

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

	Page
Report of the Trustees	1 to 6
Independent Examiner's Report	7
Statement of Receipts and Payments	8
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

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 £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.

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

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

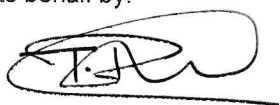
Statement of Assets and Liabilities

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>	