

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.

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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.

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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>-</u>			<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>	