

Registered No. 1170605

**NELSON'S JOURNEY**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**NELSON'S JOURNEY**  
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**FOR THE YEAR ENDED 31 DECEMBER 2020**

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## NELSON'S JOURNEY

### REFERENCE AND ADMINISTRATIVE DETAILS

#### **Status**

Nelson's Journey (CIO) is governed by its constitution dated 10<sup>th</sup> November 2016 and registered with the Charity Commission on 7 December 2016, registration number 1170605, as a Charitable Incorporated Organisation (CIO) whose primary objects are as stated on page 2

#### **Trustees**

The trustees serving during the year and since the year-end were as follows:

Alistair Ponder	
Anne Beckett-Allen	
Jill Greengrass	
Julia Robathan	
Mark Dembicki	
Phil Kerridge	
Edward Roy	
Sarah Maxwell	(Resigned 28 <sup>th</sup> April 2021)
James Ellis	(Appointed 7 <sup>th</sup> October 2020)
Andrew Dawes	(Appointed 7 <sup>th</sup> October 2020)

#### **Minute Secretary (Non Trustee Position)**

Beverley Goldthorpe

#### **Chairperson**

Phil Kerridge

#### **Chief Executive**

Simon Wright

#### **Principal Office**

The Bradbury Building - Smiles House, The Octagon Business Park, Hospital Road, Little Plumstead, Norwich, NR13 5FH

#### **Independent Examiners**

Sexty & Co, Chartered Certified Accountants, 124 Thorpe Road, Norwich, NR1 1RS

#### **Bankers**

Barclays Bank PLC, 40-42 Market Pl, Great Yarmouth, NR30 1LX  
CCLA Investment Management Unit, 80 Cheapside, London EC2V 6DZ

# **NELSON'S JOURNEY**

## **REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 31 DECEMBER 2020**

The trustees present their report and the financial statements of the Charitable Incorporation Organisation (CIO) for the year ended 31 December 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the CIO.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

#### **OBJECTIVES AND ACTIVITIES**

##### **Principal activity**

Nelson's Journey is a regional non-governmental, non-political, non-religious organisation created as a charitable legal entity. The CIO's objects are:

- To relieve children and young people in Norfolk from the impact of bereavement, particularly by the provision of help and support.

The aims of the CIO are to promote positive mental health among bereaved children and young people by:

- Increasing self-esteem - through children meeting with others who have been bereaved; through outdoor activity challenges and a high level of positive feedback to the children during the course of the weekend/activity days
- Assisting them to understand the cause of death and the events surrounding the funeral
- Assisting families to talk more openly about the death
- Enabling children to express and understand their emotions by providing children with opportunities to remember the person who has died.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Trustees**

The trustees are named on page 1 and if they served for less than the year this is indicated.

The constitution states that the CIO must have a minimum of three trustees. Every current and future trustee is appointed after a majority vote by a resolution of the trustees passed at a special meeting.

In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. The Chairman and Chief Executive are responsible for the induction of any new trustees, which involves awareness of trustee's responsibilities (including training of legal duties), the history and work of the charity, and safeguarding training. A DBS check is obtained for all Trustees.

The Board appoints Trustees to the following subcommittees: Risk and Governance Committee; Finance and Personnel Committee; Fundraising and Marketing Governance Committee. Membership is reviewed each year.

# NELSON'S JOURNEY

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

### Organisational structure

The trustees delegate the day-to-day running of the charity to the Chief Executive (Simon Wright).

The staff structure during the reporting period was as follows:

- Chief Executive Officer (30hrs)
- Child Bereavement Support Team:  
Services Manager; Bereavement Projects Officer; 7 x Child Bereavement Support Workers
- Funding and Marketing Team:  
Funding and Marketing Manager (35hrs); 2 x Fundraising and Marketing Officers; Events Co-Ordinator; Funding & Marketing Administrative Assistant
- Office and Administration Team:  
Office Manager (15hrs); Child Bereavement Services Administrator; Assistant Office Manager & Service Administration Manager

Due to the volatile impact of the Covid-19 pandemic on the charity's income forecasts, staff vacancies that arose during the year were left vacant and a staff restructure was concluded in September 2020. The restructure led to the following changes in staff structure:

- Funding and Marketing Team: Events Co-Ordinator; and Funding & Marketing Administrative Assistant (both vacant posts) were removed
- Office and Administration Team: reconfigured as Business Support Team of Office Manager (15 hours); and new Business Support Officer post created. Other posts were removed, with voluntary redundancy agreed with one full-time staff member in order to reduce staff costs

The Government's Coronavirus Job Retention Scheme was accessed by the charity to ensure that posts could be retained while operational activity was limited by Covid-19 restrictions.

### Risk Assessment

The trustees have identified the major risks to which the charity is exposed and have ensured appropriate systems and controls are in place to provide reasonable assurance against fraud and error.

Nelson's Journey maintains a Risk Register, which is checked by the charity's Risk and Governance Committee; and reviewed regularly by the Board of Trustees.

## ACHIEVEMENTS AND PERFORMANCE

### Review of the activities

Nelson's Journey offered a range of services over this period including:

- A guidance and information service to bereaved families
- A comprehensive assessment of bereaved children
- Therapeutic activity days and residential weekends for children and young people aged 0 - 17 years

## NELSON'S JOURNEY

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

#### Review of the activities (cont.)

- A training service for professionals working directly with bereaved children, including online Covid-19 Bereavement Awareness Training from April 2020
- Parent/carer support groups
- 1:1 therapeutic intervention for individual bereaved children, including Phone and online sessions
- An online forum for bereaved children aged 8-17 years
- Smiles & Tears Smartphone App
- Development and pilot of an Early Support service during late 2020 for families requiring information, guidance and support for their children's needs in the period immediately following a death

During 2020,

- 580 bereaved children and young people in Norfolk were referred for support
- 663 professionals working with children and young people in Norfolk attended a Nelson's Journey online Covid-19 Child Bereavement Awareness Training session

The outbreak of the Covid-19 pandemic and the introduction of lockdown measures raised a number of initial challenges for the charity to overcome: to understand and respond to the experiences of families bereaved during the pandemic and how their experiences will be affected by restrictions; to understand and respond to the scale of anxiety felt by previously bereaved children and young people due to constant media coverage and public concern over death rates and circumstances; possible change in local death rates associated with Covid; impact on the charity's ability to deliver its services during a pandemic; and uncertainty around the charity's financial position due to its reliance on voluntary income and the impact on fundraising activities.

The charity was able to restructure many services following the restrictions introduced from March 2020 due to the Covid-19 pandemic. As some of the charity's previous operations could not be delivered, a number of staff were put on furlough leave while services were reviewed, allowing cost savings to be made while the impact on income due to the pandemic could be better understood.

The restructured services included providing internal training to Child Bereavement Support Workers, allowing them to continue provide 1:1 support to children and young people using technology, such as delivering online video based activities; and to deliver interactive training sessions to professionals in the county to help share awareness of issues faced by bereaved children during the pandemic and restrictions (such as limited numbers at funerals impacting children, reduced end-of-life opportunities to see loved ones, and the loss of peer networks).

Nelson's Journey undertook surveys of service users and held online focus groups during 2020 to gauge opinions from bereaved children and young people about their interest and appetite for services that could be delivered using online technology during lockdowns and Covid-19 restrictions. This supported the charity in identifying priority areas for service development.

Service users told us that online groups would be a helpful addition to our services while we were unable to deliver in-person group activities. Towards the end of the year, we developed a youth group style approach with interactive elements as being an online service development priority, and engaged with MTM Youth Services as a provider that we could work with to develop an offer.

# NELSON'S JOURNEY

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

### Review of the activities (cont.)

We also developed an 'Early Support' service towards the end of 2020. This was in response to the growing trend in our referrals towards families and professionals contacting us in relation to very recent deaths, and concerns from families about their children's access to funerals and memorial events, and the impact of the loss of peer networks during their initial period of grief. In response, we developed a specific service offer for those children who'd experienced the loss of a significant person very recently (including before a funeral) to provide guidance, information and support, and began piloting this service with a specialist named Child Bereavement Support Worker at the end of the year.

### FINANCIAL REVIEW

The charity came into 2020 following a budget deficit in 2019, and a further planned deficit for 2020. Given the income volatility caused by restrictions in fundraising activity and economic impact of the pandemic, the Board acted to ensure the continued long-term viability of the charity by revising its plans for sustainable expenditure against revised income forecasts for the year.

We have been grateful for the support of grant awarding bodies and charitable trusts who have released funding to support key services during the pandemic, and for the support of a one-off Covid-19 Sustainability Grant payment made by Norfolk County Council and the NHS Norfolk & Waveney Clinical Commissioning Group (CCG) which provided a significant investment in the charity's ability to enhance service delivery plans during the pandemic.

The charity is expecting fundraising challenges to continue throughout 2021 as a result of the ongoing pandemic impacting on income generating activity. Through prudent financial management in response to volatile income throughout 2020, the charity has finished the year with the ability to set a strong deficit Budget for 2021, ensuring that reserves are applied to increase expenditure on service delivery over the next year. As a result of the charity's year-end reserves, in early 2021 the charity had the financial ability to recruit to a number of posts, including two new child bereavement support workers, filling vacancies that arose during 2020 and making use of reserves for service delivery.

#### Reserves

At the period-end the charity's total reserves were £1,009,112. Restricted fund reserves were £90,977 and unrestricted reserves were £918,135. The charity's net current assets at the period-end were £457,782 which covers approximately 12 months of overheads.

The trustees regularly review the reserves policy with a view to ensuring it represents the Charitable Incorporated Organisations (CIO) requirements and meets with Charity Commission recommendations.

The Charitable Incorporated Organisation (CIO) has a policy to retain reserves which provide liquid working capital and to enable it to progress to completion of its long-term development objectives, to protect its current activities, to allow the trustees to meet their responsibilities and ensure the CIO continues on a going concern basis. With that in mind the reserves policy is to maintain minimum general current assets reserves which will cover at least 6 months of our estimated overheads.

Of the charity's total reserves £551,330 (2019 £566,342) can only be realised by disposing of tangible fixed assets.

Our general reserves calculation (measured at 30 months of estimated overheads) includes all fixed assets of the CIO, the vast majority of which cannot be liquidated within 6 months so are excluded by the Trustees when testing this policy.

# **NELSON'S JOURNEY**

## **REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **Principal funding sources**

Nelson's Journey has a broad range of income streams including: individuals, charitable trusts, corporates, community groups, local government, events and trading. The trustees recognise the importance of developing and maintaining a wide variety of sources of income, which will provide a continued stability of income in the future. Maintaining this breadth and variety of income source will remain a key component of our long-term fundraising strategy.

Average monthly income was £46,687 during the reporting period. Income across the year included a significant one-off sustainability grant payment of £50,000 from Norfolk County Council and the NHS Norfolk & Waveney Clinical Commissioning Group (CCG); as well as payments made through the Government's Coronavirus Job Retention Scheme. The charity does not expect to see similar payments in 2021 or in other future years. Other sources of income were significantly below expectation during 2020, such as Community fundraising, Corporate Support, and Events income – which collectively raised around half the amount anticipated due to the impact of the pandemic.

The charity is expecting a drop in income throughout 2021 as a result of the ongoing impact of the coronavirus outbreak and the exceptional payments received during 2020.

#### **Review of Expenditure**

Nelson's Journey reviews all contracts at renewal and all expenditure to ensure value for money and the performance of charitable duties. The charity obtains quotes from a range of providers before entering into contracts. Average monthly expenditure in this period was £37,525 compared with £50,679 over the previous period, largely due to a reduction in staffing costs.

#### **Trustees responsibilities in relation to the financial statements**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

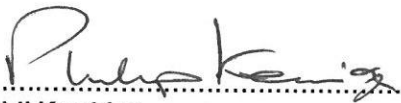


**NELSON'S JOURNEY**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**Public benefit statement**

The Trustees confirm that they have complied with the requirements in Section 17 of the Charities Act 2011 to have due regard to public benefit in determining the activities undertaken by the charity. As a charity we wish to emphasise the public benefit which our work provides. Our services are available to children and young people suffering from severe or prolonged shock or depression arising from bereavement and aims to promote positive mental health.

By order of the trustees

  
.....  
**Phil Kerridge**  
**Chairperson**

Date: 26/8/21.....

## NELSON'S JOURNEY

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NELSON'S JOURNEY

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which are set out on pages 9 to 20.

#### Responsibilities and basis of report

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

#### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants (ACCA), which is one of the listed bodies.

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 charity 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 have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



I A Barlow FCCA  
For and on behalf of Sexty & Co  
Chartered Certified Accountants  
124 Thorpe Road  
Norwich  
NR1 1RS

Date 26/08/21

# NELSON'S JOURNEY

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
<b>INCOME FROM:</b>					
Donations, grants and legacies	2	329,480	230,040	559,520	437,027
Other trading activities	3	396	-	396	9,299
Investment income	4	329	-	329	1,094
<b>Total income</b>		<b>330,205</b>	<b>230,040</b>	<b>560,245</b>	<b>447,420</b>
<b>EXPENDITURE ON:</b>					
Raising funds	5	46,006	11,008	57,014	77,331
Charitable activities	6	121,998	153,133	275,131	391,311
Support costs	7	109,476	8,679	118,155	139,500
<b>Total expenditure</b>		<b>277,480</b>	<b>172,820</b>	<b>450,300</b>	<b>608,142</b>
<b>Net income / (Expenditure)</b>		<b>52,725</b>	<b>57,220</b>	<b>109,945</b>	<b>(160,722)</b>
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<b>52,725</b>	<b>57,220</b>	<b>109,945</b>	<b>(160,722)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		865,410	33,757	899,167	1,059,889
<b>Total funds carried forward</b>	12	<b>918,135</b>	<b>90,977</b>	<b>1,009,112</b>	<b>899,167</b>

**NELSON'S JOURNEY**  
**BALANCE SHEET**  
**AS AT 31 DECEMBER 2020**

	Note	2020	2019
		£	£
<b>FIXED ASSETS</b>			
Tangible assets	9	551,330	566,342
<b>CURRENT ASSETS</b>			
Stock		19,511	29,398
Debtors & prepayments	10	-	10,757
Cash at bank and in hand		<u>447,167</u>	<u>307,603</u>
		466,678	347,758
<b>CURRENT LIABILITIES</b>			
Creditors amounts falling due within one year	11	<u>8,896</u>	<u>14,933</u>
		457,782	322,825
<b>NET ASSETS</b>		<u><u>1,009,112</u></u>	<u><u>899,167</u></u>
<b>CHARITY FUNDS</b>			
Unrestricted funds	12	918,135	865,410
Restricted funds	12	90,977	33,757
<b>Total charity funds</b>		<u><u>1,009,112</u></u>	<u><u>899,167</u></u>

The financial statements on pages 9 to 20 were approved and authorised by the trustees on 26/8/21 and were signed on their behalf by:

  
.....  
**Phil Kerridge**  
**Chairperson**

## NELSON'S JOURNEY

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2020

	2020 £	2019 £
<b>Cash flow from operating activities</b>		
Net income / (expenditure) for the period	109,945	(160,722)
Depreciation of tangible fixed assets	16,066	37,078
(Increase) / decrease in stock	9,887	(10,266)
(Increase) / decrease in debtors	10,757	(2,082)
Increase / (decrease) in creditors	(6,037)	(4,794)
	<hr/>	<hr/>
<b>Net cash flow from operating activities</b>	<b>140,618</b>	<b>(140,786)</b>
	<hr/>	<hr/>
<b>Cash flow from investing activities</b>		
Payments to acquire tangible fixed assets	(1,054)	(4,415)
	<hr/>	<hr/>
<b>Net cash flow from investing activities</b>	<b>(1,054)</b>	<b>(4,415)</b>
	<hr/>	<hr/>
<b>Net increase / (decrease) in cash and cash equivalents</b>	<b>139,564</b>	<b>(145,201)</b>
<b>Cash and cash equivalents at start of period</b>	<b>307,603</b>	<b>452,804</b>
	<hr/>	<hr/>
<b>Cash and cash equivalents at end of period</b>	<b>447,167</b>	<b>307,603</b>
	<hr/>	<hr/>
<b>Cash and cash equivalents consists of:</b>		
Cash at bank and in hand	335,444	146,072
Short term deposits	111,723	161,531
	<hr/>	<hr/>
<b>Cash and cash equivalents at end of period</b>	<b>447,167</b>	<b>307,603</b>
	<hr/>	<hr/>

## NELSON'S JOURNEY

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

#### 1. Summary of significant accounting policies

##### 1.1 General information and basis of preparation

The Charitable Incorporated Organisation (CIO) constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

##### 1.2 Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

##### 1.3 Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the CIO is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the CIO will have been notified of the amounts and the settlement date. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Income from trading activities includes income earned from fundraising events to raise funds for the CIO.

Income from grants is recognised at fair value when the CIO has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Interest income is recognised as the CIO right to receive payment is established. Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

## NELSON'S JOURNEY

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

#### 1.4 Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, and administration costs. They are incurred directly in support of expenditure on the objects of the charity.

#### 1.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Office equipment	-	15% reducing balance
Computer equipment	-	33% straight line
Fixtures and fittings	-	20% and 50% straight line
Costume	-	10% straight line
Freehold property	-	2% straight line

#### 1.6 Freehold property

Freehold property value is reviewed annually by the trustees to ensure that the value in the financial statements is a fair reflection of the market value and no additional diminution in value has occurred.

#### 1.7 Value Added Tax (VAT)

The CIO is not registered for VAT and accordingly irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

#### 1.8 Stock

Stock consists of purchased goods for resale. Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### 1.9 Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price.

#### 1.10 Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

#### 1.11 Pension costs

The CIO operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

#### 1.12 Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the CIO to be able to continue as a going concern.

# NELSON'S JOURNEY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 2 Income from donations, grants and legacies

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
Donations, grants and legacies	252,060	20,324	272,384	437,027
Potters Friends Foundation	-	9,500	9,500	-
Charities Trust: Yorkshire Building Society	-	1,000	1,000	-
Charities Trust: Aviva	-	14,400	14,400	-
Royal Warrant Holders Association	-	2,000	2,000	-
NCF: Covid Local Resilience Fund	-	9,875	9,875	-
Geoffrey Watling Trust	-	3,500	3,500	-
NCF: Birketts Fund	-	2,000	2,000	-
Central England Co-op	-	1,876	1,876	-
BBC Children in Need	-	46,153	46,153	-
NCF: Covid-19 Local Resilience Fund	-	1,129	1,129	-
NCC / NHS N&W: Covid-19 Short Term Sustainability Grant	-	50,000	50,000	-
National Lottery Community Fund: Coronavirus Community Support Fund	-	26,349	26,349	-
NCF: Shelroy Trust	-	5,000	5,000	-
NCF: Victory Housing Trust	-	4,976	4,976	-
NCF: Recovery Fund	-	9,902	9,902	-
NCF: New Endeavour Rangers Fund	-	1,056	1,056	-
Global Make Some Noise / DCMS Community Match Challenge	-	21,000	21,000	-
HMRC JRS Grants	77,420	-	77,420	-
<b>Total donations, grants and legacies</b>	<b>329,480</b>	<b>230,040</b>	<b>559,520</b>	<b>437,027</b>

### 3 Income from other trading activities

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
Nelson's Journey Christmas Quiz	-	-	-	8,726
Other activities	396	-	396	573
<b>Total income from other trading activities</b>	<b>396</b>	<b>-</b>	<b>396</b>	<b>9,299</b>



# NELSON'S JOURNEY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 4 Investment income

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
Bank deposit interest	329	-	329	1,094
<b>Total investment income</b>	<b>329</b>	<b>-</b>	<b>329</b>	<b>1,094</b>

### 5 Cost of raising funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
Staffing costs	34,294	8,618	42,912	64,191
Fundraising costs	11,712	2,390	14,102	13,140
<b>Total cost of generating funds</b>	<b>46,006</b>	<b>11,008</b>	<b>57,014</b>	<b>77,331</b>

### 6 Costs of charitable activities in furtherance of the charity's objects

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
Staffing costs	93,931	150,426	244,357	306,624
Residential facilities	4,196	-	4,196	28,096
Travel and subsistence	4,273	-	4,273	17,099
Activity days and Youth Panel	3,470	2,035	5,505	10,065
Telephone	10,245	-	10,245	10,503
Training	828	672	1,500	8,409
Printing, postage and stationery	1,672	-	1,672	6,169
1:1 work	782	-	782	2,153
Insurance	1,402	-	1,402	1,343
Smile House consumables	1,199	-	1,199	850
<b>Total costs of activities in furtherance of the charity's objects</b>	<b>121,998</b>	<b>153,133</b>	<b>275,131</b>	<b>391,311</b>

# NELSON'S JOURNEY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 7 Support costs

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
Depreciation	16,066	-	16,066	37,078
Staffing costs	61,547	-	61,547	54,382
Cleaning, service charges and electricity	11,221	-	11,221	14,324
Payroll and financial assistance services	8,377	-	8,377	13,621
Travel and subsistence	225	-	225	900
Equipment and consumables	548	1,479	2,027	3,819
Software development & maintenance	4,175	7,200	11,375	4,644
Printing, postage and stationery	718	-	718	2,644
Professional fees	830	-	830	650
Miscellaneous	278	-	278	1,681
Training	35	-	35	276
Accountancy and independent examination fees	1,170	-	1,170	1,170
Subscriptions	1,145	-	1,145	1,144
Telephone	1,808	-	1,808	1,853
Insurance	601	-	601	576
Advertising	360	-	360	582
Bank charges	372	-	372	156
<b>Total support costs</b>	<b>109,476</b>	<b>8,679</b>	<b>118,155</b>	<b>139,500</b>

### 8 Staff costs and Trustee remuneration

	Total 2020 £	Total 2019 £
Gross salaries	317,560	385,635
Employer's National Insurance (net)	21,826	28,216
Defined contribution pension costs	9,430	11,346
<b>Total staff costs</b>	<b>348,816</b>	<b>425,197</b>

No employee earned more than £60,000 in either period.

No Trustee received any remuneration from the charity during the current or previous financial period, nor were any expenses reimbursed.

The average number of employees during the period was 16 (2019 - 20).

# NELSON'S JOURNEY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 8 Staff costs and Trustees remuneration (continued)

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity included £84,642 Wages and salaries (2019 - £101,672), £7,614 Social Security Costs (2019 - £9,655) and £2,575 Pension costs (2019 - £2,890).

### 9 Tangible fixed assets

	Smiles House £	Fixtures & Fittings £	Office Equipment £	Costumes £	Computer Equipment £	Total £
<b>Cost</b>						
At 1 January 2020	625,142	127,718	10,001	1,340	39,441	803,642
Additions	-	-	-	-	1,054	1,054
Disposals	-	-	-	-	-	-
At 31 December 2020	<b>625,142</b>	<b>127,718</b>	<b>10,001</b>	<b>1,340</b>	<b>40,495</b>	<b>804,696</b>
<b>Depreciation</b>						
At 1 January 2020	66,234	126,131	7,023	1,340	36,572	237,300
Charge for the period	12,503	1,285	446	-	1,832	16,066
Eliminated on disposal	-	-	-	-	-	-
At 31 December 2020	<b>78,737</b>	<b>127,416</b>	<b>7,469</b>	<b>1,340</b>	<b>38,404</b>	<b>253,366</b>
<b>Net Book Value</b>						
At 31 December 2019	558,908	1,587	2,978	-	2,869	566,342
At 31 December 2020	<b>546,405</b>	<b>302</b>	<b>2,532</b>	<b>-</b>	<b>2,091</b>	<b>551,330</b>

### 10 Debtors

	2020 £	2019 £
Trade debtors	-	6,184
Other debtors	-	4,573
<b>Total debtors</b>	<b>-</b>	<b>10,757</b>

# NELSON'S JOURNEY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

11	Creditors	2020 £	2019 £
	Trade creditors	1,088	6,173
	Other Creditors	2,744	2,744
	Social Security and other taxes	5,064	6,016
	<b>Total creditors</b>	<b>8,896</b>	<b>14,933</b>

12	Analysis of funds	At 1 January 2020 £	Incoming resources £	Resources expended £	Transfer between funds £	At 31 December 2020 £
	<b>Unrestricted funds</b>					
	Unrestricted fund	865,410	330,205	(277,480)	-	918,135
	<b>Total unrestricted funds</b>	<b>865,410</b>	<b>330,205</b>	<b>(277,480)</b>	<b>-</b>	<b>918,135</b>
	<b>Restricted funds</b>					
	Restricted funds	33,757	230,040	(172,820)	-	90,977
	<b>Total restricted funds</b>	<b>33,757</b>	<b>230,040</b>	<b>(172,820)</b>	<b>-</b>	<b>90,977</b>
	<b>Total funds</b>	<b>899,167</b>	<b>560,245</b>	<b>(450,300)</b>	<b>-</b>	<b>1,009,112</b>

## NELSON'S JOURNEY

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

The purpose of each restricted fund carried forward at the period-end is given below:

Donor	Purpose	At 31 December
Wroxham & Hoveton Lions	Cancer Cloud Kits	79
Aviva Charitable Trust	Smiles & Tears Bereavement Resource	14,775
Aviva Charitable Trust	Smiles & Tears app rebuild	7,200
The Royal Warrant Holders Association	Games table and resources	1,276
BBC Children in Need	Child Bereavement Services Manager/ Support Worker Salary	11,538
Shelroy Trust	Youth Panel running costs	3,165
Global	Child Bereavement Support Worker Salary	14,743
Norfolk Community NCF	Youth Panel running costs	5,000
Norfolk Community NCF	Child Bereavement Support Worker Salary	4,976
Norfolk Community NCF	Child Bereavement Support Worker Salary	9,902
Norfolk Community NCF	NJ Online Clubs	1,056
Potters Friend Foundation	Child Bereavement Support Worker	9,500
Yorkshire Building Society	Support Packs	1,000
Central England Co-op	Books and resources	1,876
National Lottery	Child Bereavement Support Worker Salary	4,391
Akoma Consulting	Activity Days	500
		<b>90,977</b>

#### 13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Designated funds £	Total funds £
Tangible fixed assets	551,330	-	-	551,330
Current assets	375,701	90,977	-	466,678
Current liabilities	(8,896)	-	-	(8,896)
	<b>918,135</b>	<b>90,977</b>	<b>-</b>	<b>1,009,112</b>

#### 14 Independent examiners remuneration

The independent examiners remuneration amounts to an independent examination fee of £1,170 (2019 - £1,170) and other services of £8,377 (2019 - £13,621).

## NELSON'S JOURNEY

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

#### 15 Obligations under leasing agreements

The following operating lease payments are committed to be paid within one year:

	2020 £	2019 £
Expiring: Between one and five years	11,081	13,897
	<b>11,081</b>	<b>13,897</b>

#### 16 Related party transactions

There were no related party transactions during the period.

#### 17 Pension costs

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £9,430 (2019 - £11,346).