

Charity registration number: 1079028

Community Action Norwich

Annual Report and Financial Statements

for the Year Ended 31 March 2020

Aleathia Richards
Chartered Accountants
Aleathia Mann Ltd
14 Townsend Court
Reepham
Norwich
Norfolk
NR10 4LD

Community Action Norwich

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Community Action Norwich

Reference and Administrative Details

Trustees	Mrs D Betts
	Rev J Betts
	Mrs J Drake
	Ms B Edwards
	Ms E Makuve
Principal Office	2 Martineau Lane Norwich NR1 2HX
Charity Registration Number	1079028
Bankers	Santander
	Bootle
	Merseyside
	GIR 0AA
Independent Examiner	Aleathia Richards Chartered Accountants Aleathia Mann Ltd 14 Townsend Court Reepham Norwich Norfolk NR10 4LD

Community Action Norwich

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2020.

Achievements and performance

Objects and Review of the year.

Community Action Norwich is a Christian charity working in the Lakenham and Tuckswood areas of Norwich. Our programmes respond to need and seek to address issues arising from poverty, deprivation, family breakdown, isolation, youth related crime, drug and alcohol abuse and dementia. **Our vision is to 'Offer Hope to All'**

The Lakenham Day Centre

We were sad to say goodbye to Lisa Flatman our deputy manager on the grounds of long-term illness.

In September we appointed Victor Gillon to the deputy manager post. Victor had been working in a residential care home for older people for the past 18 years, he brings much experience and a compassion for older people to the post and has fitted in really well with Duane, volunteers and members.

It is with great sadness that we record the death of Jo Rose a key worker with those who live with dementia. Jo was much loved by us all and fantastic at building relationships with those with whom she worked making them feel of value and treating them great respect and dignity.

Over this past year we lost 13 people, 5 members died and 8 were moved into care. We welcomed 9 new members. Duane conducted 4 funerals and gave pastoral support to the families.

We produced a new brochure and Brian Winchester had been working hard in the community visiting Residential Care Homes, Schools and Colleges of Further Education to introduce them to our work and the Student Programme. This, of course, has ceased because of Lockdown.

Our programme of activities is based on Cognitive Stimulation Therapy and are mostly run by Dr Lisa Skipper who has a Ph D in Neuro Science, her specialism is in Parkinson's Disease. The outings remain popular and take up is immediate. The Family support network continues to be of value. Duane is much appreciated and has referred people to other agencies including C A P (Christians Against Poverty)

Children and Youth

Our parentship with Norwich Youth for Christ has continued over this past year and has worked reasonably well. Numbers fluctuated but, just before lockdown, had begun to increase to about 10 young people.

It has been a great year with the children. We have had an influx of younger children who just love all the activities, the cooking, messy play, craft work, singing and story-telling. Our team of junior helpers continue to come and are fantastic. We have two volunteers from the community and their input is invaluable to us. The clubs have ceased because of COVID-19 and we will start again as soon as the Government permits.

Community Action Norwich

Trustees' Report

The Community Cafe continues to run each Wednesday from 10.00am to 2.30pm. It is used by local residents as well as being a Foodbank distribution centre, which brings an average of 10 families a week into the café. Our local County Councillor holds regular surgeries for local residents. Our Social Prescribing project is based in the café and 14 people were helped over this past year. All food and drink is free, however, people are invited to make donations if able and the cost of the food is usually covered.

Partnership Working

This continues to be our priority working with care homes, local schools, Age UK, Foodbank, 3 local churches and voluntary and statutory agencies working in the community.

THANK YOU

Finally, on behalf of the Trustees I want to thank our funders, staff and volunteers, who give themselves unstintingly to all who use our programmes. We thank you for all that you bring to our work which has gained for us a well-deserved reputation for excellence in the Lakenham Community and beyond.

Financial review

Policy on reserves

It has been agreed by the Trustees of Community Action Norwich that the policy in respect of holding cash reserves should provide for the following:

1 The project spend as set out in budgets from time to time authorised by the Trustees and being consistent with CAN's Mission Statement, Vision, Values and Future Plans and which shall take into account future income from grants, donations and other sources where it is reasonable to do so.

2 Current and future levels of obligated costs.

3 Reasonable provision for the acquisition and replacement of fixed assets necessary for continuation of operations.

Accordingly the Trustees have agreed that the Charity should hold approximately six months cover for future expenditure at any given time. The overall cash resources carried forward at 31st March 2020 were £55,980 (2019 - £59,993) Six months future expenditure, of which £51,651 is restricted (2019 - £47,678)

Structure, governance and management

Nature of governing document

The charity is an unincorporated registered charity governed by a Deed of Trust dated 9th September 1999.

Recruitment and appointment of trustees

Recruitment and appointment of Trustees is done by personal invitation and self referral.

The Trustees meet bi-monthly and continue to carefully execute their responsibility to the legal and financial work of the charity. The part time project manager is in attendance at their meetings and prepares a written management report covering all areas of the work.

Induction and training of trustees

A three month induction period is required and during this time D.B.S. checks are made.

All appointments are agreed by the senior leadership of the Christian Fellowship Norwich before being ratified.

Community Action Norwich

Trustees' Report

Major risks and management of those risks

The major risks to which the charity is exposed have been assessed by the Trustees, These will be monitored and reviewed and systems put in place to mitigate these risks.

Statement of Trustees' responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees 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 annual report was approved by the trustees of the charity on 28 July 2020 and signed on its behalf by:

.....
Mrs D Betts
Trustee

Community Action Norwich

Independent Examiner's Report to the trustees of Community Action Norwich

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2020 which are set out on pages 6 to 13.

Respective responsibilities of trustees and examiner

As the charity's trustees of Community Action Norwich you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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

Independent examiner's statement

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

1. accounting records were not kept in respect of Community Action Norwich as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

.....
Aleathia Richards
Chartered Accountants

Aleathia Mann Ltd
14 Townsend Court
Reepham
Norwich
Norfolk
NR10 4LD

Date:.....

Community Action Norwich

Statement of Financial Activities for the Year Ended 31 March 2020

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
Income and Endowments from:				
Donations and legacies		19,945	75,443	95,388
Charitable activities		-	30,379	30,379
Investment income		3	-	3
Total income		<u>19,948</u>	<u>105,822</u>	<u>125,770</u>
Expenditure on:				
Charitable activities		<u>(25,647)</u>	<u>(100,844)</u>	<u>(126,491)</u>
Total expenditure		<u>(25,647)</u>	<u>(100,844)</u>	<u>(126,491)</u>
Net (expenditure)/income		(5,699)	4,978	(721)
Gross transfers between funds		<u>(1,395)</u>	<u>1,395</u>	<u>-</u>
Net movement in funds		(7,094)	6,373	(721)
Reconciliation of funds				
Total funds brought forward		<u>12,435</u>	<u>47,678</u>	<u>60,113</u>
Total funds carried forward	11	<u>5,341</u>	<u>54,051</u>	<u>59,392</u>
	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
Income and Endowments from:				
Donations and legacies		16,235	72,927	89,162
Charitable activities		-	32,218	32,218
Investment income		3	-	3
Total income		<u>16,238</u>	<u>105,145</u>	<u>121,383</u>
Expenditure on:				
Charitable activities		<u>(10,466)</u>	<u>(107,580)</u>	<u>(118,046)</u>
Total expenditure		<u>(10,466)</u>	<u>(107,580)</u>	<u>(118,046)</u>
Net income/(expenditure)		5,772	(2,435)	3,337
Gross transfers between funds		<u>(227)</u>	<u>227</u>	<u>-</u>
Net movement in funds		5,545	(2,208)	3,337
Reconciliation of funds				
Total funds brought forward		<u>6,887</u>	<u>49,886</u>	<u>56,773</u>
Total funds carried forward	11	<u>12,432</u>	<u>47,678</u>	<u>60,110</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 11.

Community Action Norwich
(Registration number: 1079028)
Balance Sheet as at 31 March 2020

	Note	2020 £	2019 £
Current assets			
Debtors	9	4,704	3,173
Cash at bank and in hand		<u>55,987</u>	<u>59,993</u>
		60,691	63,166
Creditors: Amounts falling due within one year	10	<u>(1,299)</u>	<u>(3,056)</u>
Net assets		<u>59,392</u>	<u>60,110</u>
Funds of the charity:			
Restricted funds		54,051	47,678
Unrestricted income funds			
Unrestricted funds		<u>5,341</u>	<u>12,432</u>
Total funds	11	<u>59,392</u>	<u>60,110</u>

The financial statements on pages 6 to 13 were approved by the trustees, and authorised for issue on 28 July 2020 and signed on their behalf by:

.....
Mrs D Betts
Trustee

Community Action Norwich

Notes to the Financial Statements for the Year Ended 31 March 2020

1 Accounting policies

Statement of compliance

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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Community Action Norwich meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

Charitable activities

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.

Community Action Norwich

Notes to the Financial Statements for the Year Ended 31 March 2020

Support costs

Support costs of managing the charity are relatively small and met by funds allocated specifically for this purpose. No separate analysis has been made of these.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including independent examination, strategic management and trustees's meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Community Action Norwich

Notes to the Financial Statements for the Year Ended 31 March 2020

2 Income from donations and legacies

	Unrestricted funds			
	General	Restricted	Total	Total
	£	funds	2020	2019
		£	£	£
Donations and legacies;				
Donations from companies, trusts and similar proceeds	-	47,450	47,450	77,087
Donations from individuals	18,502	-	18,502	10,782
Gift aid reclaimed	1,443	52	1,495	1,293
	<u>19,945</u>	<u>47,502</u>	<u>67,447</u>	<u>89,162</u>

3 Income from charitable activities

	Restricted funds	Total	Total
	£	2020	2019
		£	£
Charitable activities	<u>30,431</u>	<u>30,431</u>	<u>32,218</u>

4 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses from the charity during the year.

5 Staff costs

The aggregate payroll costs were as follows:

	2020	2019
	£	£
Staff costs during the year were:		
Wages and salaries	<u>64,500</u>	<u>60,922</u>

No employee received emoluments of more than £60,000 during the year

6 Independent examiner's remuneration

	2020	2019
	£	£
Examination of the financial statements	<u>650</u>	<u>650</u>

Community Action Norwich

Notes to the Financial Statements for the Year Ended 31 March 2020

7 Taxation

The charity is a registered charity and is therefore exempt from taxation.

8 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2019	<u>2,927</u>	<u>2,927</u>
At 31 March 2020	<u>2,927</u>	<u>2,927</u>
Depreciation		
At 1 April 2019	<u>2,927</u>	<u>2,927</u>
At 31 March 2020	<u>2,927</u>	<u>2,927</u>
Net book value		
At 31 March 2020	<u>-</u>	<u>-</u>
At 31 March 2019	<u>-</u>	<u>-</u>

9 Debtors

	2020 £	2019 £
Trade debtors	<u>4,704</u>	<u>3,173</u>

10 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	<u>1,299</u>	<u>3,056</u>

Community Action Norwich

Notes to the Financial Statements for the Year Ended 31 March 2020

11 Funds

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
Unrestricted funds					
<i>General</i>					
General Fund	12,433	19,947	(25,647)	(1,395)	5,338
Restricted funds					
Adult Services	-	7,555	(2,104)	-	5,451
Day Centre	12,618	32,737	(45,282)	-	73
Children's Services	9,161	1,493	(7,239)	1,645	5,060
Capacity Building	-	15,241	(1,917)	13,213	26,537
Big Lottery	22,935	47,450	(41,279)	(13,463)	15,643
Sensory Garden	692	-	(494)	-	198
Community Cafe	2,272	1,346	(2,529)	-	1,089
Total restricted funds	<u>47,678</u>	<u>105,822</u>	<u>(100,844)</u>	<u>1,395</u>	<u>54,051</u>
Total funds	<u>60,111</u>	<u>125,769</u>	<u>(126,491)</u>	<u>-</u>	<u>59,389</u>
	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2019 £
<i>General</i>					
General Fund	6,888	16,238	(10,466)	(227)	12,433
Restricted funds					
Adult Services	8,542	3,982	(12,524)	-	-
Day Centre	22,059	31,718	(41,159)	-	12,618
Children's Services	15,322	943	(9,305)	227	7,187
Capacity Building	3,836	-	(1,862)	-	1,974
Big Lottery	-	61,105	(38,170)	-	22,935
Sensory Garden	-	1,500	(808)	-	692
Community Cafe	127	5,897	(3,752)	-	2,272
Total restricted funds	<u>49,886</u>	<u>105,145</u>	<u>(107,580)</u>	<u>227</u>	<u>47,678</u>
Total funds	<u>56,774</u>	<u>121,383</u>	<u>(118,046)</u>	<u>-</u>	<u>60,111</u>

Community Action Norwich

Notes to the Financial Statements for the Year Ended 31 March 2020

The specific purposes for which the funds are to be applied are as follows:

Big Lottery. Money secured towards funding for the Day Centre and Lunch Club for the elderly. This continues until May 2021.

Capacity Building. Money put aside to provide for post Lottery Funding in 2021 from increased Day Centre fees and a provision of £13,646.08 from current Lottery Funding.

Lunch Club (included in Day Centre figures). For the provision of a hot meal twice a week for the elderly and is partly funded by fees and fund raising raffles for those attending.

Lakenham Day Centre. This is for older people to help reduce isolation and is funded by fees from those attending and partly from grants.

Day Centre Transport. Client transport charges to be paid to transport provider.

Elderly (Adult Services). This funding is to provide outings and other activities for the elderly.

Children (included with Youth). Provision of a children's mid-week club and other children's activities.

Youth. provision of a mid-week youth club for children of high school age.

Community Cafe. The Christian Fellowship, Norwich closed their cafe fund in June 2018 and transferred the balance to Community Action Norwich. A space and time to engage with the community.

Sensory Garden. The sensory garden is a peaceful place for those coping with dementia.

12 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	General £	£	£
Current assets	5,989	54,702	60,691
Current liabilities	(650)	(649)	(1,299)
Total net assets	<u>5,339</u>	<u>54,053</u>	<u>59,392</u>