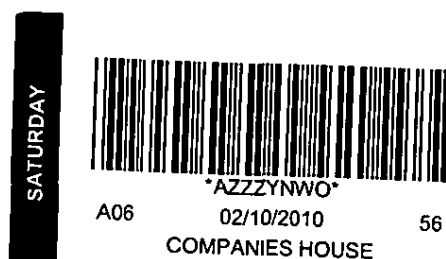


NORFOLK COMMUNITY FOUNDATION

FINANCIAL STATEMENTS

28 FEBRUARY 2010



NORFOLK COMMUNITY FOUNDATION

A Company Limited by Guarantee

Trustees' Report and Financial Statements

28 February 2010

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NORFOLK COMMUNITY FOUNDATION
Trustees' Annual Report
Reference and Administration Details

Name of Charity	Norfolk Community Foundation
Charity registration number	1110817
Company registration number	5234236
Address of principal and registered office	St James Mill, Whitefriars, Norwich, NR3 1SH
Patrons	Rt Rev Graham James, Lord Bishop of Norwich Richard Jewson, HM Lord Lieutenant of Norfolk
Trustees (at 28 February 2010)	Theodore Agnew (Chairman) Anne Sloman OBE (Vice Chairman) Robert Ashton Charlotte Carter Peter Colby Christopher Dicker DL Mark Jeffries Helen Johnson Richard Packham Ann Polley Tim Procter
Company Secretary	Martin Webster
Executive Director	Graham Tuttle
Bankers	Barclays Bank Plc St Cuthberts House 7 Upper King Street Norwich, NR3 1WX
Auditor	Grant Thornton UK LLP Kingfisher House 1 Gilders Way St James Place Norwich, NR3 1UB
Solicitors	Mills & Reeve LLP 1 St James Court Whitefriars Norwich, NR3 1RU
Investment Managers	Barclays Wealth Level 15, 1 Churchill Place, Canary Wharf London, E14 5HP Coutts & Co (wef 1 March 2010) 440 Strand London, W62R 0QS

**NORFOLK COMMUNITY FOUNDATION
Trustees' Annual Report (continued)
For the year to 28 February 2010**

Structure, Governance and Management

Constitution

Norfolk Community Foundation ("the Foundation") is established as a company limited by guarantee and was incorporated on 17 September 2004. It is registered as a charity with the Charity Commission (registered on 10 August 2005). The affairs of the Foundation are governed by its Memorandum and Articles of Association and managed by a Board of Trustees who are also the Directors of the Charity. The liability of the members in the event of the Foundation being wound up is limited to a sum not exceeding £1.

Recruitment and appointment of Trustees

The Trustees are nominated for election because of the skills, expertise and local knowledge that they can bring to guiding the charity to fulfil its objectives. Nominations are made by existing Trustees. Under the terms of the Memorandum and Articles of Association, a Trustee (Director) is elected to hold office for three years and is eligible for re-election for up to a further three years.

Peter Franzen resigned as a Trustee in July 2009, David Wright resigned as a Trustee in September 2009. Both were subsequently elected Vice-Patrons.

All Trustees (directors) named on page 1 held office throughout the year.

Robert Ashton, Peter Colby and Anne Sloman will be retiring by rotation and are currently ineligible for re-election. A proposal will be put to the Board in September 2010 to allow Trustees the option of a third tenure.

Induction and training of Trustees

On appointment all Trustees are provided with an induction pack which includes -

- a) Memorandum and Articles of Association
- b) Charity Commission publication CC3 - "The Essential Trustee - What You Need To Know"
- c) A copy of the latest financial statements

All Trustees are invited and encouraged to attend an annual training session intended to familiarise them with the charity and the context within which it operates. Trustees are also encouraged to attend other training seminars held locally for charity Trustees and to read newsletters and articles published by the Charity Commission, The Community Foundation Network and other advisory bodies.

NORFOLK COMMUNITY FOUNDATION
Trustees' Annual Report (continued)
For the year to 28 February 2010

Organisational structure

The Board of Trustees meets quarterly. Between these main board meetings, business is conducted through 3 sub committees who provide reports on activity for approval of the full board

Management and Finance Committee -	Theodore Agnew (Chairman) Robert Ashton Christopher Dicker Anne Sloman Tim Procter (from March 2010)
Community Investment Committee -	Helen Johnson (Chairman) Charlotte Carter Maxine Fiander* Ann Polley Jamie Evans* Trish Aydin* Jo Shiner*
Endowment Building Committee -	Theodore Agnew (Chairman) Robert Ashton Mark Jeffries Peter Colby Tim Procter Andy Newman * Caroline Combe* Steve Davidson*

* Not Trustees

The day to day management of the Foundation is conducted by a full time executive director, who is supported by a Finance Manager, a Development Officer, 3 Grants Officers and an Administrative Assistant.

Executive Director	Graham Tuttle
Finance Manager	Olive Thompson
Development Officer	Jane Jones (until 31 March 2010)
Grants Officers	Myroslava Puttock, Clive Rayner and Jenny Bevan
Administrative Assistant	Ashleigh Joubert

Jane Jones now acts as a consultant for the Foundation

Proposals for the award of grants are submitted to all the Trustees for ratification

NORFOLK COMMUNITY FOUNDATION
Trustees' Annual Report (continued)
For the year to 28 February 2010

Related parties

The Foundation is a member of the Community Foundation Network. Established in 1991, Community Foundation Network (CFN) is the national network linking, promoting and supporting over 60 community foundations in England, Northern Ireland, Scotland and Wales.

Risk Management

The Trustees have reviewed the major risks to which the charity is exposed and where appropriate systems or procedures have been established to mitigate the risks the charity faces. Internal risks are minimised by the implementation and procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff and volunteers.

Objectives and Activities

Objects and aims

The principal objects and activities of the Foundation are -

- The promotion of any charitable purposes for the benefit of the community in the County of Norfolk and its immediate neighbourhood and in particular the advancement of education, the protection of good health both mental and physical, and the relief of poverty and sickness
- Other exclusively charitable purposes in the United Kingdom and elsewhere, which are, in the opinion of the directors, beneficial to the community with a preference for those in the area of benefit

Strategies

Norfolk Community Foundation seeks to develop giving within Norfolk to address the needs of communities, and to support community self help

Norfolk Community Foundation will

- Invest and distribute funds on behalf of individuals, companies and trusts who want to make a real difference to communities in Norfolk
- Increase the funds available to community and voluntary organisations to help them build social capital and sustainable communities throughout Norfolk
- Develop an extensive knowledge of the needs of Norfolk. This will provide a vital reference to guide grant making and support fund development activities
- Ensure that its grant making is open and accessible so that even very small and informal voluntary or community groups may benefit
- Provide a conduit for public bodies and centrally administered funds to target support to grass roots needs within Norfolk

NORFOLK COMMUNITY FOUNDATION
Trustees' Annual Report (continued)
For the year to 28 February 2010

Grantmaking policies

Norfolk Community Foundation aims to build endowment funds to generate income from which to make grant awards throughout the County of Norfolk

The Foundation's aim is to provide support to voluntary and community groups in Norfolk whose primary aim is to improve the quality of people's lives and promote community cohesion. This is achieved by delivering thoughtful and informed grant making in support of grass roots community groups addressing real need. The Foundation exists to support the groups that miss out on funding from many sources, due to their size or client group

In addition, The Foundation delivers funding programmes on behalf of individual, corporate and statutory donors, according to their specific criteria or area of interest

Public Benefit

The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit in deciding what activities the charity should undertake

Through its donors Norfolk Community Foundation provides financial support, by way of grants, to the smaller charities and community groups operating across Norfolk. To date, the Foundation has provided grants in excess of £1,500,000. Grants totalling £819,257 were made during the financial year (note 5) - £761,811 to 322 community groups and other voluntary organisations, £57,446 to 23 individuals thus demonstrating the Foundation's commitment towards providing public benefit to a wide variety of deserving groups throughout the county of Norfolk. The Foundation as at the end of August 2010 has over £3,000,000 of endowed funds which will provide grants in perpetuity. These funds continue to grow and will provide long term financial public benefit

The Foundation provides a model and framework that encourages donors to engage in charitable work and to deliver their philanthropic aims. The Foundation encourages new donors and philanthropists to the charitable sector which serves to increase the overall funding available to the smaller charities and community groups operating across Norfolk. The Foundation provides a professional and effective service to all its donors that bring certainty and comfort to the job of grant giving. The Foundation assesses and monitors all grants made which ensures the funds are well spent and the outputs identified at the time of the grant are delivered to the benefit of the donor, the recipient and the overall sector. The Foundation brings solutions to businesses located in Norfolk but operating across East Anglia and the UK by linking other Foundations into a single solution thus ensuring financial support to organisations not just in Norfolk but across the wider UK

The Foundation provides leadership and community engagement in partnership and provides its donors and sector partners with current information on Norfolk needs and issues through its 'Norfolk Summary of Needs' report which is updated every 18 months. This report allows the Foundation to respond to changing political and social needs and also allows the NCF to engage its existing and potential new donors in focused and targeted grant giving. Annual analysis of grant giving allows us to ensure that the benefits of our grant giving is seen across the whole county and thereby supports the many and varied good causes that groups are involved in. The results of this analysis are transparent and shared through our website and annual report with our donors, community partners and the charities which operate across the county

NORFOLK COMMUNITY FOUNDATION
Trustees' Annual Report (continued)
For the year to 28 February 2010

Achievements and Performance

The Foundation's activities have continued to increase significantly throughout the year

Key achievements during the year were as follows

- The endowment held by the Foundation increased from £867K at 28 February 2009 to £2.2m at 28 February 2010
- The Foundation continued to achieve success with the Grassroots challenge to such an extent that a further allocation of match funding was requested and granted from the Office of Third Sector. This gave the Foundation £164K additional match funding in year 2009-10 and £115K in 2010-11, taking the overall uplift from £820K to £1.1m, increasing the potential endowment to a total figure of £2.2m by the end of March 2011
- Funds for grant making increased from £578K to just over £1m. This was the result of a concerted effort to increase the level of revenue funds which will help to offset the possible lack of future Government funding after March 2011
- The number of funds (grant and endowment) established with the Foundation rose from 28 to 45
- There has been increased donor engagement from the business sector - May Gurney, Swiss Re, Bernard Matthews, Richard Nash Group and Sheringham Shoal Offshore Energy have all set up funds
- A 'Love Norfolk' campaign was launched on 27 October 2009 as part of a strategy to secure new donors on the basis of their love for Norfolk
- The Foundation held a successful 'Love Norfolk' event at John Innes Centre in November 2009 to specifically focus on legacy giving through engagement with professional advisors
- The Norfolk 100 has continued to grow with currently over 140 members. Several members who have completed payment of their third year have agreed to continue their membership for a further 3 years. Over £49K was given out in grants from this fund during the year
- The Foundation has achieved the higher level of Quality Accreditation Mark 2. This is a programme run by the Community Foundation Network to encourage best practice. It is based on a set of standards that are formally endorsed by the Charity Commission

The Foundation continues to benefit from the generosity and support of Jarrold & Sons Limited through the provision of space within their offices at St James Mill at no charge

It has been another active and demanding year for the staff of the Foundation and the Trustees are very grateful to them all for their hard work and dedication during this time of rapid expansion

Financial Review

Financial position

The financial position of the Foundation is shown in the Statement of Financial Activities on page 11 and the Balance Sheet on page 12. The Trustees are pleased with the level of donations and grants received for the Endowment and Restricted funds in the year to 28 February 2010 which totalled £2,365,110. Core unrestricted funds expenditure amounted to £216,718, of which £62,686 was reimbursed by way of a grant from the Cabinet Office (to help support the Grassroots programme). Expenditure on unrestricted funds exceeded income by £1,351 at the end of the year due to recruitment costs which were higher than budgeted and the financial position overall at the end of the year is considered satisfactory.

NORFOLK COMMUNITY FOUNDATION
Trustees' Annual Report (continued)
For the year to 28 February 2010

Policy on reserves

It is the policy of the Trustees to retain general fund reserves (cash balances, current assets less current liabilities) equivalent to approximately 9 months annual operating expenditure. At the current operating levels the target reserve would be approximately £160,000. Unrestricted general fund reserves at the balance sheet date amounted to £138,798.

Funding sources

The Foundation has received and continues to receive funding for core costs from a variety of sources. In the period under review the following amounts were received for this purpose -

Donations and grants receivable

The following unrestricted donations and grants were received and have been used to pay the core costs of the Foundation -

	2010
	Unrestricted
Ardeshir Naghshineh	25,000
Charles Dunstone Charitable Trust	20,000
Archant Limited	5,000
Norfolk 100	5,810
Charles Littlewood Trust	2,500
Lady Hind Trust	2,500
Public Interest Foundation	2,000
Kettle Foods	1,000
Lovewell Blake	2,800
Grants paid to other Community Foundations	(4,000)
Office of Third Sector – Cabinet Office	62,686
Others (below £1,000) and gift aid	<u>31,928</u>
	<u>£157,224</u>

In addition amounts totalling £54,282 were transferred from the Endowment and Restricted Funds, in accordance with the fund agreements, as contributions to core costs -

Endowment Funds	14,336
Restricted Funds	<u>39,946</u>
	<u>£54,282</u>

Investments and investment policy

Investments are held in accordance with the powers of the Trustees set out in the Articles of Association. Investment policy is to maximise the return on the portfolio while ensuring that the level of risk is low. The Trustees have delegated responsibility for investment matters to the Management and Finance Committee which has re-confirmed Barclays Wealth and recently appointed Coutts & Co (wef 1 March 2010), both as Investment Managers.

NORFOLK COMMUNITY FOUNDATION
Trustees' Annual Report (continued)
For the year to 28 February 2010

Plans for the Future

- To build an endowment that will ensure funds are permanently available to community and voluntary groups in Norfolk
- To successfully achieve the Grassroots Endowment Challenge financial targets by 31 March 2011
- To make applying for a grant easy for those who work with and support charitable causes and organisations
- To promote and integrate the work of the Foundation across Norfolk with its current and potential donors, applicants and partner groups across the county and sector
- To continue to drive towards self-sustainability
- To ensure that the Foundation is seen as both innovative and professional

Statement of Trustees' Responsibilities

The Trustees (who are also directors of Norfolk Community Foundation for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company Law requires the Trustees to prepare financial statements for each financial year. Under that Law, the Trustees have elected to prepare financial statements in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as each of the Trustees is aware

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditor

A Resolution to reappoint Grant Thornton UK LLP will be proposed at the next Annual General Meeting

Theodore Agnew, Chairman
6 September 2010

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NORFOLK COMMUNITY FOUNDATION

We have audited the financial statements of Norfolk Community Foundation for the year ended 28 February 2010 which comprise the statement of financial activities, the balance sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and auditor

The Trustees (who are also the directors of Norfolk Community Foundation for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether the information given in the Trustees' Annual Report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charitable company has not kept adequate accounting records, if the charitable company's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of Trustees' remuneration specified by law are not made.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

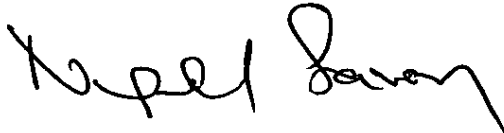
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NORFOLK COMMUNITY
FOUNDATION (CONTINUED)**

Opinion

In our opinion

- the financial statements give a true and fair view, of the state of the charitable company's affairs as at 28 February 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
- the financial statements have been properly prepared in accordance with the Companies Act 2006, and
- the information given in the Trustees' Annual Report is consistent with the financial statements



**NIGEL SAVORY
SENIOR STATUTORY AUDITOR
FOR AND ON BEHALF OF GRANT THORNTON UK LLP
STATUTORY AUDITOR
CHARTERED ACCOUNTANTS**

Norwich

6 September
..... 2010

NORFOLK COMMUNITY FOUNDATION

Statement of Financial Activities (Incorporating Income and Expenditure Account) For the year to 28 February 2010

Incoming Resources

	Notes	Unrestricted Funds	Restricted Funds	Endowment Funds	2010 Total	2009 Total
Incoming resources from generated funds						
Donations and grants towards core costs	2	157,224	40,000	-	197,224	158,704
Other donations and grants	3	-	964,050	1,401,060	2,365,110	1,033,171
Legacies		-	-	-	-	1,000
Services provided		-	-	-	-	23,483
Interest and dividends receivable		3,861	-	50,245	54,106	35,466
Total incoming resources		161,085	1,004,050	1,451,305	2,616,440	1,251,824

Resources Expended

Costs of generating funds	4	75,393	23,839	-	99,232	36,384
Charitable activities						
Grants awarded	4	-	819,257	-	819,257	610,873
Support costs	4	128,401	-	-	128,401	138,498
Governance costs	4	12,924	-	-	12,924	11,842
Total resources expended		216,718	843,096	-	1,059,814	797,597
Net incoming/(outgoing) resources before transfers		(55,633)	160,954	1,451,305	1,556,626	454,227
Transfers	13 & 14					
Contributions to core costs		54,282	(39,946)	(14,336)	-	-
For grantmaking from endowment funds		-	35,906	(35,906)	-	-
Other transfers		-	(14,450)	14,450	-	-
Net movement in funds		(1,351)	142,464	1,415,513	1,556,626	454,227
Funds 1 March 2009		141,389	245,853	866,516	1,253,758	799,531
Funds 28 February 2010		£140,038	388,317	2,282,029	2,810,384	1,253,758

All recognised gains and losses are included in the Statement of Financial Activities above
The notes on pages 13 to 22 form part of the financial statements

NORFOLK COMMUNITY FOUNDATION

Balance Sheet at 28 February 2010 Company number 5234236

	Notes	2010	2009
Fixed assets			
Tangible assets	9	1,240	2,603
Investments	10	<u>1,757,709</u>	<u>694,820</u>
		1,758,949	697,423
Current assets			
Debtors	11	481,650	183,518
Cash at bank		<u>612,914</u>	<u>477,133</u>
		<u>1,094,564</u>	<u>660,651</u>
Creditors amounts falling due within one year	12	<u>43,129</u>	<u>104,316</u>
Net current assets		<u>1,051,435</u>	<u>556,335</u>
Net assets		<u>£2,810,384</u>	<u>£1,253,758</u>
Income funds			
Unrestricted funds			
General funds		140,038	141,389
Restricted funds	13	388,317	245,853
Capital funds			
Endowments	14	<u>2,282,029</u>	<u>866,516</u>
		<u>£2,810,384</u>	<u>£1,253,758</u>

The financial statements were approved by the Board and authorised for issue on 6 September 2010 and signed on its behalf by

Trustee - Theodore Agnew

Trustee - Christopher Dicker

The notes on pages 13 to 22 form part of the financial statements

NORFOLK COMMUNITY FOUNDATION

Notes forming part of the financial statements for the year ended 28 February 2010

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the provisions of the Companies Act 2006, the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005, and applicable United Kingdom Accounting Standards

Going concern

The charity has generated sufficient financial resources from its activities to allow the trustees to believe that the charity is well placed to manage its business risks successfully in the current economic climate

Accordingly, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future, thus they continue to adopt the going concern basis of accounting in preparing the financial statements

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity

Restricted funds are those funds that can only be used for particular restricted purposes within the objects of the Foundation. Restrictions arise when specified by the donor or when funds are raised for particular restrictive purposes. In accordance with the terms of donor agreements, interest received on restricted fund balances is credited to the general (unrestricted) fund

Endowment funds are permanent or expendable funds that are held by the Foundation and are represented by investments held by the Foundation. Income accruing to the endowment funds is either transferred to restricted funds for grant making or added to the endowment fund, depending on the wishes of the donor

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the Foundation is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income -

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant
- Donated equipment, services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts
- Investment income is included when receivable

NORFOLK COMMUNITY FOUNDATION
Notes forming part of the financial statements (contd) for the year ended 28 February 2010

1 Accounting policies (contd)
Incoming resources (contd)

- Grants for the Office of the Third Sector are accounted for as follows -
 - (a) Income for grant making is accounted for on receipt
 - (b) Income for management fees is accounted for when the charity has earned the right to the income
 - (c) Matched funding income for the endowment funds is accounted for when the charity becomes unconditionally entitled to the income from the donor

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates -

- Grants payable are recognised as expenditure when the grant is approved
- Costs of generating funds comprises the costs associated with attracting voluntary income
- Charitable expenditure comprises those costs incurred by the charity and the delivery of its activities and services for its beneficiaries. It includes both the costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated to that activity whilst others are apportioned on an appropriate basis

Tangible fixed assets and depreciation

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions costing below £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years.

Investments

Investments are stated at market value.

The Trustees have re-appointed Barclays Wealth and, more recently, appointed Coutts & Co as a second Investment Manager to manage the endowment fund investments on a discretionary basis adopting a moderate to cautious risk.

Taxation

As a registered charity, the Foundation is generally exempt from income tax and capital gains tax, but not from VAT.

NORFOLK COMMUNITY FOUNDATION
Notes forming part of the financial statements (contd) for the year ended 28 February 2010

1 Accounting policies (contd)

Pensions

The Foundation contributes to individual personal pension plans on behalf of its employees. The contributions payable by the Foundation are charged to the Statement of Financial Activities on an accruals basis.

Cash Flow Statement

A cash flow statement is not included as part of these financial statements as the charity falls outside the scope of Financial Reporting Standard No. 1.

2 Donations and grants receivable

The following unrestricted donations and grants were received and have been used to pay the core costs of the Foundation -

	2010 Unrestricted
Ardeshir Naghshineh	25,000
Charles Dunstone Charitable Trust	20,000
Archant Limited	5,000
Norfolk 100	5,810
Charles Littlewood Trust	2,500
Lady Hind Trust	2,500
Public Interest Foundation	2,000
Kettle Foods	1,000
Lovewell Blake	2,800
Grants paid to other Community Foundations	(4,000)
Office of Third Sector – Cabinet Office	62,686
Others (below £1,000) and gift aid	<u>31,928</u>
	<u>£157,224</u>
Restricted funds	
Norfolk County Council	<u>40,000</u>
	<u>£197,224</u>

3 Other Donations and grants

	Restricted Funds	Endowment Funds	2010	2009
For grantmaking and endowment funds	558,713	955,458	1,514,171	611,508
Refunds	(1,300)	(25,000)	(26,300)	-
Office of Third Sector – Cabinet Office				
Match Funding	-	470,602	470,602	124,821
Grant making	<u>406,637</u>	<u>-</u>	<u>406,637</u>	<u>296,842</u>
	<u>£964,050</u>	<u>1,401,060</u>	<u>2,365,110</u>	<u>1,033,171</u>

NORFOLK COMMUNITY FOUNDATION
Notes forming part of the financial statements (contd) for the year ended 29 February 2010

4 Resources expended	Basis of allocation	Costs of generating funds	Charitable activities	Governance costs	Total 2010	Total 2009
Grants awarded (note 5)	Direct	-	819,257	-	819,257	610,873
Support costs allocated to activities						
Salaries and pension costs	Staff time	42,505	97,035	5,545	145,085	131,127
Office expenses	Staff time	1,482	5,556	370	7,408	4,980
Recruitment costs	Staff time	2,032	7,621	508	10,161	4,638
Training and Conferences	Staff time	514	1,925	128	2,567	1,129
IT & Computer costs	Staff time	866	3,247	217	4,330	2,499
Advertising and marketing	Direct	24,523	-	-	24,523	16,831
Publications and subscriptions	Staff time	451	1,691	113	2,255	1,926
Telephone	Staff time	787	2,955	197	3,939	2,924
Travel	Staff time	696	2,610	174	3,480	1,565
Premises Insurance	Staff time	53	197	13	263	525
Professional Fees	Staff time	1,093	4,099	273	5,465	5,331
Depreciation	Staff time	391	1,465	98	1,954	1,806
Audit fee	Direct	-	-	5,288	5,288	2,875
		75,393	128,401	12,924	216,718	178,156
Restricted Fund						
Salaries and pension costs		20,641	-	-	20,641	8,568
Marketing		3,198	-	-	3,198	-
		23,839	-	-	23,839	8,568
Total (including grants)		£99,232	947,658	12,924	1,059,814	797,597

NORFOLK COMMUNITY FOUNDATION

Notes forming part of the financial statements (contd) for the year ended 28 February 2010

5 Grants payable

Grants totalling £819,257 (2009 £610,873) were made during the year - £761,811 to 322 community groups and other organisations, £57,446 to 23 individuals through the Norfolk Sports and Culture Foundation Fund

The following list shows the 37 largest grants with a value of £5,000 and above. The net amount of grants awarded to community groups and organisations during the year ended 28 February 2010 totalled £761,811

	£
Sheringham & District Sports Association	40,000 *
YESU	13,869
Football in the Community	13,800
Julian Housing Support Trust Limited	12,600
Sheringham Little Theatre	6,000 *
Wells Area Partnership	5,535
Thorpe Abbots Village Hall	5,000
Bracon Ash and Hethel Playing Field Association	5,000
Ferry Street Gym	5,000
Hethersett Memorial Playing Field Committee	5,000
Revolution Skate Club	5,000
Wacton Village Hall	5,000
Leziate Ashwicken & Bawsey Village Hall Committee	5,000
Age Concern Norwich	5,575
Griffon Area Partnership	5,000
Thurlton Bowls Club	5,000
1 st Dickleburgh Sea Scout Group	5,000
Brancaster Staithe and Deepdale Village Hall	5,000
Church Estate & Headborough Charity	5,000
Hingham Playing Fields Association	5,000
Aylsham Recreation Ground	5,000
Dilham Village Hall & Playing Field Committee	5,000
North Creak P.C	5,000
Bucks Just Play	5,000
1 st North Walsham Scouts	5,000
Old Buckenham Village Hall	5,000
1 st Hainford & Frettenham Scout Group	5,000
Hoveton and Wroxham Playgroup	5,000
St Edward's Community Church	5,000
Nelson's Journey	5,000
Surlingham P.C.	5,000
Mancroft Advice Project (MAP)	5,000
Gunthorpe Village Institute	5,000
Community Action Norwich	5,000
S C R A G - Sedgeford Children's Recreation Area Group	5,000
Halvergate Playing Field Association	5,000
St John Ambulance Aylsham Quadrilateral Division	5,000

* Donor directed

NORFOLK COMMUNITY FOUNDATION

Notes forming part of the financial statements (contd) for the year ended 28 February 2010

6 Net incoming resources for the year

	2010	2009
This is stated after charging -		
Depreciation	<u>£1,954</u>	<u>£1,806</u>
Auditor's remuneration	<u>£5,288</u>	<u>£2,875</u>

7 Staff costs and numbers

Staff costs were as follows -	2010	2009
Salaries	147,017	124,347
Social Security costs	13,982	11,450
Pension contributions	3,613	1,944
Life assurance	<u>1,114</u>	<u>1,955</u>
	<u>£165,726</u>	<u>£139,696</u>

No employee in either year received emoluments of more than £60,000

The average number of employees during the period, calculated on the basis of full time equivalents, was 6 (2009 4)

8 Trustee remuneration and related party transactions

No Trustees received any remuneration or expenses during the year. Naked Marketing Limited, a company in which Robert Ashton has an interest, was paid £2,822 (2009 £4,637) for marketing services on behalf of the Foundation. Lovewell Blake, Accountants, in which Christopher Dicker has an interest, was paid £1,410 (2009 £2,013) for accountancy training. Mills & Reeve LLP, in which Mark Jeffries has an interest, was paid £1,148 (2009 £3,075) for legal advice.

9 Tangible fixed assets

Cost	Computers and Office Equipment
At 1 March 2009	7,223
Additions	<u>591</u>
At 28 February 2010	<u>7,814</u>
Accumulated depreciation	
At 1 March 2009	4,620
Charge for the year	<u>1,954</u>
At 28 February 2010	<u>6,574</u>
Net book value	
At 28 February 2010	<u>£1,240</u>
At 29 February 2009	<u>£2,603</u>

NORFOLK COMMUNITY FOUNDATION

Notes forming part of the financial statements (contd) for the year ended 28 February 2010

10 Investments

The investments are managed by Barclays Wealth and at 28 February 2010 comprised -

Endowment Investments	2010	2009
Protected Equity Linked Securities (PELS)	-	49,520
Alliance & Leicester	-	145,848
Bank of Scotland – No 1 account	-	100,000
Bank of Scotland – No 2 account	-	100,000
Zurich Bank International	-	100,000
Britannia International	424,391	-
Bank of Scotland	96,115	-
Bradford & Bingley	102,241	-
Barclays Treasury Deposit	100,000	-
Support a/c	32,776	28,511
Deposit account	267	154
Cash a/c	5	-
 Barclays Gilt	-	98,066
Gilt Warrant	114,015	-
Gilt Warrant	50,935	-
Gilt Warrant	103,142	-
Global Portfolio	<u>470,664</u>	<u>-</u>
	1,494,551	622,099
 Other non-endowment Investments		
Bank of Ireland (IOM)	100,000	-
Britannia International	150,000	-
Support a/c	13,158	-
Bank of Scotland	<u>-</u>	<u>72,721</u>
	<u>£1,757,709</u>	<u>£694,820</u>

11 Debtors

	2010	2009
Accrued interest	20,206	7,529
Gift Aid receivable	19,667	36,255
Other debtors and prepayments	<u>441,777</u>	<u>139,734</u>
	<u>£481,650</u>	<u>£183,518</u>

12 Creditors - amounts falling due within one year

	2010	2009
Taxation and Social Security	4,289	3,282
Other creditors and accruals	<u>38,840</u>	<u>101,034</u>
	<u>£43,129</u>	<u>£104,316</u>

NORFOLK COMMUNITY FOUNDATION
Notes forming part of the financial statements (contd) for the year ended 28 February 2010

13	Restricted funds	Opening balance	Donations	Interest from endowment funds	Grants payable	Other costs	Contributions to core costs	Transfers	Closing balance
	For grants								
	Love Norfolk Fund	10,437	57,841	12,063	(38,289)	-	(2,319)	(2,530)	37,203
	Bishop of Norwich Community Fund	1,366	10,000	-	(4,940)	-	(1,000)	-	5,426
	R G Carter Fund	18,009	-	870	-	-	-	(18,009)	870
	North Norfolk Community Fund	25,486	25,000	3,737	(40,056)	-	(2,500)	559	12,225
	Birketts Fund	506	-	967	-	-	-	-	1,473
	Annie Bell Fund	730	26	455	-	-	-	-	1,211
	PriewaterhouseCoopers Fund	799	5,889	-	(5,000)	-	(500)	-	1,188
	The Mental Health Fund	21,149	30,000	-	(18,175)	-	(3,000)	-	29,974
	High Sheriff's Fund	2,586	2,050	291	(2,500)	-	(250)	-	2,177
	Barclays Bank Fund	919	-	848	-	-	-	164	1,931
	Eversheds Fund	-	2,550	-	(2,450)	-	(100)	-	-
	Norfolk 100 Fund	13,395	57,675	3,397	(49,050)	(3,198)	(3,000)	-	25,417
	Norwich 4 Business	120,030	-	-	-	-	-	-	113,832
	Lovewell Blake Fund	21,638	27,522	-	(22,475)	-	-	-	26,685
	TargetFollow Fund	6,250	17,917	-	(21,771)	-	-	-	2,396
	Small Grants Programme	4,605	-	-	(3,969)	-	-	3,384	4,000
	Victory Housing Community Fund	26	38,500	920	(33,567)	-	(3,500)	818	3,197
	Sports & Culture Foundation Fund	-	65,071	-	(57,446)	-	(7,625)	-	-
	Grassroots Fund	(3,510)	406,637	-	(402,387)	-	-	-	740
	CB Jewson Trust Fund	-	-	1,895	(1,180)	-	-	1,184	1,899
	Mars Fund	-	6,886	-	(6,050)	-	(836)	-	-
	Comic Relief Fund	-	42,642	-	(19,404)	-	(3,665)	-	19,573
	Cedar Trust Community Fund	-	16,000	283	-	-	(1,000)	-	15,283
	Sports Relief Fund	-	16,500	-	(13,800)	-	(750)	-	1,950
	The May Gurney Foundation Fund	-	22,720	42	(16,720)	-	(6,000)	-	42
	Shadwell Estate Community Fund	-	5,300	-	(5,000)	-	(300)	-	-
	Bernard Matthews Fund	-	11,000	1,328	(4,985)	-	(1,000)	-	6,343
	Swiss Re Community Fund	-	10,700	83	(4,043)	-	(700)	-	5,957
	Freebridge Community Housing Fund	-	5,400	-	(4,000)	-	(400)	-	5,083
	The Greenhouse Community Fund	-	58,974	-	(46,000)	-	(1,500)	-	11,474
	Anne Sloman Fund	-	-	645	-	-	-	-	645
	Theodore Agnew Fund	-	-	1,939	-	-	-	-	1,939
	Thelveton Fund	-	-	228	-	-	-	-	228
	Bill Moore Fund	-	-	1,973	-	-	-	-	1,973
	Mills & Reeve Charitable Trust Fund	-	-	395	-	-	-	-	395
	The Jeffries Fund	-	-	275	-	-	-	-	275
	The Flux Family Fund	-	-	464	-	-	-	-	464
	Ranworth Trust Fund	-	-	1,392	-	-	-	-	1,392
	R C Snelling Charitable Trust Fund	-	-	1,000	-	-	-	-	1,000
	Turnpike Farm Fund	-	-	27	-	-	-	-	27
	The Richard Nash Group Fund	-	-	100	-	-	-	-	100
	Sheringham Shoal Community Fund	-	21,250	-	-	-	-	-	21,250
	Griffon Fund	-	-	289	-	-	-	-	289
	For Jane Jones costs	-	-	-	-	-	-	-	-
	Norfolk County Council	1,432	40,000	-	-	(20,641)	-	-	20,791
		<u>£245,853</u>	<u>1,004,050</u>	<u>35,906</u>	<u>(819,257)</u>	<u>(23,839)</u>	<u>(39,946)</u>	<u>(14,450)</u>	<u>388,317</u>

NORFOLK COMMUNITY FOUNDATION
Notes forming part of the financial statements (contd) for the year ended 28 February 2010

14 Endowment Funds

	Opening balance	Donations/ (Refunds)	Grassroots donations received	Interest received	Contributions to core costs	Transfers	Interest credited to Restricted Funds	Closing Balance
Non-Grassroots Funds								
Love Norfolk Trustees	135,310	4	-	5,917	(1,314)	(834)	(4,603)	134,480
Griffon	8,525	963	-	383	(95)	(5,400)	(288)	4,088
Annie Bell	8,505	-	-	374	(85)	-	(289)	8,505
North Norfolk Community	12,216	288	-	543	(125)	-	(418)	12,504
Barclays Bank	110,622	-	-	4,843	(1,106)	(559)	(3,737)	110,063
High Sheriff's	25,164	-	-	1,100	(252)	(164)	(848)	25,000
Birketts	6,455	-	-	284	(65)	-	(219)	6,455
Anne Sloman	20,731	-	-	912	(207)	-	(705)	20,731
Norfolk 100	17,152	-	-	755	(172)	-	(583)	17,152
Theodore Agnew	54,391	27,975	-	3,010	(824)	-	(2,186)	82,366
Thevelton	31,952	-	-	1,405	(320)	-	(1,086)	31,952
C B Jewson Trust	4,515	2,508	-	263	(70)	-	(192)	7,024
The Victory Housing Community	26,354	-	-	1,160	(264)	(1,184)	(896)	25,170
Tumpike Farm	25,818	(25,000)	-	461	(8)	(818)	(453)	-
	-	-	-	20	-	5,400	(20)	5,400
	487,710	6,738	-	21,431	(4,907)	(3,559)	(16,523)	430,890
Grassroots Funds								
Norfolk 100	28,469	29,000	14,229	1,928	(717)	-	(1,211)	71,698
Love Norfolk	194,184	39,838	19,919	9,712	(2,539)	-	(7,172)	253,942
C B Jewson Trust	29,390	-	-	1,293	(294)	-	(999)	29,390
Theodore Agnew	45,582	110,000	55,000	2,959	(2,106)	-	(853)	210,582
Annie Bell	379	2,803	1,409	83	(46)	-	(37)	4,591
The Bill Moore	58,042	-	-	2,554	(580)	-	(1,973)	58,043
The Jeffries	8,401	5,555	2,778	442	(167)	-	(275)	16,734
Mills & Reeve Charitable Trust Fund	12,597	8,333	4,167	646	(251)	-	(395)	25,097
High Sheriff's	1,762	285	142	94	(22)	-	(72)	2,189
The Flux Family	-	51,282	25,641	1,233	(769)	-	(464)	76,923
Cedar Trust Community	-	10,000	5,000	283	-	-	(283)	15,000
The May Gurney Foundation Fund	-	25,000	12,500	417	(375)	-	(42)	37,500
Thevelton	-	3,846	1,923	36	-	-	(36)	5,769
RC Snelling Charitable Trust Fund	-	100,000	50,000	1,000	-	-	(1,000)	150,000
The Richard Nash Group	-	10,000	5,000	100	-	-	(100)	15,000
Freebridge Community Housing	-	25,000	12,500	83	-	-	(83)	37,500
RG Carter	-	-	9,005	960	(90)	18,009	(870)	27,014
Anne Sloman	-	5,541	2,771	145	(83)	-	(62)	8,312
Barnard Matthews	-	59,000	29,500	1,770	(442)	-	(1,328)	88,500
Ranworth Trust	-	350,000	175,000	1,392	-	-	(1,392)	525,000
Victory Housing	-	35,000	17,500	992	(525)	-	(467)	52,500
Tumpike Farm	-	2,596	1,298	46	(39)	-	(7)	3,894
Birketts	-	25,641	12,820	646	(384)	-	(262)	38,461
Sheringham Shoal Community Fund	-	25,000	12,500	-	-	-	-	37,500
	378,806	923,720	470,602	28,814	(9,429)	18,009	(19,383)	1,791,139
	£866,516	930,458	470,602	50,245	(14,336)	14,450	(35,906)	2,282,029

NORFOLK COMMUNITY FOUNDATION

Notes forming part of the financial statements (contd) for the year ended 28 February 2010

15. Grant commitments

At the year end the charity had signed agreements to make grant payments totalling £23,275 over the next year which have not been recognised as liabilities in the financial statements. These grants are contingent on the charity receiving the associated income from the relevant funder. The charity expects to recognise the resources expended in the period in which the income is receivable.

At the year end the charity received notice from grant funders that it would receive £23,275 over the next year. This has not been recognised as an asset in the financial statements as it is contingent on the grant funder having the income available at the time the grant is due, and the income is related to donor-imposed future periods. The charity expects to recognise the incoming resources in the period to which they relate.

16. Movement on Funds

	Opening Balance	Incoming Resources	Outgoing Resources	Transfers	Closing Balance
Unrestricted funds					
General Fund	141,389	161,085	(216,718)	54,282	140,038
Restricted funds	245,853	1,004,050	(843,096)	(18,490)	388,317
Endowment funds	866,516	1,451,305	-	(35,792)	2,282,029
	<u>£1,253,758</u>	<u>2,616,440</u>	<u>(1,059,814)</u>	<u>-</u>	<u>2,810,384</u>

17. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
Fund balances at 28 February 2010 are Represented by -				
Tangible fixed assets	1,240	-	-	1,240
Investments	105,263	157,895	1,494,551	1,757,709
Bank balances	33,876	133,254	445,784	612,914
Other net current assets	(341)	97,168	341,694	438,521
	<u>£140,038</u>	<u>388,317</u>	<u>2,282,029</u>	<u>2,810,384</u>