

REGISTERED CHARITY NUMBER: 1168190

Report of the Trustees and
Unaudited Financial Statements for the year ended 31 December 2021
for
City of Norwich Athletic Club

City of Norwich Athletic Club

Contents of the Financial Statements
for the year ended 31 December 2021

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Receipts and Payments	7
Statement of Assets and Liabilities	8
Notes to the Financial Statements	9

Report of the Trustees
for the year ended 31 December 2021

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2021.

OBJECTIVES AND ACTIVITIES

Objectives and aims

For the public benefit the advancement of amateur sport by promoting athletics for the benefit of the inhabitants of Norwich and the surrounding area and the provision of facilities for the coaching and performance of athletics for the benefit of the inhabitants of Norwich and the surrounding area with the object of improving the condition of life of the said inhabitants.

Strategic objectives

- Provide an inclusive development, mentoring and support structure to develop athletes of all ages and abilities
- Provide competitive opportunity for all members and all abilities
- To support all activities across the key disciplines of Track & Field, Cross Country and Road Running
- Structured and supportive environment to develop coaching, officials and volunteers in support of all club objectives and activities
- Be an organisation that people are proud to represent, manage and be members of
- To consider and prioritise athlete, coach and volunteer wellbeing in all that we do

Significant activities

We now have 743 members of which 129 of those are volunteers in the club and 344 are under 18. We provide opportunities for our members in track & field athletics, road running, cross country and Sportshall and compete in a wide range of leagues and competitions on a local, regional and national basis. In addition, we organise three popular road races each year at 5k, 10k and the half marathon distance, although only the postponed 2020 half marathon was held in the year owing to Covid-19. Many of our activities are based at the Sportspark in Norwich, with a variety of other local venues also utilised on a regular basis.

Public benefit

The Trustees have regard to the Charity Commission's guidance on public benefit. Club membership is open to all inhabitants of Norwich and the surrounding area. Membership fees may be discounted at the discretion of the executive committee and each case of financial hardship is considered on its individual merits.

ACHIEVEMENTS AND PERFORMANCE

Track & Field

Training

- The club's dedicated coaching staff managed to navigate the various restrictions imposed by Covid to ensure that there were training opportunities for members throughout the year.
- With the return to activity following Covid restrictions the club has been able to expand its foundation level Athletics 365 programme and continue to provide event specific training for all levels of athletes.
- The club has invested in new and replacement equipment to ensure indoor and outdoor training can continue in a safe environment.

Competition

- The club took part in the SAL, EAL and EYAL again this year, albeit with a reduced fixtures list and reorganised local divisions due to Covid restrictions.
- The club returned a full complement of officials at all league matches during the season, and our home meeting team also hosted three successful home matches, one in each league.
- We saw slightly reduced competitor numbers but appeared in a stronger position than many other clubs, and completed the season unbeaten in every league match.
- Incorporating competition into the Athletics 365 programme has led to positive participation numbers in our youngest age groups with Quadkids in the summer and the Norfolk Sportshall League this winter.
- There were strong individual performances across the age groups, with a number of county and club records broken.

Report of the Trustees
for the year ended 31 December 2021

- There was a strong showing from club athletes with a number of medallists at English Schools and the School Games, as well as notable international performances:

Isabelle Mardle represented England at the SIAB Combined Events International in Glasgow, winning the U16 pentathlon.

Hetty Bartlett represented GB at the Paralympics Games in Tokyo. She competed in the T38 Long jump, finishing 6th overall.

Road Running

Training

- During the Covid restrictions the club continued to provide training to its road running members in line with UKA guidelines.
- With the return to activity the club has managed to increase its road running membership, offering training and competition opportunities to many new athletes across a variety of ability levels.

Road Races

- After its original postponement due to lockdown the club staged the 35th edition of the City of Norwich Half Marathon in June 2021. A detailed Covid plan was developed in agreement with local authorities and key race partners to be able to ensure the race could take place safely. The race was very well received by those taking part.
- Unfortunately, due to ongoing Covid pandemic the club was unable to stage the Trowse 10k and Lord Mayor's 5k races, although planning has started to stage these events in 2022.

Team Events

- England Athletics Virtual 5 Mile Road Relays – A mixed team of 4 men and 4 women finished in second place with a combined time of 3:33:00 just 21secs behind the winners.
- Round Norfolk Relay – The club were winners of the 'Club Team' category with nine stage winners and two stage records.
- National Road Relays – The club entered teams in all age categories from U13 to Senior with U15 Boys and U17 Men achieving top ten finishes.

Individual Performances

- Logan Smith and Sarah Astin both 6th in England Athletics Virtual 5 Mile Road Relays.
- Olivia Walwyn winning the Snetterton 5k
- James Price and Olivia Walwyn winning the Mike Groves 10k
- Scott Greeves and Fiona Cressy-Roberts winning the North Walsham 5k
- Emily Ruane, Iona Lake and Sam Jacks taking a 1-2-3 at Wroxham 5k
- Mabel Beckett first women at Wymondham 20-mile
- Round Norfolk Relay stage winners – Iona Lake, Olivia Walwyn, Sam Jacks, Matt Jeffries, Luke Alden, James Senior, Cat Cummings, Gary Crush, Mabel Beckett
- Round Norfolk Relay stage records – Cat Cummings, Mabel Beckett
- Cat Cummings winning the Fenland 10 mile

City of Norwich Athletic Club

Report of the Trustees

for the year ended 31 December 2021

Cross Country

Despite losing most of the 2020/21 cross country season to Covid, there was a welcome return to competition in the Autumn of 2021 with the relay championships, in which the club entered teams in all age groups from under-13 to seniors.

At the Southern relay champs the club achieved the silver medal in the under-20 men and took bronze in both the under-13 boys and under-17 men categories.

At the highly competitive National relay champs there were many good individual performances and top-ten team finishes.

Awards and Recognition

This year the club awarded a Life Membership by recognising the outstanding contribution to one of the club's volunteers who has, over several years been a coach to a number of athletes, and who has also produced and maintained the club rankings system that details athlete's achievements.

FINANCIAL REVIEW

Financial position

Income totalled £75,605 (2020: £68,068) and expenditure totalled £80,893 (2020: £72,521), giving rise to an excess of payments over receipts for the period of £5,288 (2020: £4,453).

Period end bank balances totalled £119,986 (2020: £125,274).

The Trustees consider the period end financial position to be satisfactory.

Principal funding sources

The principal funding sources for the club are membership fees, club activities and promoted events.

Investment policy and objectives

Surplus funds are invested at minimum risk in bank deposit accounts.

Reserves policy

The reserves policy ensures we have sufficient funds to cover the costs of a major event cancellation, such as the City of Norwich Half Marathon, loss of membership and/or unforeseen costs. It is considered that the club should maintain sufficient funds to cover its normal operating costs for at least a six month period and the Trustees have set the target level of reserves at £75,000. Reserves in excess of this amount are available for consideration for club and athlete support and development objectives.

Free reserves (excluding restricted funds totalling £100) at 31 December 2021 amounted to £119,886. Covid-19 has led to lower race attendances generally and the Trustees have therefore taken the difficult decision to cancel the 2022 Norwich half marathon owing to the risk of incurring a large loss on the event. The event normally generates income for the club and it is considered therefore that, in the circumstances, the level of reserves is not excessive.

Reserves above current cash flow requirements should be placed into a Financial Services Compensation Scheme interest earning account.

FUTURE PLANS

Long Term Plans (one to three years)

- Review & monitor membership levels
- Improve participation levels to match our competitive objectives
- Make capital investment to improve athlete development and competition
- Recruit and train coaches in all disciplines
- Recruit and train officials in all disciplines
- Develop succession plans for key roles
- Continually consider alternate venues for training and competition
- Improve Trustee/Exec diversity
- Continually review and refine operating procedures
- Review and develop new and existing revenue generation opportunities
- Increase membership in line with increased coaching capacity

Short Term Plans (one year)

- Explore candidates for Exec and Trustee roles and succession
- Club newsletter
- Include a club level statement regarding encouragement to compete
- Add Officials Development Co-Ordinator to club structure
- Identify gaps in T&F competition and liaise with training team
- Expand T&F training opportunities where need identified
- Set targets and priorities in T&F competition
- Encourage XC participation across all age groups
- Increase reporting on XC non-championship events
- Report on Membership Waiting List status
- Induct new Road Running Co-Ordinator
- Continue to increase Road Running membership
- Target awareness and increase participation in road races for all levels
- Identify additional Road Running coaching resource
- Re-establish Lord Mayor's 5k and Trowse 10k post-covid
- Spread responsibility across RR Race Management Team
- Seek additional RR RMT members to lead on race delivery, e.g.. re-establish Half Marathon

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity (CIO) is controlled by its constitution which was registered with the Charity Commission on 12 July 2016 and amended on 24 November 2016 and 16 September 2020.

Recruitment and appointment of new trustees

Trustees are recruited on the basis of the skills, knowledge and experience they can bring to the governance of the organisation.

At each AGM, one third of the Trustees must retire by rotation according to those who have been longest in office since their last appointment or re-appointment. There must be a minimum of three Trustees and a maximum of twelve.

All new Trustees are advised to read the charity's constitution, available information regarding the charity and the latest accounts. They are also advised to read Charity Commission guidance notes CC3 - "The Essential Trustee, what you need to know, what you need to do", together with Charity Commission and other newsletters

City of Norwich Athletic Club

Report of the Trustees
for the year ended 31 December 2021

Organisational structure

The Executive Committee meets at least every two months and individual activity areas are represented by co-ordinators. Larger activity areas, being road running and track and field have sub-committees, with coaches and race directors. Individual events or leagues have their own leaders, who are part of the sub-committee and/or executive committee e.g. Track & Field Competition Co-ordinator. There are additional roles that do not sit on the executive committee e.g. Welfare Officer.

In 2020, overall Club Organisational Structure was revised and improved and can be found in the CoNAC Organisational Structure 2020 document.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1168190

Principal address

Oak House
27 All Saints Walk
Mattishall
Dereham
NR20 3RF

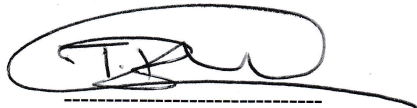
Trustees

G Courtneil
H McGill
R Polley
T Bradfield
S Thomas
P Mahoney
L Wade

Independent examiner

Nigel Whitlam
Anglian Accountancy Services
2 Boundary Avenue
Hellesdon
Norwich
NR6 5HY

Approved by order of the board of trustees on 11/05/2022 and signed on its behalf by:



T Bradfield - Chairman

Independent examiner's report to the trustees of City of Norwich Athletic Club

I report to the charity trustees on my examination of the accounts of the City of Norwich Athletic Club (the CIO) for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 the CIO 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 applicable 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Nigel Whittam
Anglian Accountancy Services
2 Boundary Avenue
Hellesdon
Norwich
NR6 5HY

Date: 19 July 2022

City of Norwich Athletic Club

Statement of Receipts and Payments
for the year ended 31 December 2021

	Notes	Unrestricted fund 31.12.21 £	Restricted fund 31.12.21 £	Total funds 31.12.21 £	Total funds 31.12.20 £
RECEIPTS					
Donations					
Donations		139	-	139	570
Grants		500	-	500	-
Charitable activities					
Membership fees		27,145	-	27,145	23,256
Club supported activities	1	13,139	-	13,139	8,174
Other trading activities					
500 Club – members lottery		2,594	-	2,594	2,548
Club promoted events	2	20,623	-	20,623	24,018
Kit shop		2,854	-	2,854	1,185
Bureau		8,603	-	8,603	7,833
Investment income		8	-	8	71
Other income		<u>-</u>	<u>-</u>	<u>-</u>	<u>413</u>
Total income		<u>75,605</u>	<u>-</u>	<u>75,605</u>	<u>68,068</u>
PAYMENTS					
Raising funds	3	45,624	-	45,624	40,427
Charitable activities	4	<u>35,119</u>	<u>150</u>	<u>35,269</u>	<u>32,094</u>
Total payments		<u>80,743</u>	<u>150</u>	<u>80,893</u>	<u>72,521</u>
EXCESS OF PAYMENTS OVER RECEIPTS					
		(5,138)	(150)	(5,288)	(4,453)
CASH FUNDS BROUGHT FORWARD					
		<u>125,024</u>	<u>250</u>	<u>125,274</u>	<u>129,727</u>
CASH FUNDS CARRIED FORWARD					
		<u>119,886</u>	<u>100</u>	<u>119,986</u>	<u>125,274</u>

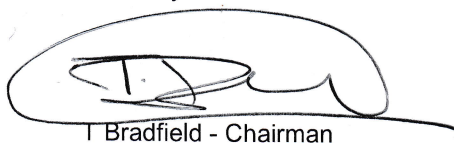
The notes form part of these financial statements

City of Norwich Athletic Club

Statement of Assets and Liabilities
At 31 December 2021

	Unrestricted fund	Restricted fund	Total funds	Total funds
	31.12.21	31.12.21	31.12.21	31.12.20
	£	£	£	£
ASSETS				
Cash Funds				
Current account	13,826	100	13,926	17,173
Deposit Account	75,006	-	75,006	89,452
PayPal account	19,411	-	19,411	18,039
Stripe holding	<u>11,643</u>	<u>-</u>	<u>11,643</u>	<u>610</u>
	119,886	100	119,986	125,274
Other monetary assets				
Amounts due to the club	-	-	-	552
Assets retained for the charity's own use				
Equipment (approx.)	17,000	-	17,000	15,000
Trading stock				
Athletic Kit	3,732	-	3,732	4,320
LIABILITIES				
Independent examination fee	1,015	-	1,015	985
Club supported event income in advance	-	-	-	40,728
Other creditors	-	-	-	1,330

The financial statements were approved by the Board of Trustees on 11/05/2022 and were signed on its behalf by:


I Bradfield - Chairman

City of Norwich Athletic Club

Notes to the Financial Statements
for the year ended 31 December 2021

	31.12.21	31.12.21	31.12.21	31.12.20	31.12.20	31.12.20
	£	£	£	£	£	£
1. Club supported activities			Surplus/ (deficit)			Surplus/ (Deficit)
	Receipts	Payments		Receipts	Payments	
Bursaries	-	150	(150)	-	1,450	(1,450)
Cross Country	902	2,861	(1,959)	2,794	5,018	(2,224)
Presentation and club events	-	-	-	264	852	(588)
Road running / relays	-	1,941	(1,941)	144	544	(400)
Sports hall	9,671	4,692	4,979	4,492	5,405	(913)
Track and field	2,566	9,141	(6,575)	480	6,051	(5,571)
	<u>13,139</u>	<u>18,785</u>	<u>(5,646)</u>	<u>8,174</u>	<u>19,320</u>	<u>(11,146)</u>
2. Club promoted events			Surplus/ (deficit)			Surplus (deficit)
	Receipts	Payments		Receipts	Payments	
City of Norwich Half Marathon	20,623	33,763	(13,140)	24,018	29,736	(5,718)
Lord Mayor's 5k	-	-	-	-	41	(41)
Trowse 10k	-	-	-	-	278	(278)
	<u>20,623</u>	<u>33,763</u>	<u>(13,140)</u>	<u>24,018</u>	<u>30,055</u>	<u>(6,037)</u>
3. Raising Funds – payments						
Club promoted events (note 2)		33,763			30,055	
Kit shop		1,768			1,875	
500 Club – members lottery		1,490			1,970	
Bureau		8,603			6,527	
		<u>45,624</u>			<u>40,427</u>	
4. Charitable activities - payments						
Club supported activities (note 1)		18,785			19,320	
Membership		8,019			7,772	
Accountancy and professional fees		1,266			1,236	
Advertising and promotion		557			660	
Donation		-			367	
Club overheads and rent		573			1,198	
Equipment		5,253			823	
Insurances and licences		20			20	
Bank charges		421			384	
Stationery, printing and office costs		375			314	
		<u>35,269</u>			<u>32,094</u>	