



Norfolk &
Norwich
Archaeological
Society

ANNUAL REPORT AND STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2024

The County Archaeological Society for Norfolk since 1846

Registered Address: 64 The Close Norwich, NR1 4DH

Bankers

Barclays Bank Plc
5/7 Red Lion Street
Norwich, NR1 3QH

Building Society

Leeds Building Society
6-7 Guildhall Hill
Norwich, NR2 1JG

Solicitors

Leathes Prior
74 The Close
Norwich, NR1 4DR

Insurance providers

Towergate Insurance
Towergate House,
5 Airport West,
Lancaster Way,
Leeds, LE19 7ZA

Investment Advisors

Rathbones (Incorporating Investec
Wealth & Investment UK)
30 Gresham Street,
London, EC2V 7QN

Independent Examiner for Accounts

Ian Barlow, Sexty & Co
124 Thorpe Road
Norwich, NR1 1RS

1. TRUSTEES AND OTHER VOLUNTEERS

TRUSTEES

Dr Annie Grant - Society President
Ms Sophie Cabot - Hon. Gen. Secretary, Publicity Officer, & YAC Organiser
Ms Karen Watling - Hon. Treasurer
Mr Roger Bellinger - Assistant Hon. Treasurer
Dr Clare Haynes - Hon. Newsletter Editor. Convenor, Publications Committee
Dr Andrew Hutcheson
Dr Victor Morgan
Mr Trevor Nuthall
Dr Andrew Rogerson
Ms Heather Wallis
Dr LJ Richardson

OTHER ELECTED POST HOLDERS (Honorary Secretaries)

Dr Sue Anderson - Hon. Editor, Norfolk Archaeology
Mrs Judy Sims – Hon. Librarian
Dr Keith Robinson – Hon. Lectures Secretary
Mr Alistair Graham Kerr – Hon. Membership Secretary

VICE PRESIDENTS

Mr B S Ayers, Mr R Bellinger, Mr M R Begley, Ms S Cabot, Mr A Fakes, The Ven.
Prof W M Jacob, Prof E C Fernie, Mrs H Paterson, Dr A Hutcheson

MEMBERS OF THE ADVISORY PANEL

Mr S Ashley, Prof S C Kaner, Prof W Bowden, Dr T J Pestell, Dr J Gregory, Mr D J King, Mr D Leak, Dr S Kaner, Mr T Bradstreet

2. AIMS and OBJECTIVES

The Norfolk and Norwich Archaeological Society (the Society), formed in 1846, exists to advance the education of the public through the study of archaeology in Norfolk, which includes as ancillary to this:

- The study of the history, architecture and antiquities of Norfolk.
- The collection and publication of information on the ancient arts and monuments of the county.
- The encouragement of individuals and public bodies in making research and undertaking excavations.
- The prevention of injury to and destruction of all kinds of objects of archaeological value.

3. ADMINISTRATION AND CONSTITUTION

The Society is governed by its own constitution and is a registered charity as defined by the Charities Acts 2006 and 2011 (Charity Number 311116).

The trustees in the year were as set out above.

Trustees, Vice Presidents of the Society (usually former Presidents), and other non-Trustee office holders are elected annually at the AGM. If appointed between AGMs for practical reasons, they are considered '*pro tem*' until confirmation at an AGM.

Each trustee has signed a trustee eligibility declaration, and the Society has in place a trustee insurance policy through Towergate Insurance.

The Trustee meetings were held quarterly on the 15th January, 16th April, 16th July, and 15th October 2024. Other sub committees and working groups (Conference, Finance etc.) meet as and when needed.

Advisory Committee members are appointed by the trustees by invitation, to provide specialist advice on areas of archaeology and history relevant to the work of the Society. They have no voting rights.

TRUSTEES' RESPONSIBILITIES

The Trustees have and accept ultimate responsibility for directing the affairs of the Society, ensuring that it is solvent and well-run, and for delivering the charitable outcomes for the benefit of the public for which it has been set up. They have resolved to be bound by the Seven Principles of Public Life (the 'Nolan Principles') in so doing.

They are responsible for safeguarding the assets of the Society and taking reasonable steps to prevent fraud and other irregularities. They must ensure that the Society complies with charity law, with the requirements of the Charity Commission, in particular that the Society prepares an annual report outlining what it has and achieved, including the Statement of Accounts as required by law.

In preparing those financial statements, the Trustees are required to:

- Keep adequate accounting records that are sufficient to show and explain the Society's transactions and disclose with reasonable accuracy at any time the financial position of the Society.
- Select suitable accounting policies and then apply them consistently.
- Make judgements 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 Statement of Accounts.
- Prepare the financial statements on a going concern basis unless circumstances dictate that to do so would be inappropriate.
- Take special care when investing the funds of the charity or borrowing funds for the charity.

RECRUITMENT AND APPOINTMENT OF NEW TRUSTEES

The Society requires a good selection of skills amongst the Trustees to cover all the areas which the Society encompasses. The Trustees still plan to put in place recruitment, selection and induction procedures, as recommended by the Charity Commission. Role descriptions continue to be worked on. All the trustees, other Council members, and officers are volunteers; in the reporting period the Society employed a part time paid administrator on a freelance basis.

POLICIES

The Trustees have put in place and set out on the Society's website policies covering:

- Health and Safety
- Equal Opportunities
- Protection of Children and Vulnerable Adults
- Volunteers Policy
- Conflicts of Interest Policy
- Trustee Code of Conduct
- Declaration of Interest
- Risk Assessment

PUBLIC BENEFIT

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. The purpose of the charity is encapsulated in its objects to make available its resources to as wide an audience as possible, to encourage the study of the history, architecture and antiquities of Norfolk. To this end the library is open for regular public use; lectures are open to the public; and the Society website gives all necessary general information to ensure that the public can benefit from its services. The range of activities listed below makes a positive contribution to the study of Norfolk archaeology and contributes significantly to achieving the aims and objectives of the Society.

4. ANNUAL GENERAL MEETING

The draft 2024 Annual Report and Statement of Accounts will be presented to the 178th AGM of the Society on Saturday 6th December 2025, at Norwich Castle Museum. Details of the meeting along with the minutes will be included in the final version of this Annual Report.

5. MEMBERSHIP AND ACTIVITIES

The Society's activities during the year included a program of excursions in the summer months, lectures in the winter months, timely publication of the newsletters and the *Norfolk Archaeology* journal, as well as electronic communications, support for Norwich YAC, and giving a number of grants for research and publication.

The Society also held its second biennial conference, "Community Archaeology 2024: Coast, Climate, And Community", which took place on Saturday April 6th, at the UEA. Further details appear below.

MEMBERSHIP

The Society saw a small reduction in membership in the year, mainly in household memberships. It is unclear why this is, but it appears to relate to some long standing members where one of a couple has passed away.

	Individual	Household	Corporate	Overseas	Total
2024	268	75	30	10	383
2023	278	106	26	23	433

After not doing so for over ten years, the Society unfortunately found it necessary to make a slight increase in membership fees for 2024. The new rates introduced are £29 for individuals and £35 for households and institutions.

As might be expected, a few members did not renew their membership after the adjustment of subscriptions, and some have communicated the pressure of the cost of living crisis was a factor in this decision. Those people were reminded that they were entirely welcome at our public events, and it is hoped that they will stay in touch with the Society.

LECTURES

Lectures are held in person in the Town Close Auditorium at the Castle Museum and are also streamed live on ZOOM.

Where possible, lectures are also now recorded, with a view to creating an online offer in future, to provide greater public benefit to non-members.

Lectures during the year were as follows:

- 6th January - Dr Alice Lyons, President of The Study Group for Roman Pottery, *An Update on Roman Pottery*.
- 3rd February - Jo Caruth, Principal Post-Excavation Manager, Cotswold Archaeology, Suffolk, *Recent work on the Archaeological Finds from the excavations at RAF Lakenheath*.

- 2nd March - Sue Margeson Memorial Lecture: Prof Emeritus Katy Cubitt (UEA), *Reconstructing the conversion and early Christian history of East Anglia in the light of new discoveries*.
- 5th October - Dr Vic Morgan, UEA, *Marchpanes, Trenchers, and the Very Best of Ham: the Norwich Guild Feast, c.1560-1700*.
- 2nd November - Dr Andy Hutcheson, UEA, *Reviewing the evidence from Arminghall Timber Circle/Henge Warham Camp Iron Age Fort: Anchor monuments for the stewardship of prehistoric landscapes*. (Joint lecture with the Prehistoric Society).
- 7th December - Prof Michael Lewis, British Museum, *Exploring the religious lives of medieval people through archaeological finds from Norfolk*. (Joint lecture with NAHRG)

EXCURSIONS

Summer visits were offered as follows:

- **22 June** The Railway Archaeology of Marriot's Way. A free 2 ½ mile guided walk.
- **13 July** Day visit to Kings Lynn. To celebrate the Festival of British Archaeology, a tour of Kings Lynn with Dr Paul Richards and Dr Clive Bond. Cost £12.50 including a buffet lunch at True's Yard.
- **31 August** Romanesque churches of the Waveney Valley led by Dr Brendan Chester-Kaldwell. Small fee of £6.00 to cover donations to the churches visited.

The free walk was not well attended, but the other trips ran at capacity or close to and were much enjoyed by participants. The Society continues to seek a new Activities Officer to further develop this programme.

2024 CONFERENCE – COAST, CLIMATE, AND COMMUNITY

The conference took place on Saturday April 6th 2024, at the UEA, from 10.00 to 16.30.

Norfolk is a coastal county with a vast array of heritage found on its coastal fringe. From tools and footprints, found at Happisburgh, dating from around 900,000 years ago, through to 20th century military installations placed to protect against invasion, much of this heritage is vulnerable to erosion. With climate change, rates of erosion are set to rise through increased sea level height and stronger storms resulting in more energy in weather systems. Storm and surge events, such as those experienced on the coast in the 1953 floods and 2013 Christmas storms are likely to become more common and their destructive potential will result in loss of archaeological sites and structures. River systems will also change with a likelihood of more volatile events creating more inland floods and in some parts of the county, such as the Fens and the Broads, the salination of underlying freshwater conditions

which are currently preserving archaeological and paleoenvironmental deposits. How can communities deal with these losses?

The conference heard from community archaeology practitioners, academics, and health specialists. The programme and speakers were as follows:

- *Coast Climate and Community - reengagement with landscapes*, Andy Hutcheson, Research Fellow in the Centre for Archaeology and Heritage at SISJAC, UEA
- *The NNAS Overview*, Alan Pask, NNAS Trustee
- *The CRP approach to community archaeology*, Mike Pinner, Chair of Caistor Roman Project
- *The Norfolk Community Archaeology Forum- Introduction and Discussion'*
- *Discussing Coastal Archaeology*, Panel discussion chaired by Mike Curtis (NAS)
- *Navigating the Tides of Change: Climate impacts on the Archaeology and Built Heritage of the Broads National Park*, Andrew Farrell, Project Director, Broads Authority
- *Latent activism in changing landscapes*, Laura Drysdale, Director of the Restoration Trust
- *CITiZAN Coasts in Mind: using community archive building methodologies to map coastal change, empower communities and develop climate change resilience*, Lawrence Northall, Coasts in Mind, Community Partnerships Project Officer, CITiZAN (MOLA)
- *The Edge of Archaeology: exploring our relationship with the edge of land and the start of the sea*, a recorded message from Neil Redfern, Director of the CBA
- *Deep History Detectives Re-mixed and Pathways to Ancient Britain*, Claire Harris, MOLA Project Officer, Deep History Detectives
- *Coast to coast: aerial archaeology volunteering projects in Norfolk*, Sophie Tremlett, Senior Air Photo Interpreter, Norfolk County Council
- *Foreshore community archaeology projects from around the UK to inspire the possibilities on the Norfolk coast*, Peta Knott, Nautical Archaeology Society Education Manager
- *Integrating Climate Data into Archaeology and Heritage Research*, Joanne Clarke, Hon Professor of Archaeology at UEA and contributor to the Intergovernmental Panel on Climate Change

NORFOLK ARCHAEOLOGY

In July 2024, the Society issued Volume 2 of the second series of its journal *Norfolk Archaeology*, covering the year 2023.

The journal is one of Britain's longest established journals of archaeology and local history, having first been published in 1846. It is published annually by the Society and contains articles by experts on a diverse range of Norfolk subjects, as well as reports on recent archaeological finds and book reviews.

The main papers in Volume 2 cover:

- Late Iron Age and Roman farming/pottery production at Mill Lodge Farm, Great Ryburgh.
- Late Saxon pottery production at Wreningham.
- Excavations at Church Road, Barton Bendish.
- The excavation of two 19th century lime kilns at Eaton and Thetford.
- Papers covering excavations in Norwich in Duke Street, Barrack Street, and the former Duke of Norfolk's Palace.
- Northwold church and parish in 1450-1.
- A paper reassessing the serious fire in Norwich in June 1508.
- Norfolk painters in the age of Reformation.

The Trustees wish to acknowledge all the contributors to the journal and in particular their gratitude for the hard work of the Hon. Editor, Dr Sue Anderson.

NEWSLETTER

Two newsletters were issued, in Spring and Autumn 2024, edited by Dr Clare Haynes. Topics covered included local society fieldwork reports, lecture programmes and NNAS news. During the reported year new Trustee Mike Pittacchio came forward to take over as editor, and a staged handover to be completed in 2025.

DIGITAL COMMUNICATIONS

- **The Society's website** (www.nnas.info) continued to be updated regularly throughout the year.
- **Members Update** emails continued to be issued at the start of every month, and on other occasions as required to publicise activities.
- **The Facebook page** is holding at around 1700 followers.
- **X** account followers have dropped to 700, following the general exodus from that site after its acquisition by Elon Musk. The Society is currently not actively posting, whilst we assess alternatives.

LIBRARY

The total number of items added to the library is reported to Council quarterly. The total for 2024 was 838, which is an unusually high number. The largest part of this represents a major gift; a complete run of "Ladbroke's Churches" given by a member clearing his office following retirement.

The librarian is in the library on Mondays, and Wednesday mornings each week. This means that she can keep up to date with the library work, and help any visitors access the library.

Via the NNAS website, the librarian is also able to answer queries relating to the library. Basic queries such as 'Do you have?' . Or I see you have copy, can you help me find it? Or ' I have found a reference to.... can you help?' All of these third types of queries are noted and added to a file so that a similar query can be answered more quickly, rather than starting from scratch each time.

Predicted changes to the Norfolk Record Office opening hours came into force on 24 August 2024, as a result of Norfolk County Council funding restrictions.

The new hours are Tuesdays & Wednesdays 9.30am - 5pm for all the facilities with booking strongly advised for all, including those wishing to access the NNAS collections. Our website has been updated to reflect this. The search room is also open on Thursdays & Fridays 10.am – 4.00pm with no access to the microfilms. Advance booking for these days is essential. Documents required for Thursdays must be requested by 12 noon on the preceding Tuesday. Documents required for Fridays must be requested by 12 noon on the preceding Wednesday.

These changes are necessary 'due to limited staff availability on these days' and there are no document collections on these two days.

In 2024 advertising was started for a new volunteer Assistant Librarian, this is ongoing.

YOUNG ARCHAEOLOGISTS CLUB (YAC)

The Society supports Norwich YAC, a branch of the national Young Archaeologists' Club, run by the Council for British Archaeology. A full programme of Saturday morning meetings was offered in the school year, October-July. Approximately 24 young people attended most meetings, and membership continued to grow throughout the year.

In 2024, Young Archaeologists were involved in the 'NAT100' centenary project with Norfolk Archaeological Trust, and in the 'MeRit' research project with the University of Reading on Medieval Ritual Landscapes.

GRANT GIVING

The Society continues to support local archaeological activities and publications with grants. These are applied by using the Society's grant application form, with letters of support, and then agreed to (or not) by the Trustees.

Grants totalling £8,000 were awarded during the year: full details appear in the Notes to the Statement of Accounts found at the end of this Annual Report.

6. PLANS FOR FUTURE PERIODS

In addition to continuing our normal activities (lecture series, excursions, grant giving, and publishing the Norfolk Archaeology Journal) in 2025 the Society will be launching the first of what will be a biennial photography competition, called the Plunkett Prize. The competition is named after George Plunkett, a Norwich photographer whose extensive archive of images from the city and county serves as a valuable historical record. The theme of the 2025 competition will be, "The View From Here: Photographing our present and past for the future," and is intended to encourage participants to capture the changing landscape and people

of Norfolk for future generations. Shortlisted entries will be exhibited at Hungate Medieval Art during September 2025.

The longer-term plan is that Plunkett Prize will be promoted and awarded on a different theme biennially, taking place in alternate years to the Society's Conference, providing the opportunity for an exhibition – and thus a varied programme of public facing activities.

The Society is also planning to employ a consultant in 2025, to review its administrative, governance, and financial processes to make recommendations to the Trustees on any improvements and whether a part time Administrative Officer is needed (all the work running the Society at the moment is undertaken by volunteers). The outcome of this will be reported in the next reporting period and shared with Members during 2026.

The Trustees intend to meet for a strategic away day in the near future, to review whether the Society's current activities and limited use of the Society's substantial reserves best fulfil the Society's aims and objectives.

We're also looking ahead to a key anniversary in 2026 – 180 years since the Society was founded as the second archaeology society established in the United Kingdom. The Conference sub-committee is currently planning the 2026 conference and also liaising with organisers of the Norwich Science and History Festivals to see if we can participate during our anniversary year, both to inform the public about archaeology in the county as well as to promote the Society.

7. FINANCIAL REVIEW

The Statement of Accounts for the year ended 31 December 2024 appear at the end of this Annual Report. When available, the views of the Independent Examiner will also be included in the final version of this report.

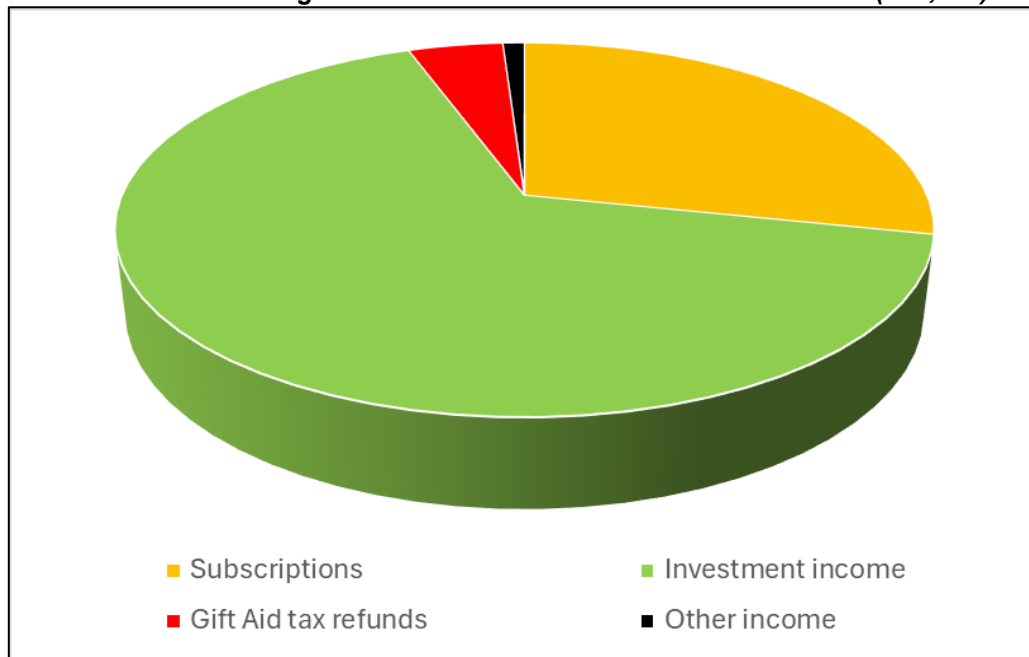
The 2024 statements have been prepared by the new Hon. Treasurer, Ms Karen Watling, who is a qualified chartered accountant (Chartered Institute of Public Finance & Accountancy). Previous years' statements have been prepared by the accountancy firm Abacus.

Total Society income was £33,566 and expenditure £28,064. Net assets amounted to £5,502 (£7,802 in 2023).

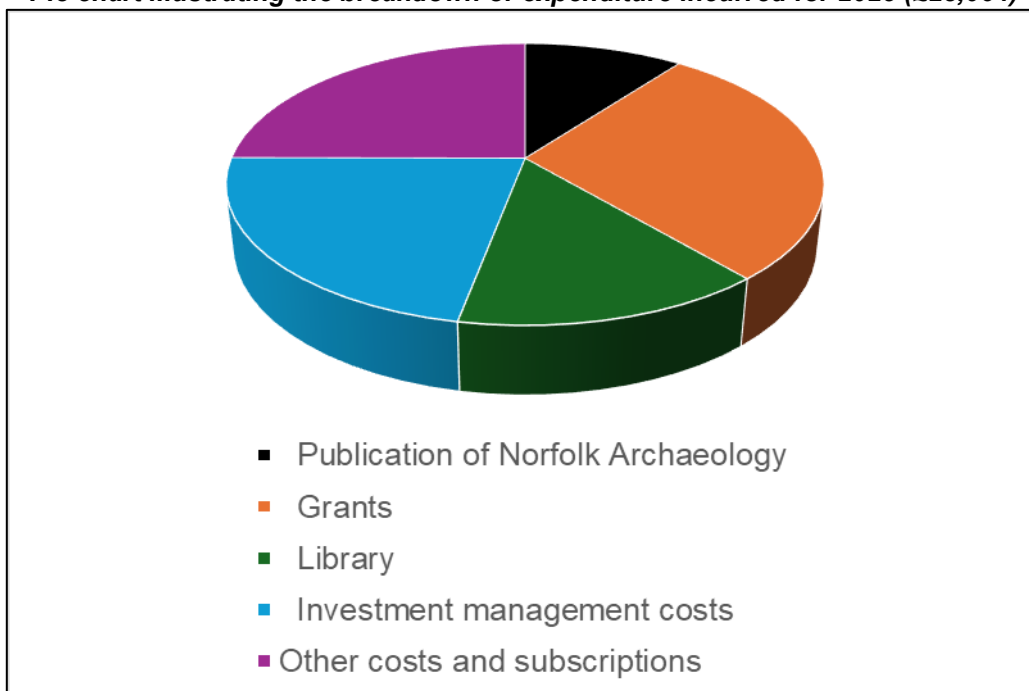
At 31 December 2024 the balance, taking account of uncleared cheques, at Barclays Bank on the current account was £28,368 and the balance at Leeds Building Society was £17,580. In February 2024 the Society invested £20,000 from the current bank account into a one-year charity bond at the United Trust Bank with a fixed interest rate of 4.9%.

The investment portfolio was valued at £657,756 and, together with building society interest, generated an income of £22,211 for 2024

Pie chart illustrating the breakdown of income received for 2025 (£33,566)



Pie chart illustrating the breakdown of expenditure incurred for 2025 (£28,064)



RESERVES POLICY

The Society's reserves as at the end of 2024 of £728,441 are not restricted and are believed to be more than sufficient to:

- Provide funds to safeguard our service commitment in the event of delays in receipt of, or reduction in, membership subscriptions, or in the event of material unforeseen expenditure.
- Cover expenditure, without which the Society could not function, for a period of 3 years running costs. The Trustees believe that reserves should be at least this level to ensure the Society runs efficiently and meets the needs of its members and the public.
- Provide extra funds which can be designated to specific projects and/or deal with unforeseen emergencies.

INVESTMENTS

The principal asset of the Society is its portfolio of investments which is unrestricted (i.e. can be used for any purpose the Trustees see fit in pursuance of the Society's aims and objectives) and is considered more than adequate to meet any unexpected call on the Society's funds. It is invested in accordance with the Society's constitution and the Trustee Act 2000.

At 1 January 2024 the market value of the managed fund was £636,689 and this increased to £657,756 at the year end.

During the year the realised net loss on sale of investments was £8,309 (In 2023 £13,173) and there was a surplus on the revaluation of the investments of £35,774 (in 2023 £27,014).

In line with Sections 4, 5 and 15 of the Trustees Act, the Trustees have put in place an investment policy document with Rathbones Group PLC, which now incorporates Investec Wealth & Investment Limited.

The overall objectives of this policy are to create sufficient income and capital growth to enable the charity to carry out its purposes consistently year by year with due and proper consideration for future needs and the maintenance of, and if possible, enhancement of the value of the invested funds while they are retained.

The objectives are to be achieved by investing prudently in a broad range of fixed interest securities, UK and overseas equities which are quoted on a recognised investment exchange, and unit trusts and OEICs (open ended investment companies) which are authorised under the Financial Services and Markets Act 2000.

The investment policy criteria are a balanced return between income and capital at medium risk and a discretionary mandate over a 10 year + time horizon. The portfolio asset allocation falls within a broad planning range, and the performance is measured against a weighted average of the movements in the comparative indices (a bespoke benchmark). There is no investment in unquoted securities.

The policy contains the following paragraph:

“The trustees reserve the right to exclude companies that carry out activities contrary to their aims or from holding particular investments which damage the Charity’s reputation. Trustees expect the fund manager to have considered the suitability of investments of the same kind as any particular investment proposed to be made or retained. “

The investment policy document, its arrangements, and monitoring of the portfolio’s performance are reviewed regularly throughout the year by the Trustees with a representative of Rathbones Group PLC in attendance to advise and to answer any questions the Trustees may have.

Dividends and interest are paid into the Society’s bank account quarterly.

8. CONCLUSION

On the whole, the Trustees feel that 2024 was a successful year for the Society, with progress made towards a number of identified goals, including holding the second biennial conference and developing the Plunkett Prize. Both of these initiatives notably increase the public benefit provided by the Society. Membership remains steady, and the Society is in a secure financial position.

The Trustees however also acknowledge that further work remains to be done in two main areas. The first of these is better publicising the Society and its activities to a wider public, and the second in modernising the operating practices of the Society, and by doing so making volunteering more attractive to a wider range of participants. There are currently three honorary secretary posts vacant, which places a considerable burden on the remaining volunteers. Work is planned for 2025 to address both needs.

Thanks are due to all the trustees and officers of the Society for the work they have carried out during this year.

Annie Grant - President
Sophie Cabot - Hon. General Secretary
Karen Watling - Hon. Treasurer

NORFOLK & NORWICH ARCHAEOLOGICAL SOCIETY**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2024**

	Note	2024 £	2023 £
INCOME			
Subscriptions		9,514	9,366
Investment income	3	22,211	22,020
Sales of publications		29	26
Donations		72	281
Tax refunds		1,499	1,348
Conference		242	0
Total income		33,566	33,041
EXPENDITURE			
Charitable expenditure			
Norfolk Archaeology	4	2,881	2,040
Grants	5	8,000	6,349
Library	6	3,996	3,592
Subscriptions and donations		357	377
			0
Other expenditure			
Investment management costs		6,189	5,989
Other costs	7	6,641	7,269
Total expenditure		28,064	25,616
Net (expenditure)/income before recognised (losses) gains		5,502	7,425
OTHER RECOGNISED (LOSSES) GAINS			
Realised surplus (deficit) on sale of investments	8	(8,309)	(13,173)
Surplus (deficit) on revaluation of investments	8	35,744	27,014
NET MOVEMENT IN FUNDS		32,967	21,643
RECONCILIATION OF FUNDS			
Funds brought forward		695,851	674,208
FUNDS CARRIED FORWARD		£728,441	£695,474

NORFOLK & NORWICH ARCHAEOLOGICAL SOCIETY

BALANCE SHEET - 31 DECEMBER 2024

		2024	2023
		£	£
INVESTMENTS			
Managed funds	8	657,756	636,689
CURRENT ASSETS			
Taxation recoverable		1,499	1,348
Due from investment managers		6,108	7,090
Contributions to cost of Norfolk Archaeology		2,040	5,460
Subscriptions in arrear		0	0
Balances at banks			
Barclays Bank		28,368	33,359
Leeds Building Society		17,580	17,166
One-year fixed rate bond at United Trust Bank		20,000	0
		75,595	64,423
CURRENT LIABILITIES			
Creditors			
Subscriptions in advance		708	300
Provision for production and despatch of			
Norfolk Archaeology		3,452	2,040
Grants	5	750	2,590
Other		0	708
		4,910	5,368
NET ASSETS		728,441	695,474
Represented by			
UNRESTRICTED FUNDS		£728,441	£695,474

The charity's trustees are responsible for the preparation of the accounts. The members have not required the charity to obtain an audit of its financial statements for the year ended 31 December 2024 under section 144(2) of the Charities Act 2011. An independent examination has taken place.

These financial statements were approved by the Council and Trustees on [] and were signed on its behalf by:

..... Karen Watling: Hon. Treasurer []

..... Roger Bellinger: Assist. Hon. Treasurer []

NORFOLK AND NORWICH ARCHAEOLOGICAL SOCIETY

NOTES TO THE ACCOUNTS – YEAR ENDED 31 DECEMBER 2024

1. ACCOUNTING POLICIES

- (i) These accounts have been prepared in accordance with Charities SORP (Accounting and Reporting by Charities: Statement of Recommended Practice), the Charities Act 2011, and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) to give a “true and fair” view of the Society’s financial position and performance.
- (ii) All income is recognised once the Society has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.
- (iii) Expenditure is recognised on an accruals basis once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable the transfer will occur, and the amount of obligation can be measured reliably. Expenditure is classified by activity and is inclusive of irrecoverable VAT.
- (iv) At the time of approving the Statement of Accounts the Trustees had a reasonable expectation that the Society has adequate resources to continue in operational existence in the foreseeable future. The Trustees have therefore adopted the going concern basis of accounting in preparing the financial statements.
- (v) In preparing these statements the Trustees have had regard to the professional advice provided by Rathbone’s Group PLC regarding the market value of the Society’s portfolio of investments. The valuation has been prepared on the basis of mid-market prices from the appropriate Stock Exchange, market makers, or from the relevant fund manager.
- (vi) The Trustees have changed how they account for the publication costs and recoveries of the Norfolk Archaeology Journal in the 2024 financial statements and have consequently amended the 2023 figures so that they are consistent in their basis of preparation. The Journal is edited, produced, and distributed annually but with the articles having been written in the previous financial year. The figures were therefore accrued in the accounts with estimates, sometimes inaccurately forecast, shown in the statements. The Trustees have simplified this so that the costs incurred and income received relating to the Journal are those actually incurred during the financial reporting period, even though the articles themselves date from the previous financial reporting period. There is currently, in these draft accounts, an unidentified amount brought forward from previous years of £3,452 relating to the accounting of journal expenditure in prior years and this year’s change of accounting policy. This is currently being shown in the Balance Sheet as a creditor. It is hoped that, following talks with the independent examiner that this amount can be identified prior to the publication of the final Statement of Accounts. That said, the amount itself is not materially significant in relation to the overall size of the Society’s Balance Sheet.
- (vii) The Society’s funds are all unrestricted funds under charity legislation and thus are available for use at the discretion of the Trustees in furtherance of the general objectives of the Society.

NORFOLK AND NORWICH ARCHAEOLOGICAL SOCIETY

NOTES TO THE ACCOUNTS – YEAR ENDED 31 DECEMBER 2024 (continued)

2. MANAGEMENT COSTS, TRUSTEE EXPENSES, AND RELATED PARTY TRANSACTIONS

The management and activities of the Society are directed by the Trustees and officers who are volunteers. some clerical and administrative assistance was purchased during 2024 which totalled £537.

Notes 6 and 7, include the cost of stationery, postage, sundry supplies and services, and the costs of certain other outlays reimbursed to trustees and officers of the society totalling £1,367.

3. INVESTMENT INCOME

	2024	2023
	£	£
Building Society interest	414	165
Income from managed investment fund (Note 8)		
Interest from corporate bonds, bond funds and government stocks (fixed interest)	7,120	5,680
Dividends from alternative investments	3,542	3,828
Dividends from UK unit trusts (equities)	9,656	10,240
Income from property funds	1,311	1,950
Cash on deposit	168	157
	£22,211	£22,020

4. NORFOLK ARCHAEOLOGY

	2024	2023
	£	£
Printing	7,150	8,172
Typesetting	1,480	1,480
Despatch	3,071	2,528
Recoveries	(8,820)	(10,140)
	£2,881	£2,040

NORFOLK AND NORWICH ARCHAEOLOGICAL SOCIETY

NOTES TO THE ACCOUNTS – YEAR ENDED 31 DECEMBER 2024 (continued)

5. GRANTS

In 2023 the trustees approved a grant totalling £1,978 to the Sedgeford Historical and Archaeological Research Project and this was paid during 2024. Grants totalling £8,000 were approved during 2024 and, with the exception of the grant for the Bylaugh Dendrochronological Tests where £750 remains to be claimed, these were all paid out during the year.

Grants awarded in 2024:

Bylaugh Dendrochronological Tests	950
Stained Glass Catalogue for Norfolk	1,000
Northwold Manor Architecture Publishing	750
Thetford WWII Defences Research	300
Parish churches of Medieval Norfolk	5,000
	<u>£8,000</u>

6. LIBRARY

The Society's library consists of a collection of books, manuscripts, drawings and prints built up over many years, having a considerable but not readily quantifiable value. The Trustees consider that this collection forms an essential adjunct to the activities of the Society.

Library costs were as follows:

	2024	2023
	£	£
Rental paid to Norfolk Archive Centre	2,500	2,500
Book purchases	374	134
Librarian's expenses	1,011	769
Computer costs	110	189
	<u>£3,996</u>	<u>£3,592</u>

7. OTHER COSTS

	2024	2023
	£	£
Printing and despatching newsletters	3,194	2,010
Insurance and CBA affiliation	621	547
Secretarial and membership expenses	336	523
Administrative assistance	537	375
Excursions	196	904
Web site and IT costs	930	1,245

Accountancy fees	300	330
Independent Examination fee	378	168
Conference	0	0
Lecturer Expenses	130	1,167
	£6,641	£7,269

8. INVESTMENTS

The bulk of the Society's assets are invested under the discretionary management of Investec Wealth & Investment Limited, part of the Rathbones Group PLC. Movements on the managed fund during 2024 as reported by the managers, were as follows:

	Cost	Market Value
	£	£
At 31 December 2023	584,256	636,689
Cash introduced	0	0
Net profits on sales	(8,309)	(8,309)
Management fees paid from invested funds	(6,189)	(6,189)
Capitalised interest	(209)	(209)
Net (decrease)/increase in values	0	35,774
	£569,549	£657,756

The net loss on sales of £8,309 and the increase in market values of £35,774 have been dealt with in the statement of financial activities on Page 13.

Investments at the mid-prices prevailing on the valuation date as supplied by fund managers.

	Cost	Market Value
	£	£
Fixed Income	149,247	146,115
Equities	310,195	416,199
Property Funds	22,251	20,738
Alternatives	73,103	59,951
Capital cash fund	14,753	14,753
	£569,549	£657,756