

**The Norman Family Charitable Trust
(Charity Commission No 277616)**

**Trustees' Annual Report and Financial Statements
for the year ended 31 March 2023**

The Norman Family Charitable Trust

Trustees' Annual Report for the year ended 31 March 2023

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The Norman Family Charitable Trust

Trustees' Annual Report for the year ended 31 March 2023

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2023.

Objectives and Activities

- The Trust's primary objective is to help registered charities and other non-profit/voluntary organisations working in Devon, Cornwall, and Somerset (TA postcode area only). Applications from Exeter and East Devon are prioritised.
- Applications from national charities will only be considered if the appeal relates to a project which will be of benefit in the South West Counties.
- Grants are not given to any organisation which uses live animals for experimental or research purposes, regardless of the project.
- Financial assistance is not available for the maintenance or repair of religious buildings, nor for any project which is of a religious nature.
- It is not the Trust's policy to fund projects outside of the United Kingdom.
- The Trust does not help individuals directly.

Details of the funding application process can be found on the website <https://nfct.org/>

Public Benefit

The good causes supported in the year have aims that are for the public benefit as required by the Charities Act 2011. The Trustees continue to keep their policies under review and flexible. New grant applicants are welcome, and all applications are considered.

The way in which the Trust achieves its objectives is constantly under review both in terms of internal organisation and the use of its resources to the best advantage of the community generally.

Therefore, the Trustees consider they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

Achievements and Performance

During 2022/23, the Trust processed 353 applications (362 – 2022), awarded 252 grants, pledges & donations (278 – 2022) totalling £518,409 including £20,000 pledges not yet paid and 4 grants repaid - £5,500 (2021/22 - £854,978 - 362 applications – 278 grants and pledges with 6 pledges totalling £15,000 are yet to be paid). The number of rejections increased from 84 to 101. The average grant paid in 2023 was £2,090 (£3,075 – 2022 – significantly higher due to Covid fund grants) and the success rate for grant applications was 71% (77% - 2022).

Following the success of the Trust's Covid fund in 2021/2022, the Trustees decided to increase the allocated funds for grants by releasing some capital, and the total spend on grants this year has been just over £500,000. This proved to be well timed as the number of applications has also increased as have the amounts being requested. The Grants Committee endeavours to spread the grants as widely as possible, while ensuring that the applications satisfy the objectives of the Trust and are for the public benefit. This year, we have tended to favour smaller organisations who find it difficult to obtain funding.

Here are some of the comments from this year's recipients who told us about the difference the Trust's funding has made to their work.

The Norman Family Charitable Trust

Trustees' Annual Report for the year ended 31 March 2023

Achievements and Performance (continued)

The Trust places the most emphasis on helping young people and schools:

- **Woodbury Primary School** - The grant has enabled the children in question to remain in mainstream education.
- **Mill Water School** - The grant has enabled us to transform a bare and unused outdoor space enabling our pupils to exercise happily in the fresh air.
- **St David's Hill Playgroup** - We are so pleased that we were successful in the grant award as we are a very small preschool and although we fundraise it would have taken us a lot of time to raise the money for these things.

Also important are matters relating to health both mental and physical, social welfare and disability. Here are some of the replies from these categories:

- **Esteem Team** - This grant covered some of our family support worker's work. This work is so needed in our community, and we have a long waiting list for this service.
- **Home Start Torridge** - The funds from this grant have helped us to directly support vulnerable families.
- **St. Petrock's Exeter** - The grant has provided much-needed stability and enabled us to sustain twice-daily outreach services around Exeter throughout the winter months.
- **GetYourLifeBack** - Thanks to the support of the grant we were able to continue delivery of our mindfulness-based learning programme. Many of our service users have described our service as 'a life saver'.
- **Over and Above N Devon Healthcare Trust Charitable Fund** - We have found the Norman Family Charitable Trust exceptionally helpful. They have helped us to create and sustain excellent services in North Devon which otherwise would not be in existence.

The Trust has always encouraged a wide range of activities and during this year has given grants to village halls, play areas, community gardening projects, animal rescue, sports facilities, music and arts projects, food banks and community shops.

During the year, the Trustees have done more checking on applicants both by phone and by visits, and the assessment of applications prior to each meeting has become much more thorough. Monitoring reports are to be returned by the grant recipients within 6 months and they indicate a level of satisfaction with the administration of the Trust that is very pleasing. Here are two typical comments:

Mill Water School – The Trust has always been extremely professional and supportive with a clear and efficient application process.

Freedom Community Alliance - We have found the Trust to be very efficient and approachable. It is very helpful to have application deadlines and meeting dates on your website. The correspondence after the meeting date was very prompt. The application does not ask lots of unnecessary questions, and the monitoring form is fairly easy to complete. It is also very kind that you send a prompt when the monitoring is due.

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Trustees' Annual Report for the year ended 31 March 2023

Plans for Future Periods

- The Trust has decided to increase amounts available for grants for 2023-24 drawing down from the CCLA Investment fund due to the current economic climate.
- To continue to assess all applications for grants and award as many as possible in line with the wishes of the Norman family.
- To increase the number of visits to and checks on applicants to ensure that our grants are genuinely being used for the public benefit.

Financial Review

The Trust notes that there has been a significant increase within income for the year totalling £488,530 (£428,392 – 2022). The increase is due to the profit on the sale of the Fore Street Office. This was partially offset by an increase within dividend income from the two CCLA funds, which was higher than budgeted due the market recovery.

- The valuation of the Investment fund and Property decreased significantly within the year due to the downward trend within the stock markets.
- The Trust has sold the site in April 2022 for £1,192,500 at 14 Fore Street including the residential property to the rear. The proceeds from the sale have been invested back into the two CCLA (£1,100,000) funds with one element covering the shortfall as indicated above.
- The Trust relocated to Unit 11 South Farm Court in April 2023 and would like to thank the services of Bagwells Ltd, Sean Mills, Baters Removals Tozers & Clinton Devon Estates for making the refurbishment & relocation possible.

Reserves Policy

The reserves of the Trust are made up of an Unrestricted Reserve and an Expendable Endowment Reserve. Investment income arising from the Endowed Investments is treated as Unrestricted and used for grant making purposes. The Trust Deed does also allow for capital to be used for charitable purposes which has been the case this year and last year with the Covid fund. This will continue within 2023-24 due to increased level of demand and potentially in future years.

It is not the intention of the Trustees to build up unrestricted reserves or cash balances. The Trustees agreed a transfer of £120k from the endowment fund to unrestricted funds during the year to fund additional grant making. The balance on unrestricted funds on the 31st of March 2023 was £24,018 (2022 - £nil).

Investment Policy

The stocks and shares reserves of the Endowment Fund are now only invested with one Investment Fund Manager which is CCLA Investment Management Ltd (Unit Trusts in both the Investment and Property Funds). See note 13 for the details of the year end balances and movements during the year.

The Trustees Investment Policy with the Investment Manager is to maintain a balance between income generation and capital growth. This policy is regularly revisited, and levels of dividend income are frequently reviewed and communication with the Investment manager is regular.

The Trust also holds a significant property portfolio, currently comprising of 3 commercial tenants across 3 properties, as detailed in note 13.

The Norman Family Charitable Trust

Trustees' Annual Report for the year ended 31 March 2023

Structure, Governance, and Management

The Trust was established by a Trust Deed dated 19th March 1979 which was amended by a Charity Commission Scheme dated 10th January 1990. The Scheme increased the maximum number of Trustees possible from five to ten.

The Trustee Body was incorporated by a Certificate of Incorporation sealed by the Charity Commission on 30th September 1996. The Trust is registered with the Charity Commission under reference number 277616.

As at the year end the Trust comprised seven Trustees and two part-time staff.

The Trust has given much consideration to strengthening the Board of Trustees in terms of numbers, quality and expertise, and succession planning to ensure the Trust is well placed in the future.

In recognition of the Charities Commission's recommended guidelines Trustees will be subject to re-election every three years or retire by rotation, though this does not include the two-family Trustees. It is important to undertake this exercise in a sensible and phased manner in order that the transition is a gradual one so as not to destabilise the Trust.

The Trust operates with two sub committees as follows:

(a) The Grants Committee:

Is Chaired by Liz Low supported by three Trustees Sarah Gillingham, Stephen Green, Fiona Ross and part-time employee Emma Le Poidevin (Grants Administrator). This committee considers and has the power to determine, all Grant applications up to the value of £10,000, which are signed off by the Committee Chair and the Trust Chairman before payment. All applications above the value of £10,000 are considered and signed off at the quarterly full Trustees Meeting. However, all the Grants determined by the Grants Committee under the value of £10,000 are subsequently reported to all the Trustees at the quarterly meeting contained within the full board pack. This committee sits 6 times each financial year.

(b) The Finance, Investment and Property Committee (FIP):

Is chaired by Christopher Davis supported by Trustees John Bain, William Tee, Sarah Gillingham, and part-time employee Lee Bingham (Charity Accounts Manager). The FIP Committee monitors the performance of its investment managers which are roughly equally split between those held in the CCLA unit trust and commercial investment funds and commercial property directly owned and managed by the Trust. Any significant changes to the investment strategy or recommendations are reported to all the Trustees and the full quarterly Trustees meetings for a final decision and implementation. This committee can authorise expenditure of up to £5,000. The Trust seeks to meet its CCLA investment manager on an annual basis.

The commercial property portfolio is managed professionally by Stratton Creber Commercial (SCC).

Every year the Risk Assessment is reviewed and agreed by the Trustees for the following year. The relevant internal systems are then altered to mitigate the risks to which it is thought the Trust could be exposed.

The Norman Family Charitable Trust

Trustees' Annual Report for the year ended 31 March 2023

Policies

All the policies on the annual review cycle were updated and ratified by the Trustees in November 2022.

New trustees

The power of appointment of new Trustees is vested in the Trustees for the time being of the Trust.

Trustees' Powers

Revenue and capital can be distributed for charitable purposes at the discretion of the Trustees. The power of investments are very wide and include property.

Reference and Administrative Details

Registered charity name	The Norman Family Charitable Trust Charity No. 277616
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Principal office address	Unit 11 South Farm Court South Farm Road Budleigh Salterton EX9 7AY
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Trustees	William Tee (Chair) Christopher Davis Fiona Ross Catherine Houghton (nee Norman) Sarah Gillingham (nee Norman) John Bain Liz Low Stephen Green
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Bankers	Charities Aid Foundation 25 Kings Hill Avenue West Malling ME19 4TA
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Investment managers	CCLA Investment Management Ltd One Angel Lane London EC4R 3AB
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Auditors	PKF Francis Clark Centenary House Peninsula Park Rydon Lane Exeter EX2 7XE
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Professional advisors	Stratton Creber Commercial 20 Southernhay West Exeter EX1 1PR
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The Norman Family Charitable Trust

Trustees' Annual Report for the year ended 31 March 2023

Trustees' Responsibilities Statement

The Trustees 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).

The law applicable to charities in England and 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 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 charity will continue in operation.

The Trustees are responsible for keeping accounting records that are sufficient to show and explain the Trust's transactions and disclose with reasonable accuracy at any time the financial position of the Trust 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.

The Trustees annual report was approved on 27 June 2023 and signed on behalf of the board of trustees by:

William John Tee
Trustee

The Norman Family Charitable Trust

Independent Auditors' Report to the Trustees of The Norman Family Charitable Trust for the year ended 31 March 2023

Opinion

We have audited the financial statements of The Norman Family Charitable Trust (the "Trust") for the year ended 31 March 2023 which comprise Statement of Financial Activities, Balance Sheet, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland.

In our opinion, the financial statements:

- give a true and fair view of the state of the Trust's affairs as at 31 March 2023 and of its income and expenditure for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Trust in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Trust's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

The Norman Family Charitable Trust

Independent Auditors' Report to the Trustees of The Norman Family Charitable Trust for the year ended 31 March 2023

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Trust and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the Statement of Trustees' Responsibilities set out on page 7, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Trust or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

We have been appointed as auditor under S144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereafter. Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of our audit planning, we obtained an understanding of the legal and regulatory framework that is applicable to the Trust to identify key laws and regulations affecting it. The key regulations we identified were Charity legislation, health and safety regulations and breaches of The General Data Protection Regulation ("GDPR"). We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Act 2011 and relevant tax legislation.

The Norman Family Charitable Trust

Independent Auditors' Report to the Trustees of The Norman Family Charitable Trust for the year ended 31 March 2023

We discussed with management how the compliance with these laws and regulations is monitored and discussed the policies and procedures in place. We also identified the individuals who have responsibility for ensuring that the Trust complies with relevant laws and regulations and deals with reporting any issues if they arise. As part of our planning procedures, we assessed the risk of any non compliance with laws and regulations on the Trust's ability to continue as a going concern and the risk of material misstatement to the accounts.

Based on this understanding we designed our audit procedures to identify non-compliance with such laws and regulations. Our procedures involved the following:

- Enquiries of management regarding their knowledge of any non compliance with laws and regulations that could affect the financial statements, of which there were none.
- Reviewed filings with the Charity Commission.
- Discussed with the health and safety officer whether any incidents have been reported during the year under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR").
- Review of the Company's GDPR policy and enquiries to the Data Protection Officer as to the occurrence and outcome of any reportable breaches.
- Reviewed legal and professional costs to identify any possible non-compliance or legal costs in respect of non-compliance.
- Reviewed Board minutes.

We assessed the susceptibility of the financial statements to material misstatement through management override or fraud, which might exist in fraudulent grant payments, or other fraudulent payments including payroll. We also discussed with management whether there had been any instances of known or alleged fraud, of which there were none. Based on our understanding we designed and conducted audit procedures including:

- Audited the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale for of significant transactions outside the normal course of business, of which there were none.
- Reviewed estimates and judgements made in the accounts for any indication of bias and challenged assumptions used by management in making the estimates.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements. This risk increases the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements as we are less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

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Independent Auditors' Report to the Trustees of The Norman Family Charitable Trust for the year ended 31 March 2023

Use of our Report

This report is made solely to the Trust's Trustees, as a body, in accordance with Part 4 of the Charities (Account and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the Trust's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trust and the Trust's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

PKF Francis Clark
Statutory Auditor
Centenary House
Peninsula Park
Rydon Lane
EXETER
EX2 7XE

Date: 27 June 2023

PKF Francis Clark is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

The Norman Family Charitable Trust

Statement of Financial Activities for the year ended 31 March 2023

	Note	Unrestricted Funds £	Endowment Funds £	2023 Total Funds £	2022 Total Funds £
Income and endowments from:					
Donations and Legacies		-	-	-	-
Investment income	3	422,618	-	422,618	428,392
Other income		-	-	-	-
Profit on disposal of fixed asset		65,912	-	65,912	-
Total income		<u>488,530</u>	<u>-</u>	<u>488,530</u>	<u>428,392</u>
Expenditure on:					
Raising funds	4	43,217	-	43,217	23,753
Charitable activities	5	541,295	-	541,295	895,447
Total expenditure		<u>584,512</u>	<u>-</u>	<u>584,512</u>	<u>919,200</u>
Net gains/(losses) on investments	8	-	(821,872)	(821,872)	962,592
Net income/(expenditure)		<u>(95,982)</u>	<u>(821,872)</u>	<u>(917,854)</u>	<u>471,784</u>
Transfers between funds	16	120,000	(120,000)	-	-
Net movement in Funds		<u>24,018</u>	<u>(941,872)</u>	<u>(917,854)</u>	<u>471,784</u>
Reconciliation of Funds:					
Total funds brought forward		-	10,808,044	10,808,044	10,336,260
Total Funds carried forward		<u>24,018</u>	<u>9,866,172</u>	<u>9,890,190</u>	<u>10,808,044</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 13 to 23 form part of these financial statements.

The Norman Family Charitable Trust

Balance Sheet for the year ended 31 March 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible fixed assets	11	39,298	129,523
Intangible Fixed Assets	12	752	1,254
Investments	13	9,838,906	10,628,278
		<u>9,878,956</u>	<u>10,759,055</u>
Current assets			
Debtors	14	27,246	13,939
Cash at bank and in hand		11,625	47,932
		<u>38,871</u>	<u>61,871</u>
Creditors: amounts falling due within one year	15	<u>27,637</u>	<u>12,882</u>
Net current assets		<u>11,234</u>	<u>48,989</u>
Total assets less current liabilities		<u>9,890,190</u>	<u>10,808,044</u>
Net assets		<u>9,890,190</u>	<u>10,808,044</u>
Funds of the Trust			
Endowment Funds	16	9,866,172	10,808,044
Unrestricted Funds	16	24,018	-
Total Trust Funds		<u>9,890,190</u>	<u>10,808,044</u>

These financial statements were approved by the Board of Trustees and authorised for issue on 27 June 2023 and are signed on behalf of the board by:

Christopher Hayward Davis
Trustee

William John Tee
Trustee

The notes on pages 13 to 23 form part of these financial statements

The Norman Family Charitable Trust

Notes to the accounts for the year ended 31 March 2023

1. General information

The Trust is a public benefit entity and a registered Trust in England and Wales and is unincorporated. The address of the principle office is Room 25 c/o Seachange, East Budleigh Road, Budleigh Salterton, EX9 6HF.

2. Accounting policies

Basis of preparation

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) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. There are no material departures from FRS 102.

The Trust has taken advantage of the exemption in FRS102 from the requirement to produce a cash flow statement because it is a small charity.

The Trust meets the definition of a public benefit entity under FRS102.

The financial statements have been prepared on a going concern basis and the Trustees are not aware of any material uncertainties that would cast doubt on the Trust's ability to continue as a going concern. The Trust's income is supported by rental income and grants are awarded at the discretion of the Trustees therefore the going concern basis of preparation is appropriate.

The accounts are prepared in Sterling, which is the functional currency. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditures.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgments, estimates and assumptions that affect the amounts reported. These estimates and judgments are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Income tax

Under section 505 ICTA 1988 the Trust is exempt from certain taxes. Full account is taken of tax credits attaching to gifts and qualifying donations.

Fund accounting

Endowment Fund

The Endowment Fund represents an expendable Fund. The Fund has arisen from capital donations and legacies from the settlors of the Trust. Income arising on the Endowment Fund can be used in accordance with the objects of the Trust and is included as unrestricted income.

The Norman Family Charitable Trust

Notes to the accounts for the year ended 31 March 2023

2. Accounting policies (continued)

Unrestricted Fund

The Unrestricted Fund comprises those Funds which the Trustees are free to use in accordance with the charitable objects.

Incoming resources

All incoming resources are recognised once the Trust has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Investment and rental income

Income from investment and rental income is included in the year in which it is receivable.

Other incoming resources

Other incoming resources are included in the period in which they are receivable.

Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the Trust to expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category. Resources expended include attribute VAT which cannot be recovered.

Costs of generating funds

Costs of generating funds comprise those costs directly attributable to raising investment income.

Charitable activities

Costs of charitable activities include grants made and an apportionment of overhead and support costs as shown in note 7.

Charitable activities : Other

Charitable activities: Other, comprises those grants paid to charitable entities which cannot be categorised directly under one of the other activities due to the diversity of the charitable objects and activities of the recipient organisation.

Support costs

Support costs comprise costs associated with processing grants and applications, including support to potential and actual applicants.

Grants payable for the furtherance of charity objectives

Grants payable are payments made to third parties in the furtherance of the charitable objectives of the Trust. Single or multi-year grants are accounted for when either the recipient has a reasonable expectation that they will receive a grant and the Trustees have agreed to pay the grant without condition, or the recipient has a reasonable expectation that they will receive a grant and any condition attaching to the grant is outside of the control of the Trust.

Governance costs

Governance costs comprise all costs incurred in running the Trust itself as an organisation, and its compliance with regulation and good practice.

Legal fees

Legal fees that are directly associated with the costs of generating funds are included within the property costs in this category. All other legal fees are included within governance costs.

The Norman Family Charitable Trust

Notes to the accounts for the year ended 31 March 2023

2. Accounting policies (continued)

Operating leases

Lease income is recognised in income or expenditure on a straight line basis over the lease term. The aggregate cost of lease incentives are recognised as a reduction to income over the lease term on a straight-line basis. Costs, including depreciation, incurred in earning the lease income are recognised as an expense. Any initial direct costs incurred in negotiating and arranging the operating lease are added to the carrying amount of the lease and recognised as an expense over the lease term on the same basis as the lease income.

Tangible assets

All assets costing more than £400 are capitalised. Fixed assets are shown at their purchase cost together with any incidental costs of acquisition.

Depreciation

Freehold property	2% straight line
Computer equipment	33% straight line
Office equipment	15% straight line
Improvements to freehold property	2% straight line

Intangible assets

Intangible assets are recorded at cost and amortised over their useful lives as follows:.

Software development costs - 20% straight line

Investments

Fixed asset investments including investment properties are included at market value at the balance sheet date. Any gain or loss on revaluation is allocated to the Statement of Financial Activities. Investment properties were valued by Stratton Creber Commercial in October 2020 with a desktop valuation for 31st March 2023.

Investment property

Investment property is initially recorded at cost, which includes purchase price and any directly attributable expenditure.

Investment property is revalued to its fair value at each reporting date and any changes in fair value are recognised in income or expenditure.

If a reliable measure of fair value is no longer available without undue cost or effort for an item of investment property, it shall be transferred to tangible assets and treated as such until it is expected that fair value will be reliably measurable on an on-going basis.

The Norman Family Charitable Trust

Notes to the accounts for the year ended 31 March 2023

2. Accounting policies (continued)

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purpose of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generated cash inflow that are largely independent of the cash inflows from other assets or group of assets.

Financial instruments

A financial asset or a financial liability is recognised only when the Trust becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Financial assets that are measured at cost are amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics. Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

3. Investment Income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Income from investment properties	133,477	133,477	171,244	171,244
Income from listed investments	288,755	288,755	257,129	257,129
Bank interest receivable	386	386	19	19
	<u>422,618</u>	<u>422,618</u>	<u>428,392</u>	<u>428,392</u>

The Norman Family Charitable Trust

Notes to the accounts for the year ended 31 March 2023

4. Cost of raising funds

	Unrestricted Funds £	Endowment Funds £	Total Funds 2023 £	Total Funds 2022 £
Property Costs	43,217	-	43,217	23,753
	<u>43,217</u>	<u>-</u>	<u>43,217</u>	<u>23,753</u>

The Norman Family Trust has capital funds invested with one Investment Manager, CCLA. CCLA income is received net of investment fees.

5. Expenditure on charitable activities by activity type

	Grant funding of activities £	Support costs £	Total Funds 2023 £	Total Funds 2022 £
Grants payable (note 7)	498,409	-	498,409	854,978
Support costs (note 6)	-	42,886	42,886	40,469
	<u>498,409</u>	<u>42,886</u>	<u>541,295</u>	<u>895,447</u>

Expenditure on charitable activities totalling £541,295 (2022: £895,447) is unrestricted.

6. Analysis of support costs

	Support costs £	Total 2023 £	Total 2022 £
Staff costs	18,093	18,093	18,053
Light, heat and telephone	(25)	(25)	608
Office costs	205	205	107
Premises costs	6,812	6,812	3,878
Depreciation	435	435	5,878
Amortisation	502	502	502
Audit and accountancy	5,750	5,750	6,036
Administrative costs	10,944	10,944	5,305
Sundry costs	170	170	102
	<u>42,886</u>	<u>42,886</u>	<u>40,469</u>

The Norman Family Charitable Trust

Notes to the accounts for the year ended 31 March 2023

7. Analysis of grants

	2023 £	2022 £
Grants to institutions		
Animals, environment and conservation	26,200	20,011
Blind, deaf and physically handicapped	28,760	45,050
Children	136,507	222,094
Community projects	44,825	126,717
Crime prevention, rehabilitation, addictions	3,500	1,000
Employment, skills, training	9,200	19,000
Forces, ex-forces, emergency services	2,000	5,200
Homelessness, social welfare	71,250	135,754
Medical (including medical research)	50,812	112,552
Mental health and learning disabilities	62,063	70,150
Senior welfare	16,672	55,550
Sport and leisure	28,950	28,400
Youth	12,670	13,500
Senior – Donation	5,000	-
	498,409	854,978

8. Net gain on investments

	Endowment Funds £	Total Funds 2023 £	Endowment Funds £	Total Funds 2022 £
Gains/(losses) on investment property	-	-	207,500	207,500
Gains/(losses) on other investment assets	(821,872)	(821,872)	755,092	755,092
	(821,872)	(821,872)	962,592	962,592

The Norman Family Charitable Trust

Notes to the accounts for the year ended 31 March 2023

9. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023 £	2022 £
Wages and salaries	<u>18,093</u>	<u>18,053</u>

The average head count of employees during this period was 2 (2022: 2).

No employee received remuneration of more than £60,000 during the year (2022: £nil).

10. Trustee remuneration and expenses

No remuneration has been paid to the Trustees in either the current or preceding period. During the year expenses were incurred totalling £nil (2022: £nil).

11. Tangible fixed assets

	Freehold property £	Computer equipment £	Office equipment £	Improvement to freehold property £	Total £
Cost					
At 1 April 2022	88,968	8,052	26,484	77,368	200,872
Additions	-	-	-	39,298	39,298
Disposals	(88,968)	-	(19,083)	(77,368)	(185,419)
At March 2023	<u>-</u>	<u>8,052</u>	<u>7,401</u>	<u>39,298</u>	<u>54,751</u>
Depreciation					
At 1 April 2022	15,798	6,985	26,326	22,240	71,349
Charge for the year	-	1,067	158	-	1,225
Disposals	(15,798)	-	(19,083)	(22,240)	(57,121)
At 31 March 2023	<u>-</u>	<u>8,052</u>	<u>7,401</u>	<u>-</u>	<u>15,453</u>
Carrying Amount					
At 31 March 2023	<u>-</u>	<u>-</u>	<u>-</u>	<u>39,298</u>	<u>39,298</u>
At 31 March 2022	<u>73,170</u>	<u>1,067</u>	<u>158</u>	<u>55,128</u>	<u>129,523</u>

The Norman Family Charitable Trust

Notes to the accounts for the year ended 31 March 2023

12. Intangible fixed assets

	Software Development Costs	Total £
Cost		
At 1 April 2022	2,513	2,513
Additions	-	-
Disposals	-	-
At March 2023	2,513	2,513
Amortisation		
At 1 April 2022	1,259	1,259
Charge for the year	502	502
At 31 March 2023	1,761	1,761
Carrying Amount		
At 31 March 2023	752	752
At 31 March 2022	1,254	1,254

13. Investments

	Freehold & leasehold properties £	CCLA Property Fund £	CCLA Investment Fund £	Total £
Cost or valuation				
At 1 April 2022	2,847,500	2,599,187	5,181,591	10,628,278
Additions	-	1,000,000	100,000	1,100,000
Disposals	(997,500)	-	(70,000)	(1,067,500)
Fair value movements	-	(622,635)	(199,237)	(821,872)
At 31 March 2023	1,850,000	2,976,552	5,012,354	9,838,906
Carrying amount				
At 31 March 2023	1,850,000	2,976,552	5,012,354	9,838,906
At 31 March 2022	2,847,500	2,599,187	5,181,591	10,628,278

All investments shown above are held at fair value.

The Norman Family Charitable Trust

Notes to the accounts for the year ended 31 March 2023

13. Investments (continued)

The investment properties were valued in October 2020 by Stratton Creber Commercial, a desktop valuation was carried out at 31 March 2023.

Financial Assets held at fair value

Listed investments are included at their open market value at the year end.

14. Debtors

	2023 £	2022 £
Prepayments and accrued income	17,833	12,672
Social security and other taxes	7,747	-
Other debtors	1,666	1,267
	<u>27,246</u>	<u>13,939</u>

15. Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals and deferred income	27,637	7,897
Social security and other taxes	-	4,985
	<u>27,637</u>	<u>12,882</u>

16. Analysis of Charitable Funds

Current year

	1 April 2022 £	Income £	Expenditure £	Gain & losses £	Transfers £	31 March 2023 £
Unrestricted Funds	-	488,530	(584,512)	-	120,000	24,018
Endowment Fund	10,808,044	-	-	(821,872)	(120,000)	9,866,172
Total funds	<u>10,808,044</u>	<u>488,530</u>	<u>(584,512)</u>	<u>(821,872)</u>	<u>-</u>	<u>9,890,190</u>

Prior year

	1 April 2021 £	Income £	Expenditure £	Gain & losses £	Transfers £	31 March 2022 £
Unrestricted Funds	51,726	428,392	(919,200)	-	439,082	-
Endowment Fund	10,284,534	-	-	962,592	(439,082)	10,808,044
Total funds	<u>10,336,260</u>	<u>428,392</u>	<u>(919,200)</u>	<u>962,592</u>	<u>-</u>	<u>10,808,044</u>

The Norman Family Charitable Trust

Notes to the accounts for the year ended 31 March 2023

17. Analysis of net assets between Funds

Current year	Unrestricted Funds £	Endowment Funds £	Total Funds 2023 £
Tangible fixed assets	39,298	-	39,298
Intangible fixed assets	752	-	752
Investments	(27,266)	9,866,172	9,838,906
Net current liabilities	11,234	-	38,871
Net assets	24,018	9,866,172	9,890,190
Prior year	Unrestricted Funds £	Endowment Funds £	Total Funds 2022 £
Tangible fixed assets	129,523	-	129,523
Intangible fixed assets	1,254	-	1,254
Investments	(179,766)	10,808,044	10,628,278
Net current liabilities	(12,882)	-	(12,882)
Net assets	-	10,808,044	10,808,044

18. Operating lease commitments

As lessor

The total future minimum lease payments receivable under non-cancellable operating leases are as follows:

	2023 £	2022 £
Not later than 1 year	136,633	147,133
Later than 1 year and not later than 5 years	517,032	582,210
Later than 5 years	581,872	210,785
	<u>1,235,537</u>	<u>940,128</u>

As lessee

The total future minimum lease payments payable under non-cancellable operating leases are as follows:

	2023 £	2022 £
Not later than 1 year	9,500	-
Later than 1 year and not later than 5 years	37,208	-
	<u>46,708</u>	<u>-</u>

The Norman Family Charitable Trust

Notes to the accounts for the year ended 31 March 2023

19. Legacies

Under the terms of the Will of the late Mr Phillip Norman, the Trust has an absolute revisionary interest in a Fund named the 'Wife's Fund' whereby the Trust has an absolute entitlement to the capital following the life tenant's death but the Will Trustees have power to release capital to the wife during her lifetime at their discretion (the value of this Fund on 31 March was £194,950 ((2022: £210,624))). The Trust has certain contingent interests in other trusts created by Mr Phillip Norman's Will but the contingencies are considered to be so remote as not to have any value attributable to them.

20. Pledges

At 31 March 2023 the Trustees have pledged grants amounting to £20,000 (2022: £15,000). However, the Trustees retain the right to discontinue these grants at any time and as such these grants have not been recognised as liabilities within the financial statements.

21. Capital commitments

At 31 March 2023 the Charity had commitments in relation to refurbishment works at Unit 11, South Farm of £31,009.

22. Related party transactions

No Trustees were involved in the decision making process of any of the charities which were in receipt of grants from the Norman Family Charitable Trust.