

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.

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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 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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- 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.

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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.

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.

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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).
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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 12 May 2025 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 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

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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

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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

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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	