

**THE NORWICH CITY
FOOTBALL CLUB HISTORICAL
TRUST
(A COMPANY LIMITED BY
GUARANTEE)
ANNUAL REPORT
FOR THE YEAR ENDED
31 MAY 2017**



THE NORWICH CITY FOOTBALL CLUB HISTORICAL TRUST

REPORT OF THE TRUSTEES

Trustees	R A Bland (Chairman) R G Blower J Woodrow G Wakefield R P Jackson
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Company Secretary	R A Bland
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Company number	4713765
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Charity number	1101238
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Registered office	Carrow Road Norwich NR1 1JE
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THE NORWICH CITY FOOTBALL CLUB HISTORICAL TRUST

REPORT OF THE TRUSTEES

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THE NORWICH CITY FOOTBALL CLUB HISTORICAL TRUST

REPORT OF THE TRUSTEES

The trustees present their report and the unaudited financial statements for the year ended 31 May 2017, which comply with current statutory requirements and with the requirements of the charity's governing document.

Status

The Norwich City Football Club Historical Trust was established as a company limited by guarantee on 27 March 2003 and registered with the Charity Commission on 17 December 2003. The charity's registered number is 1101238.

Members and trustees

The trustees, who are also directors for the purposes of company law, for the year under review, were as follows:

R A Bland - Chairman
R G Blower
J Woodrow
G Wakefield
R P Jackson

The charitable company is limited by guarantee and therefore does not have share capital. The members are all guarantors of the charitable company, of an amount not exceeding £1, during the period of their appointment as a member and for a period of 12 months after resignation.

Principal office and registered office

Carrow Road
Norwich
NR1 1JE

Charitable objectives

The objectives of the charitable company are, for the advancement of education to benefit the public by encouraging the preservation and appreciation of the heritage and history of Norwich City Football Club.

The charitable company's governing document is its Memorandum and Articles of Association.

Investment power

The trustees are empowered to invest funds in a manner appropriate to the financial requirements of the charitable company, having regard to the security of any investments made and the requirements of the Charity Commissioners order. The trustees hold cash in a deposit account to ensure it is available for charitable purposes at short notice.

Asset cover for funds

The trustees are satisfied that the assets are sufficient to fulfil all the charity's obligations.

Review of activities

All advice received from experienced museum professionals emphasises that a detailed catalogue is central to maintaining any collection. Thus, in the year we upgraded to an expanded version of the Modes database that serves many significant museums and we have undertaken appropriate training in its use. This prepares us for devoting much time to cataloguing more of our collection in the coming year. We have also enhanced our computer systems and back-up procedures.

Good progress has been made with recording interviews which have captured supporters' memories and in building our collection of player images. We have been grateful for donors who have added to our collection and volunteers who have assisted our efforts in what has been a successful year.

Financial results

The results for the year are set out on page 5 of the financial statements.

Nothing has occurred since the balance sheet date that would significantly affect the understanding of these financial statements.

THE NORWICH CITY FOOTBALL CLUB HISTORICAL TRUST

REPORT OF THE TRUSTEES

Reserves policy

Unrestricted

The charitable company's unrestricted reserves are represented, in the majority, by cash at bank and in hand. Due to fluctuations in income, the trustees consider that unrestricted reserves should be sufficient to cover the charitable company's planned expenditure for a period of six months.

Risk management

The trustees have assessed the major risks to which the charitable company is exposed, in particular those related to the operations and finances of the charitable company. Systems have been established to ensure that risks are identified and reviewed on a regular basis and that procedures are in place to mitigate their effect.

Statement of trustees' responsibilities

United Kingdom company and charity law requires the trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charitable company and its financial activities during the year then ended. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue its activities

The trustees are responsible for maintaining proper accounting records, safeguarding the assets of the charitable company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES

R. A. Bland

R A Bland
Chairman

14/11/17

THE NORWICH CITY FOOTBALL CLUB HISTORICAL TRUST

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 May 2017

	Note	Unrestricted 2017 £	Restricted 2017 £	Total 2017 £	Total 2016 £
Incoming resources					
Incoming resources from generated funds					
Activities in furtherance of charitable company's objects	3	1,193	-	1,193	5,809
Total incoming resources		1,193	-	1,193	5,809
Resources expended					
Direct charitable expenditure		-	-	-	-
Administration and establishment costs	4	6,184	-	6,184	1,464
Total resources expended		6,184	-	6,184	1,464
Net incoming/(outgoing) resources for the year		(4,991)	-	(4,991)	4,345
Fund balances brought forward at 1 June 2016		15,279	-	15,279	10,934
Fund balances carried forward at 31 May 2017	9	10,288	-	10,288	15,279

The accompanying notes form an integral part of these financial statements.

THE NORWICH CITY FOOTBALL CLUB HISTORICAL TRUST

INCOME AND EXPENDITURE ACCOUNT

For the year ended 31 May 2017

	Note	2017 £	2016 £
Turnover	2	1,193	5,809
Cost of sales		-	-
		<hr/>	<hr/>
Gross surplus		1,193	5,809
Administration expenditure	4	(6,184)	(1,464)
		<hr/>	<hr/>
Operating surplus/(deficit)		(4,991)	4,345
Interest receivable		-	-
		<hr/>	<hr/>
(Deficit)/Surplus of income over expenditure for the year		(4,991)	4,345
		<hr/>	<hr/>

Turnover comprises £1,193 for unrestricted funds.

All amounts relate to continuing operations.

Other recognised gains and losses are shown in the statement of financial activities on page 5.

The accompanying notes form an integral part of these financial statements.

THE NORWICH CITY FOOTBALL CLUB HISTORICAL TRUST

BALANCE SHEET AT 31 MAY 2017

	Note	2017	2016
		£	£
Fixed assets	6	34,480	33,647
Current assets			
Cash at bank and in hand		69	5,936
		<u>69</u>	<u>5,936</u>
Creditors: amounts falling due within one year		4,261	4,304
		<u>4,261</u>	<u>4,304</u>
Net current assets		(4,192)	1,632
		<u>(4,192)</u>	<u>1,632</u>
Total assets less current liabilities		30,288	35,279
Creditors: amounts falling due within one year	7	(20,000)	(20,000)
		<u>(20,000)</u>	<u>(20,000)</u>
Net assets		10,288	15,279
		<u>10,288</u>	<u>15,279</u>
Non equity funds			
Unrestricted funds	8	10,288	15,279
Restricted funds	8	-	-
		<u>10,288</u>	<u>15,279</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 May 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 May 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 14/11/17 and were signed on its behalf by:

R. A. Bland
R A Bland
Chairman

THE NORWICH CITY FOOTBALL CLUB HISTORICAL TRUST

NOTES TO THE ANNUAL REPORT

1 ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

1.2 Incoming resources

Incoming resources comprises income from fund raising activities and donations.

1.3 Value added tax

The charitable company is not registered for VAT and accordingly, all costs include irrecoverable VAT where appropriate.

2 TURNOVER

The whole of the turnover is attributable to the principal activity of the charitable company. All turnover arose within the United Kingdom. Turnover is the total amount receivable by the charitable company in the ordinary course of business.

3 INCOMING RESOURCES

	Unrestricted £	Restricted £	2017 £	2016 £
Activities in furtherance of charitable company's objects				
Donations	1,193	-	1,193	5,710
Fund raising	-	-	-	99
FA income	-	-	-	-
Misc	-	-	-	-
	<u>1,193</u>	<u>-</u>	<u>1,193</u>	<u>5,809</u>

4 ADMINISTRATION AND ESTABLISHMENT COSTS

	Unrestricted £	Restricted £	2017 £	2016 £
Activities in furtherance of charitable company's objects				
Heritage centre expenditure	5,959	-	5,959	1,332
Bank charges	-	-	-	2
Sundry expenses	225	-	225	130
	<u>6,184</u>	<u>-</u>	<u>6,184</u>	<u>1,464</u>

THE NORWICH CITY FOOTBALL CLUB HISTORICAL TRUST

NOTES TO THE ANNUAL REPORT

5 TRUSTEES' REMUNERATION

There were no payments to Trustees during the year ended 31 May 2017 (2016: £Nil).

The average monthly number of regular employees, including trustees, during the year was as follows:

	2017 Number	2016 Number
Trustees	5	5

6 TANGIBLE FIXED ASSETS

Tangible fixed assets are stated at cost.

Depreciation is not provided as the items are deemed to be not reducing in value, due to being memorabilia.

7 CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2017 £	2016 £
Loan due to Norwich City Football Club PLC	20,000	20,000

The loan from Norwich City Football Club PLC was provided to support and fund the fund raising campaign to create a museum. The loan will be repaid on successful completion of the museum.

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NOTES TO THE ANNUAL REPORT

8 NON EQUITY FUNDS

	Unrestricted £	Restricted £	Total £
Funds at 1 June 2016	15,279	-	15,279
Net incoming resources for the year	(4,991)	-	(4,991)
Transfer	-	-	-
	<hr/>	<hr/>	<hr/>
Funds at 31 May 2017	10,288	-	10,288
	<hr/>	<hr/>	<hr/>

9 CONTROL

No one party has overall control. Day to day management of the charitable company rests with the five trustee directors. Ultimate control is exercised by the members acting in concert.