

**NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE**

REGISTERED NUMBER 869736

CHARITY NUMBER 258440

UNAUDITED ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

**NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE
ANNUAL REPORT
YEAR ENDED 31 MARCH 2021**

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**NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE
LEGAL AND ADMINISTRATIVE INFORMATION
DIRECTORS, OFFICERS AND REGISTERED OFFICE**

The governing body presents their report together with the financial statements for the year ended 31 March 2021.

The registered charity number is 258440

The company registration number is 869736

CHAIRMAN

Councillor K Maguire (to 11 May 2021)
Mr S J Earl MBE (from 11 May 2021)

TRUSTEES

Mr J S Bremner (appointed 28 September 2021)	Ms G P Harris (appointed 28 September 2021)
Ms E G Jones (appointed 28 September 2021)	Councillor J Lubbock
Councillor K Maguire (to 11 May 2021)	Mr R E N Quinn
Mr S J Earl MBE	Mr D Raby
Mr R G Rose	Councillor M Stonard (to 28 September 2021)
Mrs J King	
Mr P Watson	

SECRETARY & TREASURER

Mrs L C A Tarabay BCom CPFA

REGISTERED OFFICE AND PRINCIPAL ADDRESS

Fruit Field Barn
Low Road
North Tuddenham
Dereham
Norfolk
NR20 3DG

SOLICITORS

Mills & Reeve LLP
1 St James Court
Whitefriars
Norwich
NR3 1RU

BANKERS

Co-operative Bank plc
69 London Street
Norwich
Norfolk
NR2 1HT

INDEPENDENT EXAMINER

Joanne Fox FCA
Larking Gowen LLP
King Street House
15 Upper King Street
Norwich
NR3 1RB

**NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE
REPORT OF THE TRUSTEES
YEAR ENDED 31 MARCH 2021**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Norwich Preservation Trust Limited (the Company) for the year ended 31 March 2021. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Structure, Governance and Management

Governing Document

The Company is a charitable company limited by guarantee, incorporated on 25 January 1966 and registered as a charity on 18 April 1969. The company was established under a Memorandum of Association defining the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.00 (ten pounds).

Recruitment and Appointment of the Board

The directors of the company are also charity trustees for the purposes of charity law. Under the company's Memorandum and Articles of Association there is a maximum number of eleven of whom four or such lesser number as the Norwich City Council may prescribe are nominated by the Norwich City Council and three are to be nominated by the Norwich Society.

Under the requirements of the Memorandum and Articles the members of the Council of Management retire by rotation with one-third of the members retiring each year and able to offer themselves for re-election at the Annual General Meeting.

Appointments are made from nominees of the Norwich City Council and the Norwich Society. The company is independent of the two nominating bodies and neither has direct control over the administration of the trust.

Trustee Induction and Training

Those trustees appointed are normally already experienced with the work of charities and in addition bring an appropriate interest and skill to the Governing Body. The Memorandum and Articles of Association are made available together with advice on the dual role of member and trustee.

The nature of the Company as a Building Preservation Trust and its operation as a rolling fund Trust is explained together with a current report on projects in hand and planned with a financial summary and an outline of sources of funding.

New trustees will be provided with Charity Commission booklets CC3 and CC3a.

Risk Management

Following the closure of the Company's office at King Street on 31 December 2020 the records of the Company are held at the home addresses of the Company Secretary and the Surveyor and Project Organiser. The majority are held on computer, and these are continually backed up to a Cloud storage system to minimise the risk of data loss.

Financial payments are predominantly made by internet banking, with cheques now only rarely used, there are no cash payments. Payments are only made after authorisation by two of the Trust's authorised signatories.

Risk in undertaking projects is managed in the careful selection of professional teams experienced in historic building conservation with the client interest being represented by an experienced project organiser.

A comprehensive risk management assessment is regularly reviewed by the Trustees.

NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE
REPORT OF THE TRUSTEES (continued)
YEAR ENDED 31 MARCH 2021

Objectives and Activities

The company's primary object is to preserve for the benefit of the City of Norwich and of the Nation, the historical, architectural and constructional heritage that may exist in and around the City of Norwich (including any structure or erection, and any part of a building as so defined) of particular beauty or historical, architectural or constructional interest.

The company achieves its objects by working with the local authorities, statutory bodies, grant and loan giving agencies to take on, restore, repair and refurbish buildings at risk to bring them back into beneficial use. In this the Trustees give due regard to the Charity Commissioners guidance on securing public benefit.

On completion of the project the restored buildings are either sold on or let with sale receipts or loans secured by rental income forming the revolving fund by which the company maintains its facility to continue its work.

Achievements and Performance

The Trust has undertaken and completed some twenty projects providing both residential and commercial units. The projects have all been buildings at risk and have involved partnerships with other interests including the Norwich City Council and commercial organisations. The projects have provided both residential accommodation and business premises from formerly derelict buildings.

In March 2020 the Trust completed restoration works on 16 Elm Hill and the property was sold on a 125 year lease on 30 April 2021. A viability study has been completed with the assistance of grant funding from the Architectural Heritage Fund on the works needed to bring 6-9 Ninham's Court back into use. The Trust is also in discussion with the Norwich City Council on possible co-operation on further properties currently in the stewardship of the Council.

Financial Review

With the pressure being exerted on Heritage England, The National Lottery Heritage Fund and local authority resources it has become increasingly difficult to source funding for historic buildings other than those classified as being of exceptional quality. There is some relief in that the Architectural Heritage Fund is offering grants and short-term loans.

The Trust has a net income from its retained properties sufficient to meet day to day operating expenses.

The Covid-19 pandemic led to the closure of all commercial tenants' businesses for prolonged periods throughout the financial year. The tenants of the Briton's Arms ceased trading in January 2021 and arrangements are in hand to secure a new tenant. The Trust's cashflow was maintained as most tenants were able to continue paying their rents, the Trust was able to claim the Small Business Grant of £10,000 and also took advantage of the Government supported Bounce Back Loan scheme.

With the requirement to work from home during the pandemic, the Trust ended the lease on its office at 58-60 King Street, Norwich on 31 December 2020, leading to a saving in operating costs in future years.

Going Concern

The Trustees have reviewed forecasts of income and expenditure for the two years following the date of this report. Whilst future rental income is less certain due to the on-going pandemic, cost savings will be made through working from home. Furthermore, cash balances will be enhanced by the sale of 16 Elm Hill. The Trustees therefore consider it appropriate to prepare the financial statements on the going concern basis.

**PRESERVATION TRUST
LIMITED BY GUARANTEE
REPORT OF THE TRUSTEES (continued)
YEAR ENDED 31 MARCH 2021**

Principal Funding Sources

To date these have included grants from Norwich City Council, Heritage England, the Architectural Heritage Fund, proceeds of sales, loans secured on property and an annual rental income in the order of £55,000.

In 2017 the Trust took out a ten year loan of £150,000 at 4% from the Norwich City Council secured by a floating charge over the following properties:

63 Colegate, Norwich
23-25 St Augustine's Street, Norwich
2-4 St Andrew's Hill, Norwich
The Briton's Arms, Elm Hill, Norwich
Augustine Steward House, 14, Tombland, Norwich

In March 2020 the Trust took out a one year unsecured loan of £50,000 at 8% from the Architectural Heritage Fund to provide cash-flow support in the period following completion of restoration works at 16 Elm Hill. The loan was repaid following the sale of the property on 30 April 2021.

In October 2020 the Trust took out a six year Government supported Bounce Back Loan from the Co-operative Bank of £16,175. The loan is interest free for the first 12 months and then at 2.5%.

Investment Policy

The company can invest moneys not immediately required for its immediate purposes in or upon such investments, securities or property as may be thought fit subject to conditions or consents as may for the time being be imposed or required by law. The order of moneys held in an interest earning bank deposit account is ordinarily £25,000, although the current level of £65,000 is after receipt of an AHF loan.

Reserves Policy

The company has reviewed its past requirements and based on that review has adopted a policy to aim to hold in the order of one year's operating costs, currently around £37,000, as a reserve to cover those periods when there are no active projects providing income over and above its rental income. This is sustained from rental income and a contribution for management in service charges. Current unrestricted funds are £875,394 however this includes investment property of £986,435. Restricted funds amount to £6,790.

Plans for Future Periods

The future of the Trust as a revolving fund building preservation trust is always focussed on finding funding and properties in need of repair and refurbishment. This is expected to be more certain with the likelihood of a positive outcome to the current discussions whereby the Trust would take ownership of some Norwich City Council properties in need of repair and refurbishment.

**PRESERVATION TRUST
LIMITED BY GUARANTEE
REPORT OF THE TRUSTEES (continued)
YEAR ENDED 31 MARCH 2021**

Responsibilities of the Trustees

The Trustees (who are also directors of Norwich Preservation Trust Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK 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 charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by Section 415A of the Companies Act 2006.

Approved by the trustees/directors on 16 Nov 2021 and signed on their behalf
by:


.....(Trustee)

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

Independent examiner's report to the Trustees of Norwich Preservation Trust Limited (the 'company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 7 to 19.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company'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 company and the company's Trustees as a body, for my work or for this report.



Joanne Fox FCA
Larking Gowen LLP
King Street House
15 Upper King Street
Norwich
NR3 1RB

Date 19.11.2021

**NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Restricted funds	Unrestricted funds	2021 Total funds	2020 Total funds
		£	£	£	£
Income from:					
Grants and donations	2	6,790	10,000	16,790	3,462
Investments	4	-	74	74	853
Charitable activities:	3				
Rental income		-	55,472	55,472	56,368
Total income		<u>6,790</u>	<u>65,546</u>	<u>72,336</u>	<u>60,683</u>
Expenditure on:					
Charitable activities	5	-	58,767	58,767	37,659
Total expenditure		<u>-</u>	<u>58,767</u>	<u>58,767</u>	<u>37,659</u>
Net incoming resources before transfers		<u>6,790</u>	<u>6,779</u>	<u>13,569</u>	<u>23,024</u>
Transfers between funds		-	-	-	-
Net incoming resources before other recognised gains and losses		<u>6,790</u>	<u>6,779</u>	<u>13,569</u>	<u>23,024</u>
Revaluation (loss) / surplus on investment property	10	-	69,000	69,000	(5,000)
Net movement in funds		<u>6,790</u>	<u>75,779</u>	<u>82,569</u>	<u>18,024</u>
Reconciliation of funds					
Total funds brought forward		636	799,615	800,251	782,227
Net movement in funds		6,790	75,779	82,569	18,024
Total funds carried forward	14,15	<u>7,426</u>	<u>875,394</u>	<u>882,820</u>	<u>800,251</u>

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE
BALANCE SHEET
AS AT 31 MARCH 2021
COMPANY REGISTRATION NUMBER - 869736**

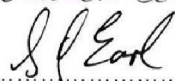
	Notes	£	<u>2021</u> £	£	<u>2020</u> £
Fixed assets					
Investment Property	10		986,435		876,686
Current assets					
Work in progress	11	43,706		24,587	
Debtors	12	5,322		49,523	
Cash at bank and in hand		67,124		65,804	
		<u>116,152</u>		<u>139,914</u>	
Creditors					
Amounts falling due within one year	13	115,058		112,219	
		<u></u>		<u></u>	
Net current assets / (liabilities)			<u>1,094</u>		<u>27,695</u>
Total assets less current liabilities			<u>987,529</u>		<u>904,381</u>
Creditors					
Amounts falling due after one year	13		104,709		104,130
			<u></u>		<u></u>
Net assets			<u>882,820</u>		<u>800,251</u>
Charity Funds					
Restricted fund	14		7,426		636
Unrestricted Funds	14		875,394		799,615
			<u></u>		<u></u>
Total funds			<u>882,820</u>		<u>800,251</u>

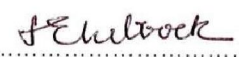
The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 16 November 2021


.....
Stephen John Earl MBE Trustee


.....
Judith Lubbock Trustee

The notes on page 9 to 19 form part of the financial statements.

**NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES

(a) Basis of accounting

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 (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Norwich Preservation Trust Limited meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared on the going concern basis. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The financial statements are presented in Sterling, which is the functional currency of the company, and rounded to the nearest pound.

(b) Going concern

Trustees have assessed both the inherent risk environment and the specific risks arising as a result of Covid-19 and in their opinion there are no uncertainties regarding the Trust's ability to continue as a going concern. Accordingly, the financial statements have been prepared on a going concern basis.

(c) Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company. The registered office is Fruit Field Barn, Low Road, North Tuddenham, Dereham, Norfolk. NR20 3DG.

(d) Fund accounting

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity. Unrestricted funds include a revaluation reserve representing the restatement of investment properties at market values.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.
- Investment income, gains and losses are allocated to the appropriate fund.

**NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

(e) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and it is probable that the income will be received and the amount of income receivable can be measured reliably. The following specific policies are applied to particular categories of income:

- Donations are received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- when donors specify that donations and grants are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.
- grants received in respect of properties have been recognised as incoming resources in the Statement of Financial Activities when the charity earns the right to consideration by its performance.
- investment income is included when receivable.
- incoming resources including rental income from charitable activities are accounted for when earned.
- annual rentals from operating leases are included in incoming resources over the lease terms.
- For legacies, entitlement is taken as the earlier of the date on which either: the company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the company, or the company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

(f) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- costs of generating funds comprise the costs associated with attracting voluntary income;
- charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them;
- governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity;
- all costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis for instance by estimated usage as set out in note 5.

**NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

(g) Investment Property

Properties acquired or held for rental purposes are capitalised as investment properties. Investment properties are initially capitalised at their purchase cost, together with any incidental costs of acquisition. They are then revalued with sufficient regularity to ensure the carrying amount does not differ materially from that which would be determined using fair value at the balance sheet date. Properties acquired or held for immediate resale are classified as work in progress.

Fair values are determined by a professional qualified surveyor from market-based evidence.

The Companies Act requires that properties are depreciated. This requirement is not complied with, as the properties are held for investment purposes and the Trustees consider that systematic annual depreciation would be inappropriate. The accounting policy adopted is therefore necessary for the accounts to give a true and fair view.

(h) Work in progress

Expenditure incurred on properties which the company does not intend to hold following completion of preservation work, and expenditure on preservation schemes in progress, is treated as a current asset and classified as work in progress.

Work in progress is stated at the lower of cost and net realisable value. Cost includes interest on funds specifically taken out to finance preservation schemes. Where necessary, provision is made against any anticipated future losses arising on the completion of preservation work in progress.

Grants received in respect of the properties within work in progress are recognised within the Statement of Financial Activities.

Where a long lease on a property is granted to the charity, this is included within work in progress at the estimated value of the lease.

(i) Stock

Stock is stated at the lower of cost and net realisable value.

(j) Interest capitalised

Interest incurred on borrowings to finance specific project development is capitalised net of any tax relief.

(k) Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(l) Cash at hand and in bank

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

(m) Liabilities and provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount the company anticipates it will pay to settle the debt or the amount it has received as advance payment for the goods or services it must provide.

**NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE**
NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2021

(n) Financial instruments

The company only has financial instruments and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

(o) Operating leases

Rental income and expenditure under operating leases are brought into the Statement of financial activities incorporating income and expenditure account on a straight-line basis over the lease term.

2 Income from donations and legacies

	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Grants & donations	6,790	-	6,790	3,462
Covid Small Business Grant	-	10,000	10,000	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total donations and legacies	6,790	10,000	16,790	3,462
	<hr/>	<hr/>	<hr/>	<hr/>
Total 2020	-	3,462	3,462	
	<hr/>	<hr/>	<hr/>	

3 Income from charitable activities

	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Rental income	-	55,472	55,472	56,368
	<hr/>	<hr/>	<hr/>	<hr/>
Total income from charitable activities	-	55,472	55,472	56,368
	<hr/>	<hr/>	<hr/>	<hr/>
Total 2020	-	56,368	56,368	
	<hr/>	<hr/>	<hr/>	

**NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE**
NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2021

4 Investment income

	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Interest on bank deposits	-	74	74	853
Total investment income	-	74	74	
Total 2020	-	853	853	

5 Analysis of expenditure

	Basis of Allocation	Rental income £	Prop- erty £	Govern- ance £	2021 Total £	Rental income £	Prop- erty £	Govern- ance £	2020 Total £
Costs directly allocated to activities									
Loan interest	Direct	(2,329)	-	-	(2,329)	1,569	-	-	1,569
Property maintenance	Direct	12,719	-	-	12,719	7,154	-	-	7,154
Impairment of 16 Elm Hill following renovation	Direct	-	12,427	-	12,427	-	-	-	-
Management & letting fees	Direct	5,522	-	-	5,522	(150)	-	-	(150)
Retainers & employee costs	Usage	11,165		9,736	20,901	13,220	-	6,574	19,794
Preparation of accounts & Independent Examiner's fees	Direct	-	-	3,152	3,152	-	-	3,776	3,776
Support costs allocated to activities									
General office costs	Usage	-	-	6,375	6,375	-	-	5,516	5,516
Total resources expended		27,077	12,427	19,263	58,767	21,793	-	15,866	37,659
		-	-	-	-	-	-	-	-

All resources expended were unrestricted funds in 2021 and 2020.

**NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE**
NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2021

5 Analysis of expenditure on charitable activities

Summary by fund type	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Rental income	-	27,077	27,077	21,793
Governance	-	19,623	19,263	15,866
Property	-	12,427	12,427	-
Total expenditure on charitable activities	-	58,767	58,767	37,659
Total 2020	-	37,659	37,659	

6 Trustee remuneration

The trustees were not paid or reimbursed for expenses during the year.

The company's directors do not receive emoluments.

During the year the company had 1 employee (2020: 1).

7 Staff Costs

Staff costs are as follows

	2021 £	2020 £
Wages and salaries	20,784	22,126
Social security costs	-	-
Pension costs	426	479
Total staff costs	21,210	22,605

No employee received remuneration greater than £60,000 in either year.

8 Independent Examiner's remuneration

The Independent Examiner's remuneration amounts to £2,140 (2020 - £2,500).

9 Taxation

No provision is made for taxation as the company is a charity entitled to the various exemptions afforded by the Corporation Tax Act 2010.

NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE
NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2021

10 Investment property

	Long leasehold land and buildings	Freehold land and buildings	Total
	£	£	£
At valuation as at 31 March 2020	729,326	147,360	876,686
Additions in year	53,176	-	53,176
Revaluation	66,320	2,680	69,000
Impairment	(12,427)	-	(12,427)
	<hr/>	<hr/>	<hr/>
Total at 31 March 2021	836,395	150,040	986,435
	<hr/>	<hr/>	<hr/>

The properties are all investment properties and are held for direct charitable purposes.

The properties were independently revalued by an Arnolds Keys LLP as at 31 March 2021 based on estimated open market values.

Works on 16 Elm Hill were completed in 2020 and the building is held as an investment property at historic cost. On sale on a 125 year residential long lease a premium of £52,225 is due to the superior landlord Norwich City Council and the balance of sales proceeds will be available as unrestricted funds to support the future work of the Trust.

On the historical cost basis the investment properties would have been included at a cost of £1,361,746 (2020 : £1,308,570)

11 Work in progress

	2021 £
Work in progress 1 April 2020	24,587
Expenditure in year	
26-30 Elm Hill project	2,402
Ninham's Court project	16,717
	<hr/>
Work in progress at 31 March 2021	43,706
	<hr/>

12 Debtors

	2021 £	2020 £
Trade debtors	3,118	22,359
Prepayments	2,204	27,164
	<hr/>	<hr/>
	5,322	49,523
	<hr/>	<hr/>

**NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE**
NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2021

13 Creditors

	2021 £	2020 £
(a) amounts falling due within one year		
Trade creditors	11,713	10,847
Short term loans (note 12(b))	65,596	63,765
Interest Payable	4,055	1,264
Accruals and deferred income	21,786	30,596
Value Added Tax	661	1,452
Other creditors	11,247	4,295
	<u>115,058</u>	<u>112,219</u>
(b) short term loans are made up as follows:		
2.5% Bounce Back Loan (Co-operative Bank)	1,272	-
4% loan from Norwich City Council	14,324	13,765
8% loan from The Architectural Heritage Fund	50,000	50,000
	<u>65,596</u>	<u>63,765</u>
(c) amounts falling due after more than one year		
2% Bounce Back Loan (Co-operative Bank)	14,903	-
4% loan from Norwich City Council	89,806	104,130
	<u>104,709</u>	<u>104,130</u>
Included within creditors above are amounts repayable by instalments falling due as follows;		
Between one and two years	18,013	14,324
Between two and five years	58,243	46,550
After more than five years	28,453	43,256
	<u>104,709</u>	<u>104,130</u>

The Norwich City Council loans are secured with a charge over five properties, 63 Colegate, 23-25 St Augustine's Street, 2-4 St Andrew's Hill, The Briton's Arms, Elm Hill and Augustine Steward House, Tombland.

The Co-operative Bank Bounce Back Loan and the Architectural Heritage Fund loan are unsecured.

**NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE**
NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2021

14 Statement of funds – current year

Restricted funds	At 1 April 2020	Income (including gains)	Expend- iture	Transfers between funds	Re- valuation	At 31 March 2021
	£	£	£	£	£	£
Donations	636	-	-	-	-	636
Grant - Ninham's Court	-	6,790	-	-	-	6,790
	<u>636</u>	<u>6,790</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,426</u>
Unrestricted funds	799,615	65,546	(58,767)	-	69,000	875,394
Total funds	800,251	72,336	(58,767)	-	69,000	882,820

Statement of funds – prior year

Restricted funds	At 1 April 2019	Income (including gains)	Expend- iture	Transfers between funds	Re- valuation	At 31 March 2020
	£	£	£	£	£	£
Donations	636	-	-	-	-	636
Grant – 16 Elm Hill	11,813	-	-	(11,813)	-	-
	<u>12,449</u>	<u>-</u>	<u>-</u>	<u>(11,813)</u>	<u>-</u>	<u>636</u>
Unrestricted funds	769,778	60,683	(37,659)	11,813	(5,000)	799,615
Total funds	782,227	60,683	(37,659)	-	(5,000)	800,251

Donations

Donations were received from the Norwich Town Close Estate Charity and the Paul Bassham Charitable Trust to cover the costs of publishing the Trust's book "Giving the Past a Future".

Grants

Grants were received from the Architectural Heritage Fund for the development work undertaken to 16 Elm Hill and viability study undertaken at Ninham's Court.

**NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE**
NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2021

15 Analysis of net assets between funds – current year

	Restricted Fund 2021 £	Unrestricted Funds 2021 £	Total 2021 £
Fixed assets	-	986,435	986,435
Work in progress	6,154	37,552	43,706
Debtors	-	5,322	5,322
Cash at bank and in hand	636	66,488	67,124
Creditors	-	(219,767)	(219,767)
	<u>6,790</u>	<u>875,394</u>	<u>882,820</u>

Analysis of net assets between funds – prior year

	Restricted Fund 2020 £	Unrestricted Funds 2020 £	Total 2020 £
Fixed assets	-	876,686	876,686
Work in progress	-	24,587	24,587
Debtors	-	49,523	49,523
Cash at bank and in hand	636	65,168	65,804
Creditors	-	(216,349)	(216,349)
	<u>636</u>	<u>799,615</u>	<u>800,251</u>

16 Related party transactions

	2021 £	2020 £
Norwich City Council		
Transactions during the year:		
Loan principal repayments	13,765	13,215
Interest payable	4,511	5,062
Rents payable	4,060	4,250
Creditor balances at the year end:		
Outstanding loans	104,130	117,895
Principal and interest payable	-	4,569
Rents payable	4,148	3,026
Debtor balances at the year end:		
Recharge of shared building costs	-	20,093
Contracted payments under long term lease arrangements:	315,230	372,787

The Council is represented by Councillors as members of the Board of Trustees. Other transactions related to business transactions that would normally occur between a local authority and a business entity.

**NORWICH PRESERVATION TRUST
LIMITED BY GUARANTEE**
NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2021

17 Operating lease income arrangements

The company earns rental income by leasing its properties to tenants under non-cancellable operating leases.

At 31 March 2021 the company had contracted with tenants to receive the future minimum lease payments:

	2021 £	2020 £
Within one year	3,972	9,472
Between one and five years	9,004	9,504
More than five years	299,384	292,172
	<hr/> 312,360 <hr/>	<hr/> 311,148 <hr/>

18 Operating lease expenditure arrangements

At 31 March 2021 the company had contracted with landlords to pay the future minimum lease payments:

	2021 £	2020 £
Within one year	3,200	6,126
Between one and five years	12,800	17,000
More than five years	299,230	351,537
	<hr/> 315,230 <hr/>	<hr/> 374,663 <hr/>

19 Post Balance Sheet Event

One of the investments properties was sold for £365,000 on a 125 year lease on 30 April 2021.