

Registered No. 1170605

**NELSON'S JOURNEY**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**NELSON'S JOURNEY**  
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**FOR THE YEAR ENDED 31 DECEMBER 2023**

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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	
Julia Robathan	
Mark Dembicki	
Phil Kerridge	
Edward Roy	
James Ellis	(Resigned 6 June 2024)
Andrew Dawes	
Anna Teresa Butcher	(Resigned 3 April 2024)
Alison Clare Mawson	

### 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 PI, 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 2023**

The trustees present their report and the financial statements of the Charitable Incorporation Organisation (CIO) for the year ended 31 December 2023. 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 2023

### 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; 9 x Child Bereavement Support Workers (4 part-time)  
Service Support Officer
- Funding and Marketing Team:  
Funding and Marketing Manager; 3 x Fundraising and Marketing Officers (2 part-time)
- Business Support Team:  
Office Manager (15hrs); 3 x Business Support Officer (2 part-time)

The staffing of the charity grew during 2023, with the charity able to increase investment in response to growing service delivery needs.

### 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:

- Guidance and information to bereaved families
- A telephone Support Line available to professionals and families to speak with a Child Bereavement Support Worker
- A comprehensive assessment of bereaved children
- Free resources relevant to bereaved children and young people's bereavement needs, distributed digitally through our website and physically through in-person services
- Therapeutic activity days and residential weekends for children and young people aged 0 - 17 years
- A training service for professionals working directly with bereaved children, delivered online by experienced Child Bereavement Support Workers
- 1:1 therapeutic intervention for individual bereaved children, including in person, phone and online sessions
- An online forum for bereaved children aged 8-17 years
- A Smiles & Tears gift box, which contains a range of age-appropriate resources and items identified by young people as providing comfort to those who are bereaved
- An Early Support service for families requiring information, guidance and support for their children's needs in the days and weeks immediately following a death

# NELSON'S JOURNEY

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2023

### Review of the activities (cont.)

In addition, the charity introduced a new service:

- Online parent & carers workshop session, helping families with their understanding of children and young people's responses to bereavement and how to provide support at home

During 2023, 758 bereaved children and young people in Norfolk were referred for support, in line with the higher number of referrals experienced over the previous two years (2022: 772 referrals; 2021: 746 referrals; 2020: 580 referrals). At the end of the year, our Child Bereavement Support Workers were directly supporting 493 bereaved children and young people through 1:1 in-person appointments and telephone support.

The assessment of new incoming referrals followed a process introduced the previous year. All referrals are considered by a Support Plan Meeting of professional child bereavement support workers. Factors are discussed including: causes of death, nature of relationships, other life events, family systems, child's wider community, and other risks before a response is recommended, enabling triage to an appropriate service. Those referrals which do not contain sufficient information are followed up to allow the Support Plan Meeting to progress an assessment of service need.

During the year, the charity was again able to grow its staff team to provide greater capacity for service delivery. This included the addition of a further Child Bereavement Support Worker post.

Early in the year, the charity introduced a new regular online workshop service offer for parents & carers to access, with the following objectives for participants:

- Recognise a range of experiences related to loss and bereavement, and awareness of issues faced by children and young people experiencing bereavement
- Gain confidence in helping bereaved children and young people at home, and identify tips, resources and other services that can help
- Learn about Nelson's Journey's range of services and how they are offered
- Provide opportunities for questions

Feedback provided to us after the sessions included:

*"Session was very informative and I will be using the resources that were shown in the session via the website to help my son."*

*"It was good to get information and be able to ask questions."*

*"I didn't know anything about Nelson's Journey and now I feel so much more informed. Was a great session and was nice to see I am doing a lot of the things you've suggested and I got some new ideas to try out."*

The workshops have been offered to an invited list, comprising of families who have been recently referred to us for services for a bereaved child / young person. As a new service, we will evaluate and review the offer in 2024 against our stated objectives for the offer.

Following a sustained period of both higher numbers and higher typical complexity of referrals received, the charity will continue to innovate in our service offering to increase the charity's ability to respond to a range of needs and to increase the organisation's ability to support a greater number of children and young people.

# **NELSON'S JOURNEY**

## **REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 31 DECEMBER 2023**

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

Our online Professionals training was delivered throughout the year, allowing teachers, social workers and others working directly with children and young people in Norfolk to develop their practice and confidence in supporting bereaved children and young people in their work.

The charity's Early Support service provided a valuable source of telephone support to 60 recently bereaved families supporting their children and young people's needs:

*"Having someone there for us during our grieving process was seamless. The understanding and guidance displayed during this time far exceeded my expectations." – feedback from parent*

The charity was able to offer places at Nelson's Journey Activity Day and Residential Weekends, held at Hilltop Outdoor Centre in Sheringham, to a range of age-groups. This service provides opportunities for bereaved children and young people to meet others with similar experiences and to engage in bereavement support activities, and is supported by Nelson's Journey staff and volunteers; with Hilltop staff delivering on-site activities which support relationship building.

In addition, the charity held a specialist provision activity day for bereaved children and young people with special educational needs (SEN).

Nelson's Journey collects qualitative and quantitative feedback from families we support, including through the use of nationally developed Child Bereavement Service Questionnaires. Responses from families help us to identify the impact of our service offer:

- 85pc of children and young people report an increase in self-esteem after receiving our support
- 68pc of children and young people report a reduced sense of isolation
- 65pc of children and young people report a positive change in communication

2023 marked the conclusion of a year of celebrations for the charity's 25 years of providing services to bereaved children and young people in Norfolk. The charity hosted an anniversary ball in September.

The charity's other events across the year included our 'Walk of Smiles' family memorial walk, and 'A Time To Remember' at Christmas where we invite families to join us to remember their special person at what can be a very challenging time for bereaved families.

#### **FINANCIAL REVIEW**

The Board of Trustees was able to support a significant increase in the charity's expenditure Budget for 2023 as a result of: reserves held; expectations for income during 2023; and the need for the charity to invest in increasing capacity in response to service delivery needs. While expenditure increased significantly compared with the previous year, with the charity running a Budget deficit during 2023, the charity's Trustees regularly reviewed financial performance which were well within expectation and considered sustainable.

Increases in expenditure were targeted on service delivery priorities, including an increase in service capacity through increasing the service delivery staffing hours available; and increasing spend on therapeutic Activity Day and Weekends.

Reserves held at year-end by the charity, and the financial performance of the charity in 2023, have allowed Budget considerations for 2024 to allow for continued ambitious investment in bereavement service delivery and service staffing costs for the year ahead.

# **NELSON'S JOURNEY**

## **REPORT OF THE TRUSTEES**

### **FOR THE YEAR ENDED 31 DECEMBER 2023**

#### **Reserves**

At the period-end the charity's total reserves were £963,519. Restricted fund reserves were £54,757 and unrestricted reserves were £908,762. The charity's net current assets at the period-end were £447,396 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 £516,123 can only be realised by disposing of tangible fixed assets, including the charity's operational base.

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.

#### **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 £42,205 during the reporting period.

As anticipated, the charity saw a continued recovery in income from sources that had been negatively impacted by the pandemic during 2020-2021, including funds raised from community events, individual fundraising challenges, and corporate donations.

We were very grateful for the receipt of a significant legacy totalling £20,000 as a share of a residuary estate, received at the end of the year.

#### **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 £45,672 compared with £39,721 over the previous period.

#### **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).



## NELSON'S JOURNEY

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2023

#### Trustees responsibilities in relation to the financial statements (cont.)

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.

#### 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.....

8/8/24

## 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 2023 which are set out on pages 9 to 19.

#### **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: 8/8/2024

# NELSON'S JOURNEY

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
<b>INCOME FROM:</b>					
Donations, grants and legacies	2	378,303	114,581	492,884	480,029
Other trading activities	3	-	-	-	33
Investment income	4	13,576	-	13,576	144
<b>Total income</b>		<b>391,879</b>	<b>114,581</b>	<b>506,460</b>	<b>480,206</b>
<b>EXPENDITURE ON:</b>					
Raising funds	5	85,150	5,413	90,563	77,296
Charitable activities	6	224,660	100,212	324,872	271,510
Support costs	7	132,625	-	132,625	127,851
<b>Total expenditure</b>		<b>442,435</b>	<b>105,625</b>	<b>548,060</b>	<b>476,657</b>
<b>Net income / (expenditure)</b>		<b>(50,556)</b>	<b>8,956</b>	<b>(41,600)</b>	<b>3,549</b>
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<b>(50,556)</b>	<b>8,956</b>	<b>(41,600)</b>	<b>3,549</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		959,318	45,801	1,005,119	1,001,570
<b>Total funds carried forward</b>	<b>11</b>	<b>908,762</b>	<b>54,757</b>	<b>963,519</b>	<b>1,005,119</b>

**NELSON'S JOURNEY**

**BALANCE SHEET**  
**AS AT 31 DECEMBER 2023**

	Note	2023	2022
		£	£
<b>FIXED ASSETS</b>			
Tangible assets	9	516,123	530,974
<b>CURRENT ASSETS</b>			
Stock		15,905	18,678
Cash at bank and in hand		<u>446,331</u>	<u>469,415</u>
		462,236	488,093
<b>CURRENT LIABILITIES</b>			
Creditors amounts falling due within one year	10	<u>14,840</u>	<u>13,948</u>
		447,396	474,145
<b>NET ASSETS</b>		<u><b>963,519</b></u>	<u><b>1,005,119</b></u>
<b>CHARITY FUNDS</b>			
Unrestricted funds	11	908,762	959,318
Restricted funds	11	54,757	45,801
<b>Total charity funds</b>		<u><b>963,519</b></u>	<u><b>1,005,119</b></u>

The financial statements on pages 9 to 19 were approved and authorised by the trustees on: 8/8/24 and were signed on their behalf by:

**Phil Kerridge**  
Chairperson

## NELSON'S JOURNEY

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2023

	2023 £	2022 £
<b>Cash flow from operating activities</b>		
Net income / (expenditure) for the period	(41,600)	3,549
Depreciation of tangible fixed assets	16,292	16,215
(Increase) / decrease in stock	2,773	2,489
(Increase) / decrease in debtors	-	-
Increase / (decrease) in creditors	892	2,669
	<hr/>	<hr/>
<b>Net cash flow from operating activities</b>	<b>(21,643)</b>	<b>24,922</b>
	<hr/>	<hr/>
<b>Cash flow from investing activities</b>		
Payments to acquire tangible fixed assets	(1,441)	(9,921)
	<hr/>	<hr/>
<b>Net cash flow from investing activities</b>	<b>(1,441)</b>	<b>(9,921)</b>
	<hr/>	<hr/>
<b>Net increase / (decrease) in cash and cash equivalents</b>	<b>(23,084)</b>	<b>15,001</b>
<b>Cash and cash equivalents at start of period</b>	<b>469,415</b>	<b>454,414</b>
	<hr/>	<hr/>
<b>Cash and cash equivalents at end of period</b>	<b>446,331</b>	<b>469,415</b>
	<hr/>	<hr/>
<b>Cash and cash equivalents consists of:</b>		
Cash at bank and in hand	408,764	357,573
Short term deposits	37,567	111,842
	<hr/>	<hr/>
<b>Cash and cash equivalents at end of period</b>	<b>446,331</b>	<b>469,415</b>
	<hr/>	<hr/>

# NELSON'S JOURNEY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

### 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 2023

#### 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 2023

### 2 Income from donations, grants and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Donations, grants and legacies	378,303	-	378,303	378,838
BBC Children in Need	-	20,790	20,790	47,629
Norfolk Community Foundation: Shelroy Trust	-	-	-	5,000
Norfolk Community Foundations: Sir Norman Lamb Mental Health & Wellbeing Fund	-	-	-	9,870
Norfolk Community Foundation: Community Mental Health Support Fund	-	-	-	10,000
Charities Trust: Aviva	-	-	-	14,957
John Lewis Partnership Community Fund	-	-	-	500
Tesco Community Grant	-	-	-	1,496
The Mrs Smith & Mount Trust	-	-	-	4,935
East of England Co-op Community Cares Fund	-	-	-	1,804
East Coast Community Fund	-	-	-	5,000
Broadland Health & Wellbeing Partnership: Covid Recovery	-	13,000	13,000	-
Harper Lomax (Quickfire Digital)	-	640	640	-
R Thirteen	-	100	100	-
National Lottery Community Fund – RC London and South East Region	-	56,878	56,878	-
Clan Trust Ltd	-	3,630	3,630	-
Aquaterra	-	1,500	1,500	-
Alan Boswell Charitable Trust	-	11,043	11,043	-
The Geoffrey Watling Charity	-	4,000	4,000	-
R C Snelling	-	3,000	3,000	-
<b>Total donations, grants and legacies</b>	<b>378,303</b>	<b>114,581</b>	<b>492,884</b>	<b>480,029</b>

### 3 Income from other trading activities

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Smiles & Tears Boxes	-	-	-	-
Other activities	-	-	-	33
<b>Total income from other trading activities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>33</b>



## NELSON'S JOURNEY

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

#### 4 Investment income

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Bank deposit interest	13,576	-	13,576	144
<b>Total cost of generating funds</b>	<b>13,576</b>	<b>-</b>	<b>13,576</b>	<b>144</b>

#### 5 Cost of raising funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Staffing costs	60,209	-	60,209	57,202
Fundraising costs	24,941	5,413	30,354	20,094
<b>Total cost of generating funds</b>	<b>85,150</b>	<b>5,413</b>	<b>90,563</b>	<b>77,296</b>

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

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Staffing costs	180,288	92,437	272,725	229,133
Residential facilities	9,413	-	9,413	7,128
Travel and subsistence	10,265	-	10,265	8,760
Activity days and Youth Panel	5,223	7,456	12,679	9,789
Telephone	6,294	-	6,294	6,412
Training	3,954	-	3,954	3,288
Printing, postage and stationery	2,819	-	3,138	2,409
1:1 work	2,640	319	2,640	762
Insurance	2,087	-	2,087	1,806
Smile House consumables	1,677	-	1,677	2,023
<b>Total costs of activities in furtherance of the charity's objects</b>	<b>224,660</b>	<b>100,212</b>	<b>324,872</b>	<b>271,510</b>

# NELSON'S JOURNEY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

### 7 Support costs

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Depreciation	16,292	-	16,292	16,215
Staffing costs	69,485	-	69,485	61,336
Cleaning, service charges and electricity	21,865	-	21,865	23,519
Payroll and financial assistance services	8,453	-	8,453	12,457
Travel and subsistence	540	-	540	461
Equipment and consumables	2,992	-	2,992	2,313
Software development & maintenance	4,983	-	4,983	3,886
Printing, postage and stationery	1,344	-	1,344	1,033
Professional fees	-	-	-	716
Miscellaneous	304	-	304	256
Training	207	-	207	173
Accountancy and independent examination fees	2,300	-	2,300	2,100
Subscriptions	727	-	727	823
Telephone	1,111	-	1,111	1,132
Insurance	895	-	895	774
Advertising	887	-	887	429
Bank charges	240	-	240	228
<b>Total support costs</b>	<b>132,625</b>	<b>-</b>	<b>132,625</b>	<b>127,851</b>

### 8 Staff costs and Trustee remuneration

	Total 2023 £	Total 2022 £
Gross salaries	367,536	317,022
Employer's National Insurance (net)	24,266	21,494
Defined contribution pension costs	10,617	9,155
<b>Total staff costs</b>	<b>402,419</b>	<b>347,671</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 19 (2022 - 17).

## NELSON'S JOURNEY

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

#### 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 £124,043 Wages and salaries (2022 - £114,548), £11,700 Social Security Costs (2022 - £11,293) and £3,685 Pension costs (2022 - £3,238).

#### 9 Tangible fixed assets

	Smiles House £	Fixtures & Fittings £	Office Equipment £	Costumes £	Computer Equipment £	Total £
<b>Cost</b>						
At 1 January 2023	625,142	132,972	10,001	1,340	46,212	815,667
Additions	-	-	-	-	1,441	1,441
Disposals	-	-	-	-	-	-
At 31 December 2023	<b>625,142</b>	<b>132,972</b>	<b>10,001</b>	<b>1,340</b>	<b>47,653</b>	<b>817,108</b>
<b>Depreciation</b>						
At 1 January 2023	103,743	128,691	8,168	1,340	42,751	284,693
Charge for the period	12,503	1,130	274	-	2,385	16,292
Eliminated on disposal	-	-	-	-	-	-
At 31 December 2023	<b>116,246</b>	<b>129,821</b>	<b>8,442</b>	<b>1,340</b>	<b>45,136</b>	<b>300,985</b>
<b>Net Book Value</b>						
At 31 December 2022	521,399	4,281	1,833	-	3,461	530,974
At 31 December 2023	<b>508,896</b>	<b>3,151</b>	<b>1,559</b>	<b>-</b>	<b>2,517</b>	<b>516,123</b>

#### 10 Creditors

	2023 £	2022 £
Trade creditors	4,772	4,005
Other creditors	3,741	3,980
Social security and other taxes	6,327	5,963
<b>Total creditors</b>	<b>14,840</b>	<b>13,948</b>

# NELSON'S JOURNEY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

### 11 Analysis of funds

	At 1 January 2023 £	Incoming resources £	Resources expended £	Transfer between funds £	At 31 December 2023 £
<b>Unrestricted funds</b>					
Unrestricted fund	959,318	391,879	442,435	-	908,762
<b>Total unrestricted funds</b>	<b>959,318</b>	<b>391,879</b>	<b>442,435</b>	<b>-</b>	<b>908,762</b>
<b>Restricted funds</b>					
Restricted funds	45,801	114,581	105,625	-	54,757
<b>Total restricted funds</b>	<b>45,801</b>	<b>114,581</b>	<b>105,625</b>	<b>-</b>	<b>54,757</b>
<b>Total funds</b>	<b>1,005,119</b>	<b>506,460</b>	<b>548,060</b>	<b>-</b>	<b>963,519</b>

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

Donor	Purpose	At 31 December
Norfolk Community NCF	Youth Panel running costs	2,937
Norfolk Community NCF	The Shelroy Trust / Youth Panel	5,000
Norfolk Community Foundation: Shelroy Trust	Youth Panel running costs	5,000
Clan Trust Ltd	100x Smiles & Tears Gift Boxes	2,175
Alan Boswell Group	Child Bereavement Support Worker Salary	7,464
National Lottery	Child Bereavement Support Worker Salary	21,282
BBC Children in Need	Child Bereavement Support Worker Salary	1,449
BBC Children in Need	Child Bereavement Support Worker Salary	9,450
		<b>54,757</b>

## NELSON'S JOURNEY

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

#### 12 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Designated funds £	Total funds £
Tangible fixed assets	516,123	-	-	516,123
Current assets	407,479	54,757	-	462,236
Current liabilities	(14,840)	-	-	(14,840)
	<b>908,762</b>	<b>54,757</b>	<b>-</b>	<b>963,519</b>

#### 13 Independent examiners remuneration

The independent examiners remuneration amounts to an independent examination fee of £2,300 (2022 - £2,100) and other services of £8,453 (2022 - £12,457).

#### 14 Obligations under leasing agreements

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

	2023 £	2022 £
Expiring: Between one and five years	3,189	4,125
	<b>3,189</b>	<b>4,125</b>

#### 15 Related party transactions

There were no related party transactions during the period.

#### 16 Pension costs

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £10,617 (2022 - £9,155).