

CITY OF NORWICH ATHLETIC CLUB
REGISTERED CHARITY 1168190

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

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

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 2023.

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.

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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.
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- 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.

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- 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

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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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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
 - 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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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.

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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

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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

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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

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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

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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