

ROTARY CLUB OF NORWICH CHARITY SERVICE FUND

Registered Charity No. 1173871

ACCOUNTS

for the year ended

30th June 2021

THE ROTARY CLUB OF NORWICH CHARITY SERVICE FUND
(A registered charity)

**ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 30 JUNE 2021**

Trustees

Mark Templeman (Chairman)
Andrew Brown (Secretary)
Colin Mansell (Treasurer)
Mary Beardwood
Aliona Derrett
Claudette Logue
Trevor Mitchell
Miles Neville
Colin Rymill
Tom Traynor

Address

102 Christchurch Road
Norwich
NR2 3NG

Charity registered number

1173871

Independent Examiner

Nigel Wordingham

Bankers

Barclays Bank PLC
3, St James Ct, Whitefriars, Norwich NR3 1RJ

CAF Bank Ltd.
25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2020

The Trustees of the Rotary Club of Norwich Charity Service Fund presents its Annual Report and Accounts for the year ended 30th June 2021. These comply with the current statutory requirements and the requirements of the Charity's governing document.

The Rotary Club of Norwich Charity Service Fund is a registered charity founded in January 2001 and first registered with the Charity Commission on the 14th March 2001. In July 2017 the Charity re-registered with the Charity Commission as a Charitable Incorporated Organisation. The charity's governing document is the Constitution.

The objective of the charity is the relief of the poor and needy or such other charitable purposes as the Club shall in duly constituted meeting from time to time direct. This work is undertaken both nationally and internationally. The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities and setting the grant making policy for the year.

Reserves Policy:-

- 1/ The Trustees recognise the need to hold reserves to enable the charity to absorb setbacks, take advantages of change and opportunity and to secure future viability.
- 2/ The policy is to maintain Free reserves (as defined by the Charity Commission) at a minimum of £3,500.
- 3/ At each Trustees Board meeting the Treasurer shall report the level of free reserves held and the latest projection of annual expenditure.

The key activities of the charity are undertaken through the work of three committees: Community Services, Foundation & International Services and Youth Opportunities.

During the year, the ongoing Covid Pandemic meant that many of our annual fundraising events were cancelled during the year, including the Buggy driving at the Norfolk Show, and the Craft Fair held in Chapelfield Gardens

Despite the fact that we were unable to hold external fund raising events, in September 2020 we donated £125 towards the Sue Lambert Trust, in conjunction with the other Norwich Rotary Clubs and £135 towards Rotary's' Purple4Polio charity. We also sent £400 towards the 'Kids Out' Christmas Toy box appeal in October 2020. In February 2021 we contributed £875 to Rotary Foundation. Rotary's 'Lend with Care' scheme, where loans are made to fund start ups of small businesses throughout the world, is something that the Norwich Club support. We were therefore pleased to be able to raise and donate £450 in March 2021 towards this scheme. Finally, £120 was sent to the Kekeli Foundation in Ho, Ghana in April 2021

We did manage to hold some 'internal' club fund raising events. The club held an online Christmas Party in December, featuring a pantomime, quiz, musical interludes and a Christmas Hat competition. This raised over £400, which was used to fund the Kids Out toy-box appeal. In March 2021 we held a Virtual Race Night which raised. £300 for McMillan Cancer Care Support

The club continues to support the all-inclusive school in Ho, Ghana and organised a live Zoom call to enable members to see the work being carried out and to hear from some of the teachers working there. For this live link, we were also joined by children of the 8th Norwich Scout Group who had raised over £1,000 by undertaking rowing, hiking, running and cycling to raise money for Atsu Wonder, a boy who has Cerebral Palsy, and also suffers from malnutrition,

Youth Programmes

The only competition held this year was the Young Photographer Competition held in conjunction with the Norwich University of the Arts.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law. The law applicable to charities in England/Wales requires the Trustees to prepare financial statements for each financial year on a receipts and payments basis

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. 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.

This report was approved by the Trustees on 4 November 2021 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Mark Templeman', with a long horizontal flourish extending to the right.

Mark Templeman
Chairman

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE ROTARY CLUB OF NORWICH CHARITY SERVICE FUND – Charity Number 1173871

I report on the accounts of the above charity for the year ended 30 June 2020 which comprise the Receipts and Payments account and Statement of Assets and Liabilities, with the related notes. These are set out on pages 5 to 7.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). The Trustees consider that an audit is not required for this year.

My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

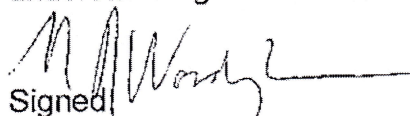
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed 

Dated: 4/11/2021

Nigel Wordingham
40 Le Strange Close
Norwich NR2 3PW

ROTARY CLUB OF NORWICH CHARITY SERVICE FUND

RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR TO 30 JUNE 2021

| RECEIPTS | Note | Unrestricted | Restricted | 2020/21 £ | 2019/20 £ |
|---|------|--------------|------------|--------------|--------------|
| Charity Service General Fund | | | | | |
| Members donations | | 670.00 | | 670.00 | 973.75 |
| Fundraising activities | | 0.00 | | 0.00 | 411.00 |
| Youth Opportunities Committee | | | | | |
| Technology | | 0.00 | | 0.00 | 0.00 |
| RYLA | | 0.00 | | 0.00 | 0.00 |
| Youth Speaks | | 0.00 | | 0.00 | 0.00 |
| Young Chef | | 0.00 | | 0.00 | 0.00 |
| Young Photographer | | 0.00 | | 0.00 | 0.00 |
| Young Environmentalist | | 0.00 | | 0.00 | 0.00 |
| Foundation & International Committee | | | | | |
| Twin Clubs' projects | | | 0.00 | | |
| Youth Service Overseas and Awards | | | 0.00 | 0.00 | 0.00 |
| Ukraine Project | | | 0.00 | 0.00 | 50.00 |
| Disaster relief | 2 | 0.00 | | 0.00 | 42.50 |
| Ghana, Ho school | 1 | | 1,568.64 | 1,568.64 | 1,400.00 |
| Lend with Care | | | 700.00 | 700.00 | 0.00 |
| Rotary Scholars | | | 0.00 | 0.00 | 0.00 |
| Rotary Peace Fellows and Conference | | | 0.00 | 0.00 | 0.00 |
| Sierra Leone | 1 | | 0.00 | 0.00 | 130.00 |
| The Hilary King Scholarship | | | 0.00 | 0.00 | 0.00 |
| Sampson | | | 145.00 | 145.00 | 0.00 |
| VTT Romania | | | 0.00 | 0.00 | 0.00 |
| Community Services Committee | | | | | |
| Local charities | | | 0.00 | 0.00 | 142.25 |
| Dementia project | | | 0.00 | 0.00 | 432.50 |
| Nancy Oldfield Trust | 1 | | 155.00 | 155.00 | 293.26 |
| Schools Project | | | 0.00 | 0.00 | 0.00 |
| Foodbank | | | 200.00 | 200.00 | 850.00 |
| Special Projects | | | | | |
| Foundation End Polio | 1 | | 1,310.00 | 1,310.00 | 15.20 |
| ESRAG & Sainsbury's Centre for Cre: | 1 | | 0.00 | 0.00 | 0.00 |
| St Michael's School | | | 0.00 | 0.00 | 100.20 |
| Computers for NDA | | | 0.00 | 0.00 | 981.00 |
| Centenary Loneliness Project | | | 500.00 | 500.00 | 0.00 |
| Kids Out | | | 400.00 | 400.00 | 0.00 |
| Polio Plus | | | 100.00 | 100.00 | 0.00 |
| Guildford Rotary Eye Project | | | | 0.00 | 0.00 |
| Water Aid | | | | 0.00 | 0.00 |
| Colin Thackery Concert / Boudicca Appeal | | | | | 9,336.40 |
| Interest received | | 2.03 | | 2.03 | 30.45 |
| TOTAL INCOME | | 672.03 | 5,078.64 | 5,750.67 | 15,188.51 |

ROTARY CLUB OF NORWICH CHARITY SERVICE FUND

RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR TO 30 JUNE 2021 continued

PAYMENTS

| | <u>Note</u> | <u>Unrestricted</u> | <u>Restricted</u> | <u>2020/21</u> | <u>2019/20</u> |
|---|-------------|---------------------|-------------------|----------------|----------------|
| Charity Service General Fund | | | | | |
| Fundraising activities | | 0.00 | | 0.00 | 0.00 |
| Bank charges | | 110.50 | | 110.50 | 60.00 |
| Youth Opportunities Committee | | | | | |
| Technology | 1 | 0.00 | | 0.00 | 0.00 |
| RYLA | | 0.00 | | 0.00 | 0.00 |
| Youth Speaks | | 0.00 | | 0.00 | 0.00 |
| Young Chef | | 0.00 | | 0.00 | 180.78 |
| Young Photographer | | 140.00 | | 140.00 | 70.00 |
| Young Environmentalist | | 0.00 | | 0.00 | 0.00 |
| Foundation & International Committee | | | | | |
| Twin Clubs' Project | 1 | | | 0.00 | 0.00 |
| Youth Service Overseas and Awards | | 0.00 | | 0.00 | 550.00 |
| Ukraine Project | 1 | | 0.00 | 0.00 | 300.00 |
| Disaster relief | 2 | 0.00 | | 0.00 | 505.00 |
| Ghana, Ho school | | | 0.00 | 0.00 | 3,985.00 |
| Lend with Care | | | 700.00 | 700.00 | 0.00 |
| Rotary Scholars | | | 0.00 | 0.00 | 0.00 |
| Rotary Peace Fellows and Conference | | | 0.00 | 0.00 | 0.00 |
| Sierra Leone | 1 | | 0.00 | 0.00 | 0.00 |
| The Hilary King Scholarship | 1 | | 0.00 | 0.00 | 0.00 |
| Sampson | 1 | | 120.00 | 120.00 | |
| VTT Romania | | 0.00 | | 0.00 | 500.00 |
| Community Services Committee | | | | | |
| Local/Other charities | 1 | | 175.00 | 175.00 | 450.00 |
| Dementia project | 1 | | 0.00 | 0.00 | 407.00 |
| Nancy Oldfield Trust | 1 | | 0.00 | 0.00 | 579.00 |
| Schools Project | | | 0.00 | 0.00 | 34.50 |
| Foodbank | | | 0.00 | 0.00 | 800.00 |
| Special Projects | | | | | |
| Rotary Foundation/End Polio | 1 | | 1,010.00 | 1,010.00 | 1,000.00 |
| ESRAG & Sainsbury's Centre for Creative Arts | | | 0.00 | 0.00 | 7,029.82 |
| St Michael's School | | | 0.00 | 0.00 | 100.20 |
| Computers for NDA | | | 0.00 | 0.00 | 1,396.00 |
| Centenary Loneliness Project | | | 0.00 | 0.00 | |
| Kids Outs | | | 400.00 | 400.00 | |
| Murder Mystery | | | 0.00 | 0.00 | 0.00 |
| Guildford Rotary Eye Project | | | | 0.00 | |
| Age UK | | | | 0.00 | 200.00 |
| Colin Thackery Concert / Boudicca Appeal | | | | | 9,336.40 |
| Total payments | | 250.50 | 2,405.00 | 2,655.50 | 27,483.70 |
| SURPLUS/DEFICIT (-) FOR THE YEAR | | £421.53 | £2,673.64 | £3,095.17 | -£12,295.19 |

ROTARY CLUB OF NORWICH CHARITY SERVICE FUND

STATEMENT OF ASSETS AND LIABILITIES AS AT 30 JUNE 2021

| | Notes | 2020/21 £ | 2019/20 £ |
|-----------------------|------------------|--------------|------------------|
| Current Assets | | | |
| Cash at Bank | | | |
| Current account | | 3,734.22 | 641.08 |
| Deposit account | | 20,267.55 | 20,265.52 |
| TOTAL ASSETS | 24,001.77 | | 20,906.60 |
| CHARITY FUNDS | | | |
| Restricted Funds | 1 | 14,150.24 | 11,476.60 |
| Unrestricted Funds | 2 | 9,851.53 | 9,430.00 |
| TOTAL FUNDS | 24,001.77 | | 20,906.60 |

NOTES TO ACCOUNTS

1 Restricted Funds

| | Balance Bought Fwd. £ | Receipts £ | Payments £ | Transfer to/from other Projects £ | Transfer from/ (to) Restricted £ | Balance Carried Fwd. £ |
|---|-----------------------------|-----------------|-------------------|---|--|------------------------------|
| Community Services Committee | | | | | | |
| Local/Other charities | 295.25 | 0.00 | (175.00) | | | 120.25 |
| Dementia project | 732.95 | 0.00 | 0.00 | (250.00) | | 482.95 |
| Nancy Oldfield Trust | 612.93 | 155.00 | 0.00 | | | 767.93 |
| Schools (The Matthew project) | 1,456.84 | 0.00 | 0.00 | | | 1,456.84 |
| Foodbank | 50.00 | 200.00 | 0.00 | | | 250.00 |
| Foundation & International Committee | | | | | | |
| Twin Clubs Projects | 80.00 | 0.00 | 0.00 | | | 80.00 |
| Ukraine Project | 50.00 | 0.00 | 0.00 | | | 50.00 |
| Disaster relief | 0.00 | 0.00 | 0.00 | | | 0.00 |
| Ghana, Ho school | 4,354.67 | 1,568.64 | 0.00 | | | 5,923.31 |
| Lend with Care | 0.00 | 700.00 | (700.00) | | | 0.00 |
| Rotary Peace Fellow | 100.00 | 0.00 | 0.00 | | | 100.00 |
| Sierra Leone | 3,572.31 | 0.00 | 0.00 | | | 3,572.31 |
| Sampson | 0.00 | 145.00 | (120.00) | | | 25.00 |
| Special Projects | | | | | | |
| Rotary Foundation | 0.45 | 1,310.00 | (1,010.00) | | | 300.45 |
| ESRAG/Sainsbury's Centre for Creative / | 0.00 | 0.00 | 0.00 | | | 0.00 |
| Guildford Rotary Eye Project | 85.60 | 0.00 | 0.00 | | | 85.60 |
| Water Aid | 85.60 | 0.00 | 0.00 | | | 85.60 |
| St Michael's School | 0.00 | 0.00 | 0.00 | | | 0.00 |
| Computers for NDA | 0.00 | 0.00 | 0.00 | | | 0.00 |
| Centenary Loneliness Project | 0.00 | 500.00 | 0.00 | 250.00 | | 750.00 |
| Kids Out | 0.00 | 400.00 | (400.00) | | | 0.00 |
| Polio Plus | 0.00 | 100.00 | 0.00 | | | 100.00 |
| Total Restricted Funds | 11,476.60 | 5,078.64 | (2,405.00) | 0.00 | 0.00 | 14,150.24 |

2 Unrestricted Funds

| | Balance Bought Fwd. | Receipts | Payments | Net | Transfer from/ (to) Restricted | Balance Carried Fwd. |
|---|------------------------|---------------|-----------------|-------------|-----------------------------------|-------------------------|
| Designated Funds - Disaster Relief Fund | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 |
| General Funds | 7,430.00 | 672.03 | (250.50) | 0.00 | 0.00 | 7,851.53 |
| Total Unrestricted Funds | 9,430.00 | 672.03 | (250.50) | 0.00 | 0.00 | 9,851.53 |

3 Gift Aid - the amount accrued but not included in the accounts at the year end is £757.50

The accounts for the year ended 30 June 2021 are prepared on a receipts and payments basis.

Colin Mansell
Hon. Treasurer

Date: 4-11-2021