional fees		1,236			1,211	
Advertising and promotion		660			1,549	
Donation		367			82	
Club overheads and rent		1,198			3,475	
Equipment		823			4,814	
Insurances and licences		20			442	
Bank charges		384			432	
Stationery, printing and office costs		314			556	
		<u>32,094</u>			<u>75,497</u>	