

Norwich Christian Resources
(a company limited by guarantee)

Annual Report and Financial Statements

Year ended 30 September 2018

Company number 6675645

Charity number 1135412

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(a company limited by guarantee)

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Year ended 30 September 2018

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**Annual Report and Financial Statements
Year ended 30 September 2018**

Legal and administrative information

Charity name	Norwich Christian Resources
Charity registration number	1135412
Company registration number	6675645 (England and Wales)
Registered office and operational address	St Michael at Plea Church Redwell Street Norwich NR2 4SN

Trustees

Revd. Philip Butcher (resigned 12 December 2017)
Mrs L Marsh (appointed 1 January 2018)
Mrs M Smith
Mr P Talbot (Chairman)
Rev Neil Walker (appointed 30 November 2017)

All trustees are directors

Independent Examiner

John Mason ACMA, CGMA
Mason Williams Limited
1 Hammond Place
Lyng
Norwich
NR9 5RQ

Report of the Trustees

Year ended 30 September 2018

The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report and the unaudited financial statements for the year ended 30 September 2018.

Structure, governance and management

Governing document

The organisation is a charitable company (hereafter referred to as the Trust), limited by guarantee, incorporated on 18 August 2008 and registered as a charity on 9 April 2010. The company was established under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles of Association. In the event of the company being wound up the members are required to contribute an amount not exceeding £1.

Appointment of Trustees

Under the terms of the Memorandum and Articles of Association, new Trustees may be appointed at the annual general meeting. Any new appointments are at the recommendation of the Board of Trustees.

Trustees induction and training

New Trustees are briefed on their legal obligations under charity law, the content of the Memorandum and Articles of Association and recent financial performance of the Trust. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The Trustees administer the Trust and meet at least on a quarterly basis. Steven Foyster has been appointed by the Trustees to manage the day to day operations of the Trust. To facilitate effective operations, he has delegated authority, within the terms of delegation approved by the Trustees for operational matters including project activities and finance.

Objectives and principal activities

The primary objective of the Norwich Christian Resource Centre seeks to provide the following for the benefit of the citizens of Norwich and the surrounding areas:

- * Resources for all denominations and age groups of the Christian church,.
- * A welcome to people of all faiths or none,
- * Resources for those who work in the education community,
- * The centre's café as a quiet haven for shoppers, local business people, tourists and clergy, and
- * Events throughout the year such as lectures, book signings, discussion groups and debates.

The principal activities of the Trust continue to be the running of the shop and café for charitable purposes.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate systems and procedures are in place to mitigate major risks. The strategy also includes procedures to minimise the impact on the Trust should those risks materialise.

Public benefit

The Trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

Volunteers

The centre provides a place for voluntary opportunities for people to enhance their working and social skills. The Trustees would also like to thank all volunteers for their contribution in the running of the centre.

Report of the Trustees (continued)

Year ended 30 September 2018

Achievements and performance

Review of activities, performance and future plans

It has been another challenging year with a fall in sales in both the shop and the café. Despite that and with careful control over our expenses we have managed to achieve a small surplus of income. Sales of good quality second hand books have been of particular importance to us. The Trustees are grateful for the continuing and generous support from Revelation members, for donations from individuals and book donations. The total of 'donated income' made up 12% of total income as against 13% the previous year.

Of particular significance for us was a visit in March by Delia Smith who came to meet and spend time with staff and volunteers. Apart from being known as a TV cook, presenter and writer of cookery books Delia has also written four religious books based around readings, reflections and prayer. We were subsequently delighted when Delia agreed to become a Patron of Revelation.

Through our connection with General the Lord Dannatt (Patron) we were delighted to welcome Veterans Norfolk. Veterans Norfolk brings together all Norfolk's Service Charities and in conjunction with the County and District Councils, works to look after the welfare and well-being of Norfolk's Armed Forces and Veterans community. In October 2018 they moved their drop-in centre to Revelation.

The Trustees met regularly to monitor performance and discuss progress and our plans. We also keep policies under review to ensure we are compliant.

The Trustees remain determined to achieve financial stability for the Centre and with this in mind are discussing and formulating a vision for the future particularly thinking ahead for the next five years during which time our shop manager will be retiring and the lease for the premises will expire.

The 'vision' document is still being formulated but essentially it recognises the uniqueness of the organisation. Revelation exists to *advance the Christian faith in Norwich* - This is our Mission Statement. Within the walls of an ancient church we seek to carry out this work whilst at the same time offering a warm welcome and refreshment. We plan to offer a listening service for those who would like company or a chat. We actively support those either recovering from or experiencing mental or physical ill health by offering an environment with work opportunities. We seek to build on the sense of community which is valued by our regular users. Whilst we operate outside the structures of the Church of England we sit within our parish of St George's Tombland and wish to strengthen that link with the support of their ministry staff.

A summary of the in-house and outreach events is given in the appendix to the Trustees Report.

Reserves policy

The Trustees have examined the Trust's requirements for reserves in the light of main risks to the organisation. They have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the Trust should not fall below a minimum of £10,000. At the end of the year, the free reserves amounted to a surplus of £8,563.

Statement of Trustees Responsibilities

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trust and of the income and expenditure for the year. In preparing these financial statements the Trustees are required to:

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

Report of the Trustees (continued)
Year ended 30 September 2018

Statement of Trustees Responsibilities (continued)

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

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published on 16 July 2014.

On behalf of the Board of Trustees

P Talbot
Chairman of the Trustees

Appendix to the Report of the Trustees

In-house and outreach events

October 2017

- Eastern Region Ministry bookstall - Belsey Bridge, Ditchingham
- Two Diocesan suppers

November 2017

- Chaplaincy bookstall at Turbine Centre, Swaffham
- Bookstall at HHCT event at St Martin's Palace Plain

December 2017

- Eastern Region Ministry bookstall - Belsey Bridge, Ditchingham
- Bishop Graham book launch 'A place for God'

January and February 2018

- Burns Night meal
- Lent course in café based on film 'I, Daniel Blake' and book 'Nothing More, Nothing Less'
- Getting Through; Recovery but not as we Know it - mental health event led by Steve Foyster
- Diocesan readers bookstall - Belsey Bridge, Ditchingham

March 2018

- Lent course in café based on film 'I, Daniel Blake' and book 'Nothing More, Nothing Less'
- Why Worry?' Mental health event led by Revd. Neil Walker and Steve Foyster

April 2018

- April amble - annual sponsored walk
- Annual general meeting
- Good Grief?' discussion evening on loss and bereavement led by ex-district coroner William Armstrong

May 2018

- Local author book launch 'Ink in the Blood' - Neil Haverson
- Diocesan Baptism resource event - Norwich Cathedral
- Eastern Region Ministry bookstall - Belsey Bridge, Ditchingham
- Bookstall at Wardens' Day for Readers, Mile Cross Church

June and July 2018

- Eastern Region Ministry bookstall - Belsey Bridge, Ditchingham
- Strangers', Sojourners and Citizens - bookstall - Weston Room, Norwich Cathedral
- Norfolk Day lunch - café

August and September 2018

- Bookstalls at Eastern Region Ministry Summer School, Belsey Bridge, Ditchingham
- Open for Heritage Open Days
- Canon Anthony Footit - book launch for 'A Calendar of Wild Flowers'
- Bookstall at St Luke's church - Diarmuid O'Murchu

Independent Examiner's report For the year ended 30 September 2018

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Independent Examiner's report to the Trustees of Norwich Christian Resources

I report to the charity Trustees on my examination of the accounts of the company for the year ended 30 September 2018 which are set out on pages 7 to 11.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Chartered Institute of Management Accountants which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

John Mason ACMA, CGMA
Mason Williams Limited
1 Hammond Place
Lyng
Norwich
NR9 5RQ

**Statement of Financial Activities
and Income and Expenditure Account
Year ended 30 September 2018**

	Unrestricted funds Total 2018 £	Unrestricted funds Total 2017 £
Income		
Donations	17,374	20,462
Subscriptions and membership	13,119	13,734
Shop and café income	228,791	238,738
Grants received	-	1,500
Total income	259,284	274,434
Expenditure (note 5)		
Charitable activities	257,873	270,206
Other	750	600
Total expenditure	258,623	270,806
Net income	661	3,628
Funds at 1 October 2017	7,902	4,274
Funds at 30 September 2018	8,563	7,902

**Statement of financial position
as at 30 September 2018**

	Notes	2018 £	2017 £
Fixed assets			
Tangible assets	8	1,203	2,406
		<hr/>	<hr/>
Current assets			
Stock		48,501	42,112
Cash in hand		1,505	2,140
		50,006	44,252
		<hr/>	<hr/>
Creditors:			
Amounts falling due within one year	9	(42,646)	(38,756)
		<hr/>	<hr/>
Net current assets		7,360	5,496
		<hr/>	<hr/>
Net assets		8,563	7,902
		<hr/> <hr/>	<hr/> <hr/>
General funds			
Unrestricted		8,563	7,902
		<hr/>	<hr/>
Total funds		8,563	7,902
		<hr/> <hr/>	<hr/> <hr/>

For the financial period ended 30 September 2018 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of the affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements were approved and authorised for issue by the Trustees on 9 January 2019. and are signed on its behalf by:

P Talbot
Chairman

Company registration number 6675645

Notes to the financial statements

Year ended 30 September 2018

1 Statutory information

Norwich Christian Resources is a private charitable company, limited by guarantee, domiciled in England and Wales, registration number 6675645. The registered office is St Michael at Plea Church, Redwell Street, Norwich, NR2 4SN.

2 Compliance with accounting standards

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Companies Act 2006.

Norwich Christian Resources 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.

3 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous financial year, and also have been consistently applied within the same accounts.

The financial statements have been prepared under the historical cost convention.

The presentation currency is £ sterling.

(a) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Trust and which have not been designated for other purposes.

(b) Income

- Grants are recognised in the statement of Financial Activities (SOFA) in the period in which the conditions have been met. Grants received to finance activities in future accounting periods are included within deferred income and recognised in the period in which those activities are undertaken.
- All income is recognised once the Trust has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.
- Donations and memberships receivable are recognised in the SOFA in the period in which they are received.
- Donated services and facilities are included at the value to the Trust where this can be quantified.

(c) Expenditure

Expenditure is recognised on an accruals basis excluding any Value Added Tax

- Charitable expenditure comprises those costs incurred by the Trust in the delivery of its activities. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Other costs include those costs associated with meeting the constitutional and statutory requirements of the Trust and include the examiner's fees and costs linked to the strategic management of the Trust.

(d) Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation and any provision for impairment. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Plant and machinery etc.

25% on a straight line balance

Notes to the financial statements (continued)

Year ended 30 September 2018

3 Accounting policies (continued)

(e) Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

(f) Taxation

The charity is exempt from corporation tax on its charitable activities.

(g) Leasing commitments

Rentals paid under operating leases are charged to the statement of financial activities on a straight line basis over the period of the lease.

(h) Pensions

The company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payment obligations. The contributions are recognised as an expense in the SOFA when they fall due. Amounts not paid are shown in accruals as a liability in the Statement of financial position. The assets of the plan are held separately from the Company in independently administered funds.

4 Going concern

The Trustees have reviewed and considered the budget and cash flow of the business over the next twelve months and have concluded that providing the business conforms to the forecasts then the charity will be able to meet its debts and liabilities as they fall due. Consequently the accounts have been prepared on the going concern basis.

5 Expenditure	2018	2017
	£	£
Charitable activities		
Advertising	522	737
Purchases	116,865	130,844
Property expenses	42,121	38,912
Subscriptions	660	735
Salaries and national insurance	87,509	85,558
Pension contributions	226	93
Professional fees	1,116	1,350
Office costs	5,044	8,108
Travel and subsistence	405	682
Finance charges	2,202	1,984
Depreciation of plant and machinery	1,203	1,203
	257,873	270,206
Other		
Examiner's fee	750	600
	258,623	270,806

6 Trustees' remuneration and benefits

The Trustees received no remuneration, benefits or expenses during the year (2017: £nil).

Notes to the financial statements (continued)
Year ended 30 September 2018

7 Staff costs

	2018	2017
	£	£
Wages and salaries	87,017	85,364
Social security costs	408	194
Employer pension contributions	226	93
	<u>87,651</u>	<u>85,651</u>

During the year the average number of employees was 9 (2017: 9)

8 Tangible fixed assets

	Plant and machinery £
Cost	
At 1 October 2017	12,233
Additions	-
At 30 September 2018	<u>12,233</u>
Depreciation	
At 1 October 2017	9,827
Charge for the year	1,203
At 30 September 2018	<u>11,030</u>
Net book value at 30 September 2018	<u>1,203</u>
Net book value at 30 September 2017	<u>2,406</u>

9 Creditors: amounts falling due within one year

	2018	2017
	£	£
Bank overdraft	3,833	1,957
Trade creditors	34,317	31,242
Taxation and social security	3,120	2,947
Accruals and deferred income	1,076	1,010
Other creditors	300	1,600
	<u>42,646</u>	<u>38,756</u>

Management accounts**Year ended 30 September 2018**

	2018 £	2017 £
Sales		
Shop	175,324	181,334
Café	53,467	57,404
Subscriptions and membership	17,374	20,462
Donations and gift aid	13,119	13,734
Grants	-	1,500
	259,284	274,434
Expenditure		
Purchases-shop	97,892	111,542
Purchases-café	18,973	19,302
Wages	87,101	85,364
Social security	408	194
Pension contributions	226	93
Rent	20,000	20,000
Rates and water	3,512	2,201
Insurance	3,602	3,512
Electricity and gas	7,987	8,164
Telephone	1,266	2,650
Post and stationery	2,429	2,200
Maintenance costs	7,020	5,035
Accountancy	750	600
Waste disposal	811	731
Travel and subsistence	405	682
IT expenses	333	938
Licences	205	1,589
Professional fees	1,116	1,350
Subscriptions and membership	660	735
Bank charges	2,185	1,951
Advertising	522	737
Bank interest	17	33
Depreciation	1,203	1,203
	258,623	270,806
Net profit	661	3,628